

RIVERDALE ELEMENTARY SCHOOL
7391 NESHOPA RD.
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INTERNET-WWW.SCSK12.ORG-CLICK ON SCHOOLS-CHOOSE RIVERDALE
DAVID R. CARLISLE, PRINCIPAL
SUE OEHMEN AND JOSEPH BOND, ASSISTANT PRINCIPALS

SCHOOL HOURS

School is in session from 8:00 a.m. until 3 p.m. Classrooms are open at 7:45 a.m. and children SHOULD be in their rooms no later than 8 a.m. Students arriving at school before 7:45 a.m. should go directly to the cafeteria until classrooms are open. **The tardy bell rings at 8:00 a.m.**

LUNCHES

Students---\$1.50 per day/\$7.50 per week. Adult-----\$2.50 per day. Any amount of money can be put on your child's account for lunch or snack purchases. Snack purchases or double lunch purchases can be allowed or blocked on each account. Parents should alert the cashiers of individual requests. Please make sure that your child has money or lunch each day. When the student has neither, he is instructed to call you at home or at work. We invite parents to visit at lunchtime and eat with their children occasionally.

DISMISSAL

The bike riders, car riders, walkers and early buses are dismissed at 3. Most students have left the school by 3:10. Dismissal procedures for each student are kept on file in the office. If there are changes to a child's dismissal procedure, the teacher must be notified in writing. Only in an emergency, should a call be made during the day to change dismissal plans. Students will not be allowed to change buses for any reason. Students may not go home with friends on buses for parties or any other reason. Students may not go home with friends in cars or by walking unless the school office and the child's teacher are notified in writing. All Shelby County buses are now equipped with video cameras. Students must maintain good behavior on the bus or on their bikes to maintain their privilege of choosing these dismissal options. Parents are often inconvenienced when students are removed from the bus or bike. We encourage parents to review the bus/bike rules with their children to help prevent these problems.

At the first of the year, specific information will be passed out detailing all arrival and dismissal information. We would encourage parents to review these safety facts with their children from time to time. The sections below give a general description of this information.

CAR RIDERS

The PTSA encourages car-pooling not only for energy conservation, but also to decrease the volume of traffic. In the morning, cars entering the driveway may line up in the left lane. Drivers should remain in their cars. They will be directed in front of the school to unload students in the morning. The parking lot is open for parents for conferences in the morning. The right lane must be clear for buses at all times. Please do not go behind or beside the school during arrival or dismissal times. Please do not park on Neshoba and ask children to walk through the park or between houses to your car. Please do not park on the cove off of Oak Run as neighbors have shared their concern about that. If you need to escort your child to or from school, you may park on Miller Farms Road. Shelby County Schools ask all parents not to use cell phones in the car line.

BICYCLES

The PTSA discourages students in kindergarten and first grade from riding their bicycles to school alone. ALL students riding their bicycles should ride with traffic except on Neshoba Road where bicycle lanes are marked. Bike racks are provided at the rear of the school and locks and helmets are mandatory. We urge you to inform your child to use safety and caution at all times.

We also ask that all bike riders walk their bikes down to Miller Farms Road at dismissal time. Bicycle permission forms are available in the school office. Bike riders are expected to behave appropriately to maintain their riding privilege. Bikes must be locked after they are parked.

BUS RIDERS

Children living 1 1/2 miles or more from school qualify for bus service. Buses will operate on approximately the same schedules as last year, or you may check with the school office for your

time. Bus riders are expected to behave appropriately to maintain their riding privilege. Students are permitted to ride only the bus that is assigned to their neighborhood. GOOD BEHAVIOR IS A MUST! Students who do not cooperate are removed from the bus. Riding the bus to school is a privilege. All Shelby County buses are now equipped with video cameras. Students will not be delivered to different bus stops. Students MAY NOT ride other buses to visit friends, attend parties, baby-sit, etc. Any exception to this rule must be cleared by the principal first and will only be considered when parents are out of town or if an emergency situation arises.

WALKERS

Students should be encouraged to walk on sidewalks and use crosswalks provided. They should avoid walking in private yards. Parents should encourage their children to try to walk with a friend or near a group and never to accept rides with a stranger!

RELEASE OF PUPILS DURING THE SCHOOL DAY

When it is necessary for a student to be excused during the school day, regardless of the reason, the teacher must be notified. You should send a note to the teacher stating the time you need your child dismissed. Upon your arrival they will be called to the office. When a parent comes to the school to pick up a student, the parent must report to the office to sign out the child. If it is necessary to schedule doctor or dental appointments during the school hours, the school suggests that you not schedule these before noon when major subjects are taught. A note from the doctor/dentist must be provided to the office upon the student's return. Since dismissal begins at 3, plan to check out your child by 2:30.

The school can only release students to their parents, legal guardians or those listed as emergency friends in the office. If a situation arises where a change in this procedure is necessary, the parents must put this information in writing. Children will never be released to walk or ride their bikes home. Proper dismissal procedures MUST be followed to insure the safety of the child.

STUDENT USE OF PHONES

The office phones may be accessed by students for transportation, lunch or other money issues. Teachers may decide to allow a student to call about missing work or books. Shelby County Schools do allow students to have cell phones at school if:

- parents write to the principal explaining the need for a phone.
- the phone is kept turned off during the school day.
- it is never used to call out or to receive calls during the school day. (as this is disruptive)
- it is not used on campus before or after school.

Please understand that students will often tell parents they need a phone. But many phones are confiscated each year, due to the procedures above not being followed. When phones are used during the day or the above rules are not followed, the privilege to have a phone is rescinded.

STUDENT ABSENCES/TARDIES

Regular attendance is a necessary requirement of all students with daily attendance checks made by homeroom teachers. Office personnel will contact parents of those students who are frequently absent. Following time away from school, the student MUST deliver a note to the homeroom teacher explaining the absence, otherwise the absence will be marked as unexcused. Students who are continually absent will be asked to provide a doctor's note or the absences will be counted as unexcused. Students must arrive on time. Students who are continually tardy face disciplinary action.

REQUEST FOR HOMEWORK

In grades 2-8, Riverdale teachers leave each day's homework online. In grades K-1, teachers will leave weekly assignments on their site. This service begins within the first couple weeks each year. A note will go home with each child giving parents and students the information they will need to access what work was missed while absent. If a student is absent for 1 day only, the work will be made up upon his/her return to school. In the event of a longer absence the teacher will assist the parent by having books and paperwork placed in the office to be picked up provided that the teacher receives word by a note or by phone before 10:00 a.m. Parents may pick up work after 3:00 p.m. but no later than 4:00 p.m. If at all possible, the students should keep up with their work while they are out absent. If the student is too ill to do the work while absent, he/she will be given one day to make up the work for each day out.

DISCIPLINE

The foundation of any good school is a warm, yet orderly environment. To insure that teachers can teach and all students have the opportunity to learn, the Riverdale faculty endorses a firm, fair and friendly disciplinary policy. Please see the section on discipline in the Shelby County Parent Handbook to

review county policies on this issue.

STUDY SKILLS

We place much emphasis on teaching the organizational skills which help children succeed in school. We also plan activities which will assist the parent in having the information which they need access to in order to help their children. In grades 2-8, we encourage the use of the agenda book which is used to record daily assignments. In grades 2-8, all graded papers, notes from the office, special flyers and PTSA news will come home in the 'blue folder' on Tuesday. We hope this helps the family keep up with school news. All notes and school flyers will go home with the youngest or only child in the family.

POLICY ON MEDICATION

The Shelby County Board of Education has issued a policy on the administration of medicine to students. The specific policy can be read at school or in the Shelby County Parent-Student Handbook. In brief it says that only the principal or principal's designee will administer medicine. Written instructions signed by the parent or physician will be required. Students may not bring the medication to school. It must be brought in by parents. This includes over-the-counter medications as well as cough syrups, tylenol, advil, etc. When 3 doses are needed per day, the first dose should be given before school, the second dose after school and the third at night. Only those prescriptions which specifically say 'given at lunch' can be given at school.

The school system retains the right to refuse a request for the administration of medicine. All medications will be stored in a locked cabinet. A student may be excluded from school if suspected of having a contagious disease or skin infection and may not be readmitted unless conditions no longer exist or the condition has been treated. (i.e., ringworm, impetigo, scabies, pink eye, head lice). Refer to Shelby County Student-Parent Handbook for more information.

DRESS OF STUDENTS

The Shelby County Board of Education policy on dress and personal appearance is quoted below:

"Personal appearance or attire that is a distraction from the instructional program of the school will not be tolerated."

Boys and girls may wear shorts. Short shorts (more than 4 inches above the top of the knee), spandex material, tank tops, bare midriffs, etc. help create too much of an informal atmosphere that is not conducive to a good classroom climate. Other items to stay away from would include shirts with offensive messages or advertisements of beer, tobacco or other substances of abuse. Any clothing items with gang symbols or gang colors are strictly forbidden by Shelby County policy. Parents are contacted to bring clothes to school when items are found to be disruptive.

Also, all students in grades 2-8. must wear their shirt tails in at all times. Pants must be worn with a belt (boys and girls) and all pants must be worn at the waist. Students will be placed in the office to wait for a change of clothing in the cases where students come dressed inappropriately or a belt is missing. Students may wear heavy sweatshirts to school, but they must be taken off upon arrival. Light weight jackets and sweaters can be worn in the classroom. Thank you for helping us maintain the highest possible standard in this respect.

BIRTHDAYS

Your child may bring a treat for each child in his or her class. These treats can be distributed only at lunch. Please make arrangements with the teacher. Also, if you wish to honor your child on his or her birthday, you may select a book of your choice (check with the librarian) and donate it to the school library. A Birthday Book Label will be placed on the inside cover with your child's name and birth date. Please do not distribute party invitations at school unless every student in the class is being invited.

VISITORS ON CAMPUS

All visitors are asked to check in at the office before entering other areas of the building. Parents are asked not to enter classroom areas during the school day or at dismissal. The signs in our hallway state: Please respect our instructional program - Do not enter the classrooms. Please check in at the office. Also, according to Shelby County policy, there is to be 'no smoking' on our campus at any time-7 days a week, 24 hours a day.

LIBRARY

Kindergarten through grade four students go to the Library on a weekly basis. Grades five through eight are on a two week rotating schedule. The first week is for book check-out, the 2nd week is for library instruction. Classes go to the library with their teachers for a specific purpose, and individuals for book checkout or research. A variety of books, magazines, newspapers, films, slides, tapes, transparencies, CD roms, pictures, charts, maps, globes, resource files, and other instructional materials are available for use. A student assumes responsibility for books checked out in his/her name. Any lost book or damaged book must be paid for by the person who checked out the book.

There is a section in the library called, " For Parents Only". (The Guidance Department also has a collection for parents.) Several books and videos concerning the family and parenting are found there. We encourage the use of the library for all members of the family.

TECHNOLOGY

The Riverdale faculty and community have worked hard to give the students learning opportunities with technology. Most classrooms have at least two MACINTOSH computers with over 200 in the building. Thanks to our PTSA and generous parents, we also have a eMAC Lab with a digital projector. All classrooms are now tied together in a school wide wireless network giving them e-mail and internet capabilities. Thanks to our yearly school auction, our portables are now truly wireless too-the only wireless portables in Shelby County. We offer a Computer Camp experience in the summer for grades 1-7. We also have a Computer Club for students. Flyers are sent home in the spring.

We are always looking for ways to improve our technology program and expand the opportunities for our students. In addition, we are continuing to expand a special program called, 'Learning Without Limits', which will require the support of businesses, grants and personal donations for funding. If you, or your business would like to help, we would love to talk to you.

KROGER and SCHNUCK'S CARDS

For over ten years, Riverdale parents and teachers have supported the technology program by using special ID cards at the grocery. Krogers and Schnucks donates 5% percent of each shopping trip back to the area schools. During this time, over 1.2 million dollars of grocery shopping has created about \$60,000+ worth of credit back to Riverdale. We hope that each family will purchase use their grocery card early all year. These cards may be picked up in the school bookstore. We hope ALL families will use these cards. Target credit cards can also be used to send donations back to our school. Additional information will be sent home in August.

RIVERDALE ACADEMICS AND EXTRA-CURRICULAR

All clubs and groups are a privilege to join. Student misbehavior may create a loss of this privilege.

ART: In K-6, every student receives art instruction on a weekly basis. Our 7th and 8th graders can choose to participate in advanced art. Emphasis is on art appreciation and the development of artistic abilities and expression of each student. Opportunities to participate in art contests are sponsored by the PTSA and the Art Dept. During the school year 1990-91, Riverdale was recognized as an Arts Honors School by the State of Tennessee. Grades lower than an 'S' (or in 6-8 a C) in art may result in loss of participation in extracurricular activities. Students in all grade levels can participate in after school art clubs.

BAND: Students in grades 6 - 8 may choose to participate in the band program. The students are scheduled for two or three hours of class time per week and participate in many school programs during the year. Band students also have the opportunity to participate in the West Tennessee Band Competition held in the spring. Band instruments are provided by the students, however special arrangements may be made with the band instructor. Once a student chooses to participate, he must remain in band for the year. Extra before and after school practices, some weekend activities, some expenses and transportation to special events are expected of all band students.

BASKETBALL: A student entering 6th grade has six consecutive semesters of eligibility, must be less than fifteen years old before September 1st, and must maintain average to above average grades in academics and conduct. Practices begin in October with the season ending in January. All games are played immediately after school on the home team court on Monday and Thursday. If grades or conduct are not maintained, the child will be dropped from the squad. The boys' squad last won the Shelby County Championship in 1991-92. The basketball coaches makes the final decision concerning student participation.

CHEERLEADING: This squad, composed of 15-20 members, is selected in the spring. The tryouts are open to 5th, 6th and 7th graders. The child has to maintain above average grades in each subject and an "S" average in conduct. Selection by an unbiased panel, is based on spirit, gymnastics, coordination, etc. Detailed information sheets are given to interested students prior to tryouts. There is major expense incurred by the students and parents. The school sponsor makes the final decision concerning student participation.

CHORUS: Students in grades 6-8 have the opportunity to participate in the school chorus. Practice times may include before and/or after school and two or three hours of class time per week. The groups participate in the school music programs and community activities sometimes on the weekend. More information may be obtained from the music instructors.

SWAT TEAM: Participation is open to students in grades 5-8 who have an interest in computers. The team is organized by late September and runs through the school year. Meetings take place before/after school.

TECH TEAM: Participation is open to students in grades 3 & 4 who have an interest in computers. The team is organized by late September and runs through the school year. Meetings take place before/after school.

CHESS TEAM: K-8 participate in this activity which meets after school. We hire a local outside teacher or coach which does create an expense to those participating. Riverdale students are encouraged to enter local tournaments.

HONOR ROLL: Honor Roll, for grades 2-8, is determined by grades in all subjects except penmanship. The requirements for "Highest Honors" are all A's in subjects and all E's and S's in conduct. "Honors" requirements include half A's and half B's with all E's and S's in conduct. These lists are submitted to the local papers each nine weeks period.

HONORS ASSEMBLIES: Honors assemblies are held for grades 2-8 after each nine weeks' grading period. Notices are sent home prior to assemblies. The 2nd & 3rd grade Honors Assemblies are organized by the guidance counselor and the teachers. The 5-8 assemblies are organized by the Jr. Beta Club and include refreshments and a recreation period in the gym.

PRESIDENTIAL ACADEMIC FITNESS AWARDS: Presented to those in 6th and 8th grades only. Students must maintain a B+ average (does not include conduct grades) for the entire year. They receive a certificate and a letter from the President at the end of the year.

KINDERGARTEN AND 8TH GRADE HONOR'S ASSEMBLY: These end of the year Honors' Assemblies are held near the the last day of school. The specific day and time may fluctuate due to inclement weather changing the last day of school.

BUILDER'S CLUB: This group of students in 5-8 is a serving organization for the school and for the community. It operates in conjunction with the area Kiwanis Club.

MIDDLE SCHOOL CREWS: Middle school students may volunteer to be part of a specific crew. The bookstore, library and sound crew are just a few special areas who need student helpers. Most work is done during school time, but some time is needed before and after school hours.

JR. BETA CLUB: The Jr. Beta Club is a nonprofit, leadership service club. The membership is made up of students who have worthy character, creditable achievement and a commendable attitude. The qualifications for academic grades and conduct begin with the first grading period in the 7th grade. Recommendations are made by homeroom teachers with final decisions made by the Beta Club sponsor and school principal. (Grade point average - 3.67 or above and E, or S in conduct). Election of officers are by the Beta Club members. Meetings are held weekly, before or after school. An annual Beta Club banquet is held at the end of the year.

MUSIC: Every student, in grades K-6, receives music instruction on a weekly basis. In 7 and 8, students choose band, chorus, art or wellness (PE) as their main emphasis. Students are exposed to reading and singing musical scores along with exposure to the Orff instruments. During the 1990-91 school year, Riverdale's Music program was recognized as an Arts Honors School by the State of Tennessee.

PHYSICAL EDUCATION: Every student, in grades K-6, receives PE instruction on a weekly basis. In 7 and 8, students choose band, chorus, art or PE as their main emphasis. Instruction includes individual and

team sports. Students dress out in grades 5-8. Students may compete for the President's Physical Fitness Awards in grades 5-8.

STUDENT COUNCIL: The Student Council is a student government group which participates in scholarship, leadership and cultural activities. There are faculty advisors. The Council meets weekly before or after school. Representatives are elected from each homeroom in grades 5-8. Officers are elected by the students in grades 5-8. Each office is open to students from a specific grade. (Example: Pres. - 8th grade, V. Pres. - 7th grade, Sec. - 7th or 8th grade, Bus. Mgr. - 8th grade, Hist. - 8th grade). Members of the Student Council must maintain at least a C average and S in conduct.

SAFETY PATROL: The Safety Patrol is comprised of volunteers from the 5th and 6th grades. They help direct traffic to insure the safety of all students. Transportation for early arrival and late departure of these volunteers is arranged by their parents.

RIVERDALE ROPERS: Students in grades K-8 take part in this activity. Children participate on one of three different teams depending on their skill level. The team performs for several area schools each year. The Ropers have performed several times at the FEDEX FORUM for Grizzly and University of Memphis men's basketball games and many area events. They do 10-15 shows each year. Children also have the opportunity to go to a summer workshop in Houston, TX. to hone their skills. Faculty and parent sponsors work with these groups. The Riverdale Ropers are a performance squad for the American Heart Association. There is some expense for this group.

YEARBOOK: The Raider Annual is assembled throughout the year by faculty advisors and a student staff. 7th and 8th grade students are selected based on their interest, abilities and dependability. The faculty advisor arranges schedules and selection of students.

SPECIAL EVENTS AND COMPETITIONS

FIRE PREVENTION WEEK: The school observes this special week in October which emphasizes fire safety. A poster contest and safety program are presented by the Germantown Fire Departments. Sixth graders also enter an Essay Contest entitled "If I Were a Junior Fire Chief".

SCIENCE FAIR: The school holds an annual Science Fair during Sem. II, which precedes the Shelby County Fair. There is an annual theme for grades K-6. Seventh and eighth graders have no limits on their topic or unit of study. Each student will receive information concerning all the details of this event. There is an awards program and public viewing of the exhibits. The PTSA presents awards to the school winners.

CULTURAL ARTS SHOW: The Shelby County Schools participate in the school, county, state and national PTA Cultural Arts Contests. The categories include visual arts, literature, music composition, and photography. The public may view the work of Riverdale students, and awards are presented, at special ceremonies.

ESSAY CONTESTS: There are several essay contests held throughout the school year. Most of them are for grades 5-8. The topics differ according to the season of the year and special events occurring at different times. (i.e., American Education Week, Jr. Fire Chief, Jr. Deputy). Students will be given more information through their individual classes.

SPELLING BEE: In coordination with the Shelby County Spelling Bee, each local school selects a school champion for participation in the county event in December. Each student in grades 4-8 is given an opportunity to qualify in his homeroom. Each homeroom winner then participates in the school Spelling Bee with the winner moving on to county competition. The PTA presents trophies to the first and second place winners in the school.

GEOGRAPHY BEE: Students in grades 4-8 participate in this activity which tests geography knowledge. National Geographic sponsors this activity. School winners may participate in regional and state events.

VOCABULARY BEE: Students in grades 4-8 participate in this activity sponsored by Reader's Digest. School winners may participate in regional and state events.

DRUG-FREE SCHOOL PROGRAM: Riverdale students participate in a wide variety of drug education and prevention programs. Classroom activities, school-wide assemblies, club activities and extra-curricular

programs abound. The various activities created such an outstanding program that Riverdale was named as a 1991 winner in the Drug-Free Schools Program sponsored by the National Department of Education. Riverdale was the only Tennessee School named that year and one of only 56 schools from around the country. Students, parents and teachers represented Riverdale in the recognition ceremonies held at the White House that summer.

We are proud to be a DRUG-FREE SCHOOL.

TALENT REVIEW: All students have an opportunity to audition before the music teachers and to qualify to perform in the after-school program held in the spring.

SPRING MUSICAL THEATER: For the past five years, we have hired area theater directors to run this program. Students from all grades may audition. Usually 60-70 k-8 students participate. A workshop and tryouts are usually scheduled for Nov./Dec. and practices run throughout the second semester building towards the big production in April and May. All parents of participating students must assist also. The Wizard of Oz, Annie and Music Man Jr. are a few of the past productions.

FIELD DAY: This year-ending event involves all students and teachers. Everyone participates and competes in many activities including softball, relays, volleyball and a variety of outdoor sports.

FIELD TRIPS: Each class takes a minimum of one trip per year. The trips are designated to stimulate student interest and are coordinated with specific units of study. All trips must take place during the school day and transportation is provided by County school buses at a cost of \$1 per child.

FAMILY PICNIC: A school wide picnic is scheduled each spring with games, food, and rides for children and adults. It is scheduled for a Saturday when all can fully take part in the fun. This event is planned by parent volunteers and the school administration.

SCHOOL GOLF TOURNAMENT: The P.E Department looks forward to this annual event held at area golf courses. Students, parents, faculty members and friends take part. Profits go into the PE program.

INCENTIVE PROGRAMS

Incentive programs are found in each classroom. Good work habits and good conduct are rewarded by teachers in various ways.

RIVERDALE READERS: The purpose of the Riverdale Readers is to motivate students to read independently for enjoyment. Year-end awards are presented to all participants and top readers. This program is for Kindergarten only.

ACCELERATED READER: The purpose of this program is to encourage reading for pleasure and to develop reading skills. Computerized tests are given upon the completion of the book being read. During the 2006-2007 school year, the average Riverdale student passed tests on 54 books. We have an excellent Accelerated Reader Store run by parents where students can spend reading points earned from their reading. Parent volunteers are a huge part of this program. Several years back, our parent volunteers were judged one of the top ten groups by the State Dept. of Education.

ENRICHMENT CLASSES

The Apex program at Riverdale and in Shelby County is designed to provide enriched educational opportunities for students in grades 3-8. While this is a pullout program in grades 3-6 while 6-8 grade APEX students participate in math and English enriched classes. In-depth experiences in diverse learning activities challenge students to develop insight, creativity and communication skills. Selection of student participants is done in accordance with the guidelines of Shelby County Schools and the state of TN. Special field trips are also scheduled throughout the year.

VOLUNTEERS

The Riverdale PTSA urges you to volunteer to help with various activities during the school year. We hope everyone will offer to help in one or more areas. Don't let lack of experience stop you! Your willingness and enthusiasm are what make our Volunteer Program work!

Riverdale Parents play a big role at our good school!

Riverdale Mascot: RAIDER
Riverdale Colors: BLUE AND WHITE