



2021-2022

Family and Student Handbook



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Iveland Vision

At Iveland Elementary, parents, staff and community members work collaboratively to provide a safe, student-centered learning environment where all students' social, emotional and academic needs are met.

We are a community who strives to develop respectful, responsible, cooperative, peaceful and positive children who can problem solve and effectively contribute to society.

Iveland Mission

The Iveland community meets the needs of the whole-child through positive, loving relationships, high expectations, and engaging learning opportunities that lead to college and career readiness for every student, every day.

Iveland Motto

Together We Can, Together We Will!

Dear Iveland Families:

After such an unusual year, we are excited to have some normalcy return to the upcoming school year. This year, families have two options to choose from - either all in-person learning or all virtual learning through the Ritenour Virtual Academy.

We will continue to monitor community conditions carefully and follow any guidance given by the CDC. Our plan is that there will be no phases this year and the format that your family chose to learn in, will be the mode of learning throughout the school year (with the exception of Alternate Learning Days replacing snow days).

Please read through this manual carefully so you know the routine, practices and expectations for doing business together for this school year!

We are excited to have your child with us and to work with you!

The ABCs of Success at Iveland

Attendance

- For your children's educational success, it is extremely important to be engaged in Iveland classes and coursework every day.
- We recognize that there will be times when your child is ill. On these occasions, we ask you to keep your child at home. If your child has any symptoms associated with COVID-19, your child must stay home.
- If your child needs to be absent, please call the school attendance line at (314) 493-6331.

Arrival

- Students and staff are required to wear face coverings when they arrive on campus and while on the buses. We will communicate with you if this expectation changes.
- All students must enter the building on their own. Parents/guardians will not be allowed to enter the building with their child(ren). There will be staff there to assist your children if they need support finding a class, or if there is another need.
- Students may enter the building between 8:15 and 8:40 a.m. After 8:40, students will be considered tardy. Students will go to the office to get a tardy pass. Please arrive on time.
- There is no supervision for students prior to 8:15 a.m. Students will not be able to enter the building unless they are part of the YMCA's YClub child care program. Please do not drop off your child before 8:15.
- Students who are arriving by car should be dropped off in the back of the building via the south driveway. The car rider line will operate until 8:40 a.m. when students are considered tardy. Please walk your child to the front door if they are tardy.
- There are two lines of cars in the back of the building dropping off students. Please follow the direction of the staff member on duty. If a car is in the line closest to the building, children should exit from the driver's side of the car and go directly into the building using the southeast exterior door. If a car is in the line closest to the playground, children should exit from the passengers' side of the car and go to the staff member on duty who will safely escort children to the other side of the car lines.
- Only buses and day care vans will be allowed in the front driveways and parking lot. The bus line is in the front of the building. Only students who are eligible to ride the bus may ride the bus. The school office can inform you if your address is eligible.
- Students will be dismissed from the bus one row at a time.
- Walkers may enter the front of the building with the bus riders or the back of the building with the car riders.
- For your child's safety and for the safety of all children, please follow all policies and directions of staff members. No child should be dropped off in a manner other than the described procedure mentioned above.

Behavior

- Iveland is a Positive Behavioral Interventions and Support school (PBIS). We expect students to be respectful, responsible, cooperative, peaceful and positive.
- We will proactively teach social skills, expectations and routines throughout the school day and year.
- Our Ritenour Parent-Student Handbook outlines disciplinary offenses and potential consequences. That handbook can be found on the Ritenour website.
- We will make every effort to be positive and proactive with your child in helping him/her develop socially, emotionally and behaviorally. We need your help as parents to model and reinforce school-appropriate behaviors, as well. Following school rules, such as arrival and dismissal procedures, is one way to model appropriate behavior for your child.
- If you need assistance in supporting your child's social, emotional or behavioral development, we have interventions both in the school and resources outside the school that can provide additional support. Please contact our school counselor for more information.

Breakfast

- If your child is eating breakfast, please have them to school between 8:15 and 8:25 a.m.
- Breakfast and lunch are free for all Ritenour students every school day.
- All students eating breakfast will eat in their classrooms. Breakfasts will be a Grab & Go container that children will pick up and carry to their classroom.

Bicycles

- Students in grades 4-5 may ride bicycles to school.
- Elementary students must have their parent's/guardian's written permission and their principal's approval.
- Students are legally required to wear safety helmets when riding their bikes to school.
- Students should walk their bikes on school property, park their bikes in the bike rack and attach the bike to the rack with a safety lock.
- The school does not assume responsibility for damages, losses or theft of bikes and related equipment.
- Skateboards, in-line skates, roller blades and scooters are not allowed on school property at any time.

Birthday Treats

- There will be no birthday treats or other birthday celebrations during the school day.

Cell Phones

- Students' cell phones should not be visible at Iveland School.
- If a student has a cell phone out during the school day, or if a cell phone is causing a disruption to the class, the classroom teacher will hold onto that cell phone until arrangements can be made with a parent to pick up the phone.

Classroom Visits

- Visits to classrooms will be limited to current district policies and CDC advice.
- All visits to the classroom must be pre-arranged with the school principal.

- There is district-wide paperwork that must be filled out prior to any classroom visitors.
- We have a legal obligation to keep student academic progress confidential and provide a non-disruptive educational environment. Please note that confidentiality regarding our students is paramount and visitors to the classroom must agree to respect the rights of the school staff, as well as the students, and refrain from sharing any information observed during the visit. Please do not interrupt the teacher. If you have any questions or concerns, please contact the teacher to have a conversation during non-instructional hours.
- Teachers are busy instructing students during the day and will not have the opportunity to respond to parents while they are in charge of supervising students. You can leave staff members messages on their email or voicemail and we will contact you at the earliest convenience..

Communication

- Please make sure your phone numbers and email addresses are up to date with the office, and notify the office of any changes. It is extremely important that we have a way to contact you should an emergency arise.
- Weekly communication will be sent home through the classroom teachers via Seesaw (grades K-1) and Class Dojo (grades 2-5).
- School communication includes our monthly newsletter, Facebook updates, Peachjar electronic flyers, and text/email/phone message communication blasts.

Dismissal

- Dismissal begins at 3:35 p.m. Please pick up your child on time.
- Students who ride the bus should display the same behaviors as they would when riding in the family's car. Parents or guardians must be at the bus stop to pick up students in grades K-1.
- Students must live more than one mile away to meet eligibility to ride the bus, unless they live on a route identified as unsafe. The school office has addresses that qualify.
- Students who do not maintain proper behavior on the bus can be temporarily or permanently suspended from riding the bus.
- Any child traveling in a car on the ride home should be directed to the car rider line. Parents line up in their cars going south on Bryant or west on Eastbrook, from that intersection. Staff members will direct the lines of traffic. Once on the blacktop, teachers will bring your child to the car. Please follow the directions of all staff members.
- To ensure safety, walkers will be dismissed after the buses have left, and after a majority of the car traffic has left the campus. Walkers can be dismissed from either the front of the building (Dyer walker) or the back of the building (Northfield walker). Please indicate to the office which direction you would want your walker dismissed.
- The YMCA also runs the YClub program for students before and after school within our building. This program is run independently from Ritenour. The phone number for this program is (314) 962-9450.
- Several area day care centers also pick up students. Ritenour does not promote or endorse any specific day care provider but can give you the names of centers transporting students to school.

Dress Code

- Gym shoes should be worn daily since students will go outside and access the playground equipment and/or play athletic games at recess.
- Students should not wear clothes that are offensive or disruptive to the educational environment.

Early Dismissal

- Instruction is occurring in classrooms until the end of the day, so please make every effort to keep your student in class until the end of the day.
- The office will not call students out of the classrooms after 3 p.m. unless administrators have approved of the dismissal prior to that day. Calls to classrooms at the end of the day are disruptive to the classroom environment.

Head Lice

- The National Association of School Nurses and the American Academy of Pediatrics recommends the following practices in regards to head lice:
 - Students should not be excluded from school due to head lice.
 - The school should provide parents with information to support in treating head lice if needed.
- Head lice do not jump. Students can only contract lice from direct head-to-head contact.

Independence

- Developing independence is a process that begins now and continues until students reach maturity. Some ways to encourage your students to become independent are:
 - Make sure they can button, zip, tie shoes and develop other self-care skills.
 - Encourage students to attempt homework and coursework on their own

Joining the Parent-Teacher Organization (PTO)

- The PTO is looking to continue to support students, families and the community during this pandemic. More information will be forthcoming of how you can support the efforts of the PTO.

Joining the Parent-Teacher Organization (PTO)

- The PTO meets the third Tuesday of each month, unless it is noted otherwise.
- The PTO will have ways you can participate both in-person and virtually during meetings.
- The goal of PTO is to support the school and community. They fundraise to support student field trips and special events. They also have community building events for families to participate in.
- We will also be sharing our learning at PTO meetings. Students and teachers will be showing off what they have learned, so please join us!

Keep all unnecessary personal belongings at home

- Every year we have students who bring toys and other items to school that can become disruptive to the educational process. We ask that they only bring to school what directly relates to their school work.
- Please check your child's backpack daily.

- The school cannot be held responsible for items brought from home that are lost, stolen or broken during the day.

Lunch

- School lunch is free for all students.
- Students will have two options to choose from at lunch.
- Please let the school nurse know if you have any food allergies so that we can accommodate meals.
- Students may bring a water bottle.

Meeting with the teacher or principals

- Staff members are always willing to meet with parents to review student learning or help resolve a situation.
- Please note that staff have supervision and other such requirements during the day. We want to be welcoming and supportive. Calling and making an appointment is required to ensure that the staff member is available and able to give you the attention you deserve.

Nurse

- We have a full-time registered school nurse on staff.
- If your child has an allergy or medical condition that requires medication or a nurse's attention, please take time to meet with the nurse. She will help develop a plan or help fill out any necessary paperwork needed to administer medication.

Outside Recess

- We will make every attempt to allow students time outside daily. Research shows that recess helps social and physical development. It also provides an opportunity for students to release energy to help them focus on afternoon studies.
- Students will stay inside if there is precipitation, or the wind chill/ temperature goes below 20 degrees Fahrenheit. We also pay close attention to the heat index/hot temperatures that also may limit the time students spend outside. There may be other situations that require administration to keep students inside, as well.
- Please make sure your child dresses appropriately for the current weather conditions.
- If your child has medical reasons they need to be inside, please contact the school nurse.

Parent-Teacher Conferences

- Report Cards are standards based, which means that students are evaluated based on their progress toward year-end goals. The report cards will be sent home at the end of first and second semester.
- Information about parent-teacher conferences will be forthcoming.

Partnership

- When we work together, your child will make the most progress possible.
- Our parent expectations include:
 - Ensuring your child has a regular bedtime and sleeping pattern
 - Providing a quiet, conducive spot for homework and virtual coursework
 - Talking to your child about their school day
 - Assisting your child with skills when needed

- Staying informed about school and classroom events and projects
- Following building expectations
- The expectations you can hold us to include:
 - Providing daily lessons incorporating reading, writing, math, science, social studies and social/emotional skills.
 - Caring about you and your child
 - Providing classroom communities that seek to engage and invite children
 - Providing a safe learning environment
 - Providing quality instruction
 - Recognizing and giving extra support when needed
 - Communicating with you on a regular basis

Reading

- The only way a student becomes a better reader is to practice reading.
- Please set aside time nightly to read to or with your child. Most teachers ask students to read or be read to for 20 additional minutes nightly.
- Students whose parents read with them nightly do better academically.

Safety

- All visitors to the building must report to the office, no matter what time of day.
- Visitors will not be allowed through the building and must remain in the office.
- Visitors will sign off that they do not have any symptoms related to COVID-19 before being permitted into the building.
- We will ask any person picking up a student to be able to present a valid ID to ensure that the person has permission to pick up the child.
- Throughout the year, we will conduct emergency drills as a part of our district and school safety plans. These drills include fire, tornado, earthquake and intruder drills.
- We will make every effort to provide your child with a safe classroom and school environment.

Safety for students during times of COVID-19

- This section is subject to change depending on current CDC recommendation and district policy.
- During this time we are taking every safety precaution to keep students safe. We will follow the guidelines of the CDC and other health officials. Repeatedly, the recommendations include face coverings, social distancing, and sanitizing hands and buildings regularly.
 - Face coverings
 - Staff and students will be required to wear a face covering while in the building until further notice
 - Staff and students must provide their own face covering, but we will have extras available should a need arise.
 - Please be sure to send at least two face coverings with your child each day in case one gets soiled, wet or misplaced. Be sure to have your

- child's first and last name on the face covering. Cloth/reusable face coverings should be washed every day (by hand or washing machine).
- Social distancing - We will work to spread out children to the best of our ability.
 - Sanitization
 - Hand sanitizing stations are in every classroom and throughout the building.
 - Students will be encouraged to wash hands and/or use hand sanitizer throughout the day.
 - We have hired additional custodial staff to disinfect high-touch areas throughout the day.
 - The entire building will be cleaned and disinfected nightly.

Teacher Selection

- We have 100 percent highly-qualified teachers for every class at Iveland Elementary.
- Each year in May, we go through an arduous process of developing classes for the following year that will be beneficial to all students. If you have information to share about what kind of learner your child is that would help us make a good decision, please share that information with us.
- We do not take parent requests for specific teachers, but will consider what environment best matches a students' learning needs.

Technology

- Students will be issued a Ritenour Chromebook that is specific to them. Students will be allowed to take home Chromebooks for homework, virtual learning during Alternative Learning Days, and special projects.
- In order for students to be able to take home technology, guardians will need to either purchase or waive insurance through One2One Risk Management. This can be done during Open House or before school starts through the Ritenour website.

Telephone Usage

- Each classroom has a telephone for the teacher to be able to contact parents, and the school office in the case of emergency.
- These telephones are not meant for student use. Students will only be allowed to use telephones in case of emergency and under the supervision of a staff member.
- Please make after school arrangements for your child prior to the beginning of the school day.

Thank you for partnering with us in your child's education. This year will be unique, but we are here to support you!