



WELCOME TO JOHN G. RILEY ELEMENTARY SCHOOL

Dear Parents and Guardians,

Welcome back to another exciting school year at John G. Riley Elementary School! I hope this letter finds you refreshed and ready to embark on a journey of learning, growth, and discovery.

As we open our doors once again, we are filled with enthusiasm and anticipation for the year ahead. Our dedicated team of educators and staff have been working tirelessly to create an engaging and nurturing environment that will foster your child's academic, social, and emotional development. We are committed to providing your child with the tools, resources, and support needed to excel and thrive in their educational pursuits.

Throughout the year, you can look forward to a variety of enriching experiences, including classroom projects, extracurricular activities, family engagement activities, and community events. We will also be implementing innovative teaching methods and technologies to ensure that your child's learning journey remains engaging and relevant.

Parents and guardians, your partnership is invaluable to us. We invite you to stay actively involved in your child's education, whether it's through volunteering, attending parent-teacher conferences, or participating in school events. Your support plays a vital role in the success of our students.

In closing, I want to express my sincere excitement for the year ahead. Let's work together to make this school year a memorable and fulfilling one. Remember that each day is a new opportunity to learn, grow, and make a positive impact on the world around you.

Wishing you all a fantastic start to the school year!

Warm regards,

Maurice D. Stokes
Principal Maurice Stokes

Arrival and Departure Times

Morning Supervision of Students.....7:45AM
Breakfast..... 7:45AM - 8:25AM
Academic Day Begins.....8:30AM(*Students should be in class at least 15 minutes early*)
Student Dismissal.....2:50PM

PLEASE NOTE: *Students will not be dismissed between 2:20 and 2:50PM as students and teachers are participating in end of day routines. If you desire to retrieve your students early, you must sign them out prior to 2:20PM. If you desire to change your child's dismissal plan, it must be done via email to RILEYATTENDANCE@leonschools.net no later than 1:30PM.*

Students Leaving During the Day

Students MUST be signed out through the school's main office. Parents/guardians must wait in the main office for his or her child to be released. Individuals who are requesting to pick up the students must be authorized and listed our FOCUS database. A valid state issued Identification card is required to retrieve a student.

Student Attendance

If a parent is seeking an excused absence for their child, the parent should send an email to RILEYATTENDANCE@leonschools.net or send a note with the student upon his or her return stating the nature of the absence. Absences will be determined "unexcused" if they fail to meet one of the following criteria: illness of student, a death in the family, doctor's appointment, religious holiday, school-related absences, and absences pre-arranged with the principal.

Change of Address/Telephone Information

It is extremely important for the school to have an up-to-date address and working telephone number for all of our students. Please update your FOCUS Parent Portal Frequently or inform your child's teacher immediately if you have a change of address or telephone number.

Dress Code

We expect students to adhere to the Leon County Schools Dress Code:
Students should be comfortably, appropriately and safely dressed for school.

PLEASE NOTE: *Students should wear closed-toe, flat shoes for protection. Flip-flops, platform shoes or cleats are not permitted. Halter tops, spaghetti strap tops, bare midriffs or other clothing that leaves the body bare are not deemed appropriate for school. Appropriate length of shorts, skirts, dresses, etc. is at least to the end of the fingertips when arms are held to the side. Shirts with drug-related messages, obscene or suggestive gestures or slogans or profanity are not allowed. Shorts and pants that have writing on the backside are not to be worn at school. Pants must fit to the waist. Belts should be used when necessary. No underwear may be visible. No hats of any type may be worn except during P.E. Sweaters, coats, etc. should be marked with the student's name.*

Discipline

In order for our students to learn, live and work together in a productive environment, appropriate behavior is necessary. The school system, the school, and each class have established realistic and reasonable guidelines for all students to follow so that learning can take place without disruption. The Leon County School Board has mandated a Code of Student Conduct which every family can access through the LCS website. Parents can also request a paper copy by calling the school. Parents and students should read and discuss this publication. Please take note that specific guidelines are established for follow-up of infraction of these rules within the code. Minor problems are handled in a routine manner by the classroom teacher through discussions with the student.

Repeated disruptive incidents will be handled by an office referral. Attempts will be made to contact one of the child's parents. Your cooperation and understanding is essential. Schools are established for the benefit of all students. The educational purpose of the schools is accomplished best in a climate of student behavior which is socially acceptable and conducive to the learning and teaching process. Students' behaviors which disrupts this process or which infringes upon the rights of other individuals will NOT be tolerated.

Safety Procedures

Respect and obedience of rules are expected at all times for the safety of your child. Many of our students walk to school and have to cross busy streets and intersections. We ask parents to encourage students to use all safety precautions. Parents who transport their children should be aware of and observe the signs in the area around the school. Parents should have periodic talks with their children about the hazards of talking to strangers while going to and from school.

Bus Transportation Expectations

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

Illness

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

Medical Information

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

Report Cards

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

Field Trips

Field trips are an extension of in-class learning. Students are expected to follow school rules and expectations for behavior when off campus for field trips. There are firm deadlines for field trip fees to be collected, and these deadlines must be adhered to. Students who cannot conduct themselves appropriately on campus may not be invited to field trips off campus. Volunteers/chaperones are invited on an as-needed basis. Volunteers or chaperones must have an approved volunteer form on file for the 23/24 school year. Forms can be completed at <http://volunteers.leonschools.net>