

# **RIVERSIDE ELEMENTARY**

## **STUDENT HANDBOOK**

**2022-2023**



### **PRINCIPALS' MESSAGE**

It is our pleasure to welcome you to our Riverside Elementary School. The faculty and staff join us in saying we're happy to have you as part of the Riverside family. We hope that this will be a successful and satisfying year for you.

The pages of this handbook are filled with important information regarding school policies and procedures. We suggest that parents and students review the content together. If you have any questions that remain unanswered after reading the handbook, please call the school office. We feel that open communication between school and home is important to the success of our educational program.

We welcome your participation and support during the school year and solicit your membership in our PTA. By working together, we will be able to reach our collective and individual goals. We look forward to celebrating with you, the achievements of our students.

Sincerely,

Your Elementary Principals

## **CODE OF CONDUCT – SCHOOL WIDE RULES**

Code of Conduct expectations are contained on the next few pages of this handbook. Adherence to the rules is a must and if not followed, will result in disciplinary action by the principal or dean of students. Students are encouraged to remain discipline slip-free for each of the four quarters.

Parents should acknowledge this contract by signing and returning the final page of the handbook section of this student planner.

### **SCHOOL WIDE EXPECTED BEHAVIOR AT RIVERSIDE SCHOOL DISTRICT**

**Please use these terms and this language when teaching the VIKES Pledge.**

**VALUES**- HELP US DECIDE WHAT WE EXPECT OF OURSELVES AND OF OTHERS- OUR VALUES HELP US MAKE DECISIONS. HELPING OTHERS, BEING HONEST, LOVE OF FAMILY, TAKING CARE OF YOURSELF, TRYING HARD IN SCHOOL, READY TO LEARN,

**INTEGRITY**- STAND UP FOR YOUR BELIEFS, FOLLOW YOUR CONSCIENCE, BE HONORABLE, LIVE BY YOUR PRINCIPLES NO MATTER WHAT OTHERS SAY, HAVE THE COURAGE TO DO WHAT IS RIGHT AND TO TRY NEW THINGS EVEN WHEN IT IS HARD OR COSTLY, BUILD AND GUARD YOUR REPUTATION, DOING WHAT IS RIGHT WHEN NO ONE IS LOOKING

**KINDNESS**- HELP PEOPLE IN NEED, THINK HOW YOUR ACTIONS WILL AFFECT OTHERS, WE BECOME CARING PEOPLE BY DOING CARING THINGS, ENCOURAGE OTHERS TO DO THEIR BEST, INCLUDE DON'T EXCLUDE, SHARE, TAKE TURNS

**EXAMPLE**-DO YOUR SHARE TO MAKE YOUR SCHOOL A BETTER PLACE, TAKE RESPONSIBILITY FOR WHAT GOES AROUND YOU, TREAT OTHERS WITH KINDNESS AND RESPECT, FOLLOW THE RULES OF YOUR SCHOOL, BE DEPENDABLE, BE RELIABLE, TAKE RESPONSIBILITY FOR YOUR ACTIONS, DON'T BLAME OTHERS OR MAKE EXCUSES, BE TRUSTWORTHY, USE RESPECTFUL TONE, WORDS AND BEHAVIOR- FOLLOW THE GOLDEN RULE- TREAT OTHERS AS YOU WOULD LIKE TO BE TREATED

**SELF CONTROL**- STOP AND THINK- THINK BEFORE YOU ACT, ACT OUT OF REASON NOT ANGER, REVENGE OR FEAR- THINK THINGS THROUGH AND USE GOOD JUDGEMENT. WHEN YOU USE YOUR HEAD, YOU MAKE BETTER CHOICES.

## **PBIS REWARDS**

Riverside East will be piloting PBIS Rewards as our management system to implement our School Wide Positive Behavior Intervention and Support program. We have been implementing school wide positive behavior support for the past six school years and have had much success with it. It's now time to give our existing program an overhaul and this management tool will enhance our current program while reenergizing our staff and students. The use of the tool will evolve and develop throughout the school year as our staff is new to the tool as well.

PBIS Rewards has a Parent App that that you will be able to download and will give you some insight into how your child is doing with respect to our PBIS program. The Parent App will run on most smart devices, including smartphones and tablets. You can find it in the iPhone/iPad App Store, Google Play, and the Amazon App Store. Just search for "PBIS Rewards Parent."

Once you have installed the app, you can scan the QR Code that will be sent home with your child at the beginning of the year. You will have to confirm your relationship to the student by certifying that you are a parent or guardian. Once you have done this you will be able to see your child's progress with PBIS Rewards. Yes, you can add more than one child to the app!

We will have special incentives and rewards for students monthly throughout the year. We encourage you to talk with your child about what they must do to be successful with PBIS Rewards and to encourage them when you see them being successful. Students will be excluded from monthly rewards if they receive 4 or more Level A infractions, 1 Level B infractions, 3 or more Bus infractions (see next page), or any form of Out of School Suspension, In School Suspension or Bus Suspension. Please be on the lookout for updates and information throughout the year!

Riverside Elementary East

**Level A Infractions**

General Classroom / School Infractions handled by Teachers

Teachers can issue recess detentions and/or after school detentions and will call home

101	<b>Minor Horseplay/Physical Contact/Disagreement</b>	Student engages in non-serious or inappropriate physical contact where no injury occurs
102	<b>Littering</b>	Not properly disposing of trash anywhere on school property
103	<b>Lying/Cheating/Forgery/ Academic Dishonesty (1<sup>st</sup> offense)</b>	Student delivers message that is untrue and/or deliberately violates rules or signs another person's name (copying homework, cheating on tests/plagiarism, signing parent's name)
104	<b>Unprepared for class</b>	Student does not have appropriate materials required for class (ex: pencil, notebook, textbook)
105	<b>Disruption</b>	Student engages in a <u>minor</u> , but inappropriate disruption that interrupts the educational process
106	<b>Inappropriate language, drawings, or gestures (excludes profanity/cursing)</b>	Student engages in inappropriate language, gestures, or drawings that are not directed at individuals
107	<b>Teasing/Name calling (non-bullying)</b>	Isolated incident, <u>non-repetitive or targeted in nature</u>
108	<b>Minor Defiance / Disrespect</b>	Student engages in brief or low intensity failure to respond to any adult request
109	<b>Failure to follow classroom rules, building rules, and/or Code of Conduct</b>	Failure to follow code of conduct, building rules, and/or classroom rules
110	<b>Technology Violation</b>	Student engages in unauthorized use of cell phone, MP3, IPOD, tablet, computer, or any other electronic devices that violates the signed Acceptable Use Policy (AUP)
214***	<b>Repeated Level A Infractions</b>	This occurs when 3 classroom interventions have been attempted and there is no compliance

Riverside Elementary East  
**Level B Infractions**  
 Immediate Office Referrals – Student sent to Office  
 More serious classroom and school infractions handled by Administration

201	<b>Overt Defiance / Disrespect</b>	Refusal to follow directions, talking back, socially rude interactions
202	<b>Profanity/Cursing</b>	Foul language directed toward staff or students
203	<b>Throwing or Shooting of potentially harmful objects at others</b>	Rubber bands, pencils, rulers, erasers, etc.
204	<b>Stealing</b>	Student is in possession of, having passed on, or is responsible for taking someone else's property of any value – including food items
205	<b>Damage to school property</b>	Serious or permanent defacement of school or another person's property
206	<b>Bullying – Verbal, Non-Verbal, Physical or Cyber</b>	Student delivers <u>targeted and repeated</u> messages and/or actions that include threats, intimidation, or negative comments based on race, religion, gender, sexual orientation, age, and/or nationality, disabilities, or other personal matters
207	<b>Physical Aggression, Confrontation, Verbal Argument, and Willful Injury</b>	Actions involving serious physical contact where injury has occurred. Intent to harm out of anger, frustration, or retaliation – pinching, kicking, spitting, etc.
208	<b>Harassment, Rumors or Gossip, Racial Slurs</b>	Student delivers inappropriate messages – written or pictures; physical contact of a sexual or racial nature towards student or staff; Student circulates a story without facts or engages in malicious behaviors
209	<b>Possession or use of tobacco or alcohol</b>	Student is in possession of or is using tobacco products or alcohol
210	<b>Abusive language towards students or staff – Threats</b>	Verbal or written messages that include swearing, name calling, threatening, or use of words in an inappropriate way
211	<b>Leaving School Grounds / Inappropriate location</b>	Student leaves school grounds without permission or is in a location within the school without permission of a staff member
212	<b>Fighting</b>	Actions involving serious physical contact where two or more individuals engage in physical contact with one another. This includes the student who “hit back” and may not have made the contact first
213	<b>Intimidation / Coercion / Negative use of Peer Pressure / Manipulation</b>	To pressure, intimidate, manipulate, encourage, talk someone into or force another person into doing something that is inappropriate or goes against the Code of Conduct
214	<b>Repeated Tier 1 Infractions</b>	This occurs when classroom interventions have been exhausted throughout the school day – 3 interventions for grades 3-4 and 2 interventions grades 5-6.
215	<b>Repeated Forgery 2<sup>nd</sup> + notice</b>	Student forges a parent/guardian signature on a test or other document where a valid signature is required

## School Rules

To be effective, schools must have a safe and orderly environment to so that students could concentrate on their learning. In order to provide this type of environment,

**Students** must learn to practice self-discipline and self control. Student must think before they act and speak.

**Teachers** are responsible for implementing consistent procedures and the implementation of the School Wide Positive Behavior Program.

**Parents** must be informed of these rules and the consequences for their infractions as well as being encouraged to help their child gain the self-discipline for these rules.

## **General Rules:**

- Students will respect all adults, other students, school property, and other student's property.
- Students will respect other students by refraining from teasing, harassing, threatening, and/or stealing.
- Students will show respect for school property and equipment by refraining from vandalism.
  
- Students will not bring weapons or replicas of weapons to school. This includes knives, guns, fireworks, laser pointers, etc.
- Unless students have special permission, students will refrain from bringing to school: skateboards, skates, hardballs, and/or personal toys.
- Students will talk in a conversational tone at all times.
- Students will refrain from running, shoving, or pushing while on school property.
- Students will use appropriate language at all times. Profanity is not appropriate.
- Students will not bring or chew gum in the classroom.
- Students must get permission from the teacher to use the lavatory. No loud talking or horseplay is permitted.
- Students are to follow the elementary school's dress code policy.
- Personal technology may not be used during the school day or on the bus.

## **Cafeteria Conduct:**

- Students are to stand in line keeping hands and feet to themselves, and using a conversational tone as they speak with peers.
- Students will respect and obey cafeteria monitors and servers.
- Students are to use appropriate language.
- Students will refrain from throwing food or disturbing others while they eat.
- Students should not share food with peers.
- Students will seek permission from the monitors before leaving the table.
- Students will use proper table manners and clean up around their seats before leaving.
- Students will be excused in an orderly fashion after lunch and walk back to their classroom in a single file line.
- Students must remain in assigned seats at all times unless dismissed by the cafeteria monitors.
- Glass bottles and containers are not permitted in the cafeteria.
- A peanut free table is available for those with such allergies.

## **Playground Conduct:**

- Students will not endanger others by fighting, throwing stones, throwing snowballs, or participating in any dangerous activity.
- Students will not use profane or undesirable language.
- Students are to remain in their designated areas.
- Students will line up and walk quietly through the building when going out to or returning from the playground.
- Students will remain on the playground during recess unless a teacher gives them permission to go into the building.
- Use all playground equipment properly and in a safe manner.
- Students should be dressed appropriately during cold weather months.
- Students dressed inappropriately will remain in the building.

## **Lavatory Conduct**

- Accept responsibility for your actions
- Wash hands using soap and dry hands
- Throw paper towels in garbage can not on the floor
- Flush after using the bathroom
- Tell an adult if you see a problem in the bathroom, such as a clogged toilet, overflowing sink, another student damaging the bathroom, etc.
- Go directly back to class
- Keep lights on when leaving the bathroom
- Use kind and appropriate language
- Do not bring a pen, marker, pencil or crayon with you into the lavatory
- Keep hands, feet and objects to yourself
- Keep water in sinks and toilets
- Wait your turn if there is a line
- Respect others' privacy

## **Dismissal Procedures:**

- Students are to remain in their homerooms until notification for their dismissal.
- Students must walk down the halls and leave the building in an orderly manner.
- Students should remain quiet during dismissal so as not to prevent students from missing their bus.
- Students will not be allowed to return to their classroom once on the bus.
- Students who miss their bus will be required to call home and have a parent or guardian pick them up. Disciplinary consequences will be given to students who repeatedly miss their bus.

## **Electronic Devices: (Cell phones, I-Pads, cameras, video games, etc.)**

The Riverside School District prohibits all students from using electronic devices in the Riverside Elementary Schools. These devices may distract the learning process and hinder school safety. It is realized that cellular phones may be necessary for students to have the ability to contact parent/guardians before or after school hours.

Electronic devices include but are not limited to: cellular phones, cameras, pagers, laser pointers, I pods, I-pads, or hand held video games. Any one of these devices will be confiscated by the teachers and given to the administration. Electronic devices that are **seen or heard** during the day in any part of the building may be confiscated. Students should power off all electronic devices upon entering the building. The Riverside School District is not responsible for any lost, damaged or stolen electronic devices. Students assume all associated risk when bringing these items to school.

Teachers and or Staff members are not required to store any electronic devices during the school day. Students should power off all devices and keep them stored in their backpacks

### **FIRST OFFENSE:**

- Teacher confiscates device and returns to student at end of the day.
- Parent notification.

### **SECOND OFFENSE:**

- Referral to administration.
- Device returned to student at end of day.
- Parent notification.

### **THIRD OFFENSE:**

- Referral to administration.
- Device must be picked up by parent/guardian.

### **FOURTH OFFENSE AND THEREAFTER:**

- Referral to administration.
- Parent meeting.
- Action plan development to alleviate issue.

**Failure to turn over the device to a teacher will result in disciplinary action.**

### **Consequences for Rule Infractions:**

**Consequences for student actions are based on the severity of the student infractions and will be determined through our School Wide Positive Behavior Program.**



## CLASSROOM RULES

Our teachers also set up a discipline plan for their individual classrooms. Teachers will forward to parents a copy of the rules/regulations for review with their child.

## BUS REGULATIONS

Rigid standards of discipline must be maintained at all times in order to satisfy safety requirements. Whenever a driver must direct attention away from the road, danger exists. Foremost in our minds is the safety of each passenger. A list of rules is posted on each bus for all to view. They are:

1. The driver may assign seats
2. Students should be courteous and respectful to peers and driver
3. Students should use appropriate language at all times
4. Students should not eat or drink on the bus
5. Students should keep hands and feet to themselves
  
6. Students should remain in assigned seats at all times facing the front (No turning around, standing while bus is moving, crawling on floor, switching seats)
7. No smoking
8. Keep your hands and feet inside the seating area.
9. Keep hands, feet and heads inside the bus.
10. Students should respect the property of others and the property of the bus company.
11. Students must follow all rules to avoid driver distraction
12. Pictures and videos via any technological is strictly prohibited.
13. Parents of Kindergarten aged students must report to the afternoon bus stop to pick up child. Students should arrive at bus stops 5 minutes prior to morning pick up times.
14. Students not going home on the school bus and/or desiring to ride another bus must request special permission from the office by presenting a written note from his/her parent/guardian

**\*The riding privilege of a student may be revoked for violation of the rules or for conduct which is detrimental to the safe operation of the school bus.**

## Parents'/Guardians' Roles and Responsibilities

- Parental involvement in education is needed for a student's success. The role of the parent/guardian is to:
- Teach children by word and example to have respect for the law, for authority, the school, and the rights of others.
- Know and understand school policies and the importance of school safety.
- Guide children toward socially acceptable standards of behavior, stressing self-control and accountability for one's behavior.
- Encourage respect, honesty and compliance with the rules.
- Ensure that one's child is prepared for school daily with necessary supplies, books, and homework.
- Follow appropriate procedures when dealing with the school. The chain of command is as follows: teacher, principal, superintendent of schools.

# STUDENT REGULATIONS AND GENERAL INFORMATION

## SCHOOL HOURS

School hours are from 8:40 A.M. until 2:45 P.M. At Riverside East, and from 9:20 A.M. until 3:20 P.M. at Riverside West. Students who are “walkers” should not arrive earlier than 8:40 A.M. at East, and 9:10 A.M. at Riverside West. Supervision will not be provided for students who arrive before these designated times. Parents are urged to utilize the parking and driving areas in a courteous and safe manner. Please be cautious to pedestrians in these areas.

## STUDENT ATTENDANCE

Parents who need to call off their child sick, get them out early, change their means of transportation, etc should utilize the Pick Up Patrol Application. Parents should see a personal email from Pick Up Patrol from the email used to register your child. Below are directions on how to add Pick Up Patrol to your Home Screen on your Smart Device.

### **How to Add the PUP App to your Home Screen**

The PickUp Patrol app for parents is not downloaded from an app store. Our app uses cutting-edge technology that allows for faster logins, instant updates, and less storage on your phone. You simply add it to your phone’s home screen following the instructions for your phone type and browser below.

#### **IPHONE/SAFARI**

- Open <https://app.pickuppatrol.net/parents> in Safari.
- Tap the “share/send” icon on the bottom menu bar (rectangle with an “up” arrow).
- Choose “Add to Home” (you may need to scroll right/left or further down to see this icon).
- Rename the page with something short like “PickUp Patrol” or “PUP”.
- Click ADD in the top right corner.

#### **IPHONE/CHROME**

- PUP works in Chrome, but we recommend you use Safari to add PUP to your home screen.

#### **ANDROID/CHROME - Option #1**

- Open <https://app.pickuppatrol.net/parents> in Chrome.
- Tap on the 3 dots on the top right.
- Scroll down and tap on “Add to Home Screen”.

#### **ANDROID/CHROME - Option #2**

- Open <https://app.pickuppatrol.net/parents> in Chrome
- Tap on the Menu button. The appearance of the Menu button will depend on your device—usually it's a button that looks like three horizontal lines stacked on top of each other, or it could be accessed through a hardware button on your phone.
- Tap “Add to Home Screen”.

#### **ANDROID/MICROSOFT EDGE**

- Open <https://app.pickuppatrol.net/parents> in Edge.
- In the Ellipsis menu (lower right corner), choose “Add to Home Screen”.
- Select “Add” and “OK” after the prompts.
- Choose “Add to Home”.

#### **ANDROID/FIREFOX**

- Open <https://app.pickuppatrol.net/parents> in Firefox.
- Press the Menu button (either below the screen on some devices or at the top-right corner of the browser), then tap on “Page”.
- Tap “Add Page Shortcut”, Your shortcut should now appear on your home screen.

**Tip:** If you want to change the label on your shortcut, bookmark that page first, then change its title on the *Edit Bookmark* window. On the *Bookmarks* panel, do a long tap on that site and choose “Add Page Shortcut”.

**Note: Pickup Patrol DOES NOT work with Internet Explorer.**

## **SCHOOL PROCEDURES**

**VISITORS TO THE SCHOOL-** All visitors to the school will be required to sign in and out of the building, while providing valid ID prior to approval to enter the school. A visitor’s pass must be worn visibly while in the school. If you wish to schedule a visit with a teacher, principal or dean of students to discuss your child, **please call to arrange an appointment.**

**CHANGE OF RESIDENCE/TELEPHONE NUMBER-** It is important that the school be notified immediately in the event that you have a change of address, home, cell, or office telephone number. If your emergency information should change during the academic school year, please LOG INTO FOCUS TO UPDATE.

**LUNCH-** The cafeteria serves breakfast and lunch daily. The breakfast and lunch positions are well balanced meals. The regular portion is generous. Children may bring lunch and buy their milk. No glass bottles are allowed on school grounds. Every Riverside Student K-6 receives a FREE breakfast and lunch.

## **CHILD FIND**

### **Annual Public Notice of Special Education Services and Programs, Services for Gifted, Homeless, Migrant Students and Services for Protected Handicapped Students**

El contenido de esta nota se ha escrito en inglés. Si usted no entiende esta nota, debe contactar el distrito escolar (vea los contactos) y solicite una explicación.

The content of this notice has been written in English. If a person does not understand any of this notice, he or she should contact the school district (see Contacts) and request an explanation.

#### **Notice to Parents**

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts (SDs), intermediate units (IUs) and charter schools (CSs) are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973, McKinney-Vento Homeless Assistance Act, Education for Homeless Youth 42USCA 11431. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district, intermediate unit, and charter school of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district, intermediate unit, and charter school shall publish written information in the handbook and on the web site. Children ages three through twenty one can be eligible for special education programs and services, including youth incarcerated in adult facilities and/or residential/detention facilities, homeless and migrant children, wards of the state, and private school students.

If parents believe that the child may be eligible for special education, the parent should contact the appropriate staff member identified at the end of this public notice.

Children age three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need Special Education and related services. Developmental delay is defined as a child who is less than the age of beginners and at least 3 years of age and is considered to have a developmental delay when one of the following exists: (i) The child’s score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child’s chronological age in one or more developmental areas. (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests.

Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information you may contact NEIU Early Intervention Supervisor at (570) 876-9255.

### **Evaluation Process**

Each school district, intermediate unit, and charter school has a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the school personnel listed at the end of this notice. Telephone numbers and addresses can be found at the end of this notice. Parents of preschool age children, age three through five, may request an evaluation in writing by addressing a letter to NEIU Early Intervention, 1200 Line Street, Archbald, PA 18403.

### **Consent**

School entities cannot proceed with an evaluation or reevaluation, or with the initial provision of special education and related services, without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN website, [www.pattan.net](http://www.pattan.net). Once written parental consent is obtained, the district will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.

### **Program Development**

Once the evaluation process is completed, a team of qualified professionals and parents determine whether the child is eligible. If the child is eligible, the individualized education program team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district staff, intermediate unit staff, or charter school staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

### **Confidentiality of Information**

The SDs, IUs, and CS's maintain records concerning all children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information.

For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA).

This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child, contact the responsible school entity listed below. For preschool age children, information, screenings and evaluations requested may be obtained by contacting the Intermediate Unit.

Riverside School District / Kristin Samsell, Director of Special Education, at (570) 562-2121

The school entity or charter school will not discriminate in employment, educational programs, or activities based on race, color, national origin, age, sex, handicap, creed, marital status or because a person is a disabled veteran or a veteran of the Vietnam war. No preschool, elementary or secondary school pupil enrolled in a school district, Intermediate Unit, or charter school program shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status or financial hardship.

## Riverside Elementary School Dress Code

The students at Riverside Elementary East and West schools are **REQUIRED** to be dressed in uniform while at school. The uniforms may be any combination of the following options:

### BOYS/GIRLS

Khaki/Navy Pants, Shorts

- Style pants that are not permitted: Cargo pants, leggings, yoga pants. Pants with open rips and tears are also not permitted.
- Mesh shorts and Sweatpants are permitted on scheduled gym days and dress down days **ONLY**. Mesh shorts and sweatpants on gym days must be Navy, Red or White only.

Red/Navy/White Polo (long/short sleeve)

White Oxford button down (long/short sleeves)

White Blouse w/ Peter Pan Collar (girls)

Navy/Khaki Skort or Jumper (girls)

Navy/Red/White Crew Neck Sweater

Navy/Red/White Cardigan w/ logo (zipper/button)

Navy/Red/White V-neck Sweater Vest

Navy/Red/White Fleece Tops

Navy/Red/White Sweatshirt

Navy/Red/White Hoodie

PHYS ED/Gym Days:

- Mesh shorts and Sweatpants are permitted on scheduled gym days and dress down days **ONLY**. Mesh shorts and sweatpants on gym days must be Navy, Red or White only.
- Students can wear their polos or Riverside Spirit wear on scheduled gym days

Students may wear any **RIVERSIDE** Spirit Wear on any day of the week with standard uniform bottoms. These include but are not limited to T-shirts, sweatshirts, hooded sweatshirts, sweaters, polos, etc. It must be **RIVERSIDE** spirit wear, and not from other organizations. Riverside spirit wear is approved as part of the school uniform.

Student jackets can be deemed as anything you, as the parent, see fit. Jackets should not be worn in school throughout the day. There are a number of options above that students can wear if they are chilly throughout the day.

**The uniforms are mandatory**  
**and the dress code will be strictly enforced.**

**Dress Down Day Rules:** On dress down days, students **are not permitted to wear** any mid-drifts, cut offs, tank tops, shirts with exposed shoulders, short shorts, shirts with offensive images, language or depictions of weapons, tight fitting clothing which include but are not limited to leggings, jeggings, yoga pants and spandex.

## **DISCIPLINE POLICY FOR NON-COMPLIANT STUDENTS-DRESS CODE**

A consistent policy must be in place for all non-compliant students. Many students in the learning environment are too young to be responsible for themselves. Therefore the following idea for discipline is applicable:

**First Offense:** Call parent and parent will bring appropriate attire for the child. (We will provide the appropriate attire from our nurse's office if the item is available)

**Second Offense:** Call parent and detention for child.

**Third Offense:** Meeting with parent to review options.

Goal is to keep student in the learning environment. New, clean, and gently used uniform donations are accepted in the nurse's office.

*Pa. Schl. Law: Section 1317.3. Uniforms—The Board of Directors in any school entity may impose limitation on dress and may require pupils to wear standard dress or uniforms. Dress policies may be applicable throughout the school entity or may be applicable to one or more school buildings within the school entity.*

## **EMERGENCY SCHOOL CLOSINGS**

Schools will be open according to the dates listed on the school calendar unless weather conditions are such that traveling to school will be hazardous. Arrangements have been made for the closing or delayed openings of schools over local radio and television stations. These television and radio stations will also broadcast notices of an early dismissal should a need arise for one. It is important that parent and child work out a plan to prevent a younger student from being upset. Our district also utilizes **ONE CALL NOW** as a communication tool via telephone call to notify parent(s)/guardian(s) of late starts, cancellations, early dismissals, and special events.

**Please make sure all of your contact information is updated in order to receive these calls.**

You can also sign up on the **Remind Me** app. Information is located on the District's Main Webpage.

## **ATTENDANCE/ABSENCES**

The importance of regular attendance cannot be over-emphasized. A child should be in school every day that he/she is physically able. It is extremely difficult to successfully keep up with class work if attendance is irregular. According to district policy, parents of students who miss 3 unexcused days of school will be forwarded a letter putting them on alert of the situation. After 10 combines excused and/or unexcused days, a second warning notice will follow which **will require** the parents to follow very specific steps regarding attending a **Truancy Elimination Plan** meeting.

Any student who is absent from school, must upon returning, turn in a written excuse for the absence and has 3 days legally to do this. The note will be reviewed to determine if the absence is excused or unexcused. All unexcused absences will be recorded as unlawful for any student less than 17 years of age. If the districts attendance procedures are not followed, the violation can be subject to referral to the district magistrate.

### **Categories of absences include:**

**Excused Absences:** Permissible excused absences from District Schools are: (1) personal illness, (2) doctor/dental appointments, (3) approved tutorial programs not offered by the district, (4) quarantine, (5) death in the immediate family, (6) traditionally-recognized religious holidays, (7) religious instruction, (8) approved educational travel, (9) approved 4-H/FFA/FHA participation in authorized Pennsylvania agricultural fairs, (10) court appearances and (11) other urgent reasons as approved by the District.

**Unexcused Absences:** The following constitute unexcused absences: (1) lack of a valid written excuse from the parent/guardian (and/or licensed health care provider, where deemed appropriate by the Principal), (2) absence because of parental neglect, (3) unapproved educational travel, (4) oversleeping, (5) working at home, and (6) other reasons not sanctioned under excused absences

\*\* Please note: Family Vacations are considered UNEXCUSED Absences.

## **LATENESS**

School begins with homeroom at 8:40 A.M. at Riverside East and at 9:20 A.M. at Riverside West. All students are expected to be in their seats and ready to work at that time.

If a student is late, they must report to the office to present a **written note** from their parent/guardian. Unexcused lateness to school may be taken into consideration along with the district attendance policies.

When lateness (Tardy) time accumulates and totals 6 hours, it will be considered as 1 illegal day absent. This, according to policy, is considered an act of truancy.

## **REPORT CARDS/PARENT AND TEACHER CONFERENCES**

Our district will distribute report cards denoting the progress of its students four times a year. The dates for distribution are noted on the back of the school calendar. Parent-Teacher conferences are also scheduled three times a year. All parents and guardians are encouraged to make every effort to attend. If a parent wishes to meet with their child's teacher at any other time during the school year, they should contact the teacher to set up a meeting. Student progress reports are also distributed to students at the mid way point of each marking period. Parents may also check their child's grades by utilizing our MMS Parent Portal System.

## **CARE OF SCHOOL PROPERTY**

The residents of the Riverside School District have provided some of the best equipment and facilities found anywhere. Students can best show their appreciation by taking appropriate care of the buildings equipment and grounds so they can be passed on to future students in good condition. Any student who defaces, damages, or destroys school bus property will be required to repair or replace the damaged item and face disciplinary action. This may include a board hearing to consider expulsion.

## **SCHOOL NEWS**

School News and information can be found on the Riverside East and West Webpages. There is a calendar as well as featured information that is updated regularly.

## **MEDICATION POLICY**

In accordance with PA state law, written instructions must be provided by the physician for all medication that is to be given in school, including over the counter medication. The instruction shall indicate the name of the child, name of the medicine, dosage, and time it is to be given. It also must be in the original bottle dispensed from the pharmacy. A consent form may be obtained from the nurse's office. Also the physician may use his/her own prescription pad. The parent or guardian must also give written permission to administer medication at school. All medication must be stored and dispensed at the nurse's office. Students are not permitted to take any medications on their own.

**Medication must be brought into the school by a parent or another adult.** To ensure the safety of all of our students, please **DO NOT** send in any kind of medication with your child.

Any questions about the policy should be directed to our school nurse.



## **P.T.A.**

The P.T.A. is a vital part of our school program. We encourage parents to support our P.T.A. by joining and becoming active members. A successful school needs the services of the P.T.A. The schedule of meetings will be noted in our monthly newsletter.

## **HOMEWORK WHEN ABSENT**

When your child is absent from school and needs his or her assignments, please refer to their teachers Google Classrooms for any assignments and upcoming messages.

## **STUDENT COUNCIL**

The student council is designed to be an important part of our schools. Its aims are to serve as a medium of communication between the student body and the staff of our school, to provide opportunities for students to participate in the government of the school and promote and maintain high standards of individual responsibility, initiative and co-operation among students. Through the student council we hope to encourage and nurture traits of good citizenship in all of our students.

## **BACK TO SCHOOL NIGHT**

“Back to School Night” is scheduled in September so that parents may meet the teachers to preview their long-range plans, goals and objectives for the year. We encourage the evening to be an adult only evening. No personal questions about individual children will be answered at this time.

## **SCHOOL INSURANCE**

School accident insurance is available at a minimal cost at the beginning of the school year. Forms will be sent home with your child for this optional program.

## **INTERPRETING SERVICES**

Interpreters can be arranged for parent conferences, school meetings, or any other information that needs to be communicated to parents. If you are in need of an interpreter due to a language barrier or disability, please contact the elementary guidance counselor in a timely fashion in order for the appropriate scheduling to occur.

## **EMERGENCY DRILLS:**

The safety and welfare of our students and staff are our highest priorities. To continue to develop our school emergency response plans we have planned for all students and staff to participate in various emergency preparedness drills which may include, fire, intruder, severe weather, and building evacuation.

The goals of the training drills are to improve our ability to protect students, save lives, and reduce injuries. As part of the drills, the students and staff will participate in the activation of our school's Safe Schools Plan. All students and staff will be briefed on expectations for any type of drill.

Prior to the drill, please discuss with your child the importance of following school procedures as if they were real. Also, please discuss with your child that this is a drill and police and fire officials may be present during such drills as we do not want to alarm students.

Following any drill our staff will have opportunities to debrief and communicate concerns so that we can modify our exiting plans. We also plan to collaborate with local police and fire officials to revise and improve our plans for maximum effectiveness.

If you have any questions or need further information, please do not hesitate to call the building principal.

## **COMPLAINT PROCEDURE**

When a student believes that he or she is being harassed, the student should immediately inform the harasser that his or her behavior is unwelcomed, offensive, or inappropriate. If that behavior continues, the student should follow the established complaint procedures.

1. A student shall report a complaint of harassment orally, or in writing, to the building principal or a designated employee, who shall inform the student of his/her rights and of the complaint process.
2. The building principal shall immediately notify the superintendant or other designated administrator and shall conduct an impartial, thorough, and confidential investigation of the alleged incident. In determining if the alleged conduct constitutes harassment, the totality of the circumstance, nature of the conduct and context in which the alleged conduct occurred shall be investigated.
3. The building principal shall provide a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, the superintendant, and other directly involved, as appropriate.

## **APPEAL PROCEDURE**

1. If the complainant or accused is not satisfied with the principals' decision, they may file a written appeal to the superintendant.
2. The superintendant shall review the initial investigation and report and may also conduct a reasonable investigation. He will prepare a written response to the appeal. Copies of the response shall be provided to the complainant, the accused, the building principal and other directly involved as appropriate complaints of harassment or sexual harassment may also be filed through the Title IX coordinator.

The Title IX coordinator for the Riverside School District is the Riverside School Superintendent.

# PROMOTION AND RETENTION GUIDELINES

## RIVERSIDE EAST AND WEST

### Board Approved August 2017

The Board recognizes that the emotional, social, physical and educational growth of students will vary and that students should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

*“It is the policy of the Board that each student shall be moved forward in a continuous pattern of achievement and growth that corresponds with his/her own development and the system of grade levels and academic standards established for each grade.”*

A student shall be successfully promoted when she/he has successfully:

1. Successfully completed the course requirements at the presently assigned grade level.
2. Achieved the academic standards established for the present level, based on the professional judgment of his/her teachers and results of grade level assessments.
3. Demonstrated proficiency to move ahead to the educational program of the next level.
4. Demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience at the next learning level.

**The following procedures and guidelines have been established in accordance with the Promotion and Retention Policy as set forth by the District. Every effort will be made to remediate the student’s difficulties prior to being retained.**

- In all cases, decisions regarding promotion and retention shall be that which is deemed best for the individual pupil.
- To be promoted to the next grade level, a student must receive a passing mark (equivalent to a 70% or better) in grade level Reading, Language Arts, Mathematics, Science and Social Studies.
- The Child Study Process must be started for any student having academic or behavioral concerns no later than the end of the third marking period.
- Students may be retained no more than once in the primary grades (K-2) and once in the intermediate grades (3-6).
- Students in danger of failing reading or mathematics must be referred for Title I (if available at the child’s grade level) by the end of the third quarter. Every effort will be made to obtain parent support for participation in the program with the parental understanding that failure may result in retention.

- The STARS truancy guidelines and program will be followed prior to attendance/truancy negatively impacting achievement. *Students must receive instruction for at least 85% of the time established by the District Calendar in any given school year. Students who have less than 85% school attendance will be recommended for retention. Extenuating medical circumstances will be given consideration.*
- The following guidelines will be used in determining retention:
  - *Kindergarten – students will be recommended for retention based on teacher and child study team recommendations with consideration of the student not achieving the reading readiness level necessary and or the social / emotional development for successful achievement at the First Grade Level and having less than 85% attendance rate for the school year. Parents at this level will have the option to refuse the retention recommendation.*
  - *Primary Grades 1 & 2 – students failing reading for the year will be automatically retained. Failure of two or more major subjects other than reading will result in retention with major subjects including: mathematics, phonics, and spelling. Additionally, students having less than 85% attendance rate for the school year will also be retained.*
  - *Intermediate Grades 3, 4, 5, 6 – Failure of two or more major subjects will result in retention. Major subjects include: reading, math, language, science, social studies. Additionally, students having less than 85% attendance rate for the school year will also be retained.*
- Students in grade 3-5 may enroll in an approved summer school if one is available through the Riverside NOLA program. 6<sup>th</sup> grade students are required to take summer school courses through the Scranton School District. There is a cost associated with all Summer School courses. The maximum number of courses a student may take in an approved summer school is two (2).
- The approval of the principal is required before a student may enroll in a summer school.
  - \* **In order to monitor student progress, students who are failing any subjects must be reported to the school counselor at the end of each marking period. \***
- For students receiving special education services, the students' Individual Education Program (IEP) team, along with the building principal and Special Education Supervisor will make the decision to retain or promote the student based on the requirements of the Board Policy.
- Administrative Assignments to the next grade level will be made for Limited English Proficiency students and for students who have already been retained for two years for academic reasons.

## **Appeal Process**

The parent or guardian, if dissatisfied with the recommendation for retention, may appeal the decision by complying with the district's appeal process. The parent may prepare a written statement to be placed in and become a part of the permanent record of the student stating the reason(s) for disagreeing with the decision of the board.

Parent/Guardian will have 30 days to file an appeal with the Principal. If the parent does not file an appeal to the Principal within 30 days, then the student shall be placed in the grade recommended by the District. Upon receipt of notice to appeal the Principal will form a hearing committee composed of the Principal, parent, teacher and an unbiased teacher from another building in the District to hear the parents appeal. Upon receipt of the committee's decision, if still not satisfied the parent/guardian will have 10 days to file an appeal with the Superintendent. If still not satisfied the parent/guardian will have 10 days to notify the Superintendent that a hearing with the Board of Education is requested. The Superintendent will notify the Board that a hearing has been requested within 10 days. The Superintendent schedules a hearing with the Board. The hearing is conducted within 30 days from the date of notification to the board. The decision of the Board of Education shall be final.

## **Honor Roll Grade 6 Only**

### **Elementary East Honor Roll Criteria**

#### **Principal's Honor Roll**

##### **90%-94% Combined Overall Average (Math, Reading, Science, Social Studies)**

S or O in \*Summer Reading, Art, Music, PE, Library, Band and Computer Science

\*Summer Reading Counts toward the first quarter honor roll determination only

Students who fall within this category will receive a certificate and have their name appear in the paper, on our webpage and on the Honors Board located in the school lobby.

Unsatisfactory Grades (U) in \*Summer Reading, Art, Music, PE, Library, Band and Computer Science disqualifies you from Honor Roll

#### **Principal's Honor Roll With Distinction**

##### **95%-100% Combined Overall Average (Math, Reading, Science, Social Studies)**

S or O in \*Summer Reading, Art, Music, PE, Library, Band and Computer Science

\*Summer Reading Counts toward the first quarter honor roll determination only

Students who fall within this category will receive a certificate and have their name appear in the paper, on our webpage and on the Honors Board located in the school lobby.

Unsatisfactory Grades (U) in \*Summer Reading, Art, Music, PE, Library, Band and Computer Science disqualifies you from Honor Roll

Students who fall within this category will receive an Honor Roll Pin, certificate, have their name appear in the paper, on our webpage and on the Honors Board located in the school lobby.

# McKinney-Vento Homeless Education Program

## **MCKINNEY-VENTO HOMELESS ASSISTANCE ACT:**

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently re-authorized in December 2015 by the Every Student Succeeds Act (ESSA).<sup>1</sup> The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school. Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths.

The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities.

## **DEFINITION OF HOMELESS (MCKINNEY-VENTO ACT SEC. 725(2); 42 U.S.C 11435(2)): CHILDREN WHO LACK A FIXED, REGULAR, AND ADEQUATE NIGHT TIME RESIDENCE:**

"Doubled up" - Sharing the housing of others due to the loss of housing, economic hardship, or similar reasons.

Living in motels, hotels, trailer parks, camping grounds, due to lack of adequate alternative accommodations.

Living in emergency or transitional shelters.

Living in a public or private place not designed for humans to live.

Migratory children living in above circumstances

Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings

Unaccompanied Youth - Children or youth who meets the definition of homeless and not in the physical custody of a parent or guardian.

## **Residency and Educational Rights:**

**Students who are in temporary, inadequate and homeless living situations have the following rights:**

Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment;

Access to free meals and textbooks, Title I and other educational programs and other comparable services including transportation;

Attendance in the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.

## **When a student is identified as being McKinney-Vento eligible, staff will:**

Assist with enrollment, monitor school attendance and arrange transportation (preK-8 students)

Provide school supplies and other school related materials as needed

Advocate for and support students and families through school and home visits

Set clear expectations for student behavior, attendance and academic performance

Assist students/families access with community services

Assist students/families with access to tutoring, special education, and English language learner resources

Assist students so they can participate in sports, field trips, and school activities regardless of their ability to pay or to provide their own transportation.

**For additional information, contact LEA Homeless Liaison**

**Mr. Scott Pentasuglio**

**570-562-2121 x 2205**

**[spent@riversidesd.com](mailto:spent@riversidesd.com)**

# STATEMENT OF PHILOSOPHY

Riverside Elementary Schools' philosophy is based on the idea that the purpose of education is to provide a continuation of essential learning. It is our ultimate goal to supply each student with basic facts and experiences. This will aid our youth in becoming self sufficient individuals, mentally, physically, and socially, so they can meet the rigid demands of a rapidly changing society. It is essential to instill in each student the importance of individual worth, and to create a positive self image, through the personal development of initiative, resourcefulness, and responsibility.

It is the intent of the faculty to lead students toward being productive, disciplined, informed and fulfilled individuals. To achieve these ideas, mutual respect and understanding must be present in the learning process on the part of all participants – the faculty, students and community.

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