

RIVERSIDE ELEMENTARY

STUDENT HANDBOOK



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.

The Riverside Elementary Planner was designed to assist your child in organizing his/her daily, weekly, and long term assignments. We hope this aids in improving your child's organizational skills. In addition, we feel that the handbook will serve as a helpful reference for parents as they seek to provide academic support at home. Riverside Elementary parents are our partners in the important job of educating the children of our community.

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

Later this school year, Riverside West will slowly introduce PBIS Rewards as part of our management system for our School Wide Positive Behavior Intervention and Support program. We have been implementing school wide positive behavior support for the past four school years and have had much success with it. East used this management tool last year and will continue with its implementation this year. The use of the tool will evolve and develop throughout the school year as our staff will just be learning how the program works.

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 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. Please be on the lookout for updates and information throughout the year!

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.

Any inappropriate or misuse of cell phones while on the bus will result in disciplinary action. At no time should students be engaging in sending inappropriate texts, snaps, messages, photos, etc. Students are not permitted to take photos or videos while on the bus and /or post to social media sites. Students should not engage in listening to explicit music or video content at any time.

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 a Three Day Out of School Suspension.

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 will 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. Taking pictures and /or videos via any technological device 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.**

Bus drivers are primarily responsible for submitting discipline referrals, however administration may also submit a referral regarding inappropriate bus behavior and/or rule violations. Consequences are handled as follows:

1st Infraction: Warning, Review of Safety Rules

2nd Infraction: Warning, Review of Safety Rules, Recess Detention

3rd Infraction: Review of Safety Rules, Recess Detention, Lunch Detention

4th Infraction: Review of Safety Rules, 1 Day Loss of Bus Privilege

5th Infraction: Review of Safety Rules, 3 Day Loss of Bus Privilege

6th Infraction: Review of Safety Rules, 5 Day Loss of Bus Privilege

7th Infraction: Review of Safety Rules, 10 Day Loss of Bus Privilege

8th Infraction: Review of Safety Rules, Complete Loss of Bus Privilege

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 2:50 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.

CHANGES TO STUDENT DISMISSAL (Leaving Early, Different Bus, etc.)

If a student needs to leave school early for any reason or have a changing their daily end of day transportation method, parents/guardians are to inform the office via the **PICK UP PATROL** Web-based link / app. All parents must have a valid email address on file with the office and will set up their account once they receive the Pick Up Patrol Welcome Email. There is no need to send in a hand written note or call the office to make transportation or dismissal changes.

When picking up a child, the parent or guardian must present himself/herself at the office to sign out the child. Proof of identification may be required before the child is permitted to leave the building.

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 contact the school secretary or nurse.

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.

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

- Corduroy, cotton: No pockets on legs, must be **DOCKER STYLE**
- Yoga / Stretch Pants are not permitted
- No mesh shorts on any other day than the student's scheduled PE day. Mesh shorts must be NAVY only.
- School approved Phys. Ed. Shirts are appropriate on gym days only
- Students may wear navy sweatpants with their polo shirts on PE days only.

Red/Navy/White Polo (long/short sleeve) with official RV logo

White Oxford button down (long/short sleeves) with official RV logo

White Blouse w/ Peter Pan Collar (girls)

Navy/Khaki Skort or Jumper (girls)

Navy Crew Neck Sweater

Navy Cardigan w/ logo (zipper/button)

Navy/Red V-neck Sweater Vest

Navy/Red Fleece Tops

Navy Sweatshirt w/ logo

Girls may wear a plain white turtleneck under their jumper and both boys and girls may wear a plain white turtleneck under their polo shirts. Students may choose to wear a long sleeve plain t-shirt under their polo shirt. Short sleeves should only be red, white or navy blue.

Student footwear must have a back without an open toe.

NEW for 2019-2020

Students may wear any Riverside Spirit Wear uniform approved shirt on any day of the week with standard uniform bottoms.

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** mid-drifts, cut offs, tank tops, shirts with exposed shoulders, short shorts, hoodies, shirts with offensive images or language or any clothing depicting weapons. Thank you for your cooperation.

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.

Our goal is to keep students 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. A nudge letter will be sent at 6 unexcused absences and after 10 combined excused and/or unexcused days, a second warning notice will follow which **will require** the parents to follow very specific steps regarding attending a **Student Attendance Improvement Plan (SAIP)** 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. **The state of Pennsylvania considers students to be habitually truant at 6 unexcused absences and chronically truant at 18 absences.**

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 telephone the school office in the morning. The homeroom teacher will be notified and will send the appropriate books home when necessary. Homework assignments may be picked up at the office at the **end of the day.** If requested your child's homework may be sent home with another child.

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 superintendent 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 superintendent, 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 superintendent.
2. The superintendent 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 6 may enroll in an approved summer school if one is available. 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.

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.

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.

STUDENT HANDBOOK ACKNOWLEDGMENT

Dear Parents/Guardians: **Please return this below portion of this page to your child's teacher.**

We ask that you review the student handbook with your child. Please complete the information below after reviewing. My child _____ and I have reviewed and understand the Student Handbook for the - _____ School Year.

Student Signature

Parent/Guardian Signature