

Riverside Elementary Handbook
ARRIVAL AND DEPARTURE

2011-2012

- Students should **not** arrive at school **before** 7:40 a.m.
Students arriving between 7:40 and 7:50 should go to the P.E./cafe area where they will be supervised. Students should be picked up no later than 3:15 p.m., unless they are staying for a supervised activity.
- Bell schedule:
 - 8:00 - First Bell
 - 8:05 - Tardy Bell
 - 2:45 - ECE/K dismissed
 - 2:50 - Early Bus and FAST PASS students dismissed
 - 3:00 - Others dismissed

TARDY POLICY

The instructional day begins promptly at 8:05 a.m. Punctuality is critical to the learning environments. Students arriving after 8:05 are tardy and **MUST** report to the office with a parent to check in. Tardiness is excused only if there is a written doctor's excuse or if a Caddo Parish bus is late. The third tardy will result in a written contact by the principal and subsequent tardies are subject to an administrative conference, recess detention, or ISS (in-school suspension). Frequent early check-outs will also result in an administrative conference.

VISITORS

Parents are encouraged to visit school frequently and actively participate in your child's education. We do ask that you let us know ahead of time if you are going to visit, so that we can make sure that your visit will take place at a time that will not be a distraction to other students... (for example: a test being administered and/or oral reports being given for a grade) For the safety of our students and staff, we require that all visitors report to the school office, sign in after arriving on campus, and wear a visitor's badge.. We ask that parents avoid conferences with the teacher during these visits. Parent-teacher conferences should be scheduled at a mutually acceptable time.

PARENT-TEACHER CONFERENCES

Communication between home and school is a vital part of a student's progress. Graded papers go home each Tuesday and a progress report will go home in the middle of each reporting period. If you notice that your child's grades are beginning to slip or if you have any other concerns, please send the teacher a note or email through the school's webpage to request a conference. You may also call the school office (865-3576) to set up a conference. Teachers may not be called out of class for conferences. (www.riversideelementaryrams.com)

STUDENT PROGRESS CENTER

The parent portal, Student Progress Center, is a website designed to help parents and guardians keep track of their child's attendance, conduct, discipline, grades, and progress reports.
Step 1- Go to <http://www.caddo.k12.la.us>
Click on the "Parent and Student" link.
Step 2- Click on the "Student Progress Center" link from the Parent and Students web page.
Note: If you receive a website security certificate problem, click the "Continue to website" link.
Step 3- On the Student Progress Center page, Click on the "Register a New User" link.
YOU SHOULD RECEIVE A PSN during parent orientation to use only once to register as a new user. PSN # _____
Step 4- Click on the Options in the Relationship Information and follow the cues. Click submit.
Step 5- Create a username and password to use whenever you log in. Select and answer Security Questions #1 and #2. Click submit. Click OK to confirm that your username and password was created successfully. **NOTE:** If you have more than one child, you only have to register one child, then link your additional children by clicking on the "Link Students" at the bottom of the login screen.
Step 6- Log in the Student Progress Center with the username and password you just created. Click on your child's name to access their information. Keep the username and password in a safe place, school personnel is **NOT** able to retrieve it.

ATTENDANCE

- Students must be present a minimum of 167 days to be eligible to receive academic credit.
- Exceptions can be made in the event of illness, as verified by a physician (a written excuse from the doctor is required) or extenuating circumstances approved by the Parish Supervisor of Child Welfare and Attendance in consultation with the principal. Religious holidays and the death of an immediate family member may also be excused by the principal.
- Notes from parents may allow students to be considered for make-up work missed during absences, but cannot excuse the absence.

HOMEWORK

Homework is designed to reinforce skills taught in the classroom. Homework and class work must be completed. In grades 1st-5th there is a school assignment planner to record homework assignments. Parents are asked to initial these each night. We encourage students to read every night. At the beginning of each year, each grade level will give homework information specific for your child's class. If your child is absent and you would like the assignments, you should call by 9:00 a.m. and pick up the assignments after 3:15 p.m. in the office.

Students will have at least three school days or the same number of days missed, whichever is longer, to make up the work for an excused absence.

GRADING POLICY

The grading policy for Riverside Elementary School follows the grading plan for Caddo Parish Schools:

- 100 – 93 = A
 92 – 85 = B
 84 – 75 = C
 74 – 67 = D
 66 – 0 = F

PROGRESS REPORTS

- Progress reports give students and parents insight on the areas that need to be improved upon for success. All students will receive a progress report in the middle of each grading period. Parents should sign and return.
- In grades K-5, parents will receive weekly papers in a Riverside Folder each Tuesday with a conduct grade. These papers should be signed and returned each Wednesday. These folders should begin to come home on Tuesday, August 30, 2011.

PROMOTION AND RETENTION

Having a child repeat a grade is the last option that we exercise and will be determined case by case, by the School Building Level Committee (SBLC) in accordance with Caddo Parish's Pupil Progression Plan. Students who attend school fewer than the minimum of 167 days are also subject to retention. Fourth grade students must meet the required levels on the English/Language Arts and Math sections of the LEAP in order to promote. The SBLC will make the final decision on retention and promotion. Parents are invited and encouraged to attend these SBLC meetings.

TEXTBOOKS

Textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Students are required to pay for lost or damaged textbooks and library books. Report cards and social privileges may be held if books aren't accounted for.

MEDICATION

When it is necessary for a student to take medication at school, a doctor should complete our form before the medicine can be administered. These forms may be picked up in the school office. Parents may come to the school and administer medicine at any time, if they desire. **Students may NOT bring any**

type of medicine, even over-the-counter medications, to take at school.

CAFETERIA RULES

- Breakfast is from 7:40 a.m. until 8:00 a.m.
- Students should eat the food prepared in the cafeteria or bring a lunch to eat in the cafeteria.
- Students may visit very quietly during lunch.
- Students should bring lunch money each day, pay for an extended length of time, or pay online.
- Students with no money for lunch may borrow for one day. That money will need to be repaid the next day.

NO CHECKS MAY BE ACCEPTED FOR LUNCH OR BREAKFAST PAYMENT.

Free/reduced lunch applications are available in the office.

Breakfast Prices

Full price - \$ 1.10
 Reduced - .40
 Guest - 2.00

Lunch Prices

Full price - \$1.60
 Reduced - .50
 Guest - 3.90

DRESS CODE

Students are required to wear school uniforms at all times.

Other requirements include:

- Headwear, sunglasses, and hair rollers are prohibited in the building. Unnatural hair color or haircuts are not allowed (ie. Mohawks).
- Body piercing jewelry is limited to the ears.
- Shirts are to be worn tucked in with the exception of the “middy or sailor” top option.
- Belts are required if clothing has belt loops.
- Shoes must be worn – Flip Flops and Crocs are not appropriate.
- Obscene, profane, violent or drug related language or pictures on outer clothing or jewelry are prohibited.
- Drug related symbols in any form including advertisements or promotions for alcohol or tobacco are prohibited.
- A teacher will also be allowed to restrict manner of dress or length of hair when it

pertains to the health and/or safety of a student in that teacher’s specific area.

- Students enrolling after school starts will have a maximum of ten (10) vendor business days to obtain uniforms. During this time, the parish dress code will be followed. A copy of this policy is in the school office.
- Clothing, including outerwear, displaying brand names, logos, or advertisements will not be allowed.
- Solid colors are preferred for outerwear (including jackets, coats, and sweaters).
- Sweatshirts/Hoodies MUST be navy blue.
- Trench coats are not allowed.
- Cell phones are not permitted at school.
- Tights must be tan, navy, or white.

WALKING TO CLASS

After one week of school, students should walk themselves to class. Parent may accompany their child as far as the beginning of the classrooms on “A” wing.

DISCIPLINE

Our goal is to create and maintain an atmosphere that will allow all students to perform at their maximum ability. Students are expected to behave in an appropriate manner in the classroom and on the school grounds at all times. Emphasis will be given to positive behavior while working to eliminate many types of disruptive behavior. School rules have been established and will be fully explained to all students. **Students are being taught that they have a choice, to follow the rules and enjoy the rewards –or- disregard the rules and accept the consequences. The goal of Riverside Elementary School is to teach students to be responsible for their actions.**

RECESS TIME OUT (RTO)

Recess Time Out will be used when students are a constant disruption to classroom learning.

IN-SCHOOL SUSPENSION

The in-school suspension program (ISS) is designed to keep students in school when normally the student would be sent home. Students assigned to ISS cannot attend or participate in extra-curricular activities. Students shall receive credit for all academic work done in ISS as related to all grading procedures through the student's performance. No academic points or grades will be taken away or lowered because of assignment of ISS. Out-of-school-suspension assignments will be accepted for 50% credit.

TELEPHONE/ADDRESS CHANGES

Please notify the office immediately if there is a change in your address, telephone number (office or home), day care, or emergency contact. This information is very important should your child become ill, injured, or left at school.

WITHDRAWALS

We are always sorry to have a student move away from Riverside. If you do move outside of the Riverside area, please give us 24 hours notice to properly process and prepare the necessary records for you. Before issuing drop papers, all textbooks and library books must be accounted for.

SCHOOL FEES

The following fees will be accessed to help with Technology, Art, French, Music, P.E. and other materials used by students. The remainder of the school fee will be used in your child's classroom for technology/academic expenses. All student fees are \$25.00 in all grade levels (Pre-K, ECSE, Kindergarten, and 1st through 5th grade). Your child's fees are due by September 6, 2011 or when you register your child during the year.

BIRTHDAYS

Birthdays are important, but can also lead to hurt feelings at school. No birthday invitations are to be passed out at school unless every child in the class is invited. Remember that inflated balloons

are not allowed on the buses. With the teacher's permission, a small treat may be brought at the end of the day or at recess to celebrate.

TRANSPORTATION AND BUS SAFETY

- Students who live more than one mile from school qualify for bus transportation. If a student wishes to ride a bus, a parent must first call the transportation department of Caddo Parish Schools at 603-6535. The student will be assigned a bus and the parent will be given the telephone number of the bus driver.
- Once a student is assigned a bus, there will be NO change in the way the student goes home, unless there is a written notice from the parent.
- In emergencies or sudden change of plans, the parent may telephone the office BEFORE 2:00 p.m.
- Student safety on the bus is a top priority and rules set to achieve this will be strictly enforced. Students will be referred to the principal and may be suspended from the bus for fighting, using inappropriate language, and disobeying the bus driver.
- A student cannot change which bus he/she rides unless the parents have contacted the Transportation Department.
- If on occasion a student needs to ride to a friend's house, a written letter from the parent and principal approval must be given.

CHECKING OUT

Please have your child in school each day. If a doctor's appointment is necessary during the school day, students may check out. Students are **not allowed to check out after 2:30 p.m.**