

Dear Parents,

Welcome to Riverside Elementary School for the 2009-2010 school year. The Riverside staff is committed to providing students with a positive and challenging learning environment throughout the year. We set high expectations for our students and ourselves.

This handbook has been developed to give you and your child/children a better understanding of school policies, procedures and expectations for students' behavior. We believe that all behaviors are the result of making choices, and we expect children to understand and be responsible for their actions and how they affect others.

Please read and discuss the handbook with your child. It provides information that will:

- Assist the staff in teaching and encouraging students to assume responsibility for their actions.
- Ensure that all students know and understand our school's expectations.
- Help students to understand the consequences of their behavior.
- Provide an opportunity for parents to understand our school's rules and expectations.

The Riverside staff believes in fair and consistent treatment of all students. With your strong support, we will continue to provide students with the type of structure and environment necessary for them to be successful.

We look forward to working with your child/children and meeting you during the upcoming school year.

Respectfully,

Larry C. Bond
Principal

GENERAL INFORMATION AND POLICIES

ACCIDENTS

Riverside Elementary has a registered nurse on location on a limited basis. The nurse or other appropriate school personnel will take care of minor accidents such as scrapes, bumps, and superficial cuts. When a student accident is judged to be serious, the parents or emergency number will be contacted. Please note that we will attempt to be overly cautious with student injuries. It is most important that parents keep the school

informed of current addresses and telephone numbers. This is the only information the school has when attempting to contact parents.

ATHLETICS

The Boise School District offers non-competitive, inter-school athletics for fifth and sixth grade boys and girls in basketball and track. The purpose of this program is to provide an opportunity for students to team new skills and have fun. No scores are kept during games and no league standings are maintained. Sportsmanship and participation are encouraged.

ATTENDANCE

- A. Regular student attendance is a key to successful school performance. Uninterrupted attendance provides the child the continuity necessary to grasp important academic concepts at each grade level. Completing make-up work due to an absence, while helpful, does not take the place of classroom instruction. At Riverside, we recognize that student absences will occur. If a child is ill, we appreciate parents keeping their child home until the child has recuperated. If a child is well enough to attend school, he/she will be expected to participate in outdoor recess periods. Please contact the school office prior to 9:15 a.m. if your child will be absent. This will assist us in keeping accurate attendance records.
- B. If you know in advance that your child will be missing school please let the office and your child's teacher know. With adequate prior notice (at least three days) the teacher can prepare make-up assignments for the time missed. Without this notice, the teacher may not be able to provide the work prior to the absence.
- C. The school day is as follows:
- 8:15** Students may arrive at school and remain in their designated playground area; although, we encourage them to arrive closer to the beginning of the school day. Students should not arrive before 8:15, as there is no supervision provided prior to that time.
 - 8:40** First bell. Students enter their classrooms.
 - 8:45** School begins.
 - 11:30** Morning kindergarten and pre-school dismissed.
 - 12:30** Afternoon kindergarten and pre-school begins.
 - 3:15** School is dismissed.
- D. Students will be counted tardy if they have not arrived in their classroom by the 8:45 bell. Tardier will not be recorded for reasons such as bus delays, severe weather conditions, or documented medical appointments. Any student arriving late must report to the office and receive an admit slip to class. This procedure assists with accurate attendance record keeping.

- E. Students are required to leave the school grounds at the conclusion of the school day.

CHILD ABUSE/NEGLECT REPORTING REQUIREMENTS

Idaho Law (Section 16-1601 et Seq.) requires that any person having reason to believe a child has been abused, abandoned, or neglected report the allegations to either the Department of Health and Welfare or a law enforcement agency. School personnel do not conduct an investigation into said allegations. That is left to the agencies previously mentioned. The legal requirement is limited to reporting only.

DRESS CODE

At Riverside Elementary, we believe that students perform better when they feel good about themselves. Part of a student's self image is expressed through his/her appearance. We encourage students to dress in a way that reflects the importance of their education and does not interfere with the teaming process. Also, appropriate dress is encouraged for field trips and special occasions where students are requested to dress in a certain manner for performances while representing Riverside, such as the Honor Choir performing off campus. Students are not allowed to wear any clothing that depicts alcohol, tobacco, gangs, or drugs. Wearing hats and caps is inappropriate in the school building during regular school hours.

EMERGENCIES

- A. IT IS THE RESPONSIBILITY OF THE PARENT TO PROVIDE THE OFFICE WITH AN ACCURATE LIST OF EMERGENCY CONTACTS FOR EACH STUDENT. CONTACT THE SCHOOL OFFICE IMMEDIATELY WITH ANY CHANGES OR UPDATES IN INFORMATION.
- B. If a student needs to be contacted during school hours due to an emergency, please inform the school office and appropriate school personnel will contact the child.

FIELD TRIPS

- A. Field trips to community agencies, businesses, or other locations can provide valuable information, which coincides with a teacher's curricular goals. We ask that each parent/guardian sign the field trip release form indicating permission for the child to leave school grounds for an approved school field trip. This form will establish permission throughout the current academic year. Thus, parents will not be asked to sign a release form for each field trip. Parents will, however, be informed in advance of upcoming off campus trips in which their child will be participating.

- B. Parents are occasionally asked to transport students to and from a school-sponsored event. In order to transport students for an event; parents must sign a form in the office indicating that the owner-operator carries liability insurance on his/her private car. The school district's insurance company will only provide secondary coverage after the first \$100,000 per person/\$300,000 per accident.

GRADES

Students receive progress reports at the end of each quarter. Parent-teacher conferences are held only at the end of the first grading period. However, please feel free to contact your child's teacher to discuss his/her progress at any time.

ILLNESS

- A. If your child is ill and unable to attend school, please acknowledge his/her absence by notifying the school office at 854-5980. A student's absence will be noted by messages left on the school's answering machine.
- B. If a student becomes ill or injured at school, parents will be notified. If we are unable to contact a parent the school will contact the emergency numbers provided. Therefore, it is necessary for parents to inform the office of any changes in emergency numbers. It is also important that emergency contacts are able to pick up ill students during the day, if necessary.

INCLEMENT WEATHER

When weather is inappropriate for students to be outdoors, we allow them to remain inside. As a school staff we recognize the difference between "uncomfortable" temperatures and those that present a health hazard to our students. We have found that when students are able to go outside during recess time, the fresh air and change of environment gives them a break that helps them feel renewed when they come back in. Please prepare your child for Idaho weather by dressing him/her properly for the day. We expect that any student attending school will be able to participate in outside recess.

LIBRARY

All students have access to the Riverside library. The librarian will explain book checkout procedures to them during their first visit. Students are expected to respect library materials and treat them with appropriate care. Students will be responsible for any library materials lost or damaged while under their use or care.

LOST AND FOUND

Personal items such as coats, sweatshirts, gloves, etc. which are found and have no identification will be placed on the Lost and Found rack located in the hallway near the South exit to the playground. Students who are missing items are encouraged to check this area. Twice a year, once at Christmas break and again at the end of the school year, any items remaining in the Lost and Found will be donated to charity. Individuals finding items such as watches, keys, or money are encouraged to turn them into the office. They will be returned to the owner after proper identification has been made.

LUNCH TICKETS

Boise Schools provide a breakfast and lunch program, which is available to all students. The Riverside program uses a computerized system which parents or students may purchase credit that will be deducted each time a student eats breakfast or lunch. Students are issued plastic lunch cards, which remain in the possession of the teacher until their lunch period. Students or parents are encouraged to purchase meal credits on the first day of each school week for the remainder of that week or longer. However, credit will be sold each morning from 8:15 - 8:40. Lunch menus are sent home at the beginning of each month.

Parents may also purchase lunches through a pay on-line through MyLunchMoney.com. This is a secure on-line meal prepayment system. This system not only allows for one-time deposits or automatic deposits to your student's account, but also allows you to check your student's account for available balances and recent meal activity. There is no cost for registering and all that is needed is the name of your student's school, and your student's 10-digit identification number and birth date.

Student Cost:
Breakfast \$1.25
Lunch \$1.90

Ala Carte Milk:
White milk \$.40

Adult Cost:
Breakfast \$1.75
Lunch \$2.75

Applications for free or reduced priced meals are available from the school office, kitchen, or online at <https://foodservice.boiseschools.org/>. A student who does not have sufficient credit for lunch on a specific day may "charge" the meal by filling out a charge slip. The student will be responsible for paying off the charge as soon as possible.

Parents are welcome to join us for lunch anytime. Please contact the office prior to 9:00 am on the day you wish to come so that we may order your lunch.

MATERIALS AND SUPPLIES

Students are responsible for basic school supplies required by their teacher. Supply lists for specific grade levels are available in the school office.

MEDICATION

Students who receive medication during the school day must have the medications brought to the office by a parent, who will then complete a form indicating the medication, dosage, and duration of time the medication will be administered. ALL MEDICATION MUST BE PROVIDED IN THE ORIGINAL PRESCRIPTION CONTAINER WITH PROPER LABELING. NO MEDICATION OF ANY TYPE WILL BE ADMINISTERED BY ANY SCHOOL PERSONNEL WITHOUT R BEING PROVIDED BY THE PARENT AND ACCOMPANIED BY WRITTEN PERMISSION.

MESSAGES FOR STUDENTS

If it is necessary to reach a student with emergency information during the school day, please contact the school office. We will do our best to get the information to the student prior to the end of the day. Messages received near the end of the school day may not be delivered due to time restraints. Thank you for requesting delivery of messages only in critical situations.

We appreciate you refraining from having deliveries such as flowers or balloon bouquets made to your child at school. Their delivery proves to be disruptive to the entire classroom.

MUSIC

All Riverside students will have the opportunity to participate in vocal music. Sixth grade students may participate in the band program. Fifth and sixth grade students may participate in the orchestra program.

PARENT TEACHER ORGANIZATION (PTO)

Riverside has an active PTO which coordinates and sponsors many fine activities benefiting our students. Feel free to contact the school office for information on how to become involved in our PTO.

PARTIES

Traditional Halloween, Christmas/Hanukkah, and Valentine's parties will be organized by our room parents.

PERSONAL PROPERTY

Students are discouraged from bringing personal property to school (e.g. soccer balls, radios, CD players, cell phones, pagers, hand held games, toys). The school is not responsible for any of these items. Playground equipment will be provided.

PROHIBITION OF GANGS AND HATE GROUPS

Gangs, hate groups, and similar organizations or groups which advocate hatred or discrimination on the basis of race, color, religion, sex, ancestry, national origin, or handicap are inconsistent with the fundamental values of the educational environment of the Independent School District of Boise City. The activities of such groups and their members are prohibited on school district property and at all school sponsored functions. Such prohibited activities include, but are not limited to: the congregation of members, the solicitation or recruitment of members, the possession of group paraphernalia and materials, the intimidation of others, the advocacy of discrimination, and other behavior, such as the wearing of gang colors or insignia and the use of language, codes, and/or gestures that provoke or seek to advocate the purpose and objectives of such groups. Disciplinary action may include suspension or expulsion.

Administrative Procedure

All reports of hate groups and gang activities are to be handled by the elementary building principals in an expedient and timely manner. When necessary appropriate disciplinary actions are to be taken and reports are to be written on the activities and actions taken. Parents or guardians are to be contacted by phone, letter, or in-person and also by the school resource officer, when necessary. All incidents are to be written and copies of said incidents are to be forwarded to the appropriate area director and to the Gang and Violence Specialist for the Boise School District

PROHIBITION OF WEAPON

The Independent School District of Boise City has "zero* tolerance" for students who bring weapons or other objects/substances to school which are a threat to the health and safety of other students, staff members, or visitors, or are a disruption to the educational process. Possession and/or use of these objects/substances at the elementary school or at any elementary school sponsored activity without prior permission of school officials will result in the following course of action:

Administrative Procedure

Any or all personnel employed by the Boise School District at the elementary level having knowledge of students with weapons or other objects/substances which are a threat to the health and safety of other students, staff members, or visitors, or are a disruption to the educational process shall notify the building principal immediately. The building principal shall conduct an investigation immediately and make the determination as to whether a school resource officer is to be contacted and a complaint filed and/or if an immediate suspension is in order. This suspension can be in-school or out-of-school as determined by the building principal with the

understanding that the weapons, objects, and/or substances have been confiscated and when necessary turned over to the proper authorities for disposition. The elementary building principal in cooperation with the appropriate area director shall determine if sufficient cause exists for referral to the Board of Trustees for permanent expulsion.

Parents or guardians are to be contacted by phone, letter, or in-person in an expedient and timely manner with detailed information regarding the incident(s).

All reports of weapons, objects, and/or substances which are a threat to the health and safety of other students, staff members, or visitors, or are a disruption to the educational process shall be written by the building principal and copies sent to the appropriate area director(s) and a copy to the Gang and Violence Prevention Specialist for the Boise School District

RELEASE OF STUDENTS AND STUDENT INFORMATION

A. If you wish to pick up your child at a time other than at the regular dismissal time, please send a note to your child's teacher. You may pick up your child at the office at the designated time. Students will not be released directly from their classrooms or be allowed to wait outside. Parents will be required to sign the early release form located in the office. We appreciate your cooperation in this matter.

B. The natural parents of any child are entitled to information on their child (unless noted otherwise by a current court order). Information will be released to a third party only with written parental consent.

RIVERSIDE'S VISION STATEMENT

The Riverside community provides a rich, diverse learning environment where we feel good about ourselves, act responsibly, are safe and appreciated, and are challenged to be our very best in all ways.

RIVERSIDE'S VALUES

Respect - Dignity - Honesty - Responsibility - Teamwork

STUDENT BEHAVIOR

The following information regarding student behavior has been developed through our School Improvement Program. Each classroom posts the following expectations and possible consequences:

RIVERSIDE'S 3 R's

Responsibility - Respect - Rights

RESPONSIBILITY

Principle: Students and adults at Riverside School are responsible for behavior and property.

- Rules:
1. Keep Riverside School neat and clean.
 2. Respect property.
 3. Walk and talk appropriately in the school building.
 4. Be in the right place at the right time.

RESPECT

Principle: Students and adults at Riverside school will respect themselves and others.

- Rules:
1. Accept and be sensitive to others feelings (No Put-Downs).
 2. Physically hurting others in not acceptable.
 3. Use appropriate language at all times.
 4. Listen to others and follow directions.

RIGHTS

Principle: Students and adults at Riverside School have the right to space, possessions, and a safe school environment.

- Rules:
1. Keep hands, feet, and objects to yourself.
 2. Ask permission to use what is not yours.
 3. Stay within designated school areas.
 4. Use all equipment properly.

LUNCHROOM

Riverside students shall demonstrate appropriate lunchroom behaviors.

1. Use quiet voices
2. Use tray, utensils, and food properly
3. Stay in seat until dismissed
4. Clean up: each person is responsible for self/table/floor.

Range of possible consequences for infraction of rules at Riverside School:

- Logical consequences
- Reminder of rule
- Behavior rehearsal, role-play, practice
- Warning
- Time out from activity/loss of privileges
- Action plan
- Notify parents
- Conduct notice sent home
- Detention/30 minutes after school

STUDENT SEXUAL HARASSMENT POLICY

It is the policy of the Boise School District to maintain a learning environment free from sexual harassment. Each student has the right to work in an atmosphere that promotes equal opportunities, free from all

forms of discrimination and conduct that can be considered harassing, coercive, or disruptive. Sexual harassment refers to sexual overtures or conduct that are not Welcome, that are personally offensive, that affect morale, and therefore, interfere with a student's ability to study or participate in school activities. Any student who believes she/he is being sexually harassed, should immediately report the situation to any of the following persons: counselor, teacher, nurse, principal, or assistant principal. A thorough, objective investigation will then take place. This policy includes prohibitions of sexual harassment from a staff person to a student, or a student to another student.

STUDENT TRANSFERS

Please inform the office in advance if your child will be transferring to another school. When a student transfers, a transfer card is prepared indicating textbooks currently being used and current topics of study. The student takes the transfer card to his/her new school. Students do not take their permanent school records. If enrolling in another Boise Public School, the receiving school will contact Riverside after enrollment is complete and the records will be sent. If enrolling at a school outside the Boise School District, the parent will be required to sign a transfer of records card at the new school. This card will be sent to Riverside and we will immediately process and send the records.

TELEPHONE

Students are not allowed access to the telephone except in emergency situations. They will not be allowed use of the telephone for circumstances such as making social arrangements or asking a parent to bring a forgotten musical instrument to school. Any student abusing telephone privileges will be denied use of the phone in the future. Students may only use the telephone upon receiving permission from their classroom teacher.

TITLE IX POLICY STATEMENT

It is the policy of the Boise School District, in subscribing to and promoting the principles of equal protection under the law, that neither the Board of Trustees, nor its designated agents will discriminate in employment or in the equal delivery of educational services and opportunities against any person because of race, color, sex, religion, age, birth, ancestry, national origin, family relationship, personal or political patronage, or handicap.

TRANSPORTATION TO AND FROM SCHOOL

Students walking to Riverside are encouraged to use the safest routes possible. Riverside Elementary Safety Patrol, consisting of trained sixth grade volunteers, will assist street crossing at assigned locations.

Students riding bicycles, roller blades, scooters, or skateboards are to obey all traffic and safety patrol regulations. We strongly encourage the use of helmets. Once a student arrives on school property, he/she is to dismount. Bicycles need to be walked to the bicycle rack area. Roller blades, scooters, or skateboards need to be stored away in a backpack or suitable

container and placed in their coat rack/classroom storage area for the school day. Bicycle locks or other security devices are strongly encouraged, as the school cannot be responsible for theft.

Parents transporting their children to school by car are asked to use the entrance to our parking lot from East Victory or Bown Way. Please do not use the bus loading area.

Information regarding bus transportation is available in the school office.

VISITORS

Any person visiting Riverside for any reason must first report to the office to sign in and receive a visitor's badge. Visitors are asked to sign out prior to leaving. This is done to ensure the safety of our students.

Students are not permitted to bring friends or visiting company to school with them. The school faculty and staff are unable to be responsible for students not enrolled at Riverside.

VOLUNTEERS

Riverside welcomes and encourages parent volunteers. Parents can enhance their child's education in numerous ways both at home and at school. For more information on how parents can become involved, please contact the school office so that we may put you in touch with our school volunteer coordinator. All volunteers are required to sign in at the office and receive a volunteer identification badge. Volunteers are asked to sign out prior to leaving. This also assists in keeping records of volunteer hours at Riverside.