



**PARENT AND STUDENT HANDBOOK  
2019-2020**

**Sabrina Sheib, Principal  
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[riverside.browardschools.com](http://riverside.browardschools.com)**

## Mission of the School Board of Broward County

The School Board of Broward County, Florida, is dedicated to meeting the educational needs of all students in a safe learning environment.

### Mission Statement of Riverside Elementary School

Riverside Elementary School, in partnership with parents and the community is committed to developing well-rounded students with the ability to contribute to society and envision a better future.

**School Colors:** Red, White and Black

**School Mascot:** Rocky Raccoon



On behalf of the Riverside staff, we would like to welcome you to the 2019-2020 school year! We hope you had a restful and enjoyable summer and are ready for a year of learning and fun!

Please join us in welcoming our teachers new to the Riverside school community: 5<sup>th</sup> grade teachers: Mrs. L. Gentile, Mrs. Gagne, Mrs. Capon, and 1<sup>st</sup> grade teacher Mrs. Bernard.

Our Support Staff is available for you to discuss questions and concerns regarding your child: Natalie Brantley- ESE Specialist, Kitti Magill- School Counselor, and Shanon Lindenbaum- Literacy Coach. Please contact them at 754-322-8250.

Please take the time to review updated Riverside polices and procedures explained throughout the student handbook. New guidelines and policies are being implemented districtwide in an effort to better secure our campuses. We thank you for your continued support and are looking forward to a fantastic year!

Mrs. Sheib & Mrs. Rosen

### ARRIVAL AND DISMISSAL PROCEDURES

#### **Arrival Procedures**

Car lots 1 and 4 are open for student drop off. All students will enter the school through the gates in Lot 1 or Lot 4. Gates will be monitored as students arrive and will be locked each day at 8:00am.

We start each day with "Begin with a Book." As students arrive, they will go to the media center or cafeteria for breakfast and/or "Begin with a Book".

Lot 3 is for BUSES only. Students SHOULD NOT be dropped off anywhere other than lots 1 and 4. Bike riders should park their bike in the rack in Lot 3 or 4.

#### **Dismissal Procedures**

Students are dismissed at 2:00 pm. ALL students will have a tag on their backpack indicating their dismissal procedure. Parents picking up in the car line should use lots 1 or 4 for pick up. All cars must display car hangers with their children's last name. Any cars that do not have hangers will be required to park and come in the front office to sign out their child. PLEASE, for the safety of the students do not use your cell phone in the car line. If your family requires additional car hangers, please contact the front office.

### **School Buses**

Children riding buses will be escorted to their bus. Please be patient the first few days of school in waiting for late buses.

Only students who are assigned to a bus may ride the bus. Bus students must obey the bus safety rules. Failure to do so will result in disciplinary action. If you know ahead of time that your child will not be riding home on the bus, please notify the classroom teacher in writing.

Students can only ride the bus if they qualify for the service. Students who ride buses can not change buses or bus stops. This is a SBBC policy.

Each student riding a bus will be given a specific colored bus band, that should be attached to the student's backpack, for easier identification of the bus route and stop.

### **Walkers and Bikers**

Walkers and bike riders will be dismissed and exit through Lots 1 and 4. Walkers and bike riders will not be permitted to leave campus if there is lightening in the area. Please have an alternative plan in place for these situations.

The crossing guards are in authority and are to be obeyed. Bicycle riders are expected to observe all bicycle safety rules, including wearing a helmet, staying on the bike paths, and parking in one of the bike racks in Lot 3 or Lot 4. If a child is signed out early, a staff member will open the bike rack upon notification from the front office. Although our bike racks are locked during the days, we advise you to provide your child with a lock for his/her bike.

Walkers should follow the appropriate walking route. They must remain on the sidewalk and must cross with the crossing guards at the designated crossing areas. The crosswalks have been determined by Broward County Traffic Department, not the school.

Teachers must receive written notice of any change in your child's dismissal procedure or the standard dismissal procedure will be followed. Changes of dismissal must be in writing.

### **SEVERE WEATHER DISMISSAL**

In the event of lightning, thunder and/or very heavy rains at dismissal, we will implement our SEVERE WEATHER Dismissal Procedures. Please create a back-up plan, notify your child and your child's teacher of the plan. Parents will be notified via Parent Link when we are implementing Severe Weather Dismissal Procedures.

### **Bus Students:**

- They should be dismissed on time
- Make arrangements for pick up at the bus stop
- Be aware that buses may arrive late due to weather conditions

### **Car Riders:**

- Lot 4 will be closed, all cars MUST go to Lot 1
- Stay in your car and we will call for your child
- ALL cars MUST have car tags posted
- There will be NO parent walk- up

### **Walkers/Bike Riders:**

- Students WILL NOT be allowed to walk or bike home
- Make advance alternative arrangements to pick up your child or have someone on the Emergency Contact card pick up

Please note we will hold students if it becomes unsafe to dismiss them. Thank you for adhering to the above procedures for a safe student dismissal.

## **ATTENDANCE**

### **Absense/ Tardy Policy**

Being on time for school is a valuable part of a child's learning and should be stressed. A student is considered tardy if he/she arrives in class after 8:00 a.m. School is the workplace of our students. By being punctual, the student will have the needed time to prepare himself for the day's work in a relaxed manner and will ensure that daily instruction is not missed.

Student success in school is related to consistent and punctual attendance. A pupil is counted absent when he/she is not in attendance on days when school is in session. For each day of "excused" absence, students will have (2) days to make up work, not counting the day of return.

It is important to be in school on time everyday.

### **Reporting Absences**

Please report your child's absence the day before, the day of, or within two school days following the absence, or the absence will be considered unexcused. For your convenience, when a student is absent, please call the front office at 754-322-8250 to report your child's absence. If for any reason you cannot call the school, a written note signed by the parent or guardian, stating the date and cause of the absence must be sent to school with your child when your child returns to school. Again, failure to notify the school of the absence will result in an unexcused absence.

Please note we are required to record the absences as unexcused until you report the reason for the absence to us.

Our phone call out system "Parent Link" will notify parents of the absence in the event the absence was not reported to the school. Some situations will require written documentation from a private physician or public health unit.

More information can be found in the Broward County Code of Student Conduct.

### **BEFORE & AFTER SCHOOL CHILDCARE**

Before & After School Care is available at Riverside Elementary School. Please contact our Supervisor, Susan Furlong at 754-322-8266 for more information.

### **BIRTHDAY CELEBRATION POLICY**

Birthdays can be celebrated in the classrooms. Parents are welcome to send in store bought cookies or cupcakes for the teacher to distribute during the day.

### **CAFETERIA**

Breakfast- no cost

Lunch- \$2.00

Milk- \$0.50

Ice Cream- \$ 0.65 Wednesday only

You can now add money to your child's school meal accounts via the Internet using [MYSCHOOLBUCKS](#). This website accepts Master Card and Visa Credit and Debit Cards for payment into student meal accounts.

Students may also pay in advance in the cafeteria between 7:45 – 8:00 a.m. Payment can be in cash or with a check.

Breakfast will be served between 7:30 a.m. and 7:50 a.m.

When a student has depleted their account, the student will receive a bright pink written notice from the cafeteria manager. Students may "charge" if they forget or lose their money for up to 3 days. If the money is paid back, the student may borrow again if the need arises.

Children bringing their lunches to school should include straws, napkins, and utensils, as the cafeteria does not provide these. PLEASE DO NOT pack GLASS containers, METAL cans, SOFT DRINKS, ENERGY DRINKS or ALUMINUM FOIL in your child's lunch because they jam the trash disposal system, causing a health hazard.

Fast food is prohibited in the cafeteria.

### **CLASS SIZE**

Due to the state Class Size Reduction law, students may need to be moved between teachers after the start of school to ensure compliance with the required student limits. Please know that students' needs will continue to be met through proper instruction and services.

### **CLINIC**

The "clinic" at Riverside is located in the front office. Our school nurse is allowed to give TLC (Tender Loving Care) and make the children comfortable. She can check temperatures, apply ice, apply bandages, and simple first aid. Often times rest will solve the problem. Our nurse works conscientiously to notify all parents about injuries or complaints your child may have. It is of utmost importance that the school office has a current telephone number and an emergency number in case of illness or accident while your child is at school. Update your information as often as necessary by sending a written note with the new information, or calling the school's office. Your child's welfare depends on accurate and current information. If for some reason you don't receive notification of your child's visit to the clinic please let us know. We work very hard to make sure parents are notified.

### **CHARACTER EDUCATION**

All Broward County Schools stress positive character development. Eight character traits have been selected and when practiced by all will enhance our schools and communities. Each month, we will focus on a different character trait in our daily activities. The eight traits are: responsibility, citizenship, kindness, respect, honesty, self-control, tolerance, and cooperation. A reciprocal atmosphere of respect, dignity, caring and appropriate behavior will be evident in all facets of school life. The administration, faculty, and staff of Riverside Elementary School encourage self-discipline by holding the student responsible for his/her behavior.

### **COMMUNICATION**

Communication to and from school is necessary for all parties. Students in grades 1-5 have daily planners noting homework and school to home information. All students have a red Thursday folder which will have fliers, class work and important information for you to read. Parent Links are sent through email with special events and important communication items. Please be sure your email is correct to receive them, if not updates can be made by contacting the front office.

### **STUDENT CONDUCT and BEHAVIOR**

All teachers promote positive school behavior. Students will be instructed on expectations and consequences of total school behavior. Any student who misbehaves in a severe manner will be immediately referred to the office. In addition, the Broward County Code of Student Conduct is in effect in all Broward County Public Schools. The book is prepared in order that all parents, students, and teachers can be aware of their rights and responsibilities in school. You can find information on the Discipline Matrix on the Broward County School website in the Code of Student Conduct.

## **CONFERENCES**

Good communication between school and home is vital in the understanding of each student's progress.

Individual parent/teacher conferences will be held twice during the school year. Parents are encouraged to contact the teacher when they feel the need to discuss any phase of their child's progress. Any concerns about your child or your child's educational program needs to be discussed with the classroom teacher first. Please do not contact administration until you have spoken with the classroom teacher. An appointment should be made in advance.

## **DRESS CODE/UNIFORMS**

The parents have voted for Riverside to have a unified dress code. Our uniform is as follows:

1. Red, white or black polo type collared shirts or Riverside T-shirts. Embroidered logo is optional.
2. Khaki or black bottoms; slacks, shorts, skirts, skorts or jumpers.
3. On field trip days, students are requested to wear a red polo or Riverside field trip T- shirt.
4. During cold weather sweatshirts, sweaters and jackets are acceptable. Please be sure to label these items with your child's full name.

Riverside PTO is our uniform sale provider. Uniforms are available on campus for purchase and via the PTO website uniform link.

## **EARLY DISMISSAL**

While we understand that certain situations necessitate the early dismissal of students, we ask that you keep these to a minimum. Signing out early may count towards establishing a pattern of non-attendance that may indicate early signs of truancy.

If you know in advance that you will be picking up your child early, please write a note to the teacher so the student will be ready when you arrive. We will call the student out of class when you come in to the office. Students will only be released to parents/guardians or another adult indicated on the Student Emergency Contact Card. *Please have identification available.*

All changes in dismissal plans need to be in writing. EMAIL CHANGES OF DISMISSAL WILL NOT BE ACCEPTED.

## **EARLY RELEASE DAYS**

Early Release Days are scheduled to provide staff development and planning for our faculty. The Early Release dates are as follows: 10/17/19, 12/20/19, 2/20/20, 3/19/20, 4/9/20, 6/2/20. Please mark your calendar. Dismissal time is at 12:00 pm.

## **EMERGENCY DISMISSAL**

An emergency dismissal is defined as a situation that occurs which requires the evacuation of the building and the need for the children to be sent home prior to regular dismissal time. A Student Emergency Contact Card must be completed for each student. It is the parent's responsibility to be certain that this information is kept up to date and that your child KNOWS what to do in the event of an emergency dismissal. Please contact the front office with update.

## **EMERGENCY PREPAREDNESS DRILLS**

Teaching children what to do in the event of different types of emergencies has always been embedded in your child's instruction. We conduct fire and lock down drills monthly and tornado drills two times a year. We will inform parents via parent link after drills have been completed.

## **FIELD TRIPS**

Field trips are a valuable extension of the classroom curriculum when carefully planned and correlated with a unit of study. Permission notices are sent home for each field trip that is planned. Deadlines for return of the form and payment are noted. No child may attend a school field trip without the written permission of his parent or guardian. Payment for trips may be made by cash or online with a credit card. Please follow the deadlines indicated.

Only Riverside Elementary students are allowed to go on any field trip. Parent chaperones may not bring younger or older siblings. This is regulated by School Board procedures.

## **FIELD TRIP CHAPERONES**

The School Board of Broward County policy 6303 allows approved assigned chaperones with required clearance to accompany us on all field trips. There is one chaperone assigned to each class along with the teacher. Only chaperones assigned to the class are permitted to attend the field trip. Teachers will have the final decision of who will chaperone each field trip. This is for the safety of all of our children.

## **FLOWER/BALLOON DELIVERY**

Students MAY NOT receive floral or balloon deliveries at school. It becomes a distraction to the class.

## **IDENTIFICATION BADGES**

## **LOST AND FOUND**

Sweaters, coats, lunch boxes, etc. should have your child's name on them. Any lost item will be turned in to the lost and found. If your child has lost an item, please check the lost and found.

### **MAKE UP WORK**

Previously assigned work is due the day of return. Teachers are not required to send work home with students who are going away on vacation during the school year. According to school board policy, the student shall be responsible for obtaining and making up all assignments missed while absent for legitimate reasons. Parents may call for books only if the child will be absent more than one day. The office will notify the teacher and the books will be waiting in the front office. Requests for work for children who are out sick must be given to the teacher 24 hours in advance.

### **MEDIA CENTER/ LIBRARY**

Our Media Specialist, Mrs. Ivanik, provides large and small group instruction in reference skills, technology, and children's literature. Kindergarten and 1<sup>st</sup> grade students can check out one book per visit; students in grade 2-5 may check out two books. Each time the student's class comes to the Media Center they are required to return their books or renew any books they choose continue to read. Parents are required to pay for any books that are lost or damaged.

### **MEDICATION**

A parent or guardian, in accordance with Board Policy, must have authorization for a student to take medication on school grounds. Forms are available in the front office. The school is not permitted to give medication on its own, not even aspirin. No person in the clinic will dispense unauthorized medication, not even a school nurse.

Students may NOT bring any form of medication to school to take by themselves during the school day. This includes non-prescriptive items such as cough drops, vitamins, and aspirin.

### **PARENT GROUPS**

Riverside has three very active Parent Groups. They are the PTO (Parent Teacher Organization), SAC (School Advisory Council) and SAF (School Advisory Forum). Each group is a combination of parents, school staff, and community. Though the process of each may be slightly different, the purpose of all is to support and improve the school.

#### **Parent Teacher Organization- PTO**

Riverside PTO has been active and continues to provide numerous opportunities for parents to become involved. Your participation is vital. PTO will provide support to Riverside through various fund-raisers during the school year. Additionally, they have planned several wonderful activities for our students and parents. PTO also provides many special projects to enhance the academic programs. You will receive more information as these programs are initiated. You may contact Martha Foster at [president@riversidepto.com](mailto:president@riversidepto.com) or leave a message for her in the front office.

### **School Advisory Council -SAC**

The School Advisory Council is a combination of parents, teachers, and community members working to meet the state accountability goals focusing on school improvement. The council will meet once each month. The SAC must have a core member group but all interested can attend. For more information call the front office at 754-322-8250.

#### **School Advisory Forum- SAF**

The Advisory Forum gives parents and other interested citizens the opportunity to share insights with the principal and school staff. The Advisory Forum meets once a month. No question is too small to be heard. Listening to one another and exchanging thoughts and ideas provides an excellent means to improve the learning opportunities at Riverside. When parents are involved in the educational process of their children, the children do better in school, and we have a more effective and efficient school.

Meetings of each of the parent groups are open to all. Dates will be published in our school newsletter and the website for your information.

For more information you can contact our SAF Chairperson, Amanda Kennedy, at: [kennedy1116@bellsouth.net](mailto:kennedy1116@bellsouth.net).

### **PROGRESS REPORTS/ REPORT CARDS**

Progress Report Cards are one way for teachers to share the progress your child is making in school. Students will receive a progress report at the completion of each quarter. A student must be in attendance for 25 days in order to receive a progress report. Please examine the report card carefully and review it with your child. Parents/guardians need to sign and return the report card envelope promptly.

Conferences and interim reports are also used to share information. Interim reports are generally sent home when students are failing or performing below expectancy midway through the marking period or at any time the teacher sees a noticeable change in performance.

Report Cards are sent home quarterly, on the following dates: 11/13/19, 1/29/20, 4/15/20, 6/2/20.

### **SCHOOL SECURITY/ SINGLE POINT OF ENTRY**

We are fortunate to have Officer Kim Payne as our full time School Resource Officer. Officer Payne is a 20-year veteran of the Coral Springs Police Department and has been working as Riverside Elementary's SRO since 2015. We also have a Campus Monitor, Robetria McNair, who will be on campus full time to monitor our gates throughout the day.

All visitors must show ID in order to enter the campus via our front office single point of entry. Our front office single point

of entry door will be locked and secured each day when school begins. All visitors should ring the bell for entry. Please plan for students to arrive on time.

Our Riverside Before and After School Care program will also use the front office for arrival and dismissal. As always, ALL school gates and classroom doors will continue to be locked at 8:00 am. We will continue to update you throughout the year as needed.

Our front parking lot is open for parents and visitors. All other lots are gated and locked during the school day. Parking for special events is allowed on the grass and gates will be opened as necessary.

#### **STUDENT I.D. BADGES**

Continuing this school year, all students in Broward County Schools are required to wear identification badges. Riverside will provide your child an I.D. and breakaway lanyard. The I.D. badge will remain in school. All staff are also required to wear I.D. badges.

#### **TEXTBOOKS**

All of the basic textbooks are the property of the school. Students are responsible for keeping all books assigned to them in satisfactory condition. The parent must pay for any book that is lost or badly damaged under any circumstance. Textbooks are available on-line through Single Sign-On.

#### **VOLUNTEERS**

We welcome parents, friends, and community members to become involved in educating students. Help build a strong future by becoming a Riverside volunteer. Please contact

Mrs. Rosen or our PTO volunteer coordinator if you are interested in becoming a volunteer. All volunteers must attend a special orientation prior to beginning their service. Volunteers can assist in classrooms, cafeteria, clinic, media center, field trips, special events and even the office. Teachers determine the degree of volunteer assistance that is needed in their class. We look forward to continuing our exemplary volunteer program with your participation, with the goal of 200 hours.

All volunteers must complete an online registration form and be cleared to volunteer. To apply on-line go to [www.browardschools.com](http://www.browardschools.com). It takes approximately 2-3 weeks for clearance, so apply now! This includes parents who chaperone field trips. All volunteers must always sign in before going to their assignments. Younger children are not allowed to accompany parents on the volunteer's activities in the school.

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

[www.browardschools.com](http://www.browardschools.com)

