

# Riverside Elementary School

## Student Handbook

2021-2022

This handbook serves as a guide of school procedures and aligns with district policies and procedures. Please take time to review the information provided and let us know if you have any questions or concerns. We are looking forward to a new school year and working collaboratively to make a difference in the lives of our students. Thank you for your support!

Our Mission: Excellence Every Day For Every Child

Our Vision: To prepare students to transition into the global marketplace

### After-School Program (ASP)

The After-School Program (ASP) will begin on the first day of school, August 2, 2021. The program will operate Monday through Friday from school dismissal time until 6:00pm. This program is a **pre-paid** program and will function under the guidelines as established by the Cobb County Board of Education.

#### Guidelines:

1. Parents must complete a registration form for each child before attending ASP. There is an annual (non-refundable) \$10.00 registration fee per child. Then enrolling adult will complete registration through the Cobb County ASP Eleyo Childcare Management website through ParentVue.
2. Since ASP is a **prepaid program** fees (\$7.00 per day) must be paid in advance of the child staying in the program. Parents can pay online through the ASP Eleyo Childcare Management system or pay in cash or by check at the school.
3. All children must be picked up from ASP by 6:00 p.m. Parent(s) or guardians will be charged \$1.00 per minute when late. Only three late pick-ups are allowed for the school year.
4. Identification will be required of all individuals that can pick student up from the program.
5. Suspension or removal from the program can occur if:
  - Payments are late/an unallowable balance
  - Over three late pick-ups
  - Inappropriate or unacceptable student behavior
  - Uncooperative parents
  - ASP is unable to reach parents by phone when the child is ill, injured, presents a behavior problem or other emergencies occur.

Children are divided by grade level with adult supervision. The program provides outside time, activity time, and homework time. Enrichment activities and a nutritious snack are also provided. We are happy to provide this after school care to our students and parents. We will continue to modify and improve our program to meet the needs of our children at Riverside Elementary and appreciate your support. For any questions, please call the school at 770-819-5851 and use ext. 250 from 3:00-6:00pm.

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### Arrival/Dismissal Procedures

*Instructional day for students is 7:50am until 2:10pm Monday through Friday.*

#### Arrival

- Students will be allowed to enter the building at 7:00am and report directly to the cafeteria.
- Bus riders will be dismissed by bus numbers and enter the building from the bus port to be directed to either the cafeteria for breakfast or the classroom.
- Car riders and walkers will enter the building through the main entrance to be directed to either the cafeteria for breakfast or the classroom.
  - o Students in grades K and 1<sup>st</sup> will report directly to the classroom upon arrival and be escorted to cafeteria later to eat breakfast.
  - o Students in grades 2<sup>nd</sup> through 5<sup>th</sup> will report directly to the cafeteria if eating breakfast or the classroom if not eating breakfast.
- We will have staff members on duty while cars and buses are loading on campus. Parents bringing students to school should drop off students in the front of the school through the car rider line. **To ensure the safety of our students, please stay in your car, have students ready, and do not pass other cars in the car rider line.**
- Parents/visitors will not be allowed to walk child to class.
- Staff members will be stationed throughout the building and in the cafeteria to assist and monitor students.
- Teachers will greet students at the classroom door upon each day and remind them to use sanitizer and/or wash hands upon entering the classroom.
- Parents are required to sign-in any student arriving to school after the bell rings at 7:50am.

Please use the link below to view bus route information including estimated pick-up and drop-off times. <https://www.cobbk12.org/page/310/bus-route-finder>

#### Dismissal

- The dismissal schedule will begin at 2:08 dismissing in order by car riders/walkers, 1<sup>st</sup> load bus riders by grade level, daycare riders, ASP students, and 2<sup>nd</sup> load bus riders.
- Staff members will escort and monitor students during dismissal.
- Car rider dismissal may be a lengthy process, so please be patient. **To ensure the safety of our students, please remain in your car and do not pass other cars in the car rider line.**

Children may be dismissed before the school day ends, only when an authorized person comes to the school with proper identification before 1:30 pm. Parents can assist the teacher by sending a note stating that the child will be leaving early that day. All children must be picked up in the main office. Parents are not authorized to go to the child's classroom. Early check out could create problems in the total school environment because instruction is missed, and classes are interrupted. However, if you must check your child out of school early or make a transportation change please make sure that it is done before 1:30 pm to minimize classroom disruptions and to assure the safety of your child. To ensure the safety and security of your child, all transportation changes must be made in writing. We are unable to verify the identity of the

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person making the change over the phone, so identification must be provided to make any transportation changes.

### Attendance – Student

The law requires regular school attendance for all children between the ages of six and sixteen. Regular attendance means the student is present at school during the entire school day and has very few absences. Parents, we ask your cooperation in planning appointments and family vacations around the school/student holidays. If a child comes to school after 11:05 a.m. or leaves before 11:05 am, he/she is counted absent for that day. Parents bringing students to school after 7:50 am must sign student in for the day and he/she is tardy.

***Absences must be followed by a written explanation or a doctor's note to the teacher as to the reason for the child's absence.*** Excused and unexcused absences are governed by state law. Reasons for excused absences include illness, death within the child's immediate family, recognized religious holidays observed by the child's faith, or conditions which render school attendance impossible or hazardous to the child's health or safety. Excuses provided three days after the absent are unexcused.

### Breakfast/Lunch Program

School breakfast and lunch meals for the school year are available to students at no charge.

### Communication

Effective communication between the school and the home is essential to the successful operations of our educational programs and the success of our students. The delivery of information to the home is a responsibility that must be shared.

All school-wide, county, and other parent correspondence will be either sent through the CTLS Parent, sent home with your child, or through a phone call, email, and/or text message from your child's teacher. Teachers will use communication folders and CTLS for daily home/school communication. Please check your child's book bag daily, listen to the phone message, and check the email, text, or CTLS when they are sent.

If your address, phone number or email address at home or work changes, please make changes in ParentVue, call the school at 770-819-5851 or contact the teacher with the new information. *Parents/Guardians, it is extremely important that we are always able to contact you, especially in case of an emergency with your child.*

### Discipline

We believe that establishing and building a positive relationship with students is key to creating an atmosphere of caring that is based on kindness with firmness, dignity, and mutual respect. A student's chance of learning will be enhanced in a classroom with discipline and order. Our school follows the PBIS (Positive Behavioral Interventions and Supports) model for student behavior.

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Using this model, we have created a schoolwide plan, Riverside Students **ROCK**. They are *Respectful, Outstanding, Cooperative, and Kind*.

Please use the link to review the Student Code of Conduct:

<https://sbcobbstor.blob.core.windows.net/media/WWWCobb/fgg/5/Student%20Code%20of%20Conduct%20-%20JCDA-R.pdf>

### Dress Code Expectations

As required by the Cobb County School District, students at Riverside Elementary are expected to dress in a manner that promotes a positive learning environment. Students will follow CCSD dress code guidelines/policy.

- Appropriate shoes shall be worn. No house slippers and tennis shoes must be worn for PE.
- Midriffs shall be covered.
- Under-garments may not be visible.
- Strapless garments and tank tops shall be worn with a jacket/sweater/shirt.
- Appropriate shorts, skirts, and dresses must not be shorter than 4" above the knee.
- No caps, hats, bandanas nor hoods covering the head are to be worn in the school buildings.
- Clothing should not display or advertises substances illegal for minors; displays suggestive phrases, designs, markings, or profanities; advocates, promotes, or suggests illegal activity.

### Health School-wide Protocols

As the start of the 2021-2022 school year is approaching, we could not be more excited to welcome our students, teachers, and parents. While our classrooms are being made ready for students, COVID-19 has continued to impact many aspects of our lives. Below are protocols in place at Riverside Elementary to help keep everyone healthy and safe.

- Face coverings are optional but encouraged for students and staff in school building, on school buses, and at extracurricular.
- Social distancing the classroom and school buildings when appropriate and feasible.
  - Seats in the cafeteria will be marked and spaced out.
  - There will be floor markings in main areas to space students out in the hallways.
  - Desk shields are provided.
- Students and staff will use hand sanitizer and wash hands throughout the day, especially before and after breakfast and lunch.
- Teachers and custodians will sanitize/clean surfaces throughout the day.
- Classrooms will be cleaned daily with approved cleaning materials and disinfected regularly using a mist fogger machine.
- Students will limit sharing materials/resources.
- Water fountains will not be accessible. Students/staff are encouraged to bring a water bottle daily that can be refilled from the sink in the classroom.
- Transitions will be at a minimum and students will not run errands outside the classroom.
- Restroom and recess breaks will be scheduled to limit the number of students in one area.
- School visitors will be welcomed but limited to mostly check-in/check-out or for scheduled meetings/events.

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- Parents will not be allowed to eat breakfast/lunch with students, walk students to class, or visit classrooms until further notice.

### Employee Health and Hygiene

- **Isolation** - Any student or staff member who tests positive for COVID-19 will be required to isolate in accordance with the CDC & DPH guidelines
- **Quarantine** - Any student or staff member who is identified as close contact will be required to quarantine in accordance with CDC & DPH guidelines
- **Communication** - A member of the contact tracing team will contact the parent/guardian by phone and email if their student is identified as a close contact. The parent or guardian will receive email notification if a positive COVID-19 case is identified in their student's classroom or school bus. The Cobb COVID-19 website will be updated each Friday with positive, active COVID-19 cases.

### Parties/Celebrations

The Cobb County Board of Education's policies stipulate that only **one** party is allowed each year. The party is held just prior to the winter holidays. Please do not request parties nor bring party foods and trinkets at other times during the year. We will allow parents to bring an individually wrapped snack for the teacher to pass out during lunch to celebrate your child's birthday. Please coordinate this with the teacher.

### Report Cards

Report cards are sent home once per 9 weeks.

**Report Card Information - Primary Reporting (K-3):** Performance in the content areas is evaluated using a 3+, 3, 2 and 1, while learning skills and behaviors are marked using S (satisfactory), P (proficient) and N (needs improvement).

**Report Card Information - Intermediate Report Card – Grades 4 and 5:** In Grades 4 and 5, performance in the content areas will be reported using the following letter grades:

A = 90 - 100% B = 80 - 89% C = 74 - 79% D = 70 - 73% F = 0 - 69%

Handwriting, Behavior, Work/Study Habits, Art, Music, and Physical Education grades will be O (outstanding), S (satisfactory) and N (needs improvement).

Teachers have an ongoing practice of teaching, feedback/guiding, re-teaching and reassessing as needed. Missed assignments are unacceptable. Parents will be notified if their child's grade(s) drops by one or more letter grades or if the child is in danger of failing in any content area.

### School Clinic

Our clinic is staffed to treat minor illnesses, accidents, cuts, and bruises only. It is important that children remain at home if they are ill or seriously injured. It is the CCSD board policy that a

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student having a temperature of 101 degrees or above will be sent home. The student will not be allowed to ride the bus home.

Medication may be administered by the School Nurse only if it is in the original container (properly labeled with dosage), and proper permission forms signed by the parent/guardian are on file. *Do not send prescription or over-the-counter medication to school with your child. Parents must bring all medication(s) to the school nurse and take care of the necessary paperwork.*

### Health Protocols - COVID

- Staff and students are encouraged to monitor health daily and if stay home if exhibiting COVID/flu type symptoms.
- If a student exhibits COVID-19 related symptoms while in the school clinic, the nurse has the discretion to request the student to wear a mask and/or isolated while in the clinic being assessed by the nurse or waiting for parent pick-up. An isolation room will be utilized for students with COVID-19 type symptoms until parents pick up students.
- School nurse will work with families on a timeline for return to school depending on each child's symptoms.

### **Student Registration**

Student registration is completed online at: <https://www.cobbk12.org/page/291/student-enrollment>

The main documents required of ALL students prior to being enrolled in the District are:

- Certification of Immunization
- Certificate of Vision, Hearing, Dental, and Nutritional Screening
- Proof of Birth Date
- Proof of Residency
- Social Security Number

### **Visitors**

As the start of the 2021-2022 school year is approaching, we could not be more excited to welcome our students, teachers, and parents back to school. School visitors will be welcomed but limited to mostly check-in/check-out or for scheduled meetings/events. Parents will not be able to walk students to class or visit classrooms until further notice. Thank you for your support.