

# RIVERSIDE LOCAL SCHOOLS



**2021-2022**

## **ASSIGNMENT/HANDBOOK**

**THIS ASSIGNMENT BOOK BELONGS TO:**

**NAME** \_\_\_\_\_

**TEACHER/GRADE** \_\_\_\_\_

# Riverside Local Elementary Schools

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

BUCKEYE SCHOOL

175 Buckeye Road  
Painesville, OH 44077  
Office: 352-2191  
Fax: 352-1087

MELRIDGE SCHOOL

6689 Melridge Drive  
Painesville, OH 44077  
Office: 352-3854  
Fax: 357-2076

PARKSIDE ELEMENTARY

12428 Concord-Hambden Road  
Painesville, OH 44077  
Office: 440-358-8750  
Fax: 440-358-8195

RIVERVIEW ELEMENTARY

845 Madison Avenue  
Painesville, OH 44077  
Office: 440-357-6171  
Fax: 440-358-8196

## **DISTRICT MISSION STATEMENT**

Through a culture of excellence, immerse students in educational opportunities and empower them to excel in an interconnected world.

### **ATTENDANCE**

Parents must call the school each morning their child is absent. They may request make-up work if their child is absent three or more consecutive days. For every one day of absence, a child will be given one day to complete and return missed assignments.

**Students arriving at school late in the morning should report immediately to the office with their parent or guardian before going to their classroom.**

1. Students arriving within an hour of the beginning of the school day will be marked tardy.
2. Students arriving after one hour and before 3.25 hours from the beginning of school or students leaving school after 3.25 hours and before one hour of dismissal will be marked absent for .5 day.
3. Students leaving school before and up to 3.25 hours into the school day will be marked absent for the whole day.

Consistent attendance is important for educational success. Ohio HB 410 defines “excessive absences” as 38 hours of missed school in one month and/or 65 or more hours absent in one school year. These totals accumulate **with or without** a legitimate excuse. Parents of students reaching these totals will receive a notification letter from the school. If attendance does not improve a meeting with district administration will be scheduled and an absence intervention plan will be implemented.

### **VACATIONS**

Although absences due to family vacations are not encouraged during the school year, they will be considered excused. However, school missed because of vacations will count toward the hourly total of the “excessive absence” definition as outlined in Ohio HB 410. The school must be notified

at least one week prior to a family vacation. (See Attendance sections for due dates of missed assignments.) Parents are reminded that a great deal of the work done in a classroom is oral and many lessons are hands-on. These lessons introduce and reinforce concepts and frequently cannot be repeated for students who are not present. Parents are asked NOT to schedule vacations during state and district assessment time periods.

### **EARLY DISMISSAL**

Parents are expected to make every effort to schedule doctor and dentist appointments outside of school hours. When this is not possible, students will be excused. (See attendance policy.) If it is necessary for a child to be dismissed during the school day, a written statement from the parent or legal guardian must be sent to the school office that morning. Parents must report to the office at the appointed time to sign the required “check-out” sheet. Students may not leave school without permission from the office.

### **SCHOOL CLOSINGS**

School closing announcements will be made on the media and district webpage when it is necessary to close school due to bad weather or other emergency situations. School closings will also be communicated through the automated calling system to each family to report a school closing. We request parents and students DO NOT CALL THE SCHOOL or BOARD OFFICE requesting information. Phone calls should be reserved for emergencies.

### **CHANGE OF ADDRESS OR PHONE**

Whenever there is a change of student information, such as phone numbers, names, address or custody, etc., please contact the school office as soon as possible.

## **SCHOOL VISITORS**

Parents are welcome and encouraged to visit the school. To ensure the safety of the students and staff, all doors will be locked during the day. Visitors must enter the building through the main door and report immediately to the school office. **Visitors will need to ring the doorbell and identify themselves before they are admitted into the building. Visitors are required to sign in, and may be asked to wear an identification badge.**

## **SCHOOL PHONE**

Students must ask permission to use the school phone. Use is restricted to emergencies. Students will not be permitted to use the phone to call home for forgotten assignments, supplies, library books, band instruments or gym clothes.

## **TEXTBOOKS AND LIBRARY BOOKS**

All textbooks and library books are loaned to students during the school year. They should be kept clean and handled with care. Students will be required to pay for lost or damaged books. If a lost book is found, money paid will be refunded.

## **MEDICATION**

When possible, all medication should be given by the parent at home. If this is not possible, medication may be administered by the school health aide, principal, or designee only when the following procedure is followed:

**All medication, prescription and over-the-counter, must be accompanied by the school medical form which has been completed by the parent and physician requesting that the medication be given. All medication must be received in the original container labeled with the student's name, name of medication, and the proper dosage.**

**Medication is to be brought to the clinic/office by the parent; not the student.**

**NO CHILD SHOULD HAVE MEDICATION WITH HIM/HER AT ANY TIME, including non-prescription drugs such as aspirin, Tylenol, cough drops, and antacids.**

Students who carry medication with them (inhalers, epi-pen) may do so only with prior approval by a physician and parent. The proper paperwork must be filed with the school health aide.

### **FEES AND SUPPLIES**

Each student is required to pay a school fee. The fees for the 2018-19 school year will be \$ 68.00. This covers the cost of workbooks and consumable material. This fee is assessed in the fall. Fees should be paid promptly and may be paid in installments. Checks should be made payable to the Riverside Local Schools. Parents may also make payments using the Online Payment module within Infinite Campus for the 2018-2019 school year. Parents will be able to make payments right from the Parent Portal and will no longer need to use MySchoolBucks. (Call the school office for information).

Students are required to furnish their own crayons, paper, pencils, erasers, folders, glue, etc. These supplies should be replaced as they are consumed during the school year.

### **VALUABLES**

Common sense and consideration are the best guides in determining whether or not to bring personal possessions to school. The school cannot be responsible for the loss or damage to these items. It is recommended that all valuables and extra money be left at home.

## **BICYCLES**

Students living within the designated walking distance to the school may ride bicycles to and from school. Parent should carefully consider safety issues before allowing their student(s) to come to school on a bicycle, especially any students younger than grade 3. Safety locks should be used. The school is NOT responsible for theft or vandalism.

## **CHEWING GUM**

Careless disposal of gum in drinking fountains, on furniture and floors presents sanitation concerns, cleaning problems, and costly repairs. Gum chewing is NOT permitted in any elementary school building.

## **ELECTRONICS**

School Personnel realize the increase in the use and ownership of electronic devices, and acknowledges the potential benefits these machines can provide. Students may be permitted to use certain devices on the bus, during indoor recess, and at latchkey. Cell phones, IPods, iPads, tablet computers, and similar devices must be kept in the child's book bag and powered down during the school day unless specific permission has been given by the classroom teacher to use these items: no exceptions. The taking of pictures, texting, Instagraming, Facebooking, Tweeting, or the use of any other form of social media communication is prohibited at school in grades K-5. While electronic devices can provide meaningful contributions to education, at the same time they can also create distractions and lost instructional time if not used properly and with supervision. The use of electronic devices will always be at the discretion of the classroom teacher and administration and must follow established district policy. **The school will not be responsible for the loss or damage of these items.**

## TOYS

Children should NOT bring toys to school. Stuffed animals, trading cards, model cars, blocks or similar items should be left at home. The recess aides have a collection of materials that are used during indoor recess. The classroom teacher will confiscate and hold all toys and other inappropriate items which interfere and distract from the instructional process.

## FIELD TRIPS

Field trips are planned by the teachers in accordance with school policies to supplement the regular school program. Permission slips for all children attending the trip must be signed by the parent or legal guardian and returned to the school before the trip. Usually a charge will be assessed to each child to cover the cost of the trip and transportation. Students **WILL NOT** be permitted on field trips without a signed permission slip. **Students must display appropriate behavior on each field trip or attendance to later trips may be denied. Field trip privileges will also be denied to students who continually misbehave in the classroom or recess during the school year.**

## GRADES

Daily work, tests, and nine week grades are based on the percent scale below:

<u>Percentage Scale</u>	<u>Letter Grade</u>
90-100	A excellent work
80-89	B above average
70-79	C average
60-69	D below average
50-59	U unsatisfactory

Interim reports will **NO** longer be posted on Infinite Campus. Parents wishing to check student progress can login to the parent portal from the Riverside Schools web page, under the parent tab. Students in grades K-2 do not receive letter grades, but rather performance level indicators of 1,2,3, or X. Meanings of all the notations used are listed on the report card.

## **HONOR ROLL**

At the end of each grading period, Honor Roll lists are prepared. Language, Reading, Math, Social Studies and Science are considered major subjects. In order to qualify for the Honor Roll in grades 3-5, the following is necessary:

Honor Roll: A's and B's in all major subjects

Principal's List/A-Team: A's in all major subjects

## **TESTING**

All students will participate in all required state and district tests. The state determines the testing dates and parents will be given a copy of the test results when they become available from the state.

## **HOMEWORK**

Homework is considered a valuable and worthwhile part of a child's education. In planning instructional activities, teachers make a conscious decision about homework assignments, based on the day's learning. It is expected that students should be able to complete assignments independently to the best of their ability, spending no more than 30-45 minutes a night, depending on the age of the child. Parents should monitor their child's assignments.

Regular attention to homework can improve classroom performance. Consistent failure to complete homework assignments may be reflected in poor classroom performance and grades. Students may be given the opportunity to complete missing homework during recess.

### **HELPFUL HOMEWORK HINTS:**

1. Record class assignments daily.
2. Ask questions if you do not understand an assignment.
3. Study in a quiet area to eliminate distractions.

4. Set aside a specific time to do your work each night.
5. Ask a parent to check your work.
6. Complete and return all homework on time.

## **CONFERENCES**

Regular parent/teacher and parent/school communication is vital to the success of each student. Individual conferences for grades K-5 are held in November and February. Parents are encouraged, however, to initiate conferences with teachers, the principal, or specialists whenever they have questions or concerns.

## **DRESS CODE**

- Personal appearance, clothing, hairstyles, and accessories should not draw attention away from the educational setting.
- Current clothing and hairstyles, except extremes, are acceptable.
- Inappropriate clothing styles include bare midriffs, bare shoulders, spaghetti straps, pajama pants, distressed jeans with holes, and see-through clothing.
- For safety reasons, shoes with high heels or without backs may not be worn to school, unless special permission is given. Flip-flops are not permitted.
- Girls' dresses, skirts, and all shorts should not be above a student's fingertips when the student is standing at attention with their arms at their side.
- Cutoffs, skin-tight pants, boxer shorts, and skin-tight shorts, such as yoga pants or spandex are not appropriate school attire. The pants should fit properly.
- Clothing should not display any offensive, violent, obscene, drug, tobacco, or alcohol-related picture or slogan. Clothing with holes is inappropriate.
- Jackets, coats, and baseball hats cannot be worn in the building, nor should sunglasses be worn in school without a medical excuse.
- Proper gym attire is an appropriate t-shirt, shorts/pants, and tennis shoes. Sleeveless tops are not appropriate for the gym.

**School officials reserve the right to interpretation of the dress code and will make the final decision on inappropriate clothing and appearance. All judgments may be based upon, but not limited to, health, safety, modesty, and general appropriateness.**

### **GENERAL RECESS RULES**

- Students will not go out for recess if the temperature is 20 degrees or lower. Wind chill will be considered.
- Students will enter and leave the building quietly with the recess assistants.
- Wooded areas are off-limits for play.
- Students cannot reenter the building during the recess break without permission from the recess aides.
- Students must not throw snowballs, stones, sticks, or other harmful objects.
- Recess is for fun and play. There will be no fighting, wrestling, tackling, riding piggyback, pulling other's clothing, or any unnecessary roughness.
- The school furnishes playground balls, basketballs, footballs, soccer balls, jump ropes, and hoops. Students should not bring these items or other toys from home. **The school is not responsible for personal items.**
- Boots are necessary when there is mud or snow on the ground.
- Students are not permitted to jump off a swing or slide.
- Only one student at a time may slide down the slide.
- No climbing up the front of the slide is permitted.
- Students are restricted to the boundaries of the playground.

**Students must follow all playground rules set by the recess assistants. Students who violate the rules will be sent to a 'timeout area' or to the principal. Students who repeatedly violate playground rules will be removed from the playground.**

## **DISCIPLINE**

A student's behavior should conform to acceptable standards of conduct. The staff requests parental support in helping to maintain appropriate conduct in the school. A student's behavior should reflect self-respect and consideration for the rights, feelings, and property of others. All violations of school rules will be investigated and handled in accordance with district policy.

## **CONSEQUENCES**

For all practical purposes, most problems related to discipline are handled by the classroom teacher in one or more of the following ways:

1. Verbal warning
2. Flipping of discipline card/moving up or down on behavior chart
3. Student/teacher conferences
4. Loss of a recess or other privilege
5. Assignment of additional tasks
6. Teacher/parent conferences

Serious and/or continuous behavior problems will be referred to the building principal and parents will be contacted. The consequence for such problems may include:

1. Recess detention(s)
2. Before or after-school detention
3. Removal from the classroom or another school-related activity
4. In-school suspension
5. Out-of-school suspension

## STUDENT CODE OF CONDUCT

The Riverside Local Elementary Schools have a progressive behavioral discipline code. Principals reserve the right of interpretation for all misconduct. Consequences may vary based on the severity of each infraction or the repeated violations of misconduct. The Student Code of Conduct applies wherever the school has authority to regulate student conduct, which includes school property, school transportation, and school activities wherever and whenever held.

### Rule # 1: Disruption of School

Students shall not by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance, or any other conduct cause, attempt, or threaten to cause the disruption or obstruction of any lawful mission, process, activity, or function of the school, nor encourage others to do so.

While this list is not intended to be all-inclusive, the following acts illustrate the kinds of misconduct prohibited by the Rule:

- a. Continuously making noise or acting in a manner so as to interfere with a teacher's or administrator's ability to conduct a class, meeting, assembly, any school function, or extracurricular activity;
- b. Material disruption of a class, school, school function, operation of the District, meeting, assembly, or extracurricular activity through electronic means or through the use of technological resources including but not limited to the internet and social media. This applies regardless of whether such conduct occurs on-campus or off-campus;
- c. Occupying any school building, school grounds, or part thereof;
- d. Blocking the entrance or exit of any school building, corridor, or room therein;
- e. Preventing or attempting to prevent by physical act, electronic communication or communication made through technological means, or verbal utterance the convening or continuing functioning of any school, class, or activity or any lawful meeting or assembly on or off school property;
- f. Preventing or attempting to prevent students from attending a class or any school-sponsored or related activity or event; and
- g. Except under the direct instruction of the principal or his/her designee, blocking pedestrian or vehicular traffic on school property or at the site of any school-sponsored or related activity or event.

#### Rule #2: Inappropriate/Abusive Language

Students shall not use vulgar, profane, demeaning, derogatory, or otherwise inappropriate and/or abusive language or signs, pictures, or gestures toward any school employee, school visitor, or any other student. This includes electronic communication and communication made through technological means.

#### Rule #3: Truancy

Truancy is student absence from school or any assigned area or class for any period of time without authorization from school and parents. A student shall not be truant from an assigned area or from school. Truancy also includes unauthorized tardiness, class cutting, or leaving the school campus without the express permission of authorized school personnel.

#### Rule #4: Unauthorized Sale or Distribution

Selling or distribution, or attempting to sell or distribute any object or substance which has not been authorized for sale or distribution by the building principal to any person on school-owned property is prohibited.

#### Rule #5: Insubordination, Disrespect and/or Defiance

Students shall comply with reasonable directives and requests of all school personnel including but not limited to teachers, student teachers, substitute teachers, educational aides, bus drivers, administrators, and persons in authority or supervisory positions. Students shall not intimidate, insult, or otherwise abuse, orally, verbally, nonverbally, or in writing, any student, school employee, or visitor. This includes but is not limited to any communication made through electronic or technological means (including, but not limited to, the internet and text messages).

Students shall not refuse to accept reasonable discipline or punishment from school personnel including, but not limited to, teachers, student teachers, substitute teachers, educational aides, bus drivers, administrators, and persons in authority or supervisory positions. A student shall not display a defiant and/or disobedient attitude/behavior or refuse to comply with reasonable requests by school personnel. Rudeness, irreverence, discourteousness, disrespect, and insolence will not be tolerated and is cause for discipline.

#### Rule #6: Bullying, Harassment, Sexual Harassment

Bullying is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation, and may involve: teasing, threats, intimidation, stalking, cyberstalking, cyberbullying, physical violence, theft, sexual, religious, or racial harassment, public humiliation, or destruction of property.

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal, or physical conduct directed against a student that places a student in reasonable fear or harm to

his/her person or damage to his/her property; has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or has the effect of substantially disrupting the orderly operation of the school. This definition includes harassment on the basis of race/color, religion/creed, national origin/ancestry, or disability.

Sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to: unwelcome sexual propositions/flirtations; unwanted physical and/or sexual contact; unwelcome verbal expressions of a sexual nature; unwelcome and inappropriate touching, patting, or pinching; exposing private areas of the body to others; or obscene gestures. Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender. Sexual harassment occurs when the student's conduct adversely affects, limits, or denies an individual's education, or creates a hostile or abusive educational environment, or is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

#### Rule #7: Gambling

Students shall not engage in or promote games of chance, placing of bets, or risk anything of value, on school grounds or at school-sponsored events or related functions.

#### Rule #8: Public Display of Affection

Open display of affection between students is the business of school personnel during school activities, on school grounds anytime, and on school buses. School officials shall take whatever steps are necessary to encourage students to refrain from such activity during school hours.

#### Rule #9: Theft, Vandalism and/or Destruction of School Property

A student shall not intentionally cause or attempt to cause damage to private and or school property or steal or attempt to steal private and/or school property. Students and their parents/guardians will be held financially responsible for any stolen or damaged school property. Students who deface school property or the property of other people will be responsible for restitution, repair, replacement, and/or restoration. Writing on desks, walls, lockers, computers, or other technology equipment is prohibited.

#### Rule #10: Out-of-Bounds

Once students arrive at school, they are to remain on school property. Students shall not enter upon school grounds or in a school building to which the students are not assigned before, during, or after school hours except with the express permission of the Building Principal or to attend or participate in a school-sponsored event in which their regularly assigned school is involved or where students from their regularly-assigned school have been invited to attend or participate.

Students under suspension, expulsion, or removal from school or a school activity shall not enter upon the grounds or premises of the students' regularly assigned school or other school buildings without the express prior permission of the Building Principal.

#### Rule #11: Extortion

Students shall not use or attempt to use an express or implied threat, violence, harassment, coercion or intimidation to obtain special favors or money or any other type of property belonging to another student, school employee, or another person. Students shall not ask for or beg for money, other property, or special favors from another student, school employee, or another person by extortion.

#### Rule #12: Setting of Fire and Possession and Use of Fireworks and Other Explosive Devices

No student in school, on school premises, or school buses shall:

1. Expend fireworks
2. Possess or transport commercial fireworks or materials that could easily be converted to use in creating explosive-type devices
3. Aid any other student or person to expend fireworks
4. Construct or help another student or person to construct an explosive-type device
5. Set a fire, urge or aid any other student or person in setting a fire
6. Set a smoke or "stink" bomb or urge or aid any other student or person in setting a smoke or "stink" bomb in school or on school premises
7. Possess or use any incendiary device not under the supervision of a faculty member to include, but not limited to, cigarette lighters or matches
8. Be in possession of, handle, or sell any form of ordnance (for example, bullets, blanks, or look-alike ammunition).

#### Rule #13: Falsification or Misstatement of Facts or Other Information

Students shall not forge the writing of another, falsely use the name of another person, or falsify times, dates, grades, addresses, signatures, or other data on school forms or school-related correspondences. Either verbally or in writing, students shall also not falsify, intentionally omit, misstate, distort, or misrepresent information given to school personnel.

#### Rule #14: False Reporting of Fires, Bomb Threats and Tampering with Fire and Other Safety Equipment

No student shall submit or urge any other student or person to submit a false fire alarm or false report that a bomb or other explosive device is located within any school building or administrative building. No student shall interfere with, tamper with, or otherwise reduce the effectiveness or accessibility to fire extinguishers, fire hoses, fire alarms, or other safety equipment.

#### Rule #15: Dangerous Weapons and Instruments

A student shall not possess, handle, transmit, or conceal any firearm, knife, explosive, or any object which might be considered a dangerous weapon or instrument of violence.

#### Rule # 16: Fighting/Assault

A student shall not intentionally cause or attempt to cause physical injury by fighting or otherwise intentionally behave in such a way as could reasonably cause physical injury to oneself or others.

This includes physical horseplay. Fighting among two or more students on or near the school property, or while in transit to and from school, including buses, or to any school activity, is prohibited. Also, students will not provoke fights between other students.

**Rule #17: Threats and Intimidation (Menacing)**

A student shall not threaten with physical violence or coercion by any means by any student, teacher, or other school employee or visitor. A student shall not urge another student or person to threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor. Intimidation shall include but is not limited to, threats used to extort money or any other item of value from another student or person.

**Rule #18: Use and/or Possession of Tobacco**

A student shall not possess, use, transmit, display evidence of use or consumption, buy, sell, offer to sell, conceal, deliver, or consume tobacco or tobacco containers, empty or full, in any form. Tobacco products include, but are not limited to, cigarettes, cigars, snuff, and chewing tobacco.

**Rule #19: Alcohol/Controlled Substances/Narcotics/Inhalants/Over-the-Counter Medications (OTCs)/Counterfeit/Look-Alike Drugs**

A student shall not possess, use, transmit, display evidence of use or consumption, buy, sell, offer to sell, conceal or deliver or consume any alcoholic beverages, intoxicants, drugs of abuse, unprescribed drugs, steroids, or other controlled substances or any substances purported to be alcoholic beverages, intoxicants, drugs of abuse, unprescribed drugs, steroids, or other controlled substances on school property, in a vehicle owned or used by the school district, at a school-sponsored activity, or in other situations under the authority of the school board. Likewise, students shall not consume any alcoholic beverages, intoxicants, drugs of abuse, unprescribed drugs, steroids, or other controlled substances or display evidence of use of the same before arrival at school or at a school-sponsored or related event or activity. The student shall not possess, use, transmit, display evidence of use, buy, sell, offer to sell, conceal or deliver any drug of abuse instrument or paraphernalia. Counterfeit and Look-Alike drugs are included in this rule.

**Counterfeit/Look-Alike Controlled Substances**

- Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance
- Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale

**Rule #20: Computer Technology and Networks Policy**

Any willful damage, destruction, or misuse of computers, sites, databases, files, networks, or other technology will be subject to disciplinary action, fines, and/or legal referral. Disciplinary action may also include loss of computer privileges or other consequences as warranted.

**Rule #21: Cheating/Academic Dishonesty/Plagiarism**

To misappropriate and/or present and/or submit someone else's work as your own or allow someone else to present your work as their own are violations of this Rule. While each teacher will decide how to handle plagiarism and/or cheating on tests or school assignments within the classroom as it relates to the student's grade, the school will also deal with plagiarism and/or other forms of cheating as a violation of the Code of Conduct.

**Rule #22: Repeated Violation of School Rules**

A student shall not repeatedly fail to comply with school rules and regulations or directions of teacher, student teachers, teacher aides, principals, or other authorized school personnel during any period of time when he/she is properly under the authority of school personnel.

The Riverside Local Schools are working toward the implementation of Positive Behavioral Interventions and Supports (PBIS). Positive Behavioral Interventions & Supports, also called Positive Behavior Supports (PBS), is a broad range of systemic and individualized strategies for achieving important social and learning outcomes in school communities while preventing problem behavior. The key attributes of PBIS include preventive activities, data-based decision making, and a problem-solving orientation (Horner, 2000; Lewis & Sugai, 1999; Sugai et.al., 2000; Weigle, 1997). We have worked to identify common expectations for all children in the elementary school setting. These common expectations are listed on the Riverside PRIDE Matrix below:



## RIVERSIDE PRIDE MATRIX



	Classroom	Hallways	Restrooms	Cafeteria	Recess/ Playground	Bus
<b>P</b> repared Following Rules and taking personal responsibility	Have all materials, including completed homework	Stay in designated areas	Return to your classroom quickly and quietly	Enter and exit appropriately	Dress appropriately for the weather	Follow arrival and dismissal procedures
<b>R</b> espect Treating yourself, others, and property appropriately and with respect	Treat others the way you want to be treated	Follow directions	Respect property and privacy	Use good manners when eating Keep hands, feet, and food to yourself	Use equipment appropriately and follow rules	Follow bus driver directions
<b>I</b> ntegrity Acting with honesty towards self and school	Complete all assignments to the best of your ability	Report problems or damage to an adult	Report problems or damage to an adult	Report problems to an adult	Report problem behaviors to an adult	Report problem behaviors to driver or other adult
<b>D</b> isciplined Using self-control to be your best	Respond appropriately to directions and criticism	Keep hands and feet to self Walk quietly	Use quiet voice Wash hands	Leave area clean	Maintain self-control	Hands and feet to self and stay in seat
<b>E</b> xcellence Going "Above and Beyond"	Be a good role model and help those in need	Do your best to create a positive learning environment	Make good decisions and follow school rules	Represent your class and grade well	Encourage others to play and participate	Ensure a safe and pleasant ride for everyone

## SCHOOL MEALS

Breakfast and lunch are served daily. Prices are posted on the district's website and on the monthly menu which is online and sent home with students. Checks are the preferred method of payment when sending money indirectly to the school, but cash is also accepted. Credit or debit cards are accepted online through the Infinite Campus Online Payment module found in the parent portal. "Charging" is not permitted. Students are expected to have a packed lunch, money on account or cash to purchase a meal daily. Breakfast may also be purchased by students. Students are able to purchase breakfast only when they bring in money or have money to pay for the meal. Money may be put on the student's account to use for breakfast, lunch, or snack items. To indicate permission for children to purchase snacks from his or her account, parents are asked to send a note every year. In the absence of a note, lunch meals may be the only purchase charged from the account. Every student has a 6 digit Personal Identification Number (PIN) which needs to be memorized and not shared with other students for use through the meal line. The 6 digit number is found on all report cards.

Applications to apply for free or reduced-price meals are available at any time during the school year and may be obtained on the district's website, at any school office, or by calling the Nutrition Services Department at 440-358-8212. Parents are expected to provide lunch or money to purchase a lunch until the application has been approved. For more information on the nutrition services offered, please visit the department web page through [RiversideLocalSchools.com](http://RiversideLocalSchools.com)

## LUNCHROOM RULES

- Students shall enter the lunchroom in an orderly fashion
- Milk or lunch money should be ready for the cashier and PIN numbers are to be entered into the PIN pad. PIN numbers are not to be shared with others.
- Students shall listen to and follow all instructions.
- Students may be asked to sit at assigned tables or in assigned areas.
- Students shall raise their hands for assistance.
- Students are asked to display good manners.
- Students shall use a “normal talking voice” at the lunch table. Shouting is not permitted.
- Students may not share, exchange or throw food.
- All students will be required to keep their eating area as clean as possible.
- Students shall dispose of all trash in the proper container/bin.
- Glass containers and carbonated beverages are not permitted.

## SCHOOL BUSES

Riding a school bus is a privilege and students must observe all safety rules. **If a child misbehaves and does not follow the bus regulations, he/she may receive detention or be denied bus privileges.** Misbehavior puts student safety at risk.

If a child is not going to ride the bus home on a specific day, his/her parent or legal guardian must send a note to the school stating the reason. In the absence of a note, the child will ride the bus home.

Bus passes are only issued to students who receive bus services for special reasons. A note stating the need for a bus pass must be sent to the school office before a pass will be issued.

## **BUS REGULATIONS**

- Students should be at the bus stop 10 minutes before the pick-up time.
- Students shall display appropriate behavior at the bus stop.
- Students should stand at least 10 feet back from the road during pick-up.
- Students should sit in their assigned seats and keep aisles free of book bags and other objects.
- Windows should not be opened without the permission of the Bus Driver.
- Students shall not place any object or any part of the body out of the window.
- Students shall not stand or walk on the bus when it is in motion.
- Students shall not eat, drink, or chew gum on the bus unless a documented medical condition exists.
- Students shall not use improper language/gestures.
- Students shall not throw any objects on the school bus.
- After boarding a bus, no student shall be removed from the bus without administrative approval.
- Students shall not transport animals, glass objects, or any large objects on the school bus unless special permission is given.
- Students are asked to remain silent when the bus is crossing railroad tracks.
- Students shall only board and exit their bus at the assigned bus stop unless they have a **BUS PASS** from the school office.