



K – 6 Elementary

2018-2019

**Student / Parent Handbook
Code of Conduct**

Riverview School District Elementary School Contact Information:

Riverview School District Central Office 701 Tenth Street Oakmont, PA 15139 (412) 828-1800 x 4050	Superintendent of Schools: Secretary:	Dr. Margaret DiNinno Mrs. Linda Tamburro
Tenth Street Elementary School 901 Pennsylvania Avenue Oakmont, PA 15139 (412) 828-1800 x 2010	Principal: Guidance: Secretary:	Mr. David Zolkowski Mrs. Bobbi Gross Mrs. Nancy Allsopp
Verner Elementary School 700 First Street Verona, PA 15147 (412) 828-1800 x 3010	Principal: Guidance: Secretary:	Mrs. Mary Ann Plance Mrs. Jennifer Ketler Mrs. Karen Zangrille

ESCHOOL VIEW HOME ACCESS CENTER

The Home Access Center site – <http://rivhomeaccess.spihost.com/>

Riverview School District offers an on-line information link called eSchool View that provides students and their parents / guardians up-to-date information from any computer connected to the Internet. The eSchool View feature called “Home Access Center” allows users to view information such as a student’s grades, attendance, and report cards. Another feature is e-mail notification that may be requested by parents and guardians for academic progress reports.

If you need any help or support please contact the Riverview School District Technology Department (hachelpline@rsd.k12.pa.us).

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ASSEMBLY PROGRAMS

Entertaining and educational programs are scheduled throughout the year to enrich the school curriculum. These programs are made possible through the generous support of your PTO and individual school building budget.

ATTENDANCE REQUIREMENTS Policy 204

Regular attendance in school is extremely important and should be reinforced as early as Kindergarten. Children achieve more and feel better about themselves when instruction is continuous and when a sense of belonging is established within the classroom. Those who learn the importance of regular attendance as young children tend to stay more actively involved and do better throughout their school years.

Parents are urged to restrict travel which would result in missed class time. Every effort should be taken to schedule medical and dental appointments at times other than during school hours. Lack of continuity disrupts instruction for the individual and the class.

1. Excuse of Absence: Students should bring a written excuse the day they return to school stating the specific reason for the absence. The school laws of Pennsylvania permit an excused absence for the following reasons:

1. Illness
2. Death in the immediate family
3. Quarantine
4. Impassable roads
5. Exceptionally urgent reasons
6. Approved religious holidays/events

2. Unexcused Absence: Failure or refusal to supply a valid excuse within three (3) days upon return to school will result in an unexcused absence. Absences that are not attributed to one of the reasons above will be marked as unexcused. An unexcused absence is considered “truancy” or failure to attend school without a permitted excuse.

Some examples of an unexcused absence include:

1. Hunting, fishing, skiing
2. Oversleeping
3. Missing the school bus
4. Failure to attend school
5. Illegal employment

It is the duty of the principal who will file charges against any parent or guardian whose child has more than the equivalent of three illegal days of absence.

3. After 7 total days of excused or unexcused absences, the building principal will send a letter to the student’s parent(s)/guardian(s) indicating that a physician’s excuse may be required if the absences continue.

Upon the 10th day of absence, the building principal will send a letter to the student's parent(s)/guardian(s) stating that all future absences will only be deemed legal when a doctor's excuse is presented upon the student's return.

4. Absences accompanied by a doctor's excuse, absences resulting from childhood diseases, and suspensions will not count toward the 7 day and 10 day notices.

Other Attendance Situations:

Tardiness: Any child who arrives after the scheduled beginning time for any session is required to present a note of explanation from a parent/guardian. After the first five (5) tardies and after each subsequent fifth tardy the principal will send a notification letter to the parents/guardians.

Early Dismissal: If a child is to be dismissed early, a note must be sent with the child on the day he/she is to be excused (or the day prior to the early excusal, if possible). The note should include the date and time the child is to be excused and the reason for the excusal. Parent(s)/guardian(s) must pick up the student from the main office of the building.

In case of an emergency, parent(s)/guardian(s) should phone the school office and provide the necessary information. This will allow time to verify the call with the information on the student's registration card.

Vacations: Pupils may be excused from school attendance to participate in an educational trip and/or "Take Your Child to Work Day" provided that:

The parent fills out form: RSD 441: School Approved Absence for Educational Trip Permission Form;
the student is willing to make up missed work;
in any given year, the family educational trips do not exceed a total of five (5) school days; the student has not accumulated ten (10) or more absences that school year;
no standardized testing is occurring. (PSSA, Cognitive Abilities Tests)

NOTES: The student is responsible for securing and completing all assignments assigned during the period of absence. Students who do not attend school during the day cannot participate in after-school activities.

BULLYING / CYBERBULLYING POLICY

Policy 249

Bullying shall mean unwelcome harassment, attacks, or comments directed by a student or group of students towards another student or group of students by means of intentional electronic, written, verbal or physical acts or series of acts. Prohibited bullying may occur in the school setting or outside the school setting, if it impacts the school environment and is severe, persistent or pervasive. Bullying can take many forms and can include a variety of behaviors, such as:

1. Physical violence and attacks
2. Verbal taunts, name-calling and put-downs

3. Emotional bullying, i.e. spreading rumors, ridiculing and manipulating social relationships
4. Threats and intimidation
5. Extortion or stealing
6. Racial, ethnic or gender-based verbal or physical abuse
7. Spreading false information about a person
8. Cyber bullying

Bullying has the effect of doing any of the following:

1. Interfering with a student's education
2. Creating a threatening environment
3. Disrupting the orderly operation of the school

Students are encouraged to use the Report Bullying link on the Riverview School District website to report bullying.

CHANGE OF STUDENT INFORMATION ADDRESS, PHONE, EMAIL, ETC.

Up-to-date, accurate information is crucial to successful home-school communication. We recognize that phone numbers and e-mail addresses frequently change. This is especially true of primary guardians but also for emergency contacts. Any change of information, especially with addresses, phone numbers, e-mail addresses, custody agreements and student medical information should be reported to the principal's office as soon as possible after the change occurs.

CLOSING OF SCHOOL

Prior to Beginning of School Day: When weather conditions make traveling dangerous or when emergencies arise, our schools may be delayed in starting or they may be closed. Parents are requested not to call school buildings. Watch on TV Stations WTAE, KDKA, or WPXI for the latest information. A phone call indicating the delay and / or closing will be made via the School Messenger service. The weather may worsen and a two-hour delay may result in school being canceled.

Parents who transport their children to school on days when there are delays should adhere to postponed starting times. Depending on the road conditions in the area of residence, parents may decide not to send their children after a school delay. The district will respect this decision and record the absence as legal.

Breakfast is not served on days school is delayed.

COMMUNICATION

Emergency Calls - Emergency calls should be directed to the school office.

Parent-Teacher Communication - Communication and cooperation between home and school are vital. Discussing a concern or question with your child's teacher(s) is strongly encouraged. To contact your child's teacher, please call the school's main office to leave a message or to be connected to the teacher's voice mailbox. Calls will not be transferred to a teacher's classroom while class is in progress. Direct calls will be

accepted during teacher planning time or before or after school. You may also contact your child's teacher via e-mail or by sending a note to school with your child. Parent/guardian teacher conferences are scheduled during early November. However, conferences may be scheduled as needed throughout the year. When parents have an academic or classroom concern they should first contact the child's teacher.

Telephones/Cell Phones - Classroom telephones may be used only with the teacher's permission. Students are NOT allowed to use their cell phones in school. If a child continues to bring their cell phone to school and use it, he or she will no longer be permitted to bring their cell phone to school.

COMPLAINT PROCEDURE

When a parent/guardian has a complaint, it is building procedure that it be resolved at the lowest possible level.

The process typically would follow these steps when there is a classroom concern:

- First, classroom teacher
- Second, building principal
- Third, Superintendent of Schools

CURRICULUM

The Riverview Elementary Schools provide an educational program designed to develop a strong foundation for lifelong learning.

Kindergarten prepares children emotionally, socially, and mentally for the years ahead. This includes attitudes, habits, skills and interests necessary for success in school. Specific emphasis is placed on readiness skills for reading and mathematics.

The early elementary grades emphasize reading, language and mathematics. While the majority of the school day focuses on these areas, children also receive instruction in social studies, science, and spelling.

As children advance to the upper elementary grades, the content areas are given a greater portion of the school day. Reading and writing are applied across the curriculum in addition to the language arts curriculum requirements.

All Riverview elementary students receive instruction in art, music, physical education, computer use, and library science on a regular, scheduled basis.

Since children develop at different rates, programs are available for children who may need additional support. Parents should contact their child's teacher should there be a concern in this area.

DISCIPLINE / CODE OF CONDUCT

Policy 218

Discipline within the Riverview School District is regarded as a process which strengthens and corrects students through a program of teaching, supervision and, when necessary, just and constructive punishment. Consequences for misbehavior may include verbal reprimand, detention, suspension or other intervention

determined necessary by school personnel. Since a child's focus must be on learning, bullying, teasing, and intimidation will not be tolerated.

Students are provided a copy of Riverview's Board-approved Student Rights, Responsibilities and Discipline Code and instructed to review the code with their parents. Compliance with these policies is mandatory for both students and parents.

At the elementary level, a progressive approach of utilizing levels of discipline with students who violate school rules is in effect. These levels are for illustrative purposes only and are not meant to be an exhaustive list. Infractions range from Level I (Minor or Initial Misbehavior) to Level IV which includes very serious acts that pose a threat to safety of others in school.

Level I infraction is defined as a minor or initial misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school. Examples of Level I infractions include:

- Disruptive behavior
- Classroom tardiness
- Cheating or lying
- Intimidation; agitating others
- Non-defiant failure to complete assignments or carry out directions
- Eating in unauthorized areas
- Gambling
- Wearing inappropriate clothing
- Inappropriate behavior
- Continuation of unmodified Level I misbehavior

Level I infractions will be handled by teachers or administrators who will use one or more of the following responses/options:

- Verbal reprimand
- Personal talk
- Isolation within classroom
- Special assignment (i.e. letter of apology/explanation)
- Withdrawal of privileges
- Detention
- Parental contact
- Guidance referral (requires parent/guardian approval)
- Time out

Level II infraction is defined as misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These infractions, which usually result from the continuation of Level I misbehavior, require the intervention of personnel at the administrative level because the implementation of Level I disciplinary options failed to modify the behavior. Also, included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

Examples of Level II infractions include at the elementary level, a progressive approach utilizing levels of discipline with students who violate school rules is in effect. These levels are for illustrative purposes only and are not meant to be an exhaustive list. Examples of Level II infractions include:

- Acting in an insubordinate manner
- Showing flagrant disrespect to school personnel in word and/or gesture
- Failure to attend assigned detention
- Bus discipline referral
- Using forged notes or excuses
- Leaving school grounds without permission
- Misbehavior at school-sponsored activity
- Possession of obscene material
- Attempting to gain advantages from another student

Level II infractions will be handled by teachers or administrators using one or more of the following responses/options:

- Warning/Reprimand
- Schedule change
- Modified day
- Withdrawal from extra activities
- In-school suspension
- Parental conference
- Detention
- Parent observation

Level III infractions are defined as acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school. The school will take corrective measures to remediate the situation in the best interest of all students. Examples of Level III infractions include:

Continuation of unmodified Level I and/or Level II behavior(s)

- Fighting/Bullying
- Vandalism (minor)
- Harassment
- Petty theft (stealing)
- Possession of tobacco products
- Threats to others
- Indecent exposure

Level III infractions will be handled by administrators using one or more of the following responses/options:

- Temporary removal from class
- Parental conference
- Withdrawal from extra-curricular activities
- In-school suspension
- Restitution of property damages
- Clean and/or repair damaged property
- Charges filed with local magistrate

Level IV infractions are defined as acts which could result in danger to persons/ property or pose a threat to the safety of others in the school. These acts are serious in nature and will always require direct intervention by administration. Examples of Level IV infractions include:

Continuation of unmodified Level I, Level II, and/or Level III behavior(s)
Possession/use/transfer of dangerous weapons/objects
Assault/battery
Vandalism (school or staff property)
Theft/possession/sale of stolen property
Arson, bomb threat, false fire alarm
Furnishing/selling/using/possession of illegal drugs (includes alcoholic beverages)
Use of tobacco products
Possession of lighted match, cigarette lighter or other incendiary device

Level IV infractions will be handled by administrators using one or more of the following responses/options:

Informal hearing with building administrator
In-school suspension
Exclusion from school
Referral to appropriate law enforcement agencies
Referral to appropriate support service/agency
Restitution for property/personal damages
Formal hearing with district administration
Formal hearing with Board of School Directors
Charges filed with local magistrate

EMERGENCY DRILLS

Safety Drills: A variety of safety drills are practiced periodically to ensure student knowledge and comfort with hearing the sounds and participating in the drills.

Fire Drills: are held monthly to practice evacuating the building and moving to safe distance in a timely and safe manner. Elementary students and staff exit the building through designated doors and assemble in designated areas to practice being a safe distance from the school.

Bus Evacuation Drills: are held twice a year to practice the emergency exiting of buses. Bus drills are generally held in the morning upon student arrival at school, wherein students exit the buses that morning through either the side or rear emergency doors. The bus driver, safety patrol sponsor, and staff assist students with this drill.

Lockdown Drills will be initiated and practiced, so that all students and staff know where to go and what safety precautions to take in the event of a crisis situation or an intruder either inside or outside of the building.

Severe Weather Drill: is mandated by the state each year in early spring. Students and staff practice going to a safe location in the building and getting into a safe physical position.

ENTRANCE REQUIREMENTS & VERIFICATION OF IMMUNIZATION

Policy 201

Admission of Beginners: To enter kindergarten or first grade a child must meet the following age requirement:

Be five years old before September 1 of the school year in which he/she enters kindergarten.

Be six years old before September 1 of the school year in which he/she enters first grade.

Documentation of Age: The law requires that a parent or guardian show duly certified evidence of age for all children entering school for the first time.

Documentation of age may be satisfied by:

- Original Birth Certificate; notarized copy of Birth Certificate
- Baptismal Certificate; copy of the record of baptism - notarized or duly certified and showing the date of birth.
- Court-order guardianship papers or Decree of Adoption
- Valid passport

Birth Certificate replacements may be obtained through the Department of Health/Dept. of Vital Statistics, P.O. Box 1528, New Castle, PA 16103 for a fee.

Verification of Immunization: The law requires that a parent or guardian show duly certified evidence of specific immunizations for all children entering school.

Children starting school in Pennsylvania need these properly spaced immunizations:

Diphtheria, Tetanus (DT, DPT, DtaP)	4 doses	One dose <i>must</i> be given after age 4
Polio (OPV, IPV)	4 doses	
Measles, Mumps, Rubella (MMR)	2 doses	1 st does <i>not to be given</i> before 1 st birthday
Hepatitis B	3 doses	
Varicella (Chicken pox)	2 doses	1 st does <u><i>not to be given</i></u> before 1 st birthday

Keep a record of your child's immunizations in a safe place. Call your doctor or local state health center for immunizations or call 1-800-986-KIDS for a clinic near you.

If your child has not received the proper immunizations, please make arrangements with your family physician or Health Department at (412) 687-2243. Your child may be excluded from school if immunizations are not completed within 5 days of the first day of school. If there is a medical reason why your child should not be fully immunized, the state requires a certificate from your physician. If you object to immunizations for moral or religious reasons, the state requires that you sign a form to this effect at school. Non-Immunized students may be excluded from school in certain circumstances.

FIELD TRIPS/ENRICHMENT ACTIVITIES

Activities to support the elementary curriculum may become available through district funds or with the generous support of your local PTO. These activities may be held within the school or off-site. The decision as to the specific activity is the responsibility of the classroom teacher(s) based on curriculum needs.

In order to provide a safe and orderly environment for these learning experiences, the following guidelines will be followed:

- Each child will be required to provide a permission slip signed by a parent or legal guardian.
- Students may be denied these opportunities for health reasons or uncooperative behavior; the building principal may make participation of such students' contingent upon a parent or legal guardian accompanying the student.
- Parents are urged not to travel independently to the activity. Those who do are not permitted to join the school group or remove their child from the school group. All children and chaperones participating in a school-approved field trip must ride the school bus to and from the event.
- Parents are prohibited from using tobacco products or consuming alcoholic beverages while chaperoning student activities.
- Parents are not permitted to purchase souvenirs, food items, clothing, etc., unless this option is made available to all children on the field trip.
- Pictures are often taken by chaperones while on field trips. To maintain the confidentiality of our students and staff, pictures of our students and staff are not permitted to be shared via an individual's social media account. Pictures may be submitted to the PTO for the yearbook or to the main office secretary for posting on the school website

Questions or concerns about any enrichment activity should be referred to the school principal.

FIGHTING

The Riverview School District will not condone fighting under any circumstance. Please refer to the Students Rights, Responsibilities and Discipline Code for more information.

FOOD AND NUTRITION SERVICES

The Riverview School District offers wholesome well-planned meals for breakfast and lunch at a nominal cost. The same meals are provided free or at a reduced cost for families meeting income guidelines. Families can apply at any time there is a change in family size or income status. Parents can apply for free or reduced meals for their child using the Free and Reduced form which can also be found under "Free and Reduced Lunch" on the Food Services page of the District website.

For important information regarding the National School Lunch and Breakfast Programs, please visit the Food & Nutrition Services web page on the Riverview website at <http://www.rsd.k12.pa.us/Foodservice.aspx>. This page has useful information regarding the "Debt Collection Procedure," Free and Reduced Priced Meal information, "What's Included in a School Lunch," School Lunch and Breakfast Menu's, "Carb & Calorie Counts," Health Wellness and Nutrition Committee information, and many more pertinent topics.

Title I programs are affected by the number of children approved for free/reduced meals. If you fall within the income guidelines, you are encouraged to apply.

Questions about cafeteria services should be directed to the Food Services Director (412) 828-1800 x 1012 or cafeteria manager.

Breakfast: Tenth Street Elementary: A hot or cold meal is available in the cafeteria for all children who arrive in time to complete the meal prior to the start of the school day. Students are to be in their classrooms

by 8:30 a.m. Students are permitted to enter the cafeteria from walking or carpool as early as 8:00 a.m. on all regular school day to eat breakfast.

Verner Elementary: Breakfast packs are delivered to each individual classroom for those students who are interested in eating breakfast at school. Students eat during the first 10-15 minutes during morning announcements.

On weather- related School Delay days, breakfast will NOT be served. Children are not permitted to bring a breakfast from home to eat at school.

Lunch: Parents are encouraged to allow their children to purchase the school lunch. Meals can be paid for by submitting a check to the cafeteria staff; please make checks payable to “Riverview School District” and put Cafeteria Program in the Memo portion of the check. Parents can also choose to use EZSchoolpay.com to pay for lunches by credit/debit card.

Prices:

Daily Breakfast	\$1.25
Daily Lunch-Elementary	\$2.25

Milk is encouraged for all children and can be purchased on a daily basis by those who bring a lunch from home.

It is the responsibility of the parents/guardians to provide a healthy meal for their child. Parents/Guardians who choose to meet that responsibility by using Riverview’s Food and Nutrition Services must maintain sufficient funds in the student’s account to cover the cost of meals. Parents should access their child’s account in EZSchoolpay.com regularly to check balances and monitor food choices. Food and Nutrition Services will provide a meal for students who forget to bring money. The meal will be charged to the student’s account

Negative Balance Interventions

Step 1: When a student’s account reaches a negative balance, a reminder will be mailed and / or emailed to the parent.

Step 2: If the student’s charges additional meals with a negative balance, a second reminder will be mailed and / or emailed to the parent.

Step 3: If payment is not received, the cafeteria manager will call the parent to tell him/her that we have been feeding the child in good faith and that money is owed to the student’s account. The manager should also explain the current status in number of meals, and quote the total dollar value of charges outstanding.

Expected Behavior: Breakfast and lunch provide a time for students to relax, enjoy a nourishing meal and socialize with friends. In order to maintain an orderly atmosphere, it is expected that students follow these rules:

1. Be polite to the cafeteria staff.
2. Use proper table manners.
3. Raise hands to ask questions of the cafeteria staff.
4. Talk quietly.

5. Walk at all times.
6. Clean up after eating.
7. Do not loan or borrow money.
8. Do not trade or sell food.

Student misuse of lunch time may result in the following consequences:

1. Verbal reprimand by cafeteria personnel.
2. Change in seating assignment.
3. Referral to principal
4. Parent contact and/or conference.
5. Loss of cafeteria privileges.
6. Other consequence as determined by the principal.

GUIDANCE COUNSELORS

Each elementary school has the availability of a trained counselor to assist parent(s)/guardians(s) and students with educational, social and emotional concerns. In both elementary schools counselors are in the building daily.

In addition to individual guidance services, Riverview School District also has an Elementary Student Assistance Program (ESAP) available in each building comprised of administrators, school nurses, guidance counselors, and teachers. The ESAP team facilitates collaboration between home and school and provides interventions to help students overcome barriers to learning, which may include emotional, behavioral, or academic concerns.

GUM CHEWING

Gum chewing is not permitted. This includes lunch periods, play periods, and on school vehicles.

HEALTH SERVICES

The school nurse / nurse's aide is available during the school day to care for the health needs of the students. Students should not be sent to school ill, expecting the nurse to treat them.

Please do not send your child to school if any of the following signs or symptoms is present in the **past 24 hours:**

- Elevated temperature (100 degrees or greater), your child should be fever-free, without medication, for 24 hours before returning to school.
- Vomiting
- Diarrhea
- Red/pink inflamed eyes/lids or any drainage or crusting of eyes (conjunctivitis/pinkeye)
- Contagious diseases- Your child must remain home when he/she shows symptoms of a contagious disease such as strep throat, conjunctivitis (pink eye), impetigo, ringworm, and head lice, to name a few.

Students who feel they have an illness or injury should report to their teacher who will send the student to the Health Room. If the nurse / nurse's aide is not available, the teacher will send the student to the main office.

Medication to be administered at school:

Sometimes medications need to be given during school hours. Certain procedures must be followed to ensure the safety of all children. No medication will be given, including over-the-counter products, without parental authorization and medical prescription from a doctor. Medication Administration Forms may be obtained through the school nurse.

1. **PRESCRIPTION ORDER** – All medications even over-the-counter-medicines must have a prescription from the doctor with the child's name, medication to be administered, dosage and frequency/time to be administered.
2. **LABELED PRESCRIPTION BOTTLE/CONTAINER** – At the pharmacy, ask for a container for school with the complete prescription label on it.
3. **ORIGINAL CONTAINER** – All over-the-counter medicines must come in the original package/box.
4. **MEDICATION ADMINISTRATION FORM** – Parent must sign this form and return it to the school nurse.
5. **EXPIRATION DATE** – Check the expiration date of medications before sending them into school.
6. All medication is to be stored and administered in the Health Room.
7. The child is responsible for reporting to the Health Room for his/her medication at the designated time.
8. If cough drops or throat lozenges are needed, please send in with a note to the nurse. Cough drops and lozenges will be kept and administered in the nurse's office as we are concerned about the choking hazard they present to children
9. Students are permitted to possess and self-administer asthma inhaler and/or Epi-pen in school under certain conditions. Contact your child's school nurse for details.
10. **EPINEPHRINE OPT-OUT** – The Pennsylvania Public School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of epinephrine auto-injector for their student. In order to request this exemption, contact the school nurse to make an appointment to discuss this decision, review and sign the opt-out form. Parents/guardians wishing to choose this option should meet with the school nurse to discuss their decision and then review and sign the opt-out form in the presence of the school nurse.

Schedule of Examinations: State law requires a *physical examination* for all students in grades kindergarten, six and eleven. This exam may be done by your private physician or the school doctor. The school provides a special form to be completed by your private physician. Private physician physical exams are acceptable only if completed within one (1) year prior to the onset of the school year in which the physical is due. This form should be returned by October 1st, or your child will be scheduled to see the school doctor. The school nurse will notify the parents/guardians prior to the physical exams being completed.

State law requires a *dental examination* for all students in kindergarten, third and seventh grades. This exam may be done by your private dentist or the school dentist. The school provides a special form to be completed by your private dentist. Private dental exams are acceptable only if completed within one (1) year prior to the onset of the school year in which the physical is due. This form should be returned by October 1st, or your child will be scheduled to see the school dentist. The school nurse will notify the parents/guardians prior to the dental exams being completed.

Health screenings completed by the school nurse include:

Height & weight screening - will be completed on every student every year according to the State School Health Code.

BMI screening- (Body mass index) BMI is a calculated number using height & weight measurements. This will be done on every student every year in accordance with the State Health Code.

Vision screening - Near and Far vision testing will be completed on every student every year according to the State School Health Code.

Hearing screening will be done on students in grades kindergarten through third, seventh and eleventh according to the State School Health Code. Students with hearing problems will be tested yearly.

These screening results will be entered into Healthy Tools within one (1) week after the screenings have been completed.

Regulations for the Control of Communicable and Infectious Diseases:

The following diseases are classified as communicable. Any child suffering from any one of these shall be restricted to his/her own premises during the interval below:

<u>Disease:</u>	<u>Restriction Period</u>
Chicken Pox	Readmitted to school at least five (5) school days after first eruption appears or until vesicles become dry.
Conjunctivitis (Pink Eye)	Readmitted to school after 24 hours of medication has been administered and absence of eye drainage.
Streptococcal Diseases Impetigo Strep Throat Scarlet Fever Scarlatina	Readmitted to school 24-48 hours after medication has been administered and absence of fever without the aid of medication.

Other Conditions: Persons absent or excused from school due to head lice, body lice, scabies or ringworm may be readmitted after initial treatment with the approval of the school nurse.

Parents who suspect any of the above conditions should contact the school nurse so that surveillance of other children can be initiated.

Emergencies at School: We make every attempt to safeguard your child's health at school. In the event of an accident, illness, or medical emergency, we will use the contact information on the Emergency Care Card to contact the parent or other emergency contact listed on the card. It is the parent's responsibility to update emergency phone numbers.

When a parent or guardian cannot be reached, using reasonable discretion, the child will be transported by ambulance to an appropriate medical care facility.

Immunization Requirements: See Entrance Requirements.

Special Health Problems: It is the parent(s)/guardian(s) responsibility to notify the school nurse and staff when a child has special health needs, i.e., epilepsy, diabetes, etc. Such notification should include special directions, precautions, etc., for school personnel.

HOMEBOUND INSTRUCTION

Homebound instruction may be provided for any child who is unable to attend school for a period to exceed two weeks because of his/her physical condition. A request for instruction should be made through the building guidance counselor. A doctor's statement specifying the nature of the illness and the anticipated duration of absence must accompany this request.

HOMEWORK

Homework within the Riverview School District is to be regarded as a continuation of the learning process started in school. Without it, many of the concepts presented at school would be lost. Here are some ways to help your child:

- Provide a place for children to study, work and read.
- Eliminate as many distractions as possible.
- Be a facilitator in the learning process by guiding, not taking over, and by encouraging children to realistically evaluate their own work.
- Help your child learn to schedule time: Do you want to study before dinner and then play afterwards?
- Ask about your child's assignments each day. Discussion reinforces learning; knowing that parents are interested fosters success in children.
- Encourage daily review as a habit, not just when it is assigned. This is an invaluable tool in increasing and maintaining achievement.
- Encourage independent reading.
- Set an example by continuing to read study and learn yourself. Read or do your "homework" during your child's homework time.

Daily Assignment Guidelines:	Primary Grades (1 – 2)	10-20 minutes
	Middle Grades (3 – 4)	30-40 minutes
	Intermediate Grades (5 – 6)	50-60 minutes

INSURANCE

Policy 211

The Riverview School District does not provide insurance coverage for accidents that may occur. Parents may choose to purchase accident insurance from an independent insurance carrier. Information regarding student insurance will be available in the school office. Applications may be obtained at any time by contacting the school office.

LIBRARY POLICY

Students are permitted to borrow up to two library books at a time. Books are considered overdue after two weeks. Students who have overdue or damaged library books are not permitted to sign out any additional books until overdue or damaged books are paid for or returned to the library. Students who have outstanding fines may be excluded from school activities at the discretion of the building principal.

LOST AND FOUND

Many quality items are left at school each year. If your child is missing an article of clothing or other item(s), the lost and found box should be the first place to be checked.

MEDICINES

Refer to Health Services

MONEY

The Riverview School District is not responsible for money or other valuables lost, misplaced or stolen. If money needs to be sent to school, parents are encouraged to place it in a sealed envelope with the child's name, their homeroom, the amount within the envelope and the intended purpose of payment clearly printed on the envelope.

MUSIC LESSONS - INSTRUMENTAL

Instrumental lessons are available to all students beginning in fourth grade. A letter will be sent home with each fourth, fifth and sixth grade student explaining the instrumental music program. Should you decide to have your child learn to play a musical instrument, simply fill out the form and return it to school. You will be advised by the instrumental music teacher as to when lessons will begin.

PARTIES/CELEBRATIONS

Invitations for birthday or other parties are not to be delivered at school unless the entire class is invited; or if the party is gender specific, all boys or all girls are invited. Several celebrations are planned throughout the course of the school year in cooperation with PTO to provide a break in the academic routine and reward students for their efforts.

Currently the following celebrations take place in Riverview's two elementary schools: Halloween, Winter, Valentine's Day. These celebrations are limited to the last hour of the school day as determined by the elementary administration.

Guidelines set forth by the Pennsylvania Department of Education encourage healthy snacks such as vegetables, fruits, popcorn and whole grain products. Only store bought items should be sent in for students and all store bought items must include a list of ingredients. Homemade items are not permitted and will not be distributed to students. Please prepare items in individual portions for easier distribution to students. Riverview's Food Service department has snacks available for purchase at a nominal fee.

PERSONAL APPEARANCE

The dress code stands not as a means for administrators to tell students how to dress, but as a standard for proper attire in a public educational facility. The general appearance of students is the basic responsibility of parents/guardians. However, the school also has a general expectation regarding the way students present themselves; mainly that all appear in clean and appropriate clothing that follows the guidelines listed below:

- Attire must not be destructive to school property.
- Dress must comply with all health and safety codes.
- Dress must not interfere with the educational process or the rights of others.
- Footwear must be worn.
- Hats, hoods, visors, and other headgear such as bandanas, kerchiefs, and scarves etc., are prohibited in the building.
- Winter coats and jackets must not be worn in classrooms.
- Clothing should be worn in a fashion so as to completely cover shoulders, back, chest, midriff, buttocks, and undergarments.
- See-through garments and white undergarment type T-shirts are also prohibited.
- No spaghetti straps for students in grades four through six.
- Only walking or bermuda-type shorts are permitted; cutoff shorts and shorts designed for sports activities or gym class are prohibited.
- Obscene, profane language, references to alcohol or illegal substances (including pictures or words), or provocative pictures on clothing or jewelry, and clothing with double-meaning phrases are prohibited.

If school authorities decide a student is dressed inappropriately, that student will have the opportunity to call home for a change of clothing. If a change is not available, the student will either be detained in the time-out room or returned to class.

PETS

Pets are not permitted in school without the permission of the building principal.

POLICIES/PROCEDURES

A complete set of Riverview School District Policies and Procedures can be found on the Riverview School District website under the tab School Board. Please refer to the website for additional detail to supplement the information highlighted in this handbook.

PTO

The Parent-Teacher Organization is active and supportive in all elementary schools. All family members are encouraged to become members of this worthwhile organization. Contact the school for further information regarding membership and dates of meetings.

RECESS

Recess provides an opportunity for regular, supplemental physical activity for all students. Proper behavior is expected from all students while going to the playground, on the playground, and returning from the playground. Improper behavior may result in other disciplinary measures.

During winter months, recess may be conducted indoors. Students should find some activity that can be done safely in the classroom. When outdoor recess is conducted, only those students properly dressed for the weather conditions will be permitted outside.

The following rules shall apply during recess:

1. Respect the school's property while at play. Proper areas have been provided; there is no excuse for the misuse of school property.
2. Dangerous games or activities such as camel fighting, climbing trees, tackle football, or any activity the supervising teacher may decide to be dangerous are not permitted.
3. With the arrival of winter, students are reminded that snow balling is not permitted. Slides on cement walks, banks, or driveways are also prohibited.
4. Clothing and boots/shoes should be free of snow/water before entering the building.
5. Go to/from the play area quietly.

REPORT CARDS/ PROGRESS REPORTS

Report cards/progress reports will be distributed electronically via Home Access Center, the same system used to monitor grades, attendance, and to check homework. The Home Access Center link is <http://rivhomeaccess.spihost.com/> . If you have forgotten your password to access the system,

click on the link “Forgot your login/password” located below the Sign In button on the log on screen and follow the directions.

The Riverview School District employs the following grading system:

A	Excellent	O	Outstanding
B	Above Average	S	Satisfactory
C	Average	N	Needs Improvement
D	Below Average	U	Unsatisfactory
F	Not Passing	*	Adapted Curriculum

The following percentage scale is used as a guide to report progress beginning in grade one to six:

90 – 100.0%	A
80 – 89%	B
70 – 79%	C
60 – 69%	D
59.9 % & below	F

RETENTION

Whether or not a child should repeat a grade level is a major decision in a child's education sequence. Parents and school personnel must consider the child's physical, mental, social and emotional development, as well as academic achievement. For this intervention to be successful the indicators must be positive and the child needs to understand the extra year is to help, not to punish. In kindergarten parents have the final say as to whether or not the retention will occur. In other grades, parental input is considered as part of a team decision. The final decision is made by the team and in the best interest of the child.

SCHOOL MESSENGER

The Riverview School District has implemented the School Messenger notification system to provide timely communication to parents and staff members on matters such as attendance and district emergencies. The system automatically calls parent/guardian phone numbers, cell numbers, or sends a text message to a cell number programmed by parents/guardians into the system to alert them to emergencies. In the event of a severe storm forecast or other emergency, when children are already at school, an emergency early dismissal may occur. Parents/guardians who work or are not at home should plan with their child (children) where to go should such a situation arise. We will request this information from parents at the beginning of each school year on the Student Pick-Up Authorization Form. This form also designates persons to pick up your child (children) for all instances when the student is released from the school. Please ensure that only those persons on the form attempt to pick up your child (children). Anyone picking up a student will be required to produce photo identification and sign a release form.

SCHOOL PROPERTY

Students are responsible for all items assigned to or used by them. They will be required to reimburse the Riverview School District for anything lost, damaged, or defaced. This includes textbooks, library books, school materials, facilities, computers, and school property.

SCHOOL SAFETY

School Safety Overview

The safety and well-being of your children is of the utmost importance to us. Our primary role is to provide your children a safe environment where they can grow academically, socially and emotionally.

As a District, we continually work to enhance and improve school safety. We have developed a District-wide Safety Committee that meets periodically to discuss and refine our state-approved Emergency Management plan. In addition, our Safety Committee Team assists us in providing professional development in the areas of school safety to our staff.

Entering a School Building

As part of our safety plan, our schools are locked at all times. Before entering any school building, each person will be asked to provide specific information that includes his/her full name and purpose for his/her visit. Once the doors are unlocked for entrance into the building, he/she must enter the main office and will be asked to show a form of legal identification, preferably a driver's license, to the designated personnel that will process the identification information and a visitor's pass will be issued.

Each person must buzz in separately. We do not permit people to hold the door and allow others to enter. Visitors must enter and exit through the main doors.

In the Event of an Emergency

A well-developed School Safety Plan requires effective communication to staff, parents, students and stakeholders. Therefore, we want to provide you some information about what to do and expect in the event of an emergency at one of the school buildings. Parents will receive information by a variety of methods, depending on the time and manner of the crisis. Information will be provided on an as-needed basis; however, the administration will provide as much information on the situation as possible to parents without compromising the safety of any person involved or without violating laws relating to confidentiality. Communication methods and an explanation of each are listed below.

- School Messenger: This system is designed to send an emergency message via a phone call and/or text or email message to families. It is essential that you provide the District

with accurate phone numbers and email addresses. You should also alert the District when there is a change to any phone number or e-mail address.

- District Website: Emergency information may appear on the District's homepage at www.rsd.k12.pa.us
- Letters Sent Home with Children: If the emergency is one that does not require immediate notification, we will provide information about the emergency or situation in a letter that will be sent home with children.
- Local Media: There may be emergencies that will prompt us to use our local media, both newspaper, and television, to broadcast to parents.
- Parent Meetings: Parent meetings may be called following a significant emergency.

In the event of a significant emergency, we understand that a parent's first reaction will be to come to the school to pick up his/her child. When there is a significant emergency, we urge parents to refrain coming to the school because it may interfere with the capacity of emergency personnel to perform their jobs effectively. In many instances, emergency personnel will not permit access to the school buildings.

Communication to the parents by the District Public Information Officer (PIO), the spokesperson for the District, will come as soon as reasonably possible. Additionally, the District PIO will provide timely updates using the local media, the District website, School Messenger and other forms of communication as deemed necessary. Parents should consult the District website for the most factual and up-to-date information.

School Safety Contact Information:

Mr. Robert Rizzo
Director of Technology/School Safety & Security
Coordinator rrizzo@rsd.k12.pa.us
(412) 828-1800 x 4401

If any student or parent would like to report a concern or observation regarding school safety matters to the school district, please use the **See Something, Say Something link** on the Riverview School District website.

SCHOOL VISITATION

For the protection and safety of all our students, only those visitors who wish to attend to school business are permitted in a school building. All guests and visitors must first report to the office and will receive a **visitor's badge**. Students are not permitted to bring guests to school unless by consent of the school principal. Parents who must bring lunches, coats, umbrellas, etc. for their child(ren) are to report to the office. Under no circumstances should a parent visit, interrupt, or disturb a classroom.

Visitors

As part of the District's safety plan, our schools are locked at all times. Before entering a school building, each person will be asked to provide specific information that includes his/her full

name and purpose for his/her visit. Once the doors are unlocked for entrance into the building, he/she must enter the Main Office and will be asked to show a form of legal identification, preferably a driver's license, to the designated personnel that will process the identification information and issue a visitor's pass.

Each person must buzz in separately. We do not permit people to hold the door and allow others to enter. Visitors must enter and exit through the main doors.

Entry without approved registration may result in trespassing charges being filed with the local police.

Students are not permitted to bring visitors to school.

SOCIAL MEDIA

Policy 817

The Riverview School District intends to strictly facilitate a learning and teaching atmosphere, to foster the educational purpose and mission of the District, and to protect its computers, devices, systems, network, information and data against outside and internal risks and vulnerabilities. Students are important and critical players in protecting these District assets and in lessening the risks that can destroy these important and critical assets. Consequently, students are required to fully comply with the Social Media Policy, as well as the District's Acceptable Use Policy, and all other relevant District policies, administrative regulations, rules, procedures, social media websites' terms of use and other legal documents, and local, state and federal laws. Students must immediately report any violations or suspected violations to the Building Principal and/or designee.

Students are responsible for their own behavior when communicating with social media and will be held accountable for the content of the communications that they state/post on social media locations. Use good judgment. Students are responsible for complying with the District's conduct requirements. Students may not disrupt the learning atmosphere, educational programs, school activities, and the rights of others.

The District reserves the right to determine if any social media communication made in a school setting or otherwise causing substantial disruption to the education environment constitutes acceptable or unacceptable social media use.

- Students should not promote illegal drugs, illegal activities, violence, and drinking.
- Students should state/post only what they want the world to see. Imagine your parents, the teachers, and the administrators visiting your social media. Essentially, once a student shares something it is likely available after (s)he removes it from the social media and could remain on the internet permanently.
- Students should stay informed and cautious for new problems in the use of social media.
- Students should comply with the rules that have been established for the School District's educational social media when they use it.

The preceding list is not exhaustive, and the District retains the right to determine whether a social media communication is a violation of Policy #817 or other District Policy.

SPECIAL EDUCATION SERVICES

The Riverview School District provides a full range of special education services made available to all students who are eligible under the Pennsylvania School Code Chapters 14 and 342. These services include academic support classes including learning support, gifted support, and life skills support. Additionally, services are available for students with hearing or vision impairments, speech and language impairments, physical handicaps, autism and multiple handicaps.

On-going comprehensive screening is done within all of Riverview's elementary and secondary buildings to locate children who have a specific need for special education programs. If parents feel their child is in need of special programming, they should discuss the child's needs with the classroom teacher, guidance counselor, or building principal. All interaction will be confidential and comply with the Family Educational Rights and Privacy Act of 1974.

SUPPORT SERVICES

The following support services are available for children in the Riverview School District:

Learning Support Services: Services for students with a disability who require services primarily in the areas of reading, writing, mathematics, or speaking or listening skills related to academic performance.

Physical Disabilities: Services for students with a physical disability who require services primarily in the areas of functional motor skill development, including adaptive physical education or use of assistive technologies designed to provide or facilitate the development of functional motor capacity or skills.

Speech and Language Support: Services for students with speech and language impairments who require services primarily in the areas of communication or use of assistive technologies designed to provide or facilitate the development of communication capacity or skills.

Deaf and Hard of Hearing Support: Services for students with the disability of deafness or hearing impairment, who require services to address needs primarily in the area of reading, communication accessing public and private accommodations or use of assistive technologies designed for individuals with deafness or hearing impairment.

Blind-Visually Impaired Support: Services for students with the disability of visual impairment including blindness, who require services to address needs primarily in the areas of accessing print and other visually-presented materials, orientation and mobility, accessing public and private accommodations, or use of assistive technologies designed for individuals with visual impairment or blindness.

Gifted: Students who have been identified as intellectually gifted are provided services within the regular education setting and through classes designed for students identified as gifted.

School Psychologist: Services as a member of the Child Study team, provides consultative support to the team. Conducts individual evaluation to determine eligibility and need for special education services.

Guidance Counselor: The guidance counselor is responsible for coordinating the testing program and for counseling individual students.

TELEPHONE

The telephone in the main office may be used by students only if permission is granted by the principal or secretary. Students are permitted to make calls only if absolutely necessary.

VIDEO SURVEILLANCE

Balancing the right of privacy of students and staff against the District's duty to maintain order and discipline, the Riverview Board of Education has approved a policy that provides for the use of video camera surveillance on school grounds, school buses and in school buildings. Cameras shall only be installed in identified public areas, and on District-utilized transportation, except as otherwise provided in the policy. Cameras shall not be positioned in areas where individuals have a legitimate right to expect privacy; i.e., washrooms, change rooms, and staff rooms. Use of video surveillance in the District shall at all times comply with federal and state laws covering matters such as wiretapping/electronic surveillance and the privacy and disclosure of student records.

Any activities detected through the use of video surveillance cameras that present a violation of school rules, breach of security, or possible criminal activity will be reported immediately to the appropriate authority and disciplinary consequences will be administered and/or criminal charges filed consistent with Board policy and procedures.

VOLUNTEERS – CLEARANCES

Policy 916

Volunteers can support the teacher with routine duties enabling the teacher to maximize teaching and planning time. Volunteers are also an essential part of a successful PTO in each building. Talented and happy volunteers make for a productive classroom climate.

The state of Pennsylvania has passed the Act 153 of 2014 requiring all volunteers to a comprehensive and regularly updated criminal and child abuse background check. Volunteers are required to obtain Act 34, Pennsylvania Criminal Background Report, Act

161, Pennsylvania Child Abuse History and a FBI Federal Criminal Check prior to volunteering in a building.

Pictures are often taken by visitors or volunteers while in the building. To maintain the confidentiality of our students and staff, pictures of our students and staff are not permitted to be shared via an individual's social media account. Pictures may be submitted to the PTO for the yearbook or to the main office secretary for posting on the school website

WEAPONS AND OTHER DANGEROUS IMPLEMENTS

Policy 218.1

Students are not permitted to bring weapons, look-alike weapons, or other potentially dangerous implements to school. If a dangerous implement is brought to school, it will be confiscated. Disciplinary action will take place according to the procedure within the District's Student Rights, Responsibilities and Discipline code.

WELLNESS POLICY

Policy 246

Both Riverview School District elementary schools continue to find ways to improve and ensure that the health and wellness of all of our students continues to be a primary focus of ours, we will be moving forward with our plan to make certain that we are meeting the Nutritional Standards for Competitive Foods in Pennsylvania set forth by the Pennsylvania Department of Education. It's important to acknowledge that our own Riverview School District Wellness Committee has adopted these Pennsylvania Department of Education (PDE) guidelines and that these mandates have now become part of our wellness policy. In order to meet the wellness policy of the Riverview School District, the following practices will be followed throughout our school to ensure we are in compliance with the state and federal guidelines. The following practices include: Birthday treats will no longer be allowed to be brought into school and distributed to classmates. Alternative to food treats may include: Donate something to the classroom (books, games, music, etc.)

Please make sure that your child's teacher is in agreement with your birthday choice before moving forward and that it works into his or her classroom schedule. Also, please make sure that you provide plenty of advance notice to the teacher regarding your plans.

- Bake sales will not be permitted during school hours
- Our School-Wide Positive Behavior Program (SWPBIS Program) will only use non-food items or food which fit into the PDE nutritional guidelines as a reward
- Classroom Parties/Holiday Celebrations will offer minimal amounts of foods (maximum 1-2 items) that contain added sugar as the first ingredient and will provide the following: Fresh fruits and vegetables & Water, 100% fruit juice or milk

- Food will not be used as a reward for classroom or school activities unless the reward is an activity that promotes a positive nutritional message (i.e., guest chef, field trip to a farm or farmers market, etc.)

Students throughout the district have various ailments such as allergies, diabetes, or celiac disease, and for this reason it is imperative that parents contact their child's teacher to help assist them with their decision for any snacks that may be provided throughout the year (i.e., holidays, testing, etc.).

WHAT I NEED TIME (WIN)

Students in grades K through 6th Grade will participate in a period called What I Need (WIN) time.

WIN is a program which allows students to take part in a variety of learning activities geared specifically to their strengths and needs. Some students will remain in their usual classroom, while others will move to another classroom in their grade level. None of the work that a child completes during WIN will be graded.

We are confident that, with your support, WIN will help us meet the individual needs of each of our youngsters.

If you have any question, please do not hesitate to contact the principal in the building your child attends.

WITHDRAWAL PROCEDURE

Policy 208

When a student transfers from the Riverview School District to another school the following procedures must be followed:

- A. Notify the school office two days before transferring as to the date you will leave, the name of the new school you will attend and the new home address.
- B. On the last day of attendance, return all books to the classroom teachers and the completed release of records to the school office. A transcript of the student's grades and health records will be mailed to the new school district upon request. Parents have the right to request a copy of all records sent.