

# Riverview Elementary

## Parent Handbook

2022-2023

**RIVERVIEW ELEMENTARY**



**WORLD CLASS SCHOOL**

**ENGAGE EMPOWER COLLABORATE**

**Home of the Rams,  
Make Your Mark, Make it Matter!**

*Welcome to Riverview Elementary, a world class school. We engage, empower, and collaborate and are ready to change the world.*

*The aim of schooling at Riverview is for every student to gain at least a year's worth of learning for a year's input.*

**At Riverview Elementary, there are three messages we say, model, organize for, protect and reward:**

- *What we are doing here is important.*
- *You can do it!*
- *We're not going to give up on you-even if you give up on yourself.*

## Dear Parents/Guardians,

As always, you are cordially welcomed to our school. The word our truly means our children, our parents, our teachers and our entire staff. Together, we enable our school to climb to its greatest heights. Please become as involved as possible in your child(ren)'s education. We need you and your valuable input. Use this guidebook, as it contains important information about our school. I wish you and your family a very successful school year.

Sincerely,

Ms. Bristi Poulson, Riverview Principal

## SCHOOL POLICIES AND INFORMATION

We desire to protect students while they are at school and to provide a safe and orderly climate for learning. Our general policies and information detail steps we are taking to accomplish that. Parents and children should review these items together.

### ATTENDANCE

Every child is urged to form excellent habits regarding attendance and promptness. A good start to the day helps foster a positive attitude. If your child is absent, please call the school office, 801-798-4050, to report the absence or tardiness. Children should arrive before 8:40 (the first bell) and be in their seats ready to begin school by 8:45 am. Students with excessive absences or tardies may be referred to the Nebo District for enforcement. Obviously, students that are ill should not attend school.

### **Tardies**

**Utah Code:** The Utah State Compulsory Education Requirements (Utah Code, Section 53A-11-101.5) is the law regarding elementary school attendance. Part of that law reads as follows: (2) A person having control of a minor between 6 and 18 years of age shall send the minor to a public or regularly established private school during the school year of the district in which the minor resides. (3) It is a class B misdemeanor for a parent to intentionally or recklessly fail to prevent the school-age child from being absent without a valid excuse 5 or more times in a school year. (5) It is a class B misdemeanor for a parent of a school age minor to intentionally or recklessly fail to enroll the school age minor in school, unless the school age minor is exempt from enrollment under Section 53A-11-102 or 53A-11-102.5. (7)...the school district shall report violations of this section to the appropriate county attorney...

**Nebo District Policy:** The Board of Education has approved Elementary School Attendance Policy No. JDI which defines an excused absence as an illness, family death, approved school activity, absence permitted by the student's IEP plan or any other excuse established as valid by a local school administrator. If the student has excessive unexcused absences, the school will make earnest and persistent efforts to remedy the situation by making phone calls, sending letters, holding meetings with parents and children, making referrals to the district social worker and, possibly, to local law enforcement. A letter will be sent home to parents after 5, 10, and 15 unexcused absences. If a child is excused due to illness more than 10 times the school may require a doctor's note to verify the seriousness of the illness.

**Excused Absences:** When a child is absent, the parent/guardian should call the office to excuse the child from school within five school days. Parents are welcome to meet with the principal to discuss extended absences.

## **BIKES AND SCOOTERS**

Students are welcome to ride bicycles, skateboards, scooters to school if they abide by the following rules:

- Lock your bike/scooter and put it inside the bicycle rack before school begins.
- Stay away from the bicycle rack except when parking and picking up your bicycle.
- Lock your bike/scooter individually, not to other student's.
- **DO NOT** ride your skateboard anywhere in the building. Any student caught riding their skateboard in the building will have the item confiscated and kept in the office until a parent comes to retrieve it
- **WHEN ON CAMPUS WITH A BIKE/SKATEBOARD/SCOOTER, YOU MAY NOT RIDE WHILE ON SCHOOL GROUNDS AND WALK IT AT ALL TIMES; THIS IS FOR YOUR SAFETY AND THE SAFETY OF OTHERS.**

## **BUSES**

A student is eligible for transportation if the student is enrolled in kindergarten through fifth grade and lives at least one and one-half (1 ½) miles from the school.

Students are expected to demonstrate good manners and appropriate behavior while riding on school buses. Disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. Students may be refused transportation for use of obscene, vulgar or foul language, loud talk, and disturbing noises. Although the school is not directly involved in the transportation of students, we are concerned that students arrive at school and return home safely. Should there be a persistent problem, please notify the principal. If there is a problem with busing you should contact the **Transportation Office at 801-465-6005**.

## **CHECKING CHILDREN OUT OF SCHOOL**

If a child is to be taken from school during school hours, District policy requires that the parent or a responsible person (Someone 18 years or older and named on the Emergency Contact Form) sign the child out in the office before removing the child from class. **We are not allowed to release a student based on a note, telephone call, or the child's statement.** The school must have proper documentation on file if any individuals are legally restricted from contacting a particular student at school.

On special occasions, parents often check a student out to take him/her to lunch. Please be cautious about making this a regular occurrence, as students are often checked out before lunch begins and arrive back at school after lunch ends. This can be very disruptive to the classroom teacher and other students.

## **CONDUCT**

All students are expected to act responsibly in order to gain the fullest benefits of their educational experiences. It is expected that students work to the best of their abilities in all academic pursuits and strive toward the highest level of achievement possible; that they contribute to an orderly, learning-centered environment' that they show due respect for other persons and for property' and that they seek help in solving problems. To assist in this area, our Green Room is offered to our students.

We care deeply about each student at Riverview. It is our goal to encourage each child's growth of character. We feel the best way to do this is by expecting appropriate behavior and having natural consequences for inappropriate behavior. A safe, orderly climate creates a friendly, effective school.

1. Students have a right to learn. Any behavior that infringes upon that right will not be tolerated.
2. Students are expected to follow the school wide discipline plan.
3. Each student is responsible for his/her own actions and must accept the consequences of those actions.

4. Students are responsible to all teachers, supervisors, and adults and are expected to show courtesy and respect toward them. Students should treat each other with equal courtesy and respect.
5. Students are expected to treat school property with respect and care. School property that is damaged or destroyed will be replaced or repaired at the expense of the person(s) responsible.
6. State law requires that students be supervised at all times.  
Activities in the gym, halls, classrooms, or on the playground without supervision are not allowed.
7. Snowballing, tackle football, running in the halls or classrooms, fighting, roughhousing, and other activities which have a high risk of injury are not allowed at any time.
8. Possession of weapons or drugs at school may result in immediate suspension and/or expulsion.

## **DRESS CODE**

Clothing that is distracting to other students or teachers is inappropriate. In general, clothing must cover from one armpit to the other down to mid-thigh on the front, sides, and back, with no viewable underwear, and must connect from front to back over the shoulders with at least a wide strap. "Grubby" clothing as well as clothing containing vulgarities, profanities, obscenities, endorsements for alcohol, tobacco, or drugs, or with images that may frighten young students are never acceptable.

In addition, baggy trousers and shorts should be worn on the waist at the beltline. As per school board policy, hats or headgear may not be worn inside the school except during special programs and activities. Students wearing clothing in violation of the dress code will be directed to the office to call home for a new set of clothing before they can return to class. Clothing must be neat, clean, and in good repair.

## **EMERGENCY EVACUATION**

The information below outlines the process Riverview Elementary has established to reunite students with their families in the event of an emergency during the school day that requires us to implement our Student-Family Reunification Plan.

Please review this information carefully and **share it with any person you've designated** as an emergency contact which authorizes them to pick up your child(ren) from Riverview Elementary if you cannot.

It is critical that you follow the proper procedures in retrieving your child(ren) so that we are able to reunite families as quickly as possible. Our detailed emergency plan and process for releasing children enables us to keep track of each child throughout the reunification process, including who has picked up the child(ren) and their destination prior to leaving school grounds.

### **What You Need to Know:**

- Take a deep breath and be prepared to be patient - this is a big task and our caring staff will work as quickly as possible to reunite you with your child(ren). Stay calm; be helpful: Your child is in the safe care of familiar, compassionate people. We all have the same goal and are working to reunite families as quickly as possible.
- Please be sure to have your photo I.D. with you when you arrive at school. You may want to take a photo of your driver's license or other photo I.D. in advance so that it is accessible on your phone in case it accidentally gets left behind. Please note that we cannot release children to an adult without first verifying their identity via photo I.D.
- Parking areas around the school will most likely be closed off to allow access only for emergency vehicles. If you live close to school, please walk. If you need to drive, please park on one of the streets nearby.

- If you come to the school during an emergency, please follow the directions from staff and volunteers. They will be wearing orange vests to be easily identifiable.
- **Do not enter the school or the playground.** Please go through all the procedures as instructed before removing your child from school.

### **Step 1: Parent Check-In Station**

- You will start at the first of two lines set up outside of the school. The first, the "Parent Check-In Station," depending on circumstances, will most likely be set up just inside the front entrance of the school.
- While you are standing outside of the building in this line (which will extend past the front flag pole, West down the front sidewalk and around the Kindergarten side of the building), you will be asked to fill out a Student-Release/Runner Form.
- When you arrive at the front of this line, the person in charge will take your form, check your photo I.D., and verify that you are authorized to pick up the child(ren) you are requesting.
- Once your I.D. has been matched to the child's emergency release form you will get a sticker or stamp that notifies the "Student Release" staff that you have been verified for pick-up. NOTE: you may only take someone else's child if you are a **designated emergency contact** for that child and your name and information matches the information in that child's student data profile. **There can be no exceptions to this requirement.**
- You will then move to a second line called the "Student Release Station." All parents are to remain outside while a runner is sent to retrieve child(ren) from where they are being supervised.

### **Step 2: Student Release Station**

- You will wait in the "Student Release Station" line set up outside of the school on the NE side of the school (near the bus-loading zone).
- When you arrive at the front of the line, the runner will go to pick up your child(ren) from the student(s) supervision area.
- When your child arrives with the runner, the person in charge at the "Student Release" table will check for your I.D. verification sticker or stamp and require you to sign that you and your child(ren) were reunited.
- All paperwork will remain at school.

### **Step 3: Departure**

- You may leave with your child(ren) after completing the above steps. Please do not linger at school; it is best to head home so that our staff can finish their work and begin reuniting with their own families as soon as possible.

### **Building Evacuation: (*Fire and Other Hazardous Situations*)**

- Premises Evacuation Procedures:

- o Students will be led out of the building by a teacher using the primary/secondary evacuation routes.
- o Classroom lights will be turned off, door closed but not locked.
- o Teachers will account for all students. If a student is missing, the office staff will be notified to assist with locating the student.
- o Classes will assemble in the primary (secondary, if required) premises gather location.
- o Information/directions will be provided by Emergency Official/School Administrators
- Off-Premises Evacuation:
  - o If situations/circumstances necessitate that students and staff be evacuated to an off-premises location, coordinated efforts will continue amongst school and district officials and staff, municipality authorities and district transportation personnel to maintain student and staff safety and to ensure communication.
    - Primary Off-Premises Evacuation Location: LDS church located directly east of the school
    - Secondary Off-Premises Evacuation Location: Landmark High School (Field behind greenhouse or Gym)

**Have your photo I.D. | Stay calm | Be patient | Follow instructions**

## **EMERGENCY AND HEALTH INFORMATION SHEET**

Each family should return an Emergency and Health Information Sheet to the school yearly. This sheet provides essential information that is invaluable in the event of an injury, illness, or accident. We will do everything within our power to contact either a parent or a person named on the sheet if a serious accident or illness occurs. In the event of an extreme emergency, appropriate medical assistance will be sought. In addition to the Emergency and Health Information Sheet, all parents should update the health information on <http://www.nebo.edu/node/374>.

## **FINANCIAL CONTRIBUTION**

We will provide all basic supplies and activities to your student. We do ask that a \$20.00 contribution is made to help with field trips, assemblies, and classroom needs. If you are unable to pay this amount, any amount is appreciated. All students will be allowed to participate in all activities.

## **HOMEWORK**

Homework varies according to individual teachers and the subject matter. Generally, students are provided time to complete many tasks in class; however, as homework is a natural part of school which helps students develop good study habits, students can expect periodic homework assignments. Teachers endeavor to send home constructive assignments with specific purposes in mind. If your child has trouble with the amount or difficulty of assignments, please contact the teacher.

## **IMMUNIZATIONS**

Utah State Law requires all children enrolled in a public school to complete all required immunizations and have dates on file before admission to school.

## **LOST AND FOUND**

To facilitate the return of lost clothing, please try to label all sweaters, jackets, gloves, hats and other articles with your child's name. In addition, boots, sneakers, school bags, and lunch boxes should be clearly marked with your child's name.

Lost articles will be placed in the Green Room. Please encourage your child to check the Lost and Found regularly. Unclaimed articles are donated to Tabitha's Way.

## **MOBILE PHONE AND SMARTWATCHES**

We understand that mobile phone/Smartwatches are owned by a significant number of pupils and recognize the need for parents to give their children mobile phone/Smartwatches to protect them from everyday risks involving personal security and safety. It is acknowledged that providing a child with a mobile phone/Smartwatch gives parents reassurance that they can contact their child if they need to speak to them urgently.

We do not consider it realistic or desirable to prohibit phones/Smartwatches being brought to school, nor is it logistically possible for schools to collect phones/Smartwatches in each morning and return them in the afternoon. It is the responsibility of pupils who bring mobile phones/Smartwatches to school to abide by the guidelines outlined in this document. The decision to provide a mobile phone/Smartwatch to their children should be made by parents or guardians. It is incumbent upon parents to understand the capabilities of the phone/Smartwatch and the potential use/mis-use of those capabilities.

It is our policy to allow pupils to have a mobile phone/Smartwatch with them in school under the conditions outlined in this policy. Despite this the use of mobile phones/Smartwatch does present a number of issues for us as a school. For example:

- The high monetary value of many phones/Smartwatches. They are a valuable piece of equipment prone to loss and theft.
- The integration of cameras into phones/Smartwatches leading to potential child protection and data protection issues with regard to students filming events, each other, inappropriately taking pictures of events/each other and using or distributing images inappropriately.
- The potential for mobile technology to be used to bully other students.
- The potential to use the phone/Smartwatch eg for texting while on silent mode in class.
- As a result of the increasing sophistication of mobile phone/Smartwatch technology most students carry a phone/Smartwatch which enables them to access the internet and bypass the school's safety network.

## **Responsible Use**

Students are required to use phones/Smartwatches responsibly at all times.

1. The school is a workplace, and phone/Smartwatches can interfere with the atmosphere and good order of the workplace, even when in silent mode. Riverview expects that phones/Smartwatches will be switched off and be put away during and between lessons.
2. Unless permission is granted, mobile phones/Smartwatches should not be used to make calls, send SMS messages, surf the internet, take photos or use any other application during school lessons and other educational activities, between the hours of 8.45am and 3.00pm. Students are to use the office phones.
3. Phones/Smartwatches must always be switched off (not on silent mode).
4. Mobile phones/Smartwatches must not disrupt classroom lessons with ring tones, music or beeping. Mobile phones/Smartwatches should be turned off during lesson time.
6. Mobile phones/Smartwatches should not be taken into bathrooms or used in any situation that may cause embarrassment or discomfort to other students, staff or visitors to the school.
7. If a student breaches any of these rules, the phone/Smartwatch will be confiscated and given to the school office. The phone/Smartwatch will be returned at the end of the day when the parent collects it or stored in the school office until this happens.

8. Students who bring a mobile phone/Smartwatch to school should leave it put away when they arrive. To reduce the risk of theft during school hours, students who carry mobile phones/Smartwatch are advised to keep them well concealed and not 'advertise' they have them.

9. Mobile phones/Smartwatches that are found in the school and whose owner cannot be located should be handed to the office.

10. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones/ Smartwatches.

## **NOTES HOME**

Communication between the school and home is essential. General school information will be sent home frequently. Please make sure your email address is updated through <http://www.nebo.edu/node/374>.

## **PARENTS CAN MAKE THE DIFFERENCE**

Parents can help their children reach their full potential in school. The home environment and the quality and quantity of time spent with your child(ren) can make the difference. Here are some ideas:

- Provide a suitable space for study and work.
- Praise your child for work shown to you.
- Help your child organize his or her work.
- Help your child to be responsible for coming to school prepared.
- Set reasonable standards of behavior, and help your child meet them.
- Communicate your problems or concerns to the teacher or principal.
- Participate in school-sponsored activities with your child.
- Make sure your child gets healthy meals, enough sleep, and good exercise.
- Avoid comparing your child to brothers, sisters, and friends.
- Limit and monitor the television programs watched by your child(ren).
- Encourage reading! Help your child find worthwhile reading materials.
- If your child is home ill, his or her homework should be to get well. Teachers will take care of makeup work, if necessary, upon your child's return to school. If your child insists on doing something academic, try reading a book. He or she could read a part, and you could add to the interest by reading a part, too.

## **PARENT-TEACHER ASSOCIATION**

The PTA contributes significantly to the educational quality at Riverview. Patrons are encouraged to join, support, and participate in the PTA. Membership dues are quite reasonable and help pay for worthwhile programs at the school and local level. In order to keep the dues reasonable and still support so many programs at Riverview Elementary, the PTA will hold fundraisers.

## **PHONE CALLS**

If a student needs to contact his/her parents/guardians in an emergency they will be allowed to use a school phone. If a parent needs to contact children urgently they should call the school office and a message will be relayed immediately.

Parents/guardians are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any relevant way. Passing messages on through the school secretaries also reduces the likelihood of disrupting the classroom.



Parents are asked not to call their child at school or leave messages unless it is **absolutely necessary**. A student must have a phone pass from the teacher (which is given only for emergency reasons) to use the phone. After dismissal, students may call home only after 3:15 PM.

## **RECESS**

Children should arrive at school dressed for the weather so they may safely and comfortably enjoy activities both inside and outside. All healthy children are expected to go outside during lunch recess, except when weather conditions are extreme. If you desire that your child stay inside for health reasons, please inform your child's teacher with a note. A new note is required for each day your child is to stay inside.

## **RESTRICTED ITEMS AT SCHOOL**

Toys interfere with the educational process and often lead to student distraction. Students should not bring toys to school. The school will not be responsible if toys brought to school are damaged, lost, or stolen. This includes but is not limited to skates, scooters, inline skates, skate boards, remote control items, iPods, tablets, game boys, etc. These items will be taken from students and will require a parent to come to school to retrieve them for their student.

Bringing weapons or drugs (including alcohol and tobacco) to school may be grounds for immediate expulsion according to district policy.

It is preferred that cell phones be left at home and not brought to school. If a student brings them to school, the phone must be turned off during school and stored in backpacks. Parents will be responsible to retrieve confiscated phones and electronic devices.

For safety reasons, Heeley's will not be allowed on the school grounds. If this type of shoe is worn the wheels will be removed from the shoe and taken to the office. The wheels can be picked up by a parent/guardian.

## **SAFETY**

The safety of your child cannot be stressed enough. Review with your child safe practices to follow when traveling to and from school. During the year we will review safety procedures and practices at school. Students who ride bicycles to school should take every precaution to prevent theft. Bikes are to be parked and locked in the racks provided.

## **SCHOOL BREAKFAST and LUNCH**

Children are encouraged to participate in the school breakfast and lunch programs; These meals are planned, prepared and served by experts. The application for free and reduced lunch is done through your iCampus account. Please call us at the school if you need any assistance. Breakfast will be \$1.50/day and Lunch will be \$2.00/day this year.

## **SCHOOL COMMUNITY COUNCIL**

Riverview Elementary has a School Community Council consisting of parents and staff members. The council will meet once a month and discuss Riverview issues. If you have questions or concerns, you may contact any of the members of the council or the school. Also, call the office if you are interested in serving on the council next year. Elections are held yearly.

## **STUDENT ARRIVAL AT SCHOOL**

Supervision of students begins at 8:15 AM. Breakfast is served beginning at 8:20 am. Students who come earlier than this time will be required to remain in the front foyer. Exceptions are handled on an individual basis. The first bell rings at 8:40 a.m. School begins at 8:45 a.m. All students are expected to be in class and on-time every school day.

Students are expected to enter through the main entrance. At 8:10, the temperature is monitored. If the temperature is above 20 degrees, a green "outside recess" paper will be posted on exterior doors. Students will be expected to remain outside until the morning bell rings at 8:40 am. If the temperature is below 20 degrees, a red "inside recess" paper will be posted on exterior doors. Students will be in the gym/lunchroom until 8:30 am., at which time they will be sent to the classrooms.

## **STUDENT MEDICATION**

Any student that needs to take medication while at school must have that medication dispensed through the office. The family doctor must fill out and sign a Student Medication Form in order for the medication to be given at school. Please work with the school nurse and office on getting the form filled out before your child needs to take the medication. Forms are available at <http://www.nebo.edu/pubpolicy/J/JHCD-F.pdf>.

## **VISITORS**

When visiting our school, helping out in a class, or attending a meeting with a teacher, you are required to come to the main office first to receive a visitor sticker. As a safety measure, the sticker identifies you as a welcomed visitor. Please cooperate in this regard. Teachers are cooperating in this regard, too, as they will ask any visitor, known to them or not, to please go to the main office for a sticker.

## **WITHDRAWAL OR TRANSFER OF STUDENTS**

Should it become necessary to withdraw your child during the school year, please notify the office and the classroom teacher as soon as possible. This will give the secretary time to have the necessary forms ready when you come to withdraw your child.

Many thanks for your cooperation, interest, and involvement. We look forward to seeing you often throughout the coming year. We wish you and your family a most successful year. Together, we can make it all happen!

## **RIVERVIEW DAILY SCHEDULE**

	<b><u>Regular Day</u></b>	<b><u>Monday, Early Out</u></b>
First Bell	8:40	8:40
School Begins	8:45	8:45
School Dismissed	3:00	2:15
Kindergarten AM	8:40-11:20	8:40-11:00
Kindergarten PM	12:20-3:00	12:00-2:15

### **Lunch Schedule**

First	11:10-11:45
Second	11:22-11:55
Third	11:50-12:25
Fourth	11:40-12:15
Fifth	11:30-12:05

\* For special events, assemblies and other activities remember to check our webpage each week for updates:

<http://riverview.nebo.edu>

