



# RIVERSIDE ELEMENTARY

## Student/Parent Handbook

2023-2024

This handbook serves as a guide to school procedures and aligns with district policies and procedures [Policies & Administrative Rules \(cobbk12.org\)](https://www.cobbk12.org). Please review the information provided and let us know if you have any questions. We are looking forward to a new school year and working collaboratively to make a difference in the lives of our students. Thank you for your support!

Our Mission: Excellence Every Day For Every Child

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

### **After-School Program (ASP)**

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

#### Guidelines:

1. Parents must complete a registration form for each child before attending ASP. There is an annual (non-refundable) \$20.00 registration fee per child. The enrolling adult will complete registration through the Cobb County ASP Eleyo Childcare Management website through ParentVue.
2. Since ASP is a **prepaid program**, daily fees of \$10.00 per day must be paid before the child stays in the program. Parents can pay online through the ASP Eleyo System or pay in cash or by check at the school.
3. All children must be picked up from ASP by 6:00 p.m. Parent(s) or guardians will be charged \$1.00 per minute when late. Only three late pick-ups are allowed for the school year.
4. Identification will be required of all individuals that can pick students up from the program.
5. Suspension or removal from the program can occur if:
  - Payments are late/an unallowable balance



# RIVERSIDE ELEMENTARY

## Student/Parent Handbook

2023-2024

- Over three late pick-ups
- Inappropriate or unacceptable student behavior
- Uncooperative parents
- ASP is unable to reach parents by phone when the child is ill, injured, presents a behavior problem or other emergencies occur.

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

### Arrival/Dismissal Procedures

#### Arrival

- Students will be allowed to enter the building at 7:00 am and report directly to the cafeteria.
- Bus riders will be dismissed by bus numbers and enter the building from the bus port to be directed to either the cafeteria for breakfast or the classroom.
- Car riders and walkers will enter the building through the main entrance to be directed to either the cafeteria for breakfast or the classroom.
  - o Students in grades K and 1<sup>st</sup> will report directly to the classroom upon arrival and be escorted to the cafeteria later to eat breakfast.
  - o Students in grades 2<sup>nd</sup> through 5<sup>th</sup> will report directly to the cafeteria if eating breakfast or the classroom if not eating breakfast.
- We will have staff members on duty while cars and buses are loading on campus. Parents bringing students to school should drop off students in front of the school through the car rider line. **To ensure the safety of our students,**



# RIVERSIDE ELEMENTARY

## Student/Parent Handbook

2023-2024

**please stay in your car, have students ready, and do not pass other cars in the car rider line.**

- Parents/visitors will not be allowed to walk a child to class.
- Staff members will be stationed throughout the building and in the cafeteria to assist and monitor students.
- Teachers will greet students at the classroom door each day and remind them to use sanitizer and/or wash their hands upon entering the classroom.
- Parents are required to sign in any student arriving at school after the bell rings at 7:50 am.

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

### Dismissal

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

Children may be dismissed before the school day ends, only when an authorized person comes to the school with proper identification before 1:30 pm. Parents can assist the teacher by sending a note stating that the child will be leaving early that day. All children must be picked up in the main office. Parents are not authorized to go to the child's classroom. If you must check your child out of school early or make a transportation change, please make sure that it is done before 1:30 pm to maintain the safety of your child and minimize classroom



# RIVERSIDE ELEMENTARY

## Student/Parent Handbook

2023-2024

disruptions. To ensure the safety and security of your child, all transportation changes must be made in through ParentVue or in writing. We are unable to verify the identity of the person making the change over the phone, so identification must be provided to make any transportation changes.

### **Student Attendance**

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

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

### **Breakfast/Lunch Program**

Families needing meals at a free or reduced rate must complete the application to determine eligibility using the link: [Family Meal Application Information \(cobbk12.org\)](http://cobbk12.org)

All students will be offered an opportunity to eat breakfast and lunch at school. Breakfast is served from 7:15am – 7:50am. If your child's bus arrives after 7:50, we will still offer breakfast. Students may choose to bring a packed lunch from



# RIVERSIDE ELEMENTARY

## Student/Parent Handbook

2023-2024

home instead of eating the school prepared lunch. If your child packs a lunch, please make sure the lunch is “child friendly”. Students should be able to open packages independently. Lunch brought from home must be ready to eat. Students do not have access to a refrigerator or microwave.

### **Communication**

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

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

If your address, phone number, or email address at home or work changes, please make changes in ParentVue, call the school at 770-819-5851 or contact the teacher with the new information. If you need help with ParentVue activation, contact our parent facilitator, Mrs. Lewis at [ANNETTE.DANGERFIELD-LEWIS@cobbk12.org](mailto:ANNETTE.DANGERFIELD-LEWIS@cobbk12.org).

***Parents/Guardians, it is extremely important that we are always able to contact you, especially in case of an emergency with your child. Please make sure we have a current contact number to reach you.***

### **Discipline**

We believe that establishing and building a positive relationship with students is key to creating an atmosphere of caring that is based on kindness with firmness, dignity, and mutual respect. A student’s chance of learning will be



# RIVERSIDE ELEMENTARY

## Student/Parent Handbook

2023-2024

enhanced in a classroom with discipline and order. Our school follows the PBIS (Positive Behavioral Interventions and Supports) model for student behavior. Using this model, we have created a schoolwide plan, Riverside Students **ROCK**. They are *Respectful, Outstanding, Cooperative, and Kind*.

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

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

### **Dress Code Expectations**

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

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

### **Health Prevention School-wide Protocols**



# RIVERSIDE ELEMENTARY

## Student/Parent Handbook

2023-2024

Please review the protocols in place at Riverside Elementary to help keep everyone healthy.

- Face coverings are optional for students and staff.
- Students and staff will use hand sanitizer and wash hands throughout the day, especially before and after breakfast and lunch.
- Teachers and custodians will sanitize/clean surfaces throughout the day as needed. Utilize disposable wipes and other cleaning materials to clean frequently touched surfaces.
- Classrooms will be cleaned daily with approved cleaning materials and disinfected regularly using a mist fogger machine.
- Students will limit sharing of materials/resources.
- Social distancing the classroom and school buildings when appropriate and feasible.
- Staff and students are encouraged to monitor health daily and if stay home if exhibiting COVID/flu type symptoms.
- If your child tests positive for COVID or is exposed to someone who tests positive, report to the school nurse and follow the DPH guidance.

### **Georgia DPH Quarantine Guidance:**

[Quarantine Guidance: What to do if you were exposed to someone with the novel coronavirus \(COVID-19\) | Georgia Department of Public Health](#)

### **Georgia DPH Isolation Guidance**

[Isolation Guidance | Georgia Department of Public Health](#)

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# RIVERSIDE ELEMENTARY

## Student/Parent Handbook

2023-2024

### **Parties/Celebrations**

The Cobb County Board of Education has specific policies regarding class parties. We have planned a class party just prior to the winter holidays and at the end of the year. Please do not request additional parties nor bring party foods and trinkets at other times during the year. We will allow parents to bring an individually wrapped snack for the teacher to pass out during lunch to celebrate their child's birthday. Please coordinate this with the teacher.

**Report Cards** - Report cards are sent home once per 9 weeks.

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

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

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

Handwriting, Behavior, Work/Study Habits, Art, Music, and Physical Education grades will be E (Exceeds Expectations), M (Meets Expectations), and N (Needs Improvement).

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

Parents are encouraged to monitor their student's grades frequently and communicate with the teacher if you have any concerns.





# RIVERSIDE ELEMENTARY

## Student/Parent Handbook

2023-2024

### **School Clinic**

Our clinic is staffed to treat minor illnesses, accidents, cuts, and bruises only. It is important that children remain at home if they are ill or seriously injured. It is the CCSD board policy that a student having a temperature of 101 degrees or above will be sent home. The student will not be allowed to ride the bus home.

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

### **Student Registration**

Student registration is completed online at:

<https://www.cobbk12.org/page/291/student-enrollment>

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

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

### **Visitors**

A warm welcome is extended to our parents and other visitors when visiting our campus. Visitors will be allowed to enter the building for check-in/check-out, registration, scheduled parent-teacher meetings, special school events, and to eat lunch with their child. To maintain a safe school environment and protect instructional time, all visitors must sign in and be cleared through by the front office staff for access to the school building and be issued a visitor badge/sticker. Anyone not wearing a badge/sticker will be directed to the front office for



# RIVERSIDE

## ELEMENTARY

### Student/Parent Handbook

2023-2024

clearance. Visits must be scheduled in advance and communicated to your child's teacher. Parents will not be allowed to walk students to class. ***Only kindergarten parents will be allowed to walk their child to class for the first 3 days of school if there are no distractions or interruptions.*** Please encourage your child to walk to class independently.

**Let's work together as a team to help our students have a fantastic school year!**