

RIVERVIEW ELEMENTARY



STUDENT AND PARENT HANDBOOK

Riverview Elementary

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Welcome to the New School Year!

Dear Parents and Families;

Welcome back! Each August as we work on preparations, we know the first days of school are right around the corner! That means soon the halls and classrooms will soon be filled with the sound that energizes us... Kid sounds! A school just isn't a school until the halls are filled with kids and you can feel the buzz of learning in the classrooms. We can't tell you the excitement we feel each year, anticipating the day that kids and families start through the front door!

Our school offers incredible opportunities for children to learn and grow. Through teamwork, it is our mission to ensure that the Riverview community supports each child, as they become respectful, responsible and high achieving individuals. It is evident that this mission has ensured that Riverview Elementary School is the best place for students to learn and grow! Anyone entering our campus can experience the warm and inviting atmosphere that has been built here. Pride and a positive school spirit are evident! Our staff members are focused on "Student-Centered—Kids First!" learning environments, where all students' needs are met in supportive, collaborative and caring environments. Strong parent support and involvement are the norm. We are fortunate to have a strong core of parent volunteers and an active parent group. There are so many ways to be involved and we encourage you to explore the many opportunities! As we start the year, mark your calendars for upcoming events. Don't miss our back to school "Open House and Curriculum Night!"

We look forward to a great year here at Riverview Elementary. We sincerely hope that this student handbook answers any questions that you may have regarding our programs and services. Again, welcome to the new school year! We look forward to partnering with you to ensure your child's success!

Sincerely,

Tammy Jones
Principal

Family Groups, First Three Days and Our Pillars

Welcome to the new school year! We are excited to begin our year and have been working hard to create the best possible learning environments for our students. Each year we start out our school year with family groups for the first three days of school. Our focus during those three days is on our five pillars that we feel are central to supporting our continued growth and ensuring that Riverview is the best place for students to learn and grow.



Family Groups

What are “Family” Groups?

Family groups are made up of mixed ages and grades and are facilitated by two Riverview staff members. For the first three days of the school year, all students in grades 1st through 6th are assigned to the small mixed age family groups. Two adults lead the family group in order to provide a more welcoming and supportive start to the school year. Kindergarten students are added to family groups at the end of September.

The year kicks off with a “Welcome to the Family” community gathering prior to the start of school where students will learn about their first three days family groups! This is held on the Thursday prior to the start of school, from 1:00 to 2:00. We post the family groups and students have the opportunity to go and meet their Riverview family group! Student leadership members help facilitate this community gathering.

Family groups get back together periodically throughout the school year for learning activities.

First Three Days

What are the First Three Days?

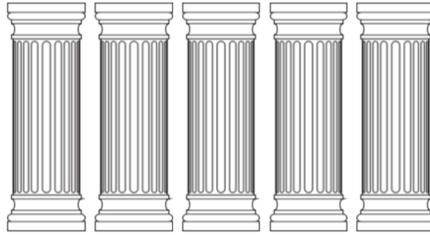
The first three days of the school year are designed to take those first crucial steps in nurturing a culture of achievement. We know that strong and healthy cultures are not created overnight nor do they just “happen.” Riverview’s culture is based upon our vision, beliefs, values, and mission. We strive to be the best place for students to learn and grow. The beginning of the school year plays a key part in nurturing and building this culture, so it is prioritized and planned. We believe that no school improvement effort will be effective, maintained, or enhanced unless school culture and a focus on academics are both addressed and aligned. By focusing on the relationships and connections that make up our culture, we set the stage for student learning and high levels of achievement.

Our “First Three Days” schedule builds our common language and initiates and integrates students to the Riverview culture. Lessons include intentional teachings on a culture of respect and how all members of the Riverview family interact and treat one another. These are the foundations of building healthy, positive and respectful relationships and preventing bullying. The days include lessons and activities associated with the school culture, beliefs and values. Students learn how those beliefs, values and shared rules play out in various settings, such as classrooms, playground, halls, cafeteria, etc. The week culminates with an assembly on Friday, where we gather together, celebrate our week and reinforce the weeks learning around the five pillars. On this day, students also learn their class placement and transition to their grade level classroom. We cap off the first three days with a family BBQ & picnic.

Why focus on the First Three Days?

This year, on the first day of school over 550 students will enter Riverview Elementary; many for the very first time, each with diverse experiences and backgrounds. This rich mix of cultures and values is what comes together to make up the Riverview school culture. To build a culture of achievement, all students and adults must be welcomed and initiated into the culture. We believe that our work with the First Three Days, we will create healthy and balanced classes to support learning. We feel our approach will better prepare our students and community for a fabulous year of learning and support their growth. We believe this is an intentional process built around five pillars.

Our Five Pillars



What are the Five Pillars?

Our five pillars include:

- ❖ Welcome: All staff members at Riverview consider it their job to make every student, parent, and visitor feel noticed, welcomed, and valued. Being welcoming and invitational is a priority!
- ❖ Do no harm: Relationships are the foundation for learning. Riverview’s school rules and behavior expectations are tools for teaching students to become the moral and ethical citizens we expect them to be. The rules and expectations are anchored in respect, responsibility and safety. We work with students on being helpful, not harmful, building positive relationships with one another.
- ❖ Choice words: We believe that the language students hear helps them see their own possibility and potential and leads them to perform in ways that are consistent with that language. Words tell our story and unlock a growth mindset.
- ❖ It’s never too late to learn: We believe that we can gently push students to go beyond the minimum needed to get by, to discover what they are capable of achieving. An all hands on deck approach to ensuring that every student learns and grows is key to this effort. The core of this pillar is ensuring high quality instruction in every classroom.
- ❖ Best school in the universe: Riverview Elementary is the best place for students to learn and grow! We strive to continually reflect and improve. We want to be the best we can be!

Where did this all come from?

We have been engaged in professional development for the past several years with Dr. Doug Fisher and Dr. Nancy Frey. Much of our learning has come from their Framework for Intentional Teaching (FIT), restorative practices work and their books, including “How to Create a Culture of Achievement in Your School and Classroom.”

Accidents or Illness

If a child is injured or becomes ill at school, first aid will be provided by a trained staff member. Parent will be called to come and get the child if the injury or illness merits such action. If the parent cannot be reached, the person(s) listed under emergency number of the Student Emergency Information form will be contacted. If no one can be reached, the office staff or principal will use judgment as to whether or not to call an aid car. If there are any changes in emergency names or telephone numbers, please contact the school office immediately.

Arrival and Dismissal

We care about safety. Our procedures are designed to make arrival and dismissal as safe and efficient as possible for our community. Please obey all traffic safety signs and directions and refrain from cell phone use, U-turns and backing up on the road or in the bus or pick-up lanes. Drive *slowly* and watch for children. Vehicles need to use the drop-off/pick-up lanes. Vehicles should not use the bus lanes.

Arrival

Vehicles will enter the parking lot designated for student drop-off and pick-up. Please pull all the way up in the lane before stopping to let students out of the car. Drivers must remain with their vehicles in this lane. Students need to exit the vehicle on the side closest to the building and designated walkway, never walking in front of, behind, or between cars.

Parents wanting to walk their child to the classroom or school can park their vehicle in a designated parking space. Parking in the drop-off lane is not allowed. After parking, parents may walk their child using the designated crosswalks and sidewalks to the front doors of the school. If the parking lot or roadway is to be crossed, students and parents must use the designated crosswalks. Students should be closely monitored near the roadway or in the parking lot.

Dismissal

Students waiting to be picked up will wait in the pick-up area at the front of the school. Vehicles

need to enter the parking lot designated for student drop-off and pick-up. There are two car lanes in this parking lot that merge as they approach the pick-up curb. The designated pick up lane allows for quick and safe pick-up. Drivers must remain in their vehicle while in the lanes. No vehicles can be left unattended in this area. Parents wishing to exit their vehicle to pick up a child must park in a parking space to do so. Vehicles should pull all the way up in the lane before stopping to pick up students. Students need to enter the vehicle on the side closest to the building and designated walkway, never walking in front of, behind or between cars. Once the student has loaded into the vehicle, the vehicle may pull into the left lane to exit when safe to do so. As cars exit, those still waiting for their child should continue pulling forward in order to keep cars off the street and use the entire two-lanes.

Parents wishing to pick their children up in the school or at the doors must park in a designated parking spot and walk to the pick-up area in front of the school using designated crosswalks and sidewalks. Vehicles cannot be left unattended or parked in the two pick-up lanes. All students awaiting pick-up will remain in the designated pick-up area. If the road or parking lot is to be crossed, students and parents must use the designated crosswalks. Students should be closely monitored near the roadway and in the parking lot.

THANK YOU FOR HELPING TO KEEP OUR STUDENTS SAFE!

Attendance

Regular school attendance is vital to student success. Students are expected to attend classes all day every day. Washington State Law recognizes illness as the only valid reason for absence. However, family emergencies and participation in school sponsored or parent-approved activities may be appropriate reasons for absence. When your child is absent, parents are requested to contact the office by telephone to notify us of the absence.

Behavior and Discipline – Restorative Practices

Behavior and Discipline is guided by our work with the Five Pillars. Riverview Elementary believes that an effective school-wide program utilizes a

restorative approach and includes positive behavior supports. We believe in a focus on relationships and in a system, that:

- *Creates a culture and a common language
- *Utilizes a restorative approach
- *Emphasizes and rewards the positive
- *Targets safe, responsible, & respectful behavior
- *States rules positively and ensures that they are known by all
- *Teaches social behavior like academic skills through multiple examples, where problems are occurring, giving frequent practice opportunities and useful corrections, providing positive feedback and monitoring for success
- *Prevention involves building skills and capacities.
- *Responses to misbehavior involves helping students understand the effects of their misbehavior and how to repair harm that is done, working towards positive outcomes.
- *A restorative approach is used in discipline, ensuring high expectations and high support. (See the social discipline window below)

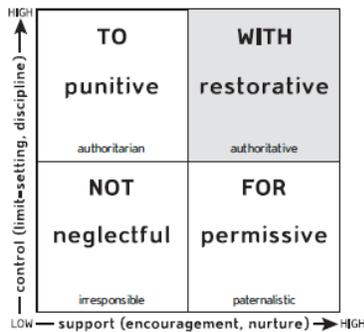


Figure 1. Social Discipline Window

“There is a widely mistaken belief that the concept of restorative practices is merely a discipline approach. While teachers found these concepts and practices helpful in managing their classrooms, the whole notion of actively engaging students and allowing them to take greater responsibility enhances the quality of teaching and learning in general. Such participatory strategies also have practical implications

for educating young people to take responsibility outside of school
(Costello, Wachtel & Wachtel, 2009)

Restorative practice uses a continuum and ranges from formal to informal practices. (See below)



Figure 3. Restorative Practices Continuum

Riverview Elementary Guidelines:

Act Respectful!

Be Responsible!

Create a Safe Environment!

Behavior Expectations are taught directly and reinforced, using common language. By keeping a fewer number of agreements or guidelines, stating them positively and teaching the behavior expectations to go along with the guidelines, a culture is developed and the desired behavior is encouraged.

Our School-Wide Acknowledgement System:
Our Riverview Elementary Acknowledgement System is school-wide.....for all students!

- Positive Acknowledgements should outnumber corrections at a rate of five to one! By increasing the number of positive interactions between staff and students, we are improving the school climate.
- Acknowledgments systems reinforce school rules and behavior expectations and are a part of the regular school routine, promoting a more positive school environment
- Praise and acknowledgement should be specific, not random, connecting to the behavior at the time the behavior occurs and include a description of the behavior observed. (e.g. “Sergio, thank you for picking up Jackie’s book for her. You are

being very respectful. I really appreciate you following the school rules and being respectful.”)

Students are regularly recognized for

- Being *Safe, Responsible, & Respectful*
- Academic & Citizenship Efforts*
- Success with *Special Programs, Library, PE, Music or with Special Goals or Areas of Focus*

Responding to Problem Behavior

“Only after teaching, reinforcing & providing opportunities to practice the expected behavior do we earn the right to use negative consequences. Consequences for negative behavior cannot be the only behavior management plan a school or teachers have. If a “hammer” or consequence is your only tool, every problem becomes a nail!”

The social discipline window shows the efforts for high expectations and high support which characterize our approach to behavior:

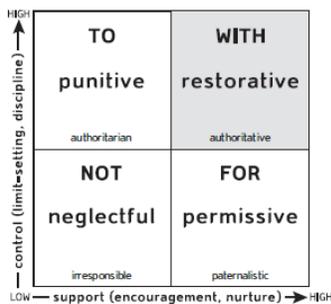


Figure 1. Social Discipline Window

Children make mistakes....we all make mistakes. Our aim is to help students fix their mistakes and repair any harm done. We work to reintegrate students, vs. stigmatize them. We believe we must separate the behavior from the person/child. Every incident or conflict represents an opportunity for learning and building an awareness of how their behavior impacts others. We believe in high expectations for learning and behavior and provide high levels of support to ensure the success of each and every child. We do not aim to be punitive, neglectful or permissive in our approach, opting

instead for the supportive approach. That said, Responses to behavior need to match the needs of the student and the situation and may include consequences. Riverview has a continuum of consequences, with a corrective/remedial focus, rather than strictly punitive consequences or consequences that remove students from instructional time. Staff manage most of behaviors, while some behaviors necessitate administrative referral.

Responses to Problem Behavior may include:

- Impromptu conferencing
- Restorative conferencing
- Redirection and Guided Practice; Restating the behavior expectation, modeling the behavior and having the student then state the expectation and demonstrate the behavior
- Think Time or Timeout within the classroom or in a “buddy” classroom
- Problem solving/refocusing activities
- Natural consequences resulting from behavior choice
- Special Assignments
- Parents Contacted/Parent Conference
- Referral to Building Administration
- Withdrawal of privileges, i.e. Loss of recess
- Work detail/restitution
- Behavioral support plan
- In-school or Out of School suspension

Our Discipline System

Chris Borgmeir
Riverview Elementary discipline system is intended to support each child and help them learn safe, respectful and responsible behaviors.

As a staff we work to prevent a behavior from developing into a pattern or becoming serious or chronic. We look for opportunities for communication, re-teaching and ensuring that supports are in place to assist the student in improving their behavior and help them exhibit the appropriate behaviors. Our goal is to help them learn safe, respectful and responsible behaviors.

Any patterns in behavior that are emerging are addressed by our school counselor and taken to the Behavior Support Team. This team puts a plan together to support the child and help them learn.

Students are referred to building administration when their misbehavior is severe or chronic. Referrals to the office usually fall in three areas; physically dangerous acts, illegal acts, and overt defiance.

Examples of behavior that would warrant an office referral include:

1. Fighting, bullying, assault and harassment
2. Stealing
3. Profanity, inappropriate language, or gestures, when they are chronic, directed at another person, threatening, won't cease or are escalating
4. Insubordination, rudeness or discourteous behavior
5. Possession of tobacco, alcohol or drugs
6. Possessing, using or throwing any weapon or dangerous object
7. Destruction of property
8. Leaving school grounds without permission.

A conference is held with the student and a process of problem solving appropriate to the student's age and level of understanding will be facilitated with an administrator. A plan for helping the student learn safe, respectful and responsible behaviors is developed. The principal and the parents work together to help support this learning. A restorative approach is used to help students understand the impact of their behavior on others and to repair any harm done. Previous referrals are reviewed and consequences may be assigned according to the situation and need. Patterns of behavior that develop will be referred to the Behavior Support Team so that appropriate intervention efforts can be initiated as well.

Restorative Questions

Restorative Questions to ask the student/person who caused harm:

- What happened?
- What were you thinking of at the time?
- What have you thought about since?
- Who has been affected by what you have done?
- In what way have they been affected?
- What do you think you need to do to make things right?

Restorative Questions to ask student/person affected:

- What happened?
- What did you think when you realized what had happened?
- What impact has this incident had on you and others?
- What has been the hardest thing for you?
- What do you think needs to happen to make things right?

Anti-Bullying/ Harassment Statement:

The Snohomish School District is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons free from harassment, intimidation or bullying. Any physical, verbal, or written act of abuse, violence, threat, harassment, intimidation, vulgarity, profanity, derision, or hazing will not be tolerated. Such behavior will result in disciplinary action and may be grounds for immediate suspension or expulsion. Any unwanted behavior should be reported to a counselor, administrator, or other staff member without fear of retaliation. Refer to school district policies on the website at www.sno.wednet.edu for more information.

Third party harassment:

Be advised that bystanders overhearing offensive conversations or actions are entitled to protection under the harassment law. Students and staff who are offended, threatened, or intimidated by the actions of others have the right to file harassment complaint as a third-party victim.

Bicycles & Walking to School

Riverview Elementary resides on a county road without sidewalks and crosswalks. Visibility is limited. Because the potential traffic hazards, students are **not** permitted to ride bicycles or walk to school. Individual exceptions may be requested from the principal.

Bus Transportation

Bus transportation is a privilege. Students who ride the bus to and from school are expected to demonstrate those qualities and behaviors necessary to continue this privilege. A complete explanation of rules and behavior expectations is given out to students the first week of school. If a student is continually disruptive or creates an unsafe environment on the bus, riding privileges will be suspended.

All students must ride to and from school on their regular routes unless prior approval is made through the office. Changes in routine, such as a parent picking a child up, riding a different bus or getting off at a different stop, must be requested in writing or by a phone call to the office as early in the day as possible. Students may become confused or plans may change, therefore, without a parent request for a change, all students will follow their customary routines.

The phone number for Transportation is 360-563-3525.

Bus Passes

Bus passes will be issued with written permission (and when space is available). Students are allowed to ride a different bus to a friend's house, scouts, sitters, etc. When writing a request giving this permission for a bus pass, please include the following information:

- your child's first and last name
- the first and last name of the child with whom your child will be riding
- the new bus number on which he/she is to ride

Child Abuse Reporting

Under Washington State Code, all staff, including principals, teachers, and other employees of a school who have reason to suspect that a child has been injured as a result of physical, mental or emotional abuse, are required to report such abuse to Child Protective Service.

Communication

Parents and Teachers

When a parent has a concern about a teacher, it should be discussed with the teacher first. If the concern is not resolved, the parent, teacher and principal will meet together. Parents may contact a teacher for an appointment by phone or note or via e-mail.

When a teacher has a concern about a student, the parent will be notified by phone, email, or note. Discussion of school concerns should be done before and after school hours at a pre-arranged meeting so that teachers can give their full attention to teaching and supervision. For this reason, parents are asked not to go to classrooms during school time unless an appointment has been made.

Parents and Principal

Parents may call or drop in to visit the school office and the principal. Due to time limitations, it may be necessary to schedule an appointment to meet with the building principal one or more days in advance.

Communication Between School and Home

Many communications are sent home with students. Normally, these are sent home on Thursdays with the youngest (K-6) child in the family. The principal, assistant principal and office staff will prepare a bi-weekly newsletter informing you of important dates and school news. Please check with your student each day to see if school communications have been sent home.

Change of Family Information

Parents are asked to inform the school of any change in address, telephone number, guardianship, etc. This information is very important in the event of illness, injury or emergency.

Class Parties & Birthdays

Over the past couple of years, we have become increasingly concerned about the amount of sugar consumption that is taking place during the school day that we feel parents may not be aware of. Because this was taking place on “our watch” of your children, we felt we needed to address the issue out of our desire to provide the best environment for your children to learn in.

As class sizes have gotten larger, the number of birthday treats that are sent to school has also increased. In classes of 25-30 plus students, you can calculate the number of times each week doughnuts, cupcakes, ice cream, sugary drinks and cookies are being consumed in our classrooms. We want you, as your child’s parents to be able to decide days and the amount of sugar that your child consumes. We recognize that this is impossible if on any given day your child comes home and reports that a birthday was celebrated at school with a large treat and juice.

We will honor and recognize your child’s birthday in the classroom with activities that are nonfood related. Your child’s teacher will be communicating with you in the Fall how this will look. We do not want you to send anything to school. Your child’s teacher will coordinate the birthday activities in a way that recognizes the children but still allows your family the option of celebrating at home with the food and parties that you choose.

We may still have classroom celebrations. These celebrations will be directed by staff and parents in classrooms and pods. You will know ahead of time about these parties and can be included in the planning for your child. Our PTO will continue to sell ice cream treats once per week, on Fridays. Our PTO sponsored events will sell treats as they determine fit the activity. We will still enjoy hot cocoa after our sing along before Winter Break and we will continue to have popsicles and special treats at field day at the end of the school year.

Closed Campus

Once a child arrives at school in the morning, he/she will not be permitted to leave the school grounds without a parent or guardian-authorized person coming to the school office and signing the child out. At that time, the child will be called from class.

Conferences and Report Cards

The process evaluating student progress is continuous throughout the entire school year. A combination of two conferences and two report cards are used in kindergarten through sixth grade. Conferences are scheduled in the Fall and in the Spring. Report cards will be sent home at the end of each semester

Parents wishing to confer with a teacher other than during a scheduled conference time may call the school office and make an appointment.

Early Student Pick-up

Early pick-ups are discouraged. Please schedule doctor, dentist and other routine appointments outside school hours. If this is not possible and it is necessary to remove your child from school, please notify the school office.

Emergency Closure/Late Start

When winter arrives, the possibility of school closure or delay in starting time due to weather or road conditions may take place. In the event that closure or a change in starting time becomes necessary, we will issue a School Messenger telephone message to all registered students. You may also tune in to the local radio stations or television stations for announcements. Unless you hear an announcement to the contrary, you should assume that the Snohomish schools will be operating on schedule.

Field Trips

Classes go on field trips each year. A permission form for each trip is sent home, to be signed and returned to school. *Field trips are a privilege.* Students may be denied participation if they fail to meet academic or behavioral requirements as set by the teacher. During field trips, students are expected to respond immediately to directions from

their teachers and accompanying adults. Polite and respectful behavior is expected. Persons wishing to chaperone field trips must have completed the Safe Visitor application in advance. Siblings may not accompany chaperones on school-sponsored field trips due to liability issues.

Homework

Students are expected to keep their assignments up-to-date and prompt. You can help your child by making sure he/she has a time and place to work on assignments at home. Any daily class assignment that is not finished in the time provided at school is considered homework. Homework can include unfinished classroom assignments, spelling, reading requirements, memorization of math facts or other practice activities. Homework is never new learning and should be work that students can complete independently. Special projects and reports can also be assigned. Homework requirements and procedures vary from teacher to teacher and grade to grade. The rule of thumb for homework is no more than ten minutes of homework per grade a child is in school. So, a first grader should have no more than ten minutes of homework, a second grader-20 minutes, a third grader-30 minutes, etc... Parents are encouraged to talk to the teacher about homework and their child.

Immunization

All students are required by law to be adequately protected from many of the communicable diseases by proper immunization. Students must show proof of full immunization, initiation of a schedule of immunization, or a certificate of exemption to be allowed to enter school. If this requirement is not met, the child will not be allowed to attend school. Philosophical, religious or medical exemption may be signed on the back of the form if so desired.

Immunization Requirements

The Washington State Board of Health requires that all students be up-to-date on immunizations. A schedule of required immunizations is available through the school office or you can go to the Board of Health website:

www.doh.wa.gov/cfh/Immunize/schools/vaccine.htm

Lost and Found

The school maintains a "Lost and Found" area. Students may claim lost articles by identifying them. *Please clearly label, with permanent marker, your child's clothing, supplies, and other items.* All unclaimed articles are given to charitable organizations on a quarterly basis.

Lunch Program

Checks for school meals should be made payable to **Snohomish School District**. Students wishing to put money on their account should take the money to the kitchen personnel upon arrival to school. The use of lunch accounts is strongly encouraged and helps in case of forgotten or lost lunch money. Free/reduced lunch application forms are available in the office. All applications will be kept confidential. Parents are encouraged to keep a positive balance on lunch accounts. Should a student run out of money, he/she will be allowed to charge up to 2 lunches. No student will go hungry; however, they will receive only a sandwich and milk after 2 lunches have been charged.

Medications

If your child needs medication during the school day, the medication must be brought to the office by a parent or another adult with a signed, official 'Snohomish School District Parent and Doctor Form' stating the name of the medication, amount to be given, when to be given and the reason for taking the medication. Forms are available in the school clinic. The medication will be kept in the clinic and the child must come to the clinic to take the medicine. Prescription medication must be brought in the original container and no more than a 20 day supply. Parents wishing to have their student carry their own over-the-counter medication (like Tylenol) may do so with parents and the school nurse's written permission. This is at the discretion of the school nurse. These medications must be in the original container and only one dose.

Money

When sending money to school, please place it in an envelope clearly marked with your child's name, teacher's name, amount of money and how it is to be used. Money in a child's hand or open pocket can easily be lost or not deposited in the fund it was intended for.

Non-Custodial Parents

In the absence of a court order to the contrary, non-custodial parents have the right to see academic records and other school-related information. If there is a court order specifying there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Personal Property

Parents are requested to not allow their child to bring toys, trading cards, electronics, computer games, radios, balls, jump ropes, etc. to school. Occasionally, your child's teacher may allow games or toys to be brought to school for a specific purpose. Students should check with bus regulations to ensure what is allowable for transport on the bus. The school will not take responsibility for theft, loss or damage of personal property brought to school. If personal property is brought to school it is at the student/parent's risk. The school provides playground equipment for recess. Any personal sports equipment brought to school is limited to footballs, basketballs, soccer balls and volleyballs. This equipment is considered personal property and should be brought knowing the risks for theft, loss or damage. In addition, recess rules for including student in play and sharing apply as will other recess equipment.

E-Reader/Tablets: Permission is required for students to bring and use electronic readers (Kindle, Nook, etc.) at school. We realize that students bringing or accessing such a valuable piece of equipment can be a liability for you.

We have developed the following safety guidelines:

1. When brought to school, the reader must go home at the end of each day.

2. Students may not access the Internet using their electronic reader.
3. Students may not share their readers with other students at any time.
4. Students will only use the reader by reading school-appropriate material.
5. Students will only use the reader while being supervised by the classroom teacher. They may not take the reader out to recess.

Please understand that the school district cannot be held liable if any damage to the reader occurs either on the way to, at school, or on the way home. If the student does not follow these guidelines, they will not be able to bring their reader to school again. A permission form is available in the office and through your child's teacher.

Cell Phones: We realize that parents may desire a child have a cell phone for safety reasons. If cell phones are brought to school, they must remain turned off and in the backpack at all times. This includes in the school *and on the bus*. They are not to be kept in pockets, jackets or desks. They must be turned completely off at all times during the school day. Any infraction of the rules will result in the item being held in the office until an adult can pick it up.

Student Dress Code

Students are expected to dress in a way that reflects respect for self, others and the learning environment. The student dress code guidelines are intended to help maintain a safe, enjoyable, distraction-free academic setting for all students.

Dress is important to the safety and comfort of students. Long, loose, or cumbersome clothing can cause unnecessary injury to students in the classroom and on the playground. We strongly discourage students wearing flip flops and heels as we have had serious injuries resulting when they attempt to run or play wearing them. Students wearing flip flops or heels cannot participate in P.E. or most playground activities.

Special spirit days are planned throughout the year. Pajamas and slippers can only be worn for special pajama or slipper days. Crazy hats can be worn inside the building on “crazy hat day” The goal for these days is to allow self expression of school spirit and create a sense of fun and community.

Extremes in clothing, which detract from the teaching/learning process are to be avoided by students. Shorts and skirts must be at least fingertip length. Clothing or buttons advertising violence, drugs, beer, or tobacco, or having suggestive words or pictures are not allowed. Halter tops and shirts that expose the chest/midriff or parts of the torso are not allowed. Tank tops should have straps no thinner than 3 fingers. Underwear or bra straps should not be visible. Pocket chains, dog collars or heavy chain necklaces or spiked jewelry is not allowed. Due to allergies and chemical sensitivities, we ask that cologne and perfume not be used by students.

Students not dressed appropriately for school will either be asked to change into different clothing in the school clinic or call their parents for a change of clothes.

Tobacco & Drug Free Environment

Students are here to learn and grow into responsible young adults. Drugs and alcohol do not allow children to fully develop their potential. Riverview Elementary School is a “Drug Free” environment where alcohol, tobacco and chemical substances are prohibited.

Visitors

Parents are welcome to visit their child’s classroom. Arrangements for visitations must be made in advance and an appropriate time can be selected in collaboration with the teacher. We work hard to maintain an environment focused on learning and minimize distractions to the teaching and learning process. Visitors to our classrooms must have background checks completed. Visitors of school age or younger (friends, siblings, vacationing relatives, etc.) are not allowed to visit during the school day. A lunch visit can be arranged with

permission from the classroom teacher and the principal.

For the safety of our students, all visitors are required to sign in at the office and pick up a visitor’s badge before continuing through the school campus.

Volunteers

Riverview Elementary is fortunate to have many wonderful volunteers to help out in classrooms, with individual students and with our many activities and programs. A special volunteer program for dads is run through our Watch D.O.G. Program.

If you are interested in volunteering, please contact your child’s teacher, our parent group volunteer coordinator or our Watch D.O.G. coordinator. We have a very active and engaged PTO. A great way to volunteer is to use the PTO Sign-Up Genius. Go to the PTO website: riverviewrocks.com to learn more about this valued group and find volunteer opportunities.

All school volunteers must complete the SafeVisitor Solutions volunteer registration system which is used across our district. The system allows us to screen volunteers and visitors and provides us with a visitor-log. When entering our buildings, all adult visitors will be required to provide a Washington state driver’s license or other photo ID. In the event of an emergency/evacuation, it is important to have an accurate visitor log. Approved volunteers and visitors are welcome in our schools. Our goal is to keep everybody safe while maintaining a welcoming environment.

Weapons

Weapons (guns, knives, or other dangerous objects) are not allowed at school. Nothing that resembles a weapon or could be used as a weapon is allowed at school. Bringing a weapon to school results in expulsion. Toy weapons or any items resembling weapons or ammunition are not allowed and possession of such items may result in suspension. This rule applies to adults visiting campus as well.

Withdrawals

Written notice to the school office is appreciated when moving from the Riverview service area. One day prior to leaving is sufficient notification.