

We envision Riverside Traditional School to be known as a top STEM² school with a high caliber rigorous STEM² curriculum that empowers students to be critical thinkers, innovators and self-directed learners through 21st Century skills.

Riverside Traditional School

Student Handbook 2024-2025



**“Home of the Pride - Where We Strive for
Excellence in Education”**

Jeremy St.Germain
Principal
1414 S. 51st Avenue, Phoenix, Arizona 85043
Telephone: 602-272-1339

This handbook belongs to:

NAME _____

On behalf of our Riverside Traditional staff, we would like to thank you for choosing our school. We strive for excellence in education by providing highly certified teachers and staff and a rigorous STEM² curriculum that will prepare our students to become lifelong learners and ambassadors of innovation in this 21st century.

Our Core Values

Empathy: We will create a nurturing climate that celebrates diversity through respect and compassion where each unique individual feels valued and accepted.

Empowerment: We will provide opportunities to cultivate resilience, optimism and flexibility to enable students to advocate for themselves and to take responsibility for their own learning.

Innovation: We will foster an environment that leverages technology to promote creativity and critical thinking through discovery.

Student Focused: We will differentiate instruction and provide experiences to engage students while valuing and incorporating their unique gifts and learning styles.

Teamwork: We will develop social skills that enable effective communication as students collaborate to achieve common goals.

Humanity. We ensure all children feel safe, loved, and valued while learning to take responsibility for individual actions and decisions.

TABLE OF CONTENTS

ITEM	PAGE
RTS Vision, Mission, and Goals	6
RTS Student Rights & Responsibilities	7
RTS General Information	8
Parents/Visitors, Parent Vue Website	9
Attendance Procedures	10
Tardies, Early Check-Out, Make-Up Work	11
C.U.T.S. Direct Site Program	12
After School Tutoring, Student-Led Conferences, Report Cards, No Pass-No Play	13
Non-Payment of Fees, Before and After School and Evening Activities, Dances, Books and School Property	14
Personal Property, Lost and Found, Balloons and Flowers, Photo & Video Use, Physical Education (P.E.)	15
Health Office, To Stay or Not to Stay, Policy for Taking Medicines at School	16
Immunizations, Childhood Illness	17
Student Recognition Programs, Student Council, Nutrition Program	18
Candy, Sodas, Gum, Other Food Items, Conduct at School	20
Campus Disruptions	21
Fire Drills/Lockdowns	22
RESD Dress and Appearance Code, Dollar Dress Day/Picture Day Dress Code	23 - 25
Gang Activity or Association, Bullying	26
Discipline, Off-Campus Jurisdiction	27

Parent/Guardian/Student Behavior, Search and Seizure, Smoking/Alcoholic Beverages/Drugs	28
Due Process, Suspensions	29
Detention, RESD Infraction and Consequence Chart	30 - 43
Bus Rules, List of School Bus Infractions	43 - 46
RESD Technology, School Laptop Internet Acceptable Use, and Hardware Restitution Agreement	47 - 54
Family Educational Rights and Privacy Act (FERPA)	55
Section 504/ADA NONDISCRIMINATION POLICY	56 - 60
Student Dismissal Procedures	60 - 63
Spring Forward	63

RIVERSIDE TRADITIONAL SCHOOL

VISION STATEMENT

We envision Riverside Traditional School to be known as a top STEM² school with high caliber rigorous STEM² curriculum that empowers students to be critical thinkers, innovators and self-directed learners through 21st Century skills.

MISSION STATEMENT

Riverside Traditional School will be a student-centered school with strong ties to our families and community.

Riverside Traditional School teachers and staff will dedicate themselves to the creation of a school culture that promotes the academic, emotional, and social development of every student.

GOALS

Riverside Traditional will:

- Create an A+ school through a strong, rigorous academic STEM² curriculum
- Encourage excellent behaviors and academic achievements through the use of positive reinforcements
- Collaborate as a staff and with members of the community, to provide all students with a quality education

RIVERSIDE TRADITIONAL SCHOOL RIGHTS & RESPONSIBILITIES

Riverside Traditional students are expected to demonstrate Exemplary behavior at all times.

As a socially responsible citizen of my school community:

- I have the **RIGHT** to learn in this School.
 - It is my **RESPONSIBILITY** to attend school daily, be on time, come prepared, follow instructions, complete all assignments, and not interfere with the learning of others.)

- I have the **RIGHT** to be treated with respect in this School.
 - It is my **RESPONSIBILITY** to treat all students, faculty, staff, and community members with respect and to know and obey school rules.)

- I have the **RIGHT** to hear and be heard in this School.
 - It is my **RESPONSIBILITY** to listen and remain quiet when others are speaking.)

- I have the **RIGHT** to be safe from physical and verbal violence and bullying in this School.
 - It is my **RESPONSIBILITY** not to physically or verbally harm or bully anyone else.)

- I have the **RIGHT** to privacy and to my own personal space in this School.
 - It is my **RESPONSIBILITY** to respect the personal space and property of others and to accept their right to privacy.)

- I have the **RIGHT** to enjoy the facilities, materials and equipment that are provided for my learning in this School.
 - It is my **RESPONSIBILITY** to respect and use school property, materials and equipment properly so that all members of the school community may benefit from them.)

RIVERSIDE TRADITIONAL SCHOOL INFORMATION

SCHOOL PRINCIPAL Mr. Jeremy St.Germain

ADMINISTRATIVE ASSISTANT

SCHOOL NURSE Ms. Francisca Montiel

SYNERGY/ATTENDANCE CLERK Ms. Sonia Castaneda

RIVERSIDE TRADITIONAL SCHOOL

**1414 S 51ST AVE
PHOENIX, AZ 85043**

OFFICE PHONE: (602)272-1339

FAX: (602)477-8921

THE DAILY SCHEDULE

Office hours are: 7:30 a.m. to 4:00 p.m.

	Full Day Schedule	Early Release Schedule
Preschool AM Session	8:00am – 11:30am	No Classes
Preschool PM Session	12:00pm – 3:00pm	No Classes
Kindergarten – 2 nd Grade	8:00am – 2:00pm	8:00am – 11:30am
3 rd & 4 th Grade	8:00am – 3:00pm	8:00am – 12:00pm
Self-Contained Special Education Classrooms	8:00am – 2:00pm	8:00am – 11:30am

Students in Kindergarten through 4th grade who arrive before 8:00 a.m. are to go directly to the designated area under the awning by the school's bus bay and wait for the arrival of their teacher. Students will not be allowed in the classrooms until their teacher picks them up starting at 7:45am. The cafeteria will be open at 7:15am.

Classes begin and attendance is taken promptly at 8:00 a.m.

Students should leave campus immediately after school is out. Only students under the supervision of a teacher may remain on campus (i.e., athletics, tutoring, clubs) or part of the City of Phoenix Afterschool Program (PAC) or YMCA afterschool program.

Students leaving campus during the school day must be signed out in the office by a parent/guardian. Students will not be called until the parent arrives, shows ID, and signs the student out.

Parents need to be aware that if your child is designated for Parent Pickup, you or anyone you have designated, must have a valid ID, such as a driver's license for verification. If the person you are asking to pick up your child is not listed on your child's emergency information record as being authorized, they will not be allowed to remove your child from campus. It is the parent/guardian responsibility that the student's Emergency Information section is updated before you ask someone to pick up your child that is not listed.

PARENTS/VISITORS

Visiting parents, guardians, and patrons are always welcome on the campus. However, you must notify the school in advance if you intend to visit the classroom, as the teacher must give prior approval. Visitors may not access classrooms during testing days. All adult visitors to the campus must check in at the office, present their ID for verification, sign the Guest Register and pick up a VISITOR badge, which must be worn at all times while on campus. Visiting parents may not bring friends, relatives, or younger brothers or sisters to visit. Scheduled school events may allow for more visitors to attend as part of our celebrations or events.

If you wish to speak with a teacher, you will need to schedule a conference outside regular school hours: Preschool Teachers after 3:00pm, Kinder through Second Grade after 2:00 p.m., and 3rd & 4th Grades after 3:00 p.m.

PARENTVUE Website

(Internet Explorer is highly recommended for the best viewing)

To create a stronger parent-school partnership and to help parents monitor their child's education in all schools, the Riverside Elementary School District provides timely student information through a tool called Parent VUE. As a parent or guardian of a Riverside Traditional School student, you have the ability to view grades, attendance information, and other data that the district has maintained in regards to your student. Your child's academic information is web-based and can be accessed from your personal computer.

Parents/guardians can monitor their child's grades, class assignments, student schedule, attendance and school information. Teachers and Parents may also send messages to each other via Parent VUE.

To maintain the confidentiality of student information, parents will be required to obtain an activation key to access their child's data. Parents can activate their child's account by going to the school office to obtain information about setting up their log-on and password. *A photo identification will be required at the time of receiving your activation key.*

Please check with your school office for additional information. We hope you find this tool to be helpful in supporting your child's education.

ATTENDANCE PROCEDURES

Regular school attendance is vital for a child to be successful. A child who is not in school cannot learn. For this reason, it is important that all parents make a commitment to ensure their child is at school and on time. According to Arizona's compulsory attendance law (ARS 15-803), students must be in school until they reach the age of 16 or successfully complete the 10th grade.

All student absences must be reported. Please notify the attendance office each day your child is absent. Contact the school office ahead of time if you know your student will be absent. If a telephone call is not possible, a written excuse signed by a parent, guardian or doctor must be sent to the school office on the day following the absence. Failure to properly notify the school will automatically result in the absence being labeled "unexcused".

Parents will be notified through the School Messenger automated service when an absence has not been reported. Please notify the school office immediately if you change a phone number, mailing address or email address.

An absence may be excused if the proper notification is made and the absence is due to illness (sick children should remain at home to ensure their own recovery and to protect others from illness), death in the family, religious observance, or other unusual circumstances. Family trips/vacations are considered unexcused absences.

Cases involving prolonged illness or unusual circumstances will be reviewed by the school administration. A medical excuse is required in order to excuse excessive absences due to illness.

Depending on the length of the absence, teachers may provide assignments in advance; however, these are absence of three or more days and only after the teacher has been notified. However, students are responsible for missed work and may only receive credit for tests or assignments that are completed and submitted to the teacher within the same number of days the student was out of school.

A student must be in attendance at school at least one-half day to participate in any extracurricular activities scheduled that day or evening (including dances, athletic events, etc.). Students absent from school for more than four periods are ineligible to participate in any extracurricular activities.

TARDIES

Students are expected to arrive on time and be prepared for class every day. Students who arrive late interrupt the teacher and the students who have come to school on time. Our students depend on the adults in their lives to help them develop the habit of punctuality that will impact their learning, future employment opportunities, and relationships throughout their lives.

Students arriving after 8:00 a.m. must be signed in by a parent. Repeated tardiness will result in disciplinary action, including but not limited to detention, a meeting with the Principal, or scheduled meeting with a City of Phoenix Juvenile Probation Officer.

If a teacher detains a student, a pass is to be issued by the teacher causing the late arrival. The office will not issue passes for tardiness from one class to another.

EARLY CHECK-OUT

For the safety and protection of our students, Riverside Traditional is a closed campus. This means that students may not leave the campus before the regular dismissal time without the parent, guardian or authorized individual listed in the student's record. These individuals will be required to come to the office and sign the student out.

No student will be dismissed to the parent directly from the classroom. If a student returns to school the same day, the student must return to the office to get a pass prior to going back to class.

MAKE-UP WORK

Students who are absent will be required to make up work missed in each class. It is the responsibility of the student to obtain all make-up work. The following guidelines have been established for such work. For each day missed, the student has an equal number of days to make up work. Failure to do so may result in a failing grade or no credit. In cases involving an extended illness of more than three days, parents should arrange with the school to have work picked up for the student. Work must be requested 24 hours in advance of pick-up.

C.U.T.S DIRECT-CITE PROGRAM

School attendance is not only a good habit, but state law requires it. Arizona State Law (15-802.E, 15-803) requires that every person who has custody of a child between the ages of six and sixteen years shall make sure the child attends school for the full-time school is in session unless unable to attend due to illness or another legitimate reason.

To encourage and improve school attendance, Riverside Traditional has implanted a truancy program in partnership with Maricopa County Juvenile Court. This truancy program is called **C.U.T.S. (Court Unified Truancy Suppression) DIRECT-CITE Program**. Your child is expected to be at school every day unless there is an excused absence.

We will be tracking attendance very closely.

- An absence is defined as a minimum of one missed class period per day.
- An unexcused absence will count as a truant day as defined by law.
- A student is “**habitually truant**” if he/she has **five or more unexcused absences** from school
- A student that is **absent more than ten percent (18 days)** of the required number of school days per year is considered to have “excessive absences” **whether the absence is excused or unexcused.**

If a student has five or more unexcused absences or over 18 excessive absences (whether excused OR unexcused), the student can be reported to the C.U.T.S. DIRECT-CITE Program through the Juvenile Court.

If a student is cited under this law, a hearing would be held at the Juvenile Court Center. A parent or legal guardian must be present with the student at the time of the hearing.

Consequences at the hearing may include the following:

- required attendance of the parent and the child at an education class (to be held on Saturdays)
- work hours assigned to the child,
- mandatory counseling
- a \$50 Diversion fee assessed to the parent/guardian.

Failure to take the necessary steps to ensure that your child attends school on a regular basis may result in a citation. If you, as a parent, receive a citation for Failure to Provide Education to your child and are convicted, it is a Class 3 misdemeanor punishable by a fine and/or jail time.

The education of your child is extremely important to us. This program is another way that Riverside Traditional is working with the community to ensure a quality education for all

students. If you have any questions or concerns, please feel free to contact Riverside at 602-272-1339.

AFTER-SCHOOL TUTORING

Riverside Traditional School, throughout the year, offers on-campus tutoring after school. General Announcement will go out to parents or teachers may arrange their own after-school tutoring after receiving approval from the school principal. Students involved in these programs receive assistance free of charge from certified teachers. They also have access to computers and a quiet learning environment. Participating students are authorized to ride the late activity bus after attending these sessions; if available.

STUDENT-LED CONFERENCES

School-wide Student Led conferences are held during the first semester. Refer to the school calendar for the dates. However, additional Student-Led conferences may be scheduled through the teacher at any point during the year.

REPORT CARDS

Report cards are issued following each twelve-week period. Six-week progress reports are sent home each trimester, allowing students who are having difficulty to improve before report cards are issued. Twelve-week grades are an indication of progress. Only trimester grades become a part of the student's permanent record.

Students and parents have the right to question grades, absence records and other school records. If you think an error has been made the first level of appeal is "the point of origin". For example, if you question a math grade, contact the teacher who recorded the grade. The second level of appeal is the Principal.

NO PASS – NO PLAY

According to Arizona State regulations, students must be academically eligible to participate in athletic extracurricular activities.

- A student must be passing all classes and demonstrate acceptable behavior in all classes.
- Eligibility checks will be done each week during the season.
- If a student is ineligible, he/she will have to sit out of all games for at least 1 week, not be able to travel to away games, or be in uniform on game days.
- Ineligible students may try out for a team, but may not compete until all grades are brought up to passing.

- An ineligible student will be allowed to practice with the team during the ineligibility period.

NON-PAYMENT OF FEES

Although required materials are provided for students, there may be charges for certain items or activities, or lost or damaged books, computers, lab equipment, etc. Students are encouraged to pay these charges with cash, check, or money order. In cases of hardship, students may be allowed to arrange a payment plan. Until an assessment is paid, whether in the current or subsequent year(s), the student **may not participate** in any extracurricular activity or attend school events other than required classes. If a student withdraws from the Riverside Elementary School District No. 2 still owing money, their records will not be released to another school until the charges have been paid. This may delay the registration of your child in another school.

BEFORE AND AFTER SCHOOL AND EVENING ACTIVITIES

While attending school or evening activities you will be expected to follow all school rules and regulations, including the dress code. A student must be in attendance at school for one-half day (4 periods) to participate in after-school and evening activities. Suspended students (off campus) may not attend evening or after-school activities.

DANCES

School dances are held as specified. Dances are for students and parents, who wish to attend only. **No visitors** are permitted to attend. Students will not be allowed to loiter on campus during the dance. A parent sign-out, in the front office, is required if a student chooses to leave the dance early.

BOOKS AND SCHOOL PROPERTY

Textbooks, athletic uniforms, and other school equipment/property that have been assigned to your child is the responsibility of the student and you as the parent. If school property issued to you is lost or damaged, you will be expected to pay for replacement. Even if the item is stolen -- **you** are responsible for it. Until payment is received, whether in the current or subsequent year(s), students **may not participate** in any extracurricular activity or attend school events other than regular classes.

Under Arizona law, parents are liable for damage done to school property by their children. A pupil who cuts, defaces, or otherwise damages any school property may be suspended from school. That student's parents will be charged for such damage.

PERSONAL PROPERTY

Electronic devices, any kind of valuable personal property (such as large sums of money and jewelry), and pets are prohibited on campus. Should a student bring one of these items to school, it will be confiscated and returned only to the student's parents. Multiple offenses will result in a parent/principal conference. The individual student or parent is responsible for all personal belongings. **Riverside Traditional School will not be held liable or be required to search for any lost or stolen personal property. Riverside Traditional School does not cover theft of personal property or damage to personal property by another student.**

Items including (but not limited to) matches, spray cans, lighters, or felt-tip markers are not permitted at school. Trading cards, playing cards, dice or other games of chance are not permitted at school.

LOST AND FOUND

Clothing and other articles found at school will be placed in an area in the Front Office. We encourage you to label all clothing and other personal items with a permanent marker or something that will not easily come off. Unclaimed items are donated to charity periodically throughout the year.

BALLOONS AND FLOWERS

We discourage the sending of balloons of and/or flowers to school to celebrate a student's special occasion. In order to prevent disruption of the educational process, balloons and flowers will remain in the school office until just before the end of the school day. Students who ride the school bus will not be permitted on the bus with balloons or flowers. Balloons or flowers that are not picked up by 4:00 p.m. will be discarded.

PHOTO and VIDEO USE

Occasionally, your child may be photographed and/or videotaped in a school-related setting. These images may be reproduced in the media and/or school-related publications such as, but not limited to, newsletters, brochures, school/district websites, district-approved social media, and newspapers. Parents may request that their student's image **not be included** in publicity by checking the related box on the Signature Page of this handbook.

PHYSICAL EDUCATION

Shorts, shirts, tennis shoes, and socks are worn during physical education classes. If you must be excused from PE for medical reasons, present a signed note from your parent or guardian to the physical education instructor. This note may excuse the student from

physical activities for a period of no more than five days. Any excuse for periods longer than five days will require a note from a certified health-care provider.

HEALTH OFFICE

The school has a nurse on duty. Students must have a hall pass from their teacher before entering the health office. Students must not go to the health office between classes, except in an extreme emergency, as teachers will not be aware of the circumstances and may mark them tardy or absent.

The health office is not equipped to take care of any serious illness. Students who become seriously ill or injured at school should report to the health office or other office personnel immediately.

TO STAY OR NOT TO STAY

Below is a list of conditions that may require a student to be picked up from school due to illness. However, there is NO specific set of guidelines that covers every circumstance in determining whether a child remains in school or is sent home.

While every child is treated according to individual symptoms, the following examples frequently occur and result in a parent call:

- Vomiting
- Fever of 100 degrees or higher
- Obvious distress or discomfort, with or without a fever
- Evidence of head lice or eggs still lodged on the hair or scalp.
- An injury that may require further attention

Parents need to be aware that the illness above may stop your child from riding the bus home. If you are called, your cooperation is appreciated when there is a need to pick your child up from school.

POLICY FOR TAKING MEDICINES AT SCHOOL

If your student needs to take medication at school:

- Medication must be brought in by an adult, not a student, and checked in at the nurse's office.
- The parent/guardian must complete a consent form. It is the parent's responsibility to manage a student's medication.
- Prescription drugs must be in the original pharmacy container, labeled with the child's name, physician, dosing instructions, and when to discontinue dosing.

- The health office does provide some over-the-counter medicine, such as Tylenol. These will be administered only if a parent has been called and also given permission on the medical consent form that was completed during registration.

IMMUNIZATIONS

Children must have proof of ALL required immunizations, or valid exemption, in order to attend the first day of school. Arizona law allows exemptions for medical reasons, laboratory evidence of immunity and personal beliefs. Exemption forms are available from schools and at <http://www.azdhs.gov/phs/immun/back2school.htm>. Homeless students are allowed a 10-day grace period. The record for each vaccine dose must include the date and name of the doctor or clinic. The statutes and rules governing school immunization requirements are: Arizona Administrative Code, R9-6-701-708.

CHILDHOOD ILLNESS

Certain signs and symptoms in children may suggest the presence of a communicable disease. Children with these symptoms should not be in the classroom. However, the child may return to school when he/she is no longer sick or contagious to others. The following common symptoms are reasons to keep your child at home. If you have any questions, consult your healthcare provider or contact the school health office.

- **FEVER:** An oral temperature of 100 degrees or higher (a hand to the forehead is not a valid indicator). The child may return to school when he/she has been fevered free for 24 hours without the use of a fever reducer such as Tylenol or Ibuprofen.
- **BREATHING:** Difficulty breathing, audible wheezing, or hard coughing.
- **DIARRHEA:** Two or more watery, loose stools in the previous 24 hours.
- **VOMITING:** Children vomit for many reasons, not all of them indicate illness. If your child has two or more episodes of vomiting in the previous 24 hours, keep him/her home.
- **EYE/NOSE DRAINAGE:** Mucus or pus draining from red eyes that may be swollen, or eyes and lashes that are matted and crusty. Thick, cloudy yellow/green drainage from the nose needs to be evaluated by a healthcare provider and may need treatment with antibiotics for 24 hours before being allowed to return to class.
- **SORE THROAT:** Sore throat when fever or swollen glands are present.
- **RASH:** Undiagnosed rashes with fever. Other signs of illness may be infected sores with crusting or yellow/green drainage.
- **ITCHING:** Persistent itching or scratching of the body or scalp, or visible vermin (head lice, scabies).

In addition to notifying the school office when your child is sick, if you have taken your child to your health care provider and have a confirmed diagnosis, please notify the school health office directly with that diagnosis.

STUDENT RECOGNITION PROGRAMS

Riverside Traditional School prides itself on recognizing our students for their academic achievements and character as an RTS Pride member. An awards ceremony will be held at the end of each trimester to recognize students with the following awards:

- **SUPERINTENDENT’S LIST** – Throughout the school year, teachers will select students who exceed expectations in their academics, behavior, attitude, and character. These students will be recognized at an RESD Governing Board meeting and families will be notified in advance.
- **PRINCIPAL’S LIST** – Any student who has earned all A’s on their end of trimester report card.
- **HONOR ROLL** – Any student who has earned all A’s & B’s on their end of trimester report card.
- **THE 4 B’S CHARACTER AWARDS** – Teachers will select one student each trimester who exemplifies the expectations of each school-wide expectation contained in The 4 B’s: Be Respectful, Be Responsible, Be Safe and Be Kind.
- **OTHER POSSIBLE AWARDS**
 - State Assessment Awards (AASA & AZELLA)
 - iReady Math & Reading Growth Awards
 - RESD Benchmark Growth Awards
 - DIBELS Growth Awards
 - Other special recognitions

STUDENT COUNCIL

The Student Council is a very important part of the school, because it promotes leadership and initiative. The Student Council is the governing body of the school and plans many student activities. It is an organization through which the students may express their opinions and assist in the functions of the school. A president, vice-president, secretary, treasurer, and grade level representatives are elected to the Council to carry on student activities during the school year.

NUTRITION PROGRAM

We are committed to providing every student in our school community with all the tools they need to succeed, including nutritious meals that everyone can enjoy together. That is

why we are excited to announce that this year, we are using a new school meal program option to offer school breakfast and lunch every day to all students at no charge. All children enrolled in our school can eat for free and there is no application required!

I am writing to share with you this exciting news and to ask that you help us ensure our meal program is a success by having your child participate in school breakfast and lunch every single school day. It is important that everyone participate in our universal meal program because...

PART OF WHAT MAKES A GREAT SCHOOL CULTURE IS EVERYONE SHARING THE SAME MEAL TOGETHER.

When all of our students are eating the same meals together, our cafeteria will become a place to learn more about new foods together, make healthy choices, and fuel up for learning and play.

PARTICIPATING IN SCHOOL BREAKFAST AND LUNCH HELPS YOUR SCHOOL AND YOUR COMMUNITY.

The more students who participate in school lunch and breakfast, the more money our school receives in federal reimbursement for meals served. More money coming into our meal program allows us to purchase more fresh and nutritious foods, while securing the financial stability of our school meal program.

PARTICIPATING IN SCHOOL BREAKFAST AND LUNCH HELPS YOUR FAMILY. Participating in school breakfast and lunch helps provide nutritious food for your children at school so they can concentrate better and learn more and saves you valuable time and money at home.

I hope you will join me and the school community in supporting this exciting new program by participating in school breakfast and lunch this year. Please feel free to contact the school with any questions and to discuss any special dietary needs.

If you have other questions or need help, call 602-477-2780.

Riverside Elementary School District No. 2 highly encourages healthy eating habits. All school meals meet Arizona Nutrition Standards. Students should not share their food with others, whether they bring it from home or purchase it at school. The District strongly discourages consumption of unhealthy foods and energy drinks at our school sites. **Please contact the school nurse if your child has a food allergy.**

Please remember to follow all cafeteria rules:

- Be patient in line, No crowding
- Use indoor voices
- Make sure to eat your food promptly
- Keep food to yourself
- Raise your hand if you need help or to get out of your seat
- Clean up after yourself-- make sure to pick up your trash from the table, seat, and floor
- Be respectful to all adults and fellow students in the cafeteria

Eating in the cafeteria should be fun and social, but it is a privilege. For those who misbehave or fail to follow these directions or be respectful to school staff, cafeteria privileges may be revoked.

CANDY, SODAS, GUM, OTHER FOOD ITEMS

Food items can only be brought to school as part of students' lunches and for teacher-sponsored classroom activities. Students may bring with them bag of chips but they must be the individual size bags and not the large or family size. Sodas, unless approved by the school principal, are not allowed on campus or part of the student's lunch meal. Chewing gum is not permitted on this campus at any time. The school discourages students from bringing candy, or other "junk foods" in their school lunches. Students should not share food from their personal lunches with other students.

There is no microwave available for students to heat food. Students who bring their own lunch should bring food that does not require heating or use a thermal container to keep the food hot.

CONDUCT AT SCHOOL



The 4 B's
RESPECTFUL
RESPONSIBLE
SAFE
KIND

We take great pride in encouraging positive behavior throughout our school wide rules: **The 4 B's: Be Respectful, Be Responsible, Be Safe & Be Kind.**

We encourage and teach students the importance of practicing skills that would support them socially and emotionally.



The 4 B's
 RESPECTFUL
 RESPONSIBLE
 SAFE
 KIND

THE 4 B's - CLASSROOM

Be Respectful
 Be Courteous
 Keep the Classroom Clean

Be Responsible
 Be Prepared for Class
 Use Supplies Appropriately

Be Safe
 Use Seating Appropriately
 Body to Yourself

Be Kind
 Participate in Class
 Complete Assignments on Time

#WeAreRiverside

We have various incentives for our students, such as providing them time at our arcade, water day, positive family phone calls, public, peer and private recognitions.

Successful students will agree that two very important factors to success are respect for and cooperation with their teachers and other school personnel. For the most benefit to be gained from any subject, it is desirable that you give your cooperation to teachers, as well as fellow students. Please follow these rules:

- Behave courteously and professionally at all times.
- Obey **ALL** faculty and staff members
- NO public display of affection (hugging, kissing, etc.)
- **NO gum on campus. Food, candy or drinks other than water, are only allowed in the classroom during parties or school events**
- Be in your seat when the bell rings
- Follow teacher directions the **FIRST** time
- Do not disturb others or interrupt their learning
- Bring all work materials to class and do your own work—cheating is not allowed and will result in disciplinary action
- Stay seated until dismissal by the teacher, not the bell
- Participate in your learning by asking and answering questions.
- When classes are in session, no one should be out of a classroom without a pass issued by a staff member. Passing periods are for students to get from one class to another on time
- Comply with Dress and Appearance Code
- Electronic devices (cell phones, tablets, etc.) will not be allowed at school before, during, or after the school day (including on the bus). They will be confiscated and kept in the office until parental pickup. A parent/principal conference will be required if there are multiple offenses.
- Students are issued a picture I.D. to assist in identifying the student's account for lunch. If a student bends, cuts, tears, or destroys the I.D., there will be a mandatory \$5.00 charge to the student/parent for replacement.

CAMPUS DISRUPTIONS

Possession or use of firecrackers, stink bombs, smoke bombs, squirt guns, balloons, or other devices that can disrupt the campus will not be tolerated and will result in disciplinary action.

FIRE DRILLS/LOCKDOWNS

Each school maintains detailed plans for dealing with emergency situations and has excellent communication with local law enforcement agencies. Schools participate in monthly fire drills and complete four school-wide lockdown drills per year. All students must follow the directions of their teachers during evacuation and lockdown drills.

Pulling a fire alarm when an emergency does not exist is against the law. Students involved will be suspended from school.

DRESS AND APPEARANCE CODE

Students must be well-groomed and neatly dressed at all times. Any form of dress or hairstyle which is considered contrary to good hygiene or which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted. All students who attend District schools are expected to dress in proper school attire. **It is the parent's responsibility to ensure compliance with the dress code.** The Dress Code will remain in force for the entire school year.

All students will wear the standard school clothing. The clothing may not be altered in a manner that includes, but is not limited to, slits and shredded hems, or is disruptive to the educational process.

The school administration retains the final discretion in determining if a garment, accessory or appearance complies with the dress code. Students will be expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress or hairstyle which is considered contrary to good hygiene or which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school **will not be permitted.** Repeated violations of the dress standard may result in appropriate disciplinary action being taken, including suspension from school.

Specific Dress and Appearance Code Requirements include (but are not limited to):

- **NO unnatural coloring or highlighting of hair.**
- **Extreme hairstyles are NOT accepted,** including (but not limited to), Mohawks or any variation of a Mohawk, Lettering or Symbols on the head.
- **Tops - Solid red for First through fourth Grade and baby blue for Kindergarten.**
 - Solid means no other color striping or trim.
 - No logos or labels are allowed on shirts or sweatshirts unless it is the authorized school name and logo.
 - All tops must have a lay down collar with long or short sleeves, and no zippers.
 - All tops must be tucked in.
 - Undershirts worn beneath tops must be solid white or red only.
 - Tops must be size appropriate.
- **Bottoms - All khaki, no denim, and no logos.**

- The bottoms may be pants shorts, skirts, jumpers, or skorts. All shorts (for boys and girls), skirts, jumpers or skorts must be no shorter than two inches above the knee.
- No sweatpants, athletic wear, jeans, stretch pants, cargo pants, corduroy, or overalls may be worn.
- All bottoms must be size appropriate.
- Pants may not touch the ground or flare wider than a shoe length at the bottom.
- Girls may wear spandex leggings under their uniform skirts or shorts, but will not be allowed to wear them by themselves.
- **Belts - ONE solid color, white, navy blue, red, brown or black.**
 - No initials or logos of any kind on belts or belt buckles.
 - Belts may not be more than one size larger than the waist.
- **Footwear - For safety reasons, only closed-toed and closed-heeled shoes are allowed.**
 - No platform shoes, open-toed sandals, flip-flops, or slippers shall be worn.
 - Shoelaces must be correctly laced, securely tied and standard size.
 - Solid white, black, or navy socks or tights may be worn.
- **Winter Wear/OuterWear.**
 - Sweatshirts of appropriate solid colors may be worn over a uniform shirt with the collar showing.
 - Turtle necks of appropriate solid colors may be worn.
 - Jackets of appropriate school colors may be worn in the classroom.
 - Flannel or plaid shirts are not allowed.
 - Outerwear must be size appropriate with no logos other than the school mascot.
 - No outwear must have any type of symbols or photo that is gang or drug related. Items that have profanity or inappropriate wording or photos will be removed and parents will be contacted to bring in substitute clothing items.
- **For Safety Reasons - No facial piercings allowed.**
 - NO pierced jewelry may be **worn by boys.**
 - Girls may wear only one earring per ear, with earrings no larger or longer than the size of a quarter.
 - No long dangling earrings or gauges allowed.
- **Other (including, but not limited to):**
 - No grills, sunglasses, hats, ballcaps, bandanas, hair nets, or other head coverings may be worn. Any exceptions must have a medical excuse on file.

- Chains, hanging belts, and spiked bracelets/necklaces/earrings are not allowed.
- Excessive and/or expensive jewelry. The school will not accept responsibility for any lost, stolen, or damaged items.
- Tattoos, buttons, bracelets, or other accessories, that promote the use of alcohol, cigarettes, drugs, or make reference to or identify gangs, or that contain vulgar, lewd, obscene, or plainly offensive messages are not allowed.
- No undergarments may be visible.
- Pants must be worn at the waistline (no sagging).
- No handwriting or drawing on clothing.
- No handwriting or drawing on skin.
- Court imposed monitoring devices must be covered at all times.
- Outerwear garments worn over prohibited items do not make these items acceptable.
- The school understands that some students will wear head garments due to religious beliefs. Parents need to notify their child's teacher in situations surround wearing of these religious items.

DOLLAR DRESS DAYS/PICTURE DAY DRESS CODE

On these days, students will be expected to keep themselves well-groomed and neatly dressed at all times. Clothing must be modest, clean and appropriate for school wear. **Any form of dress or hairstyle which is considered contrary to good hygiene or which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted.**

Since fashions and name designations for wearing apparel change frequently, the administration, with the advice and counsel of faculty, students, and parents, may provide an interpretation of garments that are questionable.

Articles of clothing that are non-negotiable include (but are not limited to): sandals, flip flops, slippers, spaghetti strapped tops, sweatpants, athletic shorts, midriff baring tops or shorts/skirts shorter than your fingertips when your hands are resting by your side, headwear, inappropriate images (i.e., alcohol, drugs, gangs, etc.), and spandex leggings worn alone.

Students wearing inappropriate articles of clothing or accessories will be sent to the office immediately to call their parents for a change of clothing.

Students who do not bring a dollar for “Dollar Dress Day” must call their parents to bring their school uniform for the student to wear for the rest of the day.

The dress code is in compliance with Arizona Revised Statutes 15-342.22.

GANG ACTIVITY OR ASSOCIATION

The type of dress, apparel, activities, acts, behavior, or manner of grooming displayed, reflected, or participated in by the student while on school property or at any school activity that may be construed to reflect gang activity or association is strictly prohibited. If a student's behavior or other attribute is in violation of these provisions, the principal or designee will take appropriate corrective and disciplinary action that may include suspension and/or expulsion.

BULLYING

The Governing Board of the Riverside Elementary School District No. 2 believes it’s the right of every student to be educated in a positive, safe, caring and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps students build a sense of community that promotes positive participation as citizens in society.

To assist in achieving a school environment based on the beliefs of the Governing Board, **bullying in any form will not be tolerated, including, but not limited to: Harassment, Intimidation, and Cyber-Bullying.** Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual’s personal electronic media and equipment. The consequences for bullying include, but are not limited to, ISS, Suspension – short and long term, and/or Expulsion from the school district.

Law Enforcement authorities may be notified any time District officials have reason to believe that an incidence of bullying has occurred. Bullying is a violation of the Law.

DISCIPLINE

Misbehavior is costly because it takes valuable learning time away from others who accept their responsibilities as students. All forms of misbehavior will be dealt with in a swift manner with minimum classroom disruption. These guidelines are provided for your information so that those who choose to break the rules will know what consequences they are risking for their misbehavior. Consequences include, but are not limited to, In-School Suspension, Suspension from School, whether short term or long term, and/or Expulsion from the school district.

In addition to the guidelines set forth in this Student Handbook, each teacher has his/her own discipline plan that is distributed at the beginning of each year.

The building principal has the authority to suspend a student for 10 days or less. If a student is subject to suspension for 11 days or more, a request for a formal hearing can be made to the Superintendent. A formal hearing shall be held whenever expulsion is recommended. The Superintendent will determine the continuation of the formal expulsion process.

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. Through training, students develop self-control, character, orderliness, and efficiency. Discipline is the key to good conduct and proper consideration for other people.

Where conduct falls within the protection of the First Amendment, the administration will reserve the right to preview any material or activity (planned or spontaneous) involving the student population.

Under Arizona revised Statutes §15-507 Any person (student, parent, or community member) who verbally abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of his duties is guilty of a class 3 misdemeanor and will result in disciplinary action under the discrepancy of the Administrator or acting Administrator.

OFF-CAMPUS JURISDICTION

The jurisdiction of the school is primarily limited to the school premises, school-sponsored functions, going to and from their bus stops, on the bus, and at the bus stop. However, violations in conduct by students going to and from functions could result in disciplinary action, as per Arizona Revised Statutes 13-201.

School rules and other reasonable expectations of acceptable student behavior are extended to include student conduct while off campus during the regular school day. This includes the student's conduct while going to and from school, during the lunch hour, and release time. School authorities may discipline a student for any misconduct while off campus during the times specified above.

PARENT/GUARDIAN/STUDENT BEHAVIOR

Any parent/guardian/student who engages in conduct unbecoming of a RTS parent and/or student, including (but not limited to) excessive behavior, raising of the voice to an unacceptable level, physical or verbal intimidation or any action that disrupts the operation of class, front office, school facility or school event will be immediately asked to leave the premises. ***Under Arizona revised Statutes §15-507 Any person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of his duties is guilty of a class 3 misdemeanor. Law Enforcement authorities shall be notified any time School or District officials have reason to believe that a person has verbally or physically assaulted a teacher or school employee, because it is a violation of the Law and may result in arrest and be prohibited from entering school grounds or attending school events.***

SEARCH AND SEIZURE

The **administration has the legal right to search and seize property**, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety, and welfare of the student(s) exists. This would also include personal property such as backpacks, book bags, clothing, or other items carried by the students.

Items provided by the school for storage (e.g. lockers, desks) of personal items are provided as a convenience to the student and remain the property of the school and are subject to its control and supervision. Students have no reasonable expectation of privacy, therefore lockers, desks, storage areas, etc., may be inspected at any time, with or without reason, or with or without notice by school personnel.

SMOKING/ALCOHOLIC BEVERAGES/DRUGS

If you use or possess any form of tobacco on campus, you will be subject to disciplinary action nor do not come to school having consumed drugs or alcohol. The use, possession, or sale of drugs on school property or at school events is prohibited.

Students in violation of the provisions of the above paragraph shall be subject to removal from school property and shall be subject to prosecution in accordance with the provisions of the law.

Students attending school at RTS who are in violation of the provisions of this policy shall be subject to disciplinary actions in accordance with the provisions of school rules and/or regulations.

For purposes of this policy, "drugs" shall include, but not be limited to:

- All controlled substances prohibited by law;
- All alcoholic beverages;
- Any prescription or patent drug, except those for which permission to use in school has been granted;
- Hallucinogenic substances;
- Inhalants.

Any student who violates the above may be subject to warning, reprimand, probation, suspension, or expulsion in addition to other civil and criminal prosecution depending on the incident and circumstances.

Students who might use, possess, or sell substances that might be **represented** as being drugs may also be subject to the above policy.

DUE PROCESS

Students at Riverside Traditional School have rights. They also have the responsibility to respect the rights and property of others. If a student fails to do this, disciplinary action will follow.

In disciplinary cases, each student is entitled to due process. This means students shall be informed of accusations against them and will have an opportunity to present an alternative factual position if the accusations are denied.

This means you must:

- Be informed of the accusations against you.
- Have an opportunity to accept or deny the accusations.
- Have the factual basis for accusation explained to you.
- Have a chance to present an alternative factual position if the accusations are denied.

SUSPENSIONS

IN-SCHOOL SUSPENSION (ISS) - Student loses all social privileges on campus and is in a self-contained classroom to complete work assigned by regular classroom teachers.

OUT OF SCHOOL SUSPENSION (OSS) - Student is suspended off campus and teachers are not required to provide and accept work. A parent conference is required before the student returns to school.

EXPULSION – Upon completion of a due process hearing with a reviewing official outside the student’s school, a finding of expulsion may be rendered that may remove the student for a year from the district. The expulsion may period may span from one school year to the next.

DETENTION

You may be required to stay in class during lunch recess and/or remain after school for inappropriate behavior. Parents will be notified and the specifics of the detention will be assigned by the teacher or administrators.

RESD Infraction and Consequence Chart

(Any infraction involving a police report may result in arrest and/or civil or criminal prosecution)

PROBLEM AREA	DEFINITION	SCOPE/CONSEQUENCE
ABSENCE WITHOUT PERMISSION Level 1-3	Absence from class without parental permission, leaving school grounds without permission, unexcused absences, truancy. Parent must contact school within 24 hours of absence in order for it to be excused. Truancy laws apply.	Conference – Contact RESD Truancy Officer – Referral to C.U.T.S. – Alternative Placement – Suspension
ALCOHOL (Distribution, Possession, Use and Sale) Level 3	Liquor law violations; possession, use, distribution and sale). The violation of laws or ordinances prohibiting the manufacture, sale, distribution, purchase, transportation, possession, or use of intoxicating alcoholic beverages or substances represented as alcohol. This would include being intoxicated at school, school sponsored events and on school-sponsored transportation.	Suspension – Expulsion Police Report

<p>ARSON Level 3</p>	<p>Knowingly and unlawfully damaging a structure or personal property by knowingly causing a fire or explosion.</p>	<p>Restitution and: Suspension – Expulsion Police Report (Occupied Structure)</p>
<p>ASSAULT Level 3</p>	<p>A physical attack includes an actual and intentional touching or striking of another person against his or her will or the intentional causing of physical injury to an individual. This includes situations in which one person or group of persons physically attacks or “beats up on” another person who does not wish to engage in the conflict.</p>	<p>Suspension – Expulsion Police Report</p>
<p>AGGRAVATED ASSAULT/ASSAULT ON A STAFF MEMBER Level 3</p>	<p>An assault in which a person causes serious physical injury to another, or an assault on a peace officer, teacher, or other employee of the school district.</p>	<p>Suspension – Expulsion Police Report</p>
<p>BICYCLE MISCONDUCT Level 1</p>	<p>Failure to comply with laws, rules, or guidelines of bicycle use.</p>	<p>Conference-Loss of bicycle use privileges - ISS</p>
<p>BULLYING Level 2</p>	<p>Bullying occurs over an extended period of time, and may include, but is not limited to, verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying; exposure to social exclusion or ostracism; physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting; damage to or theft of personal property.</p>	<p>Conference - Suspension – Expulsion Police Report</p>
<p>BURGLARY Level 3</p>	<p>A person commits burglary if the person or an accomplice possesses a weapon or dangerous item or remains unlawfully on the property in the course of committing any theft or any felony.</p>	<p>Suspension -Expulsion Police Report</p>
<p>BUS MISUSE Level 1-3</p>	<p>Not following designated bus rules.</p>	<p>Refer to RESD Bus Infractions</p>

CAFETERIA MISCONDUCT Level 1	Failure to comply with the rules of the cafeteria	Conference-Loss of Privileges Suspension
CELL PHONE DISTURBANCE Level 1-3	Any use of cellular phone during the school day (i.e. incoming/outgoing phone calls, text messaging, taking photos, music, etc.)	Conference-Suspension
CHEATING/PLAGIARISM Level 2	Copying the work of others and submitting it as your own, obtaining unauthorized and undocumented material from the Internet, use of cell phone for transmitting test items or other secured information, or securing teacher material or work in a dishonest or unauthorized way.	Conference-Removal from Class- Suspension
CLASSROOM DISTURBANCE Level 1-3	Any act which disrupts the normal educational process or violates any rules or procedures of a classroom.	Conference-Loss of Privileges- Suspension
CONTRABAND/ INAPPROPRIATE ITEMS Level 2	Items which may disrupt the learning environment	Confiscation and: Conference- Suspension
CRIMINAL INVOLVEMENT Level 3	Criminal involvement in an off-campus offense indicating that the offender is likely to pose a threat to the safety or welfare of students or staff members, or impair the normal educational process or educational climate.	Conference-Suspension-Expulsion Police Report
CYBERBULLYING Level 2-3	Any act of bullying committed by use of electronic technology or electronic communication devices; telephonic devices, social networking, Internet on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.	Conference – Loss of Privileges- Suspension – Expulsion Police Report

<p>DANGEROUS ITEM (Distribution, Possession, Use and Sale) Level 3</p>	<p>A dangerous item used to cause bodily injury to, threaten, or intimidate another person may be classified as a dangerous instrument. This includes, but is not limited to: B.B. Gun, Paintball Gun, Pellet Gun, Knife less than 2.5 inches, Taser or Stun Gun.</p>	<p>Suspension – Expulsion Police Report</p>
<p>DANGEROUS SITUATION, FAILURE TO REPORT Level 1-3</p>	<p>Failure to report any knowledge or suspicion of a potentially dangerous situation.</p>	<p>Conference – Suspension</p>
<p>DEFIANCE/DISRESPECT OF AUTHORITY Level 1-3</p>	<p>Refusal to comply with reasonable requests of school personnel or refusal to obey classroom and school rules.</p>	<p>Conference – Suspension</p>
<p>DESTRUCTIVE DEVICES Other than Firearms (Distribution, Possession, Use) Level 3</p>	<p>Possession, use or distribution of any device that is designed to (or may readily be converted to) expel a projectile by the action of an explosive. This includes starter gun, bombs, grenades, mines, rockets, missiles, pipe bombs, combustible or poisonous gases or similar devices that explode and are capable of causing bodily harm or property damage</p>	<p>Suspension – Expulsion Police Report</p>
<p>DISRUPTIVE BEHAVIOR Level 1-3</p>	<p>The act of being involved in behavior which disrupts the educational process of other students on the campus or disregarding the suggestions and corrective efforts of the teacher or other school personnel. This includes swearing and vulgar language/behavior</p>	<p>Conference-Suspension</p>
<p>DRESS CODE VIOLATION Level 1-3</p>	<p>Dressing in a manner that may result in a distraction or disruption of a safe environment.</p> <p>Attire that suggests involvement in gang activity or any apparel that is suggestive, obscene, lewd, shows vulgar language or symbols, or shows symbols or language relating to or promoting sex,</p>	<p>Conference requesting change of clothes – Suspension</p>

	<p>drugs, tobacco, or alcohol on clothing are expressly prohibited.</p> <p>Refer to the Dress Code in this handbook.</p>	
<p>DRUGS (Distribution, Possession, Use and Sale) Level 3</p>	<p>(Includes illegal drug possession, sale, use, distribution, being under the influence)</p> <p>The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug, imitation of an illegal drug, or narcotic substance prohibited by law, or equipment and devices used for preparing or taking drugs or narcotics. Includes being under the influence of drugs at school, or imitation of illegal drugs at school, school-sponsored events and on school-sponsored transportation. "Drugs" shall include but are not limited to: all dangerous controlled substances prohibited by law, hallucinogenic substances and inhalants, and any prescription or over-the-counter drug if abused by the student, except those for which permission to use in school has been granted pursuant to Board policy.</p> <p>Category does not include tobacco and alcohol.</p>	<p>Suspension – Expulsion</p> <p>Police Report</p>
<p>ELECTRONIC DEVICES Level 1-3</p>	<p>Misuse, abuse of electronic devices to photograph, film, videotape or digitally record or by any other device images of students and staff and/or distribute or publish any of the above without the consent of the person depicted and/or without the person's knowledge. In addition, this includes the misuse, abuse, or blatant disregard of RESD guidelines and procedures. While it is becoming increasingly popular for students to post material on web sites such as Facebook and Twitter, please be aware that if material posted, either at home or at school, is viewed as inappropriate, harassment</p>	<p>Conference-Expulsion</p>

	or disruptive to the educational environment, students will be subject to disciplinary action.	
EXTORTION Level 1-3	Asking for or demanding money or something of value from another person in return for protection or in connection with a threat to inflict harm.	Suspension – Expulsion Police Report
FAILURE TO MEET EXPECTATIONS Level 1	Students do not meet the expectations of the teacher or staff member. May be based on class/team/organization’s rules, policies, and procedures.	Conference – Suspension
FALSE ACCUSATIONS Level 1-2	Knowingly giving false or misleading information with intent to defame or cause harm.	Conference-Expulsion Police Report
FIGHTING Level 3	Fighting includes mutual participation in a fight involving physical violence or harm caused to another person. There is no one main offender. Purpose is to cause harm to another person. Fighting does not include verbal confrontation, tussles, or other minor confrontations.	Suspension – Expulsion Police Report
FIRE ALARM, DIALING 911 Level 3	Pulling a fire alarm or dialing 911 when there is no indication of emergency.	Suspension-Expulsion Police Report
FIREARMS (Distribution, Possession, Use)	Possession, use or distribution of any weapon designed to or may be readily converted to expel a projectile by act of explosive. This includes the frame or receiver of any such weapon. This	Suspension – Expulsion Police Report

<p>Level 3</p>	<p>includes, but is not limited to handguns, rifles or shotguns.</p>	
<p>FORGERY Level 1</p>	<p>Falsely and fraudulently making or altering a document.</p>	<p>Conference – Suspension</p>
<p>GAMBLING Level 1-2</p>	<p>Participating in games of chance for the purpose of exchanging money or goods.</p>	<p>Conference – Suspension</p>
<p>GANGS (Negative group affiliation) Level 1-3</p>	<p>An ongoing loosely or highly organized association of three or more persons, whether formal or informal, that has a common name, signs, symbols or colors, whose members engage, either individually or collectively, in violent or other forms of illegal behavior. This includes students wearing, carrying or displaying gang paraphernalia and/or exhibiting behavior or gestures that symbolize gang membership.</p> <p>Specific attitudes and actions of a student affiliated with a negative group typically include some of the following:</p> <ul style="list-style-type: none"> • May or may not have a recognized leader • Do most things together, especially socially • Stick together on issues • Act bored, disinterested, imposed upon by teacher ideas, suggestions, or requirements • Involve themselves in other’s problems; therefore, perpetuate the problems • Claim loyalty and righteousness if reprimanded. Such interference is in the name of friendship • Confront authority as a group when one member has been disciplined • Act in an uncooperative and/or hostile manner • Conduct themselves as though no other individuals exist in the school including other students 	<p>Conference – Expulsion Police Report</p>

	<ul style="list-style-type: none"> • Are not objective 	
GRAFFITI OR TAGGING Level 2	Writing on walls, drawing or words that are scratched, painted or sprayed on walls or other surfaces.	Restitution and: Conference-Expulsion Police Report
HARASSMENT Level 1-3	Intentional disruptive or threatening behavior by a student(s) to another student(s); includes, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact, unwelcome verbal or written comments, photographs and graphics; harassment, direct or indirect, may be related, but not limited to, race, religious orientation, sexual preference, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect or by use of social media.	Conference – Expulsion Police Report
HATE CRIME Level 3	A criminal offense or threat against a person, property or society that is motivated, in whole or in part, by the offender’s bias against a race, color, national origin, ethnicity, gender, religion, disability or sexual orientation. This includes any crime that manifests evidence of prejudice based on race, religion, sexual orientation, or ethnicity.	Suspension – Expulsion Police Report
HAZING Level 1-3	Any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both the act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an educational institution and the act contributes to a substantial risk of potential physical injury, mental harm or	Suspension – Expulsion

	degradation, or causes physical injury, mental harm or persona degradation.	
INTIMIDATING ACT Level 1-3	Intentional behavior by a student(s) that places another student(s) in fear of harm of person or property; may be manifested emotionally or physically, directly or indirectly, and by use of social media.	Conference – Expulsion Police Report
LYING Level 1	Knowingly giving false information or information intended to mislead about one’s self.	Conference – Suspension
MINOR AGGRESSIVE ACT Level 1-3	Pushing, shoving, tussles, minor confrontations. Non-serious but inappropriate physical contact, i.e. hitting, poking, pulling or pushing, running in the building, hallways or corridors, pulling a chair out from underneath another person, or other behaviors that demonstrate low level hostile behaviors. Does not rise to the level of fighting or assault.	Conference-Suspension
MOTORIZED VEHICLES Level 1	Bringing motorized vehicles such as motorcycles, go peds, etc., on campus at any time.	Conference-Suspension
MULTIPLE VIOLATIONS OR REPEATED VIOLATIONS Level 1-3	If the student’s discipline file contains violations of multiple rules, this may result in more severe penalties than the guidelines for a single offense. ***** If the student’s discipline file contains two or more violations of the same rule, this may result in more severe penalties than the guidelines for a single offense.	Case-by-case basis

<p>OTHER WEAPONS (Distribution, Possession, Use)</p> <p>Level 2-3</p>	<p>Any instrument or object possessed or used to inflict harm on another person or to intimidate any person. This may include but not limited to: nunchakus, brass knuckles, Chinese stars, Billy clubs, knives at least 2.5 inches, electrical weapons or devices.</p> <p>Weapons are strictly prohibited.</p>	<p>Suspension – Expulsion</p> <p>Police Report</p>
<p>PHYSICAL PRESENCE IN UNAUTHORIZED AREAS</p> <p>Level 1</p>	<p>Knowingly and willingly being in an area that is prohibited or not authorized by a staff member. Being in any area considered off-limits to students, including teachers’ lounge, work areas, off-limits campus areas, etc.</p>	<p>Conference-Suspension – Expulsion</p>
<p>PORNOGRAPHY</p> <p>Level 1-2</p>	<p>Possession, distribution, or sale of any pornographic materials.</p>	<p>Conference-Expulsion</p> <p>Police Report</p>
<p>PROFANITY</p> <p>Level 1-3</p>	<p>Swearing and/or use of vulgar language either directed to an individual or non-directed.</p>	<p>Conference – Suspension</p>
<p>PROVOKING STUDENTS</p> <p>Level 1-3</p>	<p>Instigating/manipulating students to act in an irresponsible/threatening/unsafe manner by using oral, written or physical cues.</p>	<p>Conference – Expulsion</p> <p>Police Report</p>
<p>PUBLIC DISPLAY OF AFFECTION</p> <p>Level 1-3</p>	<p>Any intimate physical contact.</p>	<p>Conference – Suspension</p>
<p>ROBBERY</p> <p>Level 1-3</p>	<p>Unlawful taking, carrying, leading, riding away or attempting to take anything of value that is owned by another person or organization, by force, or threat of force, or by putting the victim in fear.</p>	<p>Restitution and: Suspension – Expulsion</p> <p>Police Report</p>
<p>ROLLING DEVICES MISCONDUCT</p>	<p>Use of skateboards, roller skates, in-line skates, or any rolling devices on the school campus.</p>	<p>Confiscation and: Conference</p>

Level 1-2		Suspension
SELLING/TRADING Level 1-2	The selling, buying or trading of any item on school property that is not sponsored by the school (for example, gum, money or candy, etc.)	Confiscation of Items and Money and: Conference-Suspension
SEXUAL HARASSMENT Level 1-3	Unwelcome sexual advances, requests for sexual favors, or the verbal or physical conduct of a sexual nature constitutes sexual harassment when this conduct is offensive and objectionable, causes discomfort or humiliation or interferes with school performance. Includes: sexual comments, gestures, jokes or looks, being touched, grabbed or pinched in a sexual manner, flashing or mooning, spreading sexual rumors and clothing pulled at, off or down in a sexual manner.	Conference – Expulsion Police Report
SEXUAL HARASSMENT WITH CONTACT Level 3	(includes attempted) Forcible sexual assault against the person’s will, or not forcibly or against a person’s will where the victim is incapable of giving consent. Includes fondling/touching private body parts of another person and indecent liberties or acts.	Suspension – Expulsion Police Report
SIMULATED FIREARMS (Distribution, Possession, Use) Level 3	Any simulated firearm made of plastic, wood, metal or any other material which is a replica, facsimile or toy version of a firearm.	Suspension – Expulsion Police Report
TARDINESS Level 1	Arriving late to class. Truancy laws apply.	Conference –Suspension
THEFT (Personal or School Property) Level 1-3	The unlawful taking, carrying, leading or riding away with property of another person without threat, violence, or bodily harm. This also includes possession or sale or attempted sale of another’s property.	Restitution and: Suspension – Expulsion Police Report

THEFT (Motor Vehicle) Level 1-3	<p>The theft or attempted theft of a motor vehicle.</p> <p>Examples include: car, truck, motorcycle, dune buggy, RV, golf cart or anything that is self-propelled.</p>	<p>Restitution and: Suspension – Expulsion Police Report</p>
THREATENING ACT (Physical or verbal threat or intimidation) Level 1-3	<p>To unlawfully place another person in fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to actual physical attack. Ex: bomb threat, threats made over the telephone, threats to beat someone up, threats made by text message or internet, at home or at school.</p>	<p>Conference – Expulsion Police Report</p>
THREATENING AN EDUCATIONAL INSTITUTION Level 1-3	<p>To interfere with or disrupt an educational institution through threatening statements.</p> <ol style="list-style-type: none"> 1. Threatening to cause physical injury to any employee of an educational institution or any person attending an education institution. 2. Threatening to cause damage to any educational institution, the property of any educational institution, the property of any employee of an educational institution or the property of any person attending an educational institution. 3. Going upon or remaining on the property of any educational institution for the purpose of interfering with or disrupting the lawful use of the property in any manner as to deny or interfere with the lawful use of the property of others. 4. Refusing to obey a lawful order to leave the property of an educational institution. 	<p>A student who is determined by the institution through threatening statements administration to have threatened an educational institution shall be recommended to the Superintendent for expulsion process initiation of at least one year. The administration may modify this expulsion recommendation requirement for a student on a case-by-case basis, at the sole discretion of the administration, if the student agrees to participate in mediation, community service, restitution, or other program(s) established by the administration in which the student takes responsibility for the threat and for the results of the threat. The administration may reassign a student who is subject to expulsion to an alternative program and may require that the student’s parent(s) or guardian participate in the mediation, community service</p>

		restitution or other programs in which the parent or guardian take their responsibility with the student for the threat.
THREATS/INTIMIDATION AND/OR VERBAL ABUSE OF A STAFF MEMBER Level 1-3	Statements (verbal or written) or actions, which attempt to threaten or intimidate a staff member (ARSS15-507: a person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of their duties is guilty of a class 3 misdemeanor).	Conference-Expulsion Police Report
THROWING OBJECTS Level 1-3	Throwing objects in an unsafe/dangerous manner. This includes reckless behavior that threatens the safety and well-being of others. This includes throwing objects at school-sponsored events and while on school sponsored transportation.	Conference – Expulsion
TOBACCO (Distribution, Possession, Use and Sale) Level 3	The distribution, possession, use or sale of tobacco products, including imitation tobacco (electronic cigarette, hookah, water pipe) on school grounds, school-sponsored events and on school-sponsored transportation.	Conference – Suspension Police Report
TRESPASSING Level 2-3	To enter or remain on a public-school campus without authorization or invitation and with no lawful purpose for entry. This includes students under suspension or expulsion and unauthorized persons who enter or remain on a campus after being directed to leave.	Conference-Expulsion Police Report
UNSAFE BEHAVIOR/ ENDANGERMENT Level 1-3	Acting in a way (verbal, written or physical) that may lead to a dangerous situation and/or threatens the safety of self or others. This may include knowingly and willingly withholding information that leads to such situations.	Conference – Expulsion

VANDALISM (Destruction of school or personal property) Level 1-3	The willful or malicious damage, destruction, injury, disfigurement or defacement of school or personal property without consent. This includes bombing, arson, graffiti, computer hacking and other acts that cause property or personal damage.	Restitution and: Suspension – Expulsion Police Report
VERBAL ALTERCATION Level 1-3	Verbal confrontation/sparring with another individual. Does not rise to the level of a Threatening Act.	Conference – Suspension

BUS RULES

- Obey the bus driver at all times.
- Be courteous to the driver and other bus passengers.
- **Always identify yourself when asked by the driver.**
- **Secondary students are required to show a student ID card to the bus driver upon request.**
- Be at the bus stop 10 minutes prior to scheduled pick-up time in the morning.
- Stand a safe distance from the curb or highway.
- Be on time to the bus in the afternoon.
- When crossing the street by school bus, always cross ***in front*** of the bus.
- Always use the steps and handrail when boarding and leaving the bus.
- Sit quickly and quietly in the assigned seat.
- Remain seated facing forward in your assigned seat while the bus is moving. The aisle is not to be blocked at any time.
- Remain seated while the bus is in motion and **until it comes to a stop.**
- No eating, drinking (except water in plastic bottles), chewing gum or spitting inside the bus.
- Keep hands, head, arms and all objects inside the bus at all times.
- Talk in normal tones; loud, rude, vulgar or obscene language is prohibited. ■ Keep the bus clean and free of damage.
- All items carried by students (i.e., athletic equipment, backpacks, etc.) must be under their control at all times, and must be carried in the lap, between seats or properly secured in a vacant seat.
- Large items cannot occupy needed seating space or be placed in the driver’s compartment or in the stairwell.
- Skateboards, scooters and rollerblades are not allowed on the school bus.

- Electronic equipment of any kind is not allowed on the bus.
- Students are permitted to use only their designated bus stops. Any changes require a parent/legal guardian’s written request, counter-signed by a school official.
- Students are permitted to ride only their assigned bus. Any exceptions must be requested *in writing* by the student’s parent or legal guardian and approved by a school official.
- **State law prohibits the following items on school buses:**
 - Alcoholic Beverages, Tobacco, Dangerous or Narcotic Drugs
 - Glass Items
 - Weapons, Explosives, Fireworks, Smoke or Stink Bombs
 - Animals of any kind
 - Other Legally Prohibited Substances or Dangerous Objects

LIST OF SCHOOL BUS INFRACTIONS

School Transportation is a privilege and can be revoked at any time.

Site administration issues all consequences for school bus infractions, which range from conference to loss of bus privileges. Infractions and consequences also apply to behavior at bus stops.

Level I – Infractions which cause delay, inconvenience or irritation	
Infractions	Consequences
<ul style="list-style-type: none"> • Failure to remain properly seated • Loud disruptive talking or yelling • Failure to take assigned seat upon request • Out of seat while bus is in motion • Eating/drinking/chewing gum on bus • Harassing other passengers or driver or aide • Littering inside/outside bus • Horseplay on bus or at bus stop • Use of electronic device on bus 	<p>In all cases, a parent or guardian must sign and return the bus incident report. A conference with the principal and the bus driver may be held.</p> <p>Consequences can range from a warning to a suspension of 1 day and up, to a loss of bus privileges up to an entire school year, depending on the severity of the infraction and whether it is a first offense or has happened multiple times.</p>
Level II – Infractions that are disrespectful, illegal, damaging or demeaning:	
Infractions	Consequences
<ul style="list-style-type: none"> • Extending hands or head out of bus window • Profanity, obscene language or gestures 	<p>In all cases, a parent or guardian must sign and return the bus incident report. A conference with the principal and the bus driver may be held.</p>

<ul style="list-style-type: none"> • Disrespect to Bus Driver • Verbal abuse of driver or other passenger • Defiant behavior or profanity toward driver or aide • Spitting • Throwing objects on bus • Throwing objects at bus • Tobacco, alcohol or drug possession on bus • Defacing school district property • Rough and rowdy behavior • Possession of lighters or matches on bus • Unsafe behavior of any sort 	<p>Consequences can range from a warning to a suspension of 1 day and up, to a loss of bus privileges up to an entire school year, depending on the severity of the infraction and whether it is a first offense or has happened multiple times.</p>
Level III – Severe infractions that are extremely dangerous or damaging:	
Infractions	Consequences

<ul style="list-style-type: none"> • Refusal to show ID card, or give student name upon driver's request (Secondary students only) • Fighting • Lighting matches or lighters on bus • Setting fire on bus • Damaging/Destroying school district property • Physical assault • Profanity or verbal abuse directed towards demeaning a person's character • Fireworks possession or use on bus • Tobacco, alcohol or drug use on bus • Activation or tampering with emergency or safety equipment on bus • Use of laser pens, lights or other shining or reflective devices to distract or obscure driver's vision • Weapon, simulated weapon, firearm, destructive device, or dangerous instrument on bus or at stop • Shoving student(s) in path of any on-coming vehicle • Throwing objects out of bus • Unauthorized exit from emergency door • Physically impeding movement of school bus • Verbal threat of harm or violence or any action causing harm to other. 	<p>In all cases, a parent or guardian must sign and return the bus incident report. A conference with the principal and the bus driver will be held.</p> <p>No warnings will be issued for Level III Infractions. These infractions endanger all students and district employees on the bus, and possibly members of the community. The length of the suspension will depend on the severity of the offense, likely resulting in loss of bus privileges for a significant amount of time and could possibly carry over into the next school year.</p>
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The school site Administrator has the ultimate decision in revoking bus riding privileges.

Riverside Elementary School District No. 2

RESD Technology, School Laptop Internet Acceptable Use, and Hardware Restitution Agreement

You have a wonderful opportunity before you! You have the opportunity to use the school's technology resources for your education. These resources will broaden your horizons, provide diverse opportunities, and prepare you for the world of today. You will be able to access the Internet with school resources. The Internet has great promise for sharing ideas and knowledge but it also has the potential for misuse. The Riverside Elementary School District does filter the Internet in an effort to block material that is not appropriate for students. However, as with some tools, there are cautions to be taken. This Acceptable Use Agreement (AUA) will outline some of those cautions, provide direction for the use of the resources, and will affirm your commitment to comply with this AUA to any District Issued devices.

1. You agree to act responsibly and with good behavior on any computer or communications system using Riverside Elementary School District's wired or wireless network services. You agree to follow all school and district rules for behavior and communications. Access is a privilege - not a right.
2. The primary purpose of the District network (including but not limited to the Internet, printers, laptops, etc.) is to allow users to conduct school business. Use of District resources will be limited to School related activities. Do not waste school resources by printing excessively.
3. You agree not to tamper with or attempt to illegally access or "hack" any Riverside Elementary School District computer resources. Intentional damage, misuse of computers or computer networks, intentional creation or spreading of a computer virus will not be tolerated.
4. It is your responsibility to protect your privacy; keep your password to yourself. Sharing a password, or logging in for someone else, is strictly forbidden. If you know of a security problem with your account or someone else's, you agree to inform the school administration immediately.
5. You agree to abide by the generally accepted rules of "netiquette" and conduct yourself in a responsible, ethical, and polite manner while using any Riverside Elementary School District technology resource. Suggested netiquette guidelines are available on the district web site.
6. The Riverside Elementary School District makes no warranties of any kind, whether expressed or implied, for the supervision and service it is providing. By signing below, you agree that the Riverside Elementary School District assumes no

responsibility or liability for any loss of data. Use of any information obtained via the Internet is at your own risk. The Riverside Elementary School District specifically denies any responsibility for the accuracy or quality of information obtained through its services. YOU are ultimately responsible for backing up your files. Remember, all technological devices brought onto school campus are subject to search and seizure.

7. Food and drink do not mix with electronic devices. Liquids, even water, will cause corrosion on the electrical parts inside. You are responsible for damage to district technological resources, whether the damage is a broken screen, a corroded electrical part, or a broken keyboard.
8. You are not to modify, tag, etch, attach stickers, or otherwise deface the Device or district provided accessories in anyway except where exactly and explicitly authorized with district permission.
9. Only district-issued Devices may be used on district property and personal laptops are not permitted on district property. A district issued laptop must be used; no personal laptops may be used on campus. Configuration issues, ownership issues, software licenses, and many other considerations prevent us from allowing other computing equipment to be used instead of the district issued equipment. Laptop models and features can and do change from year to year. There is not an upgrade program. The laptop you are issued is to be used throughout your attendance at RESD. If the same laptop cannot be used throughout your time at RESD because of theft, loss, damage, or failure, when possible, one will be issued that most closely resembles the model and features of your original laptop.
10. Help us to help you by reporting any vandalism or misuse of any school resources to the proper school personnel. In addition to the items above, the following activities are not permitted:
 - Sending or displaying offensive messages or pictures.
 - Using obscene language.
 - Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from a teacher and/or parent or guardian.
 - Harassing, insulting, cyber bullying, or attacking others.
 - Damaging, modifying, or hacking computers, computer systems or computer networks.
 - Violating copyright laws.
 - Using others' passwords.
 - Trespassing in others' folders, work or files.

- Intentionally wasting resources.
- Employing the network for commercial purposes, financial gain, or fraud.
- Intentionally accessing restricted content and/or attempting to circumvent District filters.

11. Students are required to report any issues with their device to their teacher initially, who will then escalate the matter to the Technology department or school administration for proper handling. If the device is lost or stolen, immediate notification to school administration or the technology office is essential. In case of theft, school personnel will assist in reporting the incident to the police. Damaged or malfunctioning parts should be brought to the technology department for evaluation and appropriate action.

The **best discipline is self-discipline**. Should the need arise for discipline beyond that regarding the use, or misuse, of your computer, your school's administration will determine the appropriate action. The administration will follow the school's code of conduct and Riverside Elementary School District Board policies, but there may be additional consequences for misuse of technology with possible disciplinary outcomes that could include: loss of technology privileges, detention, suspension, up to expulsion. Certain acts of misconduct may also result in a referral to law enforcement for possible criminal action. In the event there is an allegation of misuse or violation of the AUA, you will be provided with a written notice of the alleged violation and have an opportunity to present an explanation. These are your due process rights. **Access to the Riverside Elementary School District network is a privilege, not a right.**

Publishing to the Web

Parents, your student may have schoolwork that will be published on the Internet, most likely on the Riverside Elementary School District website or online learning platform. Such publishing requires that the Riverside Elementary School District have your permission to publish that work. By agreeing to this AUA, you agree to allow the Riverside Elementary School District to publish your student's schoolwork where appropriate.

Additional Rules for Utilizing District-Issued Hardware

As you grow older, you take on more responsibilities. Your choice to enroll at a Riverside Elementary School District School has some added privileges and responsibilities. An important job for you is proper care of the Device. Here are some excellent rules to keep in mind when using your District Device:

Safety Issues

The Internet has great promise for sharing ideas and knowledge. It is also has the potential for misuse. The Riverside Elementary School District does filter the Internet in an effort to block material that is not appropriate for students. Your laptop will tap into that same filtered Internet whether you are at school or at home. You will not be allowed to configure your laptop's Internet access. The Riverside Elementary School District does not provide home Internet service; this service must be purchased from an Internet Service Provider. The technology department will configure your laptop so that your purchased home Internet service should operate on the laptop and use the district's Internet filter. Remember, even the best filter available will not stop someone who is intent on visiting inappropriate sites. Parents accept full responsibility for supervising their student's use when not in a school setting.

Some Do's and Don'ts:

1. **Remember that the Technology Hardware such as a laptop is not your personal property.** It belongs to the school district. Keep nothing on it that is so private that you wouldn't share it with a teacher, the principal, the technology department, or your parents. Assume that your laptop can keep no secrets, because it can't. Your laptop will be treated like a school locker-it can be searched. Files stored on your laptop will not be private. You also agree to allow authorized Riverside Elementary School District personnel the ability to review any and all files, data, messages, and email at any time with or without notice. You understand and agree that your own personal electronic hardware (such as a different laptop computer or any other mobile learning device) used on district property falls under this AUA. You also understand and agree that you assume all risks and responsibilities when using your own personal computer equipment and that you will not connect any network-capable devices without prior written permission of the Site Technology Specialist. This connection privilege can be revoked without reason or notice.
2. **Do not reveal identifying information about yourself or others through email or the Internet.** That information includes name, age, address, phone number, photographs, or parents' names. Check with your teacher if something requires this information. It is better to be safe and guard your information.
3. **Don't attempt to override the Internet filtering software or other network configurations.** You also agree not to disrupt the District's computer systems and network, or log in as an administrator for the purpose of bypassing or changing restrictions or settings. Attempting to override the filter, installation of VPN downloads, use or access proxies, access the internal portion of the laptop, or disrupt the District's systems or networks, will result in disciplinary action, and will result in a referral to law enforcement for criminal prosecution.

4. **Don't access, send, create, or forward any materials, communications, files, or images that are defamatory, obscene, pornographic, harassing, threatening, or illegal.** If you receive any of those items, immediately report it to a teacher, the technology department or school/district administrator. This includes creating a website or webpage (including blogs or social media sites), or adding to an existing website or webpage in order to "bully", intimidate, denigrate, or harass another student or staff member even if you did not use district resources to create, modify, or access the site as this will be considered an interruption of the educational process at school.
5. **Don't use your laptop to gain access to the school's or other computer systems for any illegal activities, or go beyond their authorized access.** This includes trying to login as another user or use another's account. This behavior is related to trespassing and will be treated as such.
6. **Don't use your laptop or the network for commercial, political, or other private purposes.** Your laptop is for your schoolwork.

Laptop and Hardware Bags

You are highly encouraged to obtain and use a waterproof laptop bag to protect your computer. Bags should be padded and designed for laptop computers.

Taking good care of your laptop is cheap and easy. Keep your laptop safe. It is a target for thieves. Don't leave it sitting in a car in plain view. Better yet, don't leave it in a car at all (heat will damage the computer). Don't leave your laptop sitting around unattended. Keeping your laptop in a laptop bag that has padding is the best place for it.

You have the responsibility to treat your laptop correctly. Dropping it onto a desk or the floor can be damaging. Don't fling it around. Don't stack things on top of it. Don't hold it by one corner. Instead use two hands. If you think about how it might fall before it does fall, you can usually prevent that fall from happening in the first place. Don't loan your computer to someone else. You are the person responsible for what happens to your laptop. You can't blame someone else for damage if you had the opportunity to stop damage from occurring. Friends or siblings could do damage that you will be responsible for.

Cloud Storage and Email Usage

You will be provided with a District-sponsored "student safe" Office 365 or Google Classroom email account based on your school attendance. It is crucial to keep your password confidential. Unauthorized access and sending inappropriate messages through

your email can lead to disciplinary action. Your school email is intended for communication with fellow students, teachers, and staff members.

Additionally, students will have access to cloud storage through these accounts to securely save and access their work. This allows for convenient collaboration and ensures that important documents are always accessible.

Email Etiquette:

1. Keep your communications school-appropriate.
2. Don't engage in personal attacks or harassment.
3. Use clear, concise, and appropriate language. Think about what you have to say and how you say it. Email doesn't show sarcasm or wit as well as you might think.
4. Respect privacy (yours and everyone else's). Do not re-send a message without the permission of the person who sent it. Don't share personal information.
5. Your district email can and will be monitored. Please use it appropriately. Infractions may result in the loss of email use or other consequences.

Technology Fee and Damage/Repair Agreement

You agree to the following damage/repair agreement stipulations.

With the exception of major repairs and/or device damage deemed malicious/negligent by District Staff, the Instructional Technology department maintains authority for determining device condition and amount of damage and repair required to return the device to an operational or original state.

Malicious/Negligent Incidents (as deemed by District Staff)

The RESD discipline policy supersedes this Acceptable Use Agreement and any device damage deemed malicious/negligent by district staff may result in the entire repair cost being charged to the student.

All incidents: You may be responsible for the entire repair cost of the device.

Copyright Infringement and Plagiarism

You must respect the rights of copyright owners. All sources must be cited. Copyright infringement happens when you inappropriately copy someone else's work that is protected by copyright. If you are unsure if something can be legally copied or not, request permission to copy from the copyright holder. You and/or your parents are responsible for any copyright penalties that you commit while using your laptop. You agree to abide by all patent, trademark, trade name, and copyright laws.

Plagiarism is when you take someone else's work and present it as if it were your own. Plagiarism is not acceptable and is not tolerated.

Labeling and Identifying

Each Device will be labeled accordingly:

- **Internally:** The device will reflect the student that will be utilizing it in the device name, this will enable the management at the internet network level.
- **Externally:** as a sticker, Riverside Elementary School District will record a barcode on each laptop. You are not to remove or alter the barcodes in any fashion.

Replacement and Repairs by Students:

Replacement of Laptop: A laptop may need replacement under several circumstances, including but not limited to:

1. **Liquid Damage:** If the laptop has been exposed to liquids (e.g., water, beverages), causing internal corrosion or damage to components such as the motherboard, keyboard, or screen.
2. **Vandalism:** Any deliberate act of physical damage, defacement, or tampering with the laptop, including etching, tagging, or unauthorized modifications, that impairs its functionality or aesthetic integrity.
3. **Destroyed Components:** Instances where essential components of the laptop, such as the screen, hard drive, or internal circuitry, are irreparably damaged beyond normal wear and tear, affecting its usability for educational purposes.

Restitution and Responsibility for Repairs

Students are responsible for the care and proper use of their assigned laptop. Parents or guardians will be held financially responsible for any damages caused by negligence, misuse, or intentional acts. The Technology Department will assess damages and repairs, providing an estimate of costs to be covered by the responsible party.

In cases where repairs are necessary, the Technology Department will evaluate the extent of the damage and determine the feasibility of repair. If repair is not possible or cost-effective, a replacement laptop may be issued, subject to the terms and conditions outlined in the Acceptable Use Agreement.

The following is the fee schedule for damages possible to the hardware:

- LCD Screen Replacement= \$156.23
- Keyboard Replacement= \$95.54

- Left or right Hinge replacement= \$21.35
- Irreparable Damage Mandating Laptop Replacement= \$1,010.48

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Riverside Elementary School District #2 (RES D), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, RES D may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow RES D to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.¹

If you do not want RES D to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within two weeks of the start of school. RES D has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth

- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

1. These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

SECTION 504/ADA NONDISCRIMINATION POLICY

Riverside Elementary School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following individual has been designated to handle inquiries regarding Section 504, Title II of the Americans with Disabilities Act, and/or the nondiscrimination policies:

Dayna Gilmore
 Special Education Director
 1414 South 51st Avenue
 Phoenix, Arizona 85043
 (602) 477-8900, ext. 1513

Please view our forms below for more information regarding 504/ADA information:

- Riverside Elementary School District Section 504/Title II Complaint Form Link:
http://toolbox1.s3-website-us-west-2.amazonaws.com/site_0151/Riverside504ADAComplaintForm_120715.pdf
- Riverside Elementary School District Section 504/Title II Grievance Procedure Link:
http://toolbox1.s3-website-us-west-2.amazonaws.com/site_0151/Riverside504ADAGrievanceForm_120715.pdf

RIVERSIDE ELEMENTARY SCHOOL DISTRICT SECTION 504/TITLE II COMPLAINT FORM

Riverside Elementary School District (the "District") expects its employees to comply with Section 504 and the Americans with Disabilities Act ("ADA") regulations. Further, no discrimination on the basis of disability is permitted in the programs or activities that the District operates. If you believe that discrimination, harassment, or retaliation has occurred against a student (or against someone who has advocated for the student) because of a disability, please complete, sign, and submit this form to the Section 504/ADA Coordinator:

Dayna Gilmore
Special Education Director
1414 South 51st Avenue
Phoenix, Arizona 85043
(602) 477-8900, ext. 1513

Date:

On behalf of:

Complainant is:

- Student:
- Student's parent(s):
- Other:

Address:

Street City State Zip

Telephone:

Home Work

Email Address:

Describe the alleged violation of Section 504 and ADA in specific terms. Include: (a) the specific incident or activity that is viewed as discrimination; (b) the individuals involved; (c) dates, times, and locations involved; and (d) the disability that forms the basis of the complaint (attach additional pages if needed)

Describe any relevant communication that has already occurred to address the issue. Please specify the types of communication, dates of communication, and names of individuals with whom any communication has occurred:

Please describe how you would like to see this issue resolved:

Do you want this complaint to be formally investigated and addressed by the District's Section 504/ADA Coordinator or his/her Designee?

Yes No If "No" please clarify:

I do not want a formal investigation. I am just bringing the issue to the District's attention.

I do not want a formal investigation. I would like to speak with an authorized representative of the District regarding my Complaint.

The District's Section 504/ADA is the alleged wrongdoer. Another individual should be designated by the Principal to conduct the investigation.

Other (please explain):

The Section 504/ADA Coordinator will issue a written decision on the Complaint no later than thirty (30) working days after its filing, unless extenuating circumstances require an extension of the 30-day timeline. In such a case, the Section 504/ADA Coordinator (or her/his designee) will communicate with you concerning the need for an extension.

PLEASE RETURN THIS FORM TO THE DISTRICT'S SECTION 504 /ADA COORDINATOR.

NOTICE OF NON-DISCRIMINATION AND GRIEVANCE PROCEDURE UNDER SECTION 504 OF THE REHABILITATION ACT OF 1973 and TITLE II OF THE AMERICANS WITH DISABILITIES ACT.

Riverside Elementary School District (the "District") does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following individuals have been designated to handle inquiries regarding Section 504, Title II of the Americans with Disabilities Act, and/or the nondiscrimination policies:

Dayna Gilmore
Special Education Director
1414 South 51st Avenue
Phoenix, Arizona 85043

(602) 477-8900, ext. 1513

GRIEVANCE PROCEDURE

Any person who believes she or he has been subjected to discrimination on the basis of disability by a student, staff member, or third party may file a grievance under this procedure. Examples of disability discrimination can include, but are not limited to, disability-based harassment; limiting or denying a qualified individual with a disability in the enjoyment of any right, privilege, advantage, or opportunity enjoyed by others receiving an aid, benefit or service; treating a student differently on the basis of disability; denying a student with a disability a free and appropriate education; and failing to make modifications of "policies, practices or procedures" when such modification is necessary to accommodate individuals with disabilities.

The District prohibits retaliation against anyone who files a grievance or cooperates in the investigation of a grievance.

Procedure:

- Grievances should be submitted to the Section 504/ADA Coordinator within 60 working days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint should be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- If the Complainant is unable to put the complaint in writing, the District shall provide reasonable accommodations to assist the Complainant with submission of his/her complaint. Although the District encourages individuals to submit complaints in writing, the District will nonetheless provide prompt and equitable response when it becomes aware of possible discrimination.
- The Section 504/ADA Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint, including the opportunity to present witnesses. The Section 504/ADA Coordinator will maintain the files and records of the District relating to such grievances.
- The Section 504/ADA Coordinator will complete the investigation and issue a written decision on the grievance no later than 30 working days after its filing, unless extenuating circumstances require an extension of the 30-day timeline. In

such a case, the Section 504/ADA Coordinator (or her/his designee) will communicate with the Complainant concerning the need for an extension.

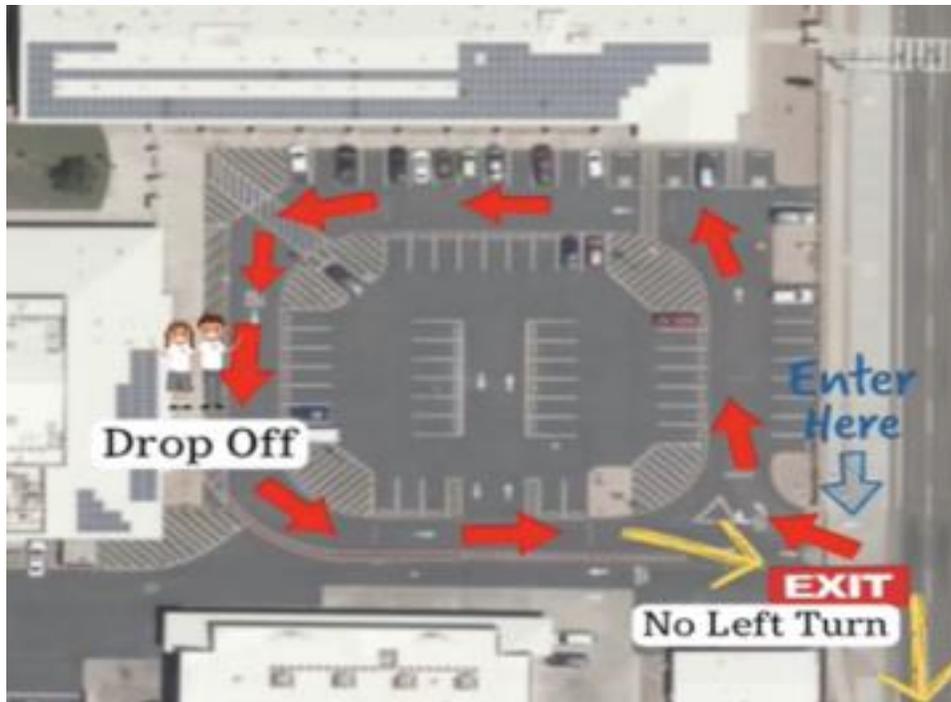
- The person filing the grievance may appeal the decision of the Section 504/ADA Coordinator by writing to the Superintendent within 15 working days of receiving the Section 504/ADA Coordinator's decision. The Superintendent, or his/her designee, shall issue a written decision in response to the appeal no later than 30 working days after its filing.
- If it is determined that discrimination occurred, the District shall take the appropriate steps to prevent the recurrence of discrimination and correct the discriminatory effects on the complainant and others.
- The District shall maintain confidentiality as required by the Family Educational Rights and Privacy Act (FERPA) during all times.
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education, Office for Civil Rights. The address of the regional office that includes Arizona is:

Office for Civil Rights
1244 Speer Blvd., Suite 300
Denver, CO 80204-3582

STUDENT DISMISSAL PROCEDURES

Traffic-Arrival

- The entrance for vehicles will be the main entrance. Vehicles will turn right as they drive into campus.
- Vehicles will drive up to the far end of the cafeteria to drop off their children.
- After the students get off their vehicle, parents will be directed to keep moving forward to exit or get on the left side of the line to drive forward and exit the parking lot.
- Parents will have the option to park their vehicle and walk the student to the pedestrian crossing area.
- There will be no left turn when exiting the school campus during the hours of 7:00 a.m.-8:00 a.m. nor from 1:30 p.m. to 3:30 p.m.
- For the child's safety, we are requiring all students to exit the vehicle from the passenger side (right side)



Parent Pick-up Procedures

- Every parent who chooses to pick up and drop off their child will be provided with 2 student cards.
- Each student card will have the student’s grade, teacher and his/her name.
- The parent is to display the student card on the dashboard at the time of pick up so a staff member will call for the student through a radio.
- The student will be waiting with a staff member at an assigned location along with other students.
- Once the student is called, the student will be directed to go out to the pick-up area and join their parent.

Grades	Pick-up Time
Pre-School AM Session	11:30am
Pre-School PM Session Kindergarten – 2 nd Grades Self-Contained Classrooms	1:45pm
3 rd & 4 th Grades	2:45pm

Traffic-Departure

- The entrance for vehicles will be the main entrance. Vehicles will turn right as they drive into campus.

- Vehicles will drive up to the far end of the cafeteria to wait for their child. A staff member will give the parent a thumbs-up to signal that their child has been called and to wait patiently.
- A staff member will call on the radio for the student using the information provided from the student pick up card placed on the vehicle's dashboard.
- Parents are able to get on the left lane and proceed to exit if vehicles in front of them are waiting for their child.
- Parents are highly encouraged to be patient and allow the right of way to outgoing vehicles who will exit from being parked in the main parking lot.
- There will be no left turn when exiting the school campus during the hours from 1:30 p.m. to 3:30 p.m.
- For the child's safety, students will be getting in their parents' vehicle from the passenger side (right side)

After the students get off their vehicle, parents will be directed to keep moving forward to exit or get on the left side to move forward.

Bus Transportation

RES#2 Bus Schedule 2024-2025

Please open the link below on our website for the most current information:

<https://www.resdonline.org/Transportation>

Safety

- Each student will be provided with a student ID and a color coded lanyard depending on the student assignment of transportation and bus color.



- Student IDs are required to be worn every day.
- Kindergarten Safety
 - Kinder parents will be provided with a pick up card.
 - Parents **MUST** display their cards while standing by the bus stop in order for the bus driver to dismiss their child.

- For the child's safety, if the parent does not have the student card, the child will be driven back to the school.
- The parent will be responsible to pick up the child from the school.

SPRING FORWARD

Spring Forward consists of your child moving to the next grade with his/her new teacher for the last two weeks of the school year. The implementation of this program will raise the bar on achievement and personal academic growth for our students as they are given a head start into the next school year. It gives our teachers the opportunity to use these two weeks as an introduction to the new grade level and introduce students to their new grade level policies, rules, procedures.

On the first day all K-3rd grade students will report to their regular class and their teacher will walk him/her to their new classroom in the morning. Afterwards, they will report to their new classroom until the last day of school.

All 4th grade students will report to Kings Ridge Preparatory Academy. The staff at Kings Ridge Preparatory Academy will provide you with details on classrooms and transportation prior to the first week of Spring Forward.