



# Riverside Elementary Schools

Buckeye, Melridge, Parkside, Riverview

**STUDENT HANDBOOK  
2025 - 2026**



**RIVERSIDE LOCAL SCHOOL DISTRICT**

585 Riverside Drive \* Painesville, OH \* 44077

# District Calendar

## Riverside Local Schools

### 2025-26 District Calendar

# 2025

#### August

M	T	W	T	F
18	19	20	21	22
25	26	27	28	29

#### September

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

#### October

M	T	W	T	F
	1	2	3	
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

#### November

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

#### December

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

# 2026

#### January

M	T	W	T	F
		1	2	
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

#### February

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

#### March

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

#### April

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

#### May

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

- School Not in Session
- Staff Day - No Classes
- Teacher Comp Day - No Classes
- End of Grading Period/School in Session

Fall Open House Dates and Parent-Teacher Conference Dates will be added closer to the start of the 2025-2026 school year

Hazardous weather and/or other unforeseen circumstances may force an alteration of this calendar to comply with state law. In the event weather or other calamities require additional hours of student attendance those hours will be added commencing Monday, June 1, 2026 or permitted by state law.

Board Approved Calendar - January 25, 2024 - revised on April 25, 2025



Aug	
18-20	Teacher Day - No Classes
20	Kindergarten Orientation
21	First Day of School: Grades 1-12
21-22	Kindergarten Screening & Preschool Orientation
25	First Day of School for all Pre-K
25-27	Kinder Camp (all kindergartners)
28	First Day of School for Kindergartners with last names A-L
29	First Day of School for Kindergartners with last names M-Z
Sept	
1	Labor Day
2	All Kindergartners Report to School
Oct	
10	No School - Fall Break/NEOE Day
Nov	
3	No Classes - Staff PD Day
4	No Classes - Election Day/Staff PD Day
26	No Classes - Teacher Comp Day
27-28	Thanksgiving break
Dec	
22	Winter Vacation Begins
Jan	
5	No Classes - Teachers' Records Day
6	Winter Vacation Ends - Classes Resume
19	No School - Martin Luther King Day
Feb	
9	No Classes - Staff PD Day
16	No School - Presidents' Day
March	
2	No Classes - Staff PD Day
23-27	Spring Vacation
April	
3-6	Spring Break
May	
25	Memorial Day
29	Last Day for Students
June	
1	No Classes - Teacher Day
2	No Classes - Teacher Comp Day

# Culture Playbook

*We are*  
**RIVERSIDE!**

**One Community  
Pursuing Greatness and  
Getting Better Every Day**

**VALUE**

**BEHAVIOR**

**OUTCOME**

**Better  
Every Day**

- Do the Right Thing
- Own Your Attitude and Choices
- Be Coachable

**Best Version  
of You**

**Pursuit of  
Greatness**

- Act with Determination
- Embrace Challenges
- Seek and Provide Inspiration

**Excellence**

**One  
Community**

- Communicate and Collaborate
- Be a Positive Influence
- Build and Invest in Relationships

**A Great Place  
to Live, Learn,  
and Work**

*The Journey To Elite!*



**PLAYBOOK**

# Specials Rotation

## STUDENT HANDBOOK 2025-2026

6 Day - Specials Rotation Calendar						
2025 - 2026 School Calendar						
August '25						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
September '25						
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21	22	23	24	25	26	27
28	29	30				
October '25						
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26	27	28	29	30	31	
November '25						
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December '25						
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28	29	30	31			
January '26						
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31						
February '26						
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March '26						
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22	23	24	25	26	27	28
29	30	31				
April '26						
Su	M	Tu	W	Th	F	S
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19	20	21	22	23	24	25
26	27	28	29	30		
May '26						
Su	M	Tu	W	Th	F	S
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24	25	26	27	28	29	30
31						
June '26						
Su	M	Tu	W	Th	F	S
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28	29	30				
July '26						
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| <p><span style="display: inline-block; width: 15px; height: 15px; background-color: red; margin-right: 5px;"></span> Day 1</p> <p><span style="display: inline-block; width: 15px; height: 15px; background-color: yellow; margin-right: 5px;"></span> Day 2</p> <p><span style="display: inline-block; width: 15px; height: 15px; background-color: blue; margin-right: 5px;"></span> Day 3</p> | <p><span style="display: inline-block; width: 15px; height: 15px; background-color: orange; margin-right: 5px;"></span> Day 4</p> <p><span style="display: inline-block; width: 15px; height: 15px; background-color: green; margin-right: 5px;"></span> Day 5</p> <p><span style="display: inline-block; width: 15px; height: 15px; background-color: purple; margin-right: 5px;"></span> Day 6</p> |
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# MISSION STATEMENT

## RIVERSIDE ELEMENTARY STUDENT HANDBOOK

**Through a culture of excellence, immerse students in educational opportunities and empower them to excel in an interconnected world.**

### **We Believe:**

Family is an integral influence in the development of a student the higher the expectations, the greater the results a culture of excellence creates a first-rate school district students learn at different rates and in different ways diversity and inclusion enriches us as individuals and as a society both the District and community benefit from a genuine partnership the District, in partnership with the community, is responsible for developing students who can compete in an interconnected world.

Board of Education declares it to be the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, disability, age, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.





# RIVERSIDE ELEMENTARY STUDENT HANDBOOK

BUCKEYE  
175 Buckeye Road  
Painesville, OH 44077  
Office: 440-352-2191

MELRIDGE  
6689 Melridge Drive  
Painesville, OH 44077  
Office: 440-352-3854

PARKSIDE  
12428 Concord-Hambden Rd.  
Painesville, OH 44077  
Office: 440-358-8750

RIVERVIEW  
845 Madison Avenue  
Painesville, OH 44077  
Office: 440-357-6171

**The contents of this book have been approved by  
the Riverside Local Board of Education.**

**Revised by the Riverside Campus Administration**

The Riverside Local Board of Education reserves the right to modify any section or code in this book as necessary for the health, safety, or welfare of our staff, students, and administration.

Administrators reserve the right of interpretation with regard to policies and procedures herein. Administrators will enforce the Student Code of Conduct when applicable. Penalties for infractions may include suspension and expulsion if warranted.

## **Riverside Local Board of Education**

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***Mr. Scott Fishel, President***  
***Mr. Dennis Keeney, Vice President***  
***Ms. Denise Brewster***  
***Mrs. Belinda Grassi***  
***Mrs. Lori Krenisky***



# RIVERSIDE ELEMENTARY STUDENT HANDBOOK

## Central Office Administration

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**Dr. Christopher J. Rateno**, *Riverside Superintendent*

**Dr. Stephen Thompson**, *Treasurer/CFO*

**Mr. Mike Patrizi**, *Assistant Treasurer*

**Dr. Melissa Mlakar**, *Executive Director of Curriculum and Instruction*

**Mrs. Camille Ritt**, *Executive Director of Pupil Services*

**Mrs. Mallory Aliff**, *Director of Human Resources*

**Mr. Nick Carrabine**, *Director of Marketing and Communications*

## Riverside Elementary Administration

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### **Buckeye Elementary**

**Cassandra Smolen**, *Principal*

### **Melridge Elementary**

**Gretchen Wakim**, *Principal*

**Julie Weber**, *Early Childhood*

*Assistant Principal*

### **Parkside Elementary**

**Timothy St. Clair**, *Principal*

**Thomas Reilly**, *Assistant Principal*

### **Riverview Elementary**

**Traci Shantery**, *Principal*

**Debra Long**, *Assistant Principal*

# Riverside Elementary Student Handbook

## ATTENDANCE POLICY

Parents must call the school each morning their child is absent. They may request make-up work if their child is absent three or more consecutive days. For every one day of absence, a child will be given one day to complete and return missed assignments. Students arriving at school late in the morning should report immediately to the office with their parent/guardian before going to their classroom.

Students arriving after 9:30 will be marked absent. Consistent attendance is important for educational success. Ohio HB 410 defines "excessive absences" as 38 hours of missed school in one month and/or 65 or more hours absent in one school year. These totals accumulate with or without a legitimate excuse, including vacations. Parents of students reaching these totals will receive a notification letter from the school. If attendance does not improve a meeting with district administration will be scheduled and an absence intervention plan will be implemented.

Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic successes for all students, the district will collaborate with the student and their family to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absence including, but not limited to:

- Notification of student absences to the parent or guardian
- Development and implementation of an absence intervention plan, which may include supportive services for students and families
- Counseling
- Parent education and parenting programs
- Mediation
- Intervention programs available through juvenile authorities
- Referral for truancy

### **DEFINITION OF TRUANCY AND EXCESSIVE ABSENCES**

#### ***Habitual Truant***

Absent 30 or more consecutive hours without a legitimate excuse

Absent 42 or more hours in one school month without a legitimate excuse

Absent 72 or more hours in one school year without a legitimate excuse

#### ***Excessive Absences***

Absent 38 or more hours in one school month with or without a legitimate excuse

Absent 65 or more hours in one school year with or without a legitimate excuse

# Riverside Elementary Student Handbook

## ATTENDANCE POLICY

All calls or notes to excuse an absence or tardy must be received within two (2) school days after the absence or tardy, or after the student's return to school, without exception, or the absence will be considered unexcused. Any work missed may not be made up for credit and the student will be considered truant. During the school day, school officials and/or the automated calling system may attempt to contact parents/guardians of students who are absent and unexcused.

### **Excused Absences:**

- Personal illness
- Quarantine
- Serious illness or death of a family member
- Funeral
- Medical appointments
- Family emergency
- Religious holidays and activities
- Court hearings
- School field trip

If an absence is unexcused, work missed during the absence may not be made up for course credit. If an absence is excused, the student must make up assignments missed within a period of the time equal to the number of days absent, with the exception of a one day absence which will allow two (2) days to complete missed work. Administration may grant additional time if deemed necessary.

A student who is suspended shall be permitted to complete classroom assignments missed due to the suspension and receive at least partial credit. The missed assignments must be made up outside of normal class time.

\*If a student is unexcused absent from school, she/he may not participate in or attend any school function that day or evening.

# Riverside Elementary Student Handbook

## **GENERAL PROCEDURES**

### **Vacations**

Although absences due to family vacations are not encouraged during the school year, they will be considered excused. However, school missed because of vacations will count toward the hourly total of the “excessive absence” definition as outlined in Ohio HB 410. The school must be notified at least one week prior to a family vacation. (See Attendance sections for due dates of missed assignments.) Parents are reminded that a great deal of the work done in a classroom is oral and many lessons are hands-on. These lessons introduce and/or reinforce concepts and frequently cannot be repeated for students who are not present. Parents are asked NOT to schedule vacations during state and district assessment time periods which are mid-April through early May. Third grade also takes a Fall Reading state test typically the last week of October.

### **Early Dismissal**

Parents are expected to make every effort to schedule doctor and dentist appointments outside of school hours. When this is not possible, students will be excused. (See attendance policy.) If it is necessary for a child to be dismissed during the school day, a written statement from the parent or legal guardian must be sent to the school office that morning. Parents must report to the office at the appointed time to sign the required “check-out” sheet. Students may not leave school without permission from the office.

### **School Visitors**

To ensure the safety of the students and staff, all doors will be locked during the day. Visitors must enter the building through the main door and report immediately to the school office. Visitors will need to ring the doorbell and identify themselves before they are admitted into the building. Visitors are required to sign in and wear an identification badge. Parents are not permitted to walk students to their classrooms at the beginning of the school day for security reasons.

### **Volunteers**

Classroom volunteer, library volunteers and field trip volunteers must have an approved background check completed through the Riverside Local School central office. Please contact Kelly Flenner at 440-358-8300 to make an appointment for this screening.

# Riverside Elementary Student Handbook

## Activity Fees

The general activity fee covers the cost of all disposable items students use in their courses. Examples of disposable items are chemicals, food, wood, metals, student workbooks, etc. School fees are payable to Riverside Local School and are as follows for the 2025-2026 school year.

Kindergarten through Grade 8    \$68.00

## Valuables

Common sense and consideration are the best guides in determining whether or not to bring personal possessions to school. The school cannot be responsible for the loss or damage to these items. It is recommended that all valuables and extra money be left at home.

## Bicycles

Students living within the designated walking distance to the school may ride bicycles to and from school. Parents should carefully consider safety issues before allowing their students to come to school on a bicycle, especially any students younger than grade 3. Safety locks should be used. The school is NOT responsible for theft or vandalism.

## Field Trips

Field trips are planned by the teachers in accordance with school policies to supplement the regular school program. Permission slips for all children attending the trip must be signed by the parent or legal guardian and returned to the school before the trip. Usually a charge will be assessed to each child to cover the cost of the trip and transportation. Students **WILL NOT** be permitted on field trips without a signed permission slip and updated. Students must display appropriate behavior on each field trip or attendance to later trips may be denied. Field trip privileges will also be denied to students who continually misbehave in the classroom or recess during the school year. **Additionally, all students must have their Online Registration Forms completed at the beginning of the year to be able to attend any field trips.**

## Free and Reduced Lunch Program/Cafeteria Guidelines

Free and reduced breakfasts and lunches are available to any student whose family income qualifies according to the guidelines established by the Federal School Lunch Program. Parents or guardians will be able to put money into a student's account for purchasing breakfast and lunch. There will be no charging in the cafeteria.

All food must be consumed in the cafeteria. Students must wait their turn in any line to select food. After eating, students should leave the table clean, slide their chair under the table, place all paper and rubbish in the receptacles, and place their tray in the tray return.

# Riverside Elementary Student Handbook

## **Withdrawals**

The guidance office should be notified ahead of time of the date of withdrawal from school. A withdrawal form must be obtained from the guidance office. A parent/guardian must sign the form in person in the guidance office. The student who is withdrawing must take the form to each teacher for a signature and return textbooks. This form is then to be returned to the guidance office prior to leaving. All outstanding fees must be paid in order for the withdrawal to be processed. Students who are withdrawn during the summer must have their parent/guardian notify the guidance office. Records will not be forwarded to a new school if there are outstanding fees. A student under the age of eighteen (18) who wishes to withdraw but is not transferring to another school will not be withdrawn from school unless a valid work permit verifying full-time employment is provided.

## **FERPA and Directory Information**

The exception to disclosure of student information without consent is the release of "directory information". The district will make the information listed below as directory information available upon a legitimate request unless a parent/guardian or student 18 years or older notifies the school in writing by September 15 of each school year that(s)he will not permit distribution of the following information. Under Ohio law, directory information includes the following:

- Student's name
- Address
- Telephone listing
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Dates of attendance
- Date of graduation
- Awards received

The school district follows the guidelines of the Family Educational Rights and Privacy Act (FERPA) regarding all student records. Parents who do not want directory information for their child released to colleges, universities and military recruiters should contact the guidance office.

During the course of a day, special student achievements and group activities often occur in our schools. Sometimes these commendable activities merit student recognition, not only by a student's school, but also through newspaper photographs and possibly specific names. Such recognition could take the form of a student picture and/or identification of the student by their name.

\*NOTE: The Riverside Local School District seeks to inform parents/guardians that such special individual or group activities result in student pictures and names being placed in newspaper, brochures and/or on the school's or website UNLESS a student's parents/guardians notify the building principal in writing that the name/picture are not to appear in such public media formats (newspapers, brochures, Internet, etc).

# Riverside Elementary Student Handbook

## CLINIC

### **Medication and Clinic Guidelines**

When possible, all medication should be given by the parent at home. If this is not possible, medication may be administered by the school health aide, principal, or designee only when the following procedure is followed:

All medication, prescription and over-the-counter, must be accompanied by the school medical form which has been completed by the parent and physician requesting that the medication be given. All medication must be received in the original container labeled with the student's name, name of medication, and the proper dosage. Medication is to be brought to the clinic/office by the parent; not the student.

NO CHILD SHOULD HAVE MEDICATION WITH HIM/HER AT ANY TIME, including but not limited to non-prescription drugs such as aspirin, Tylenol, cough drops, and antacids. Students who carry medication with them (inhalers, epi-pen) may do so only with prior approval by a physician and parent. The proper paperwork must be filed with the school health aide.

### **Send Home/Stay Home Guidelines**

The following are some guidelines you may use when deciding whether to keep your child home or to send them to school. The school nurse staff will use these guidelines when determining whether your child should be sent home from school. If you are unsure, call your child's healthcare provider.

- **Fever**

A reading of 100 F, or greater, with any thermometer is a fever. Your child should be without fever for a full 24 hours, without fever-reducing medication, before returning to school. This is because sick children often do not develop a fever until the afternoon or evening. If your child has a fever before school, do not give a fever-reducing medication (Tylenol, Advil, etc.) and then send them to school.

- **Vomiting**

Your child should be free from vomiting episodes for a FULL 24 hours, prior to returning to school. If vomiting is likely due to diagnosed reflux, or is an anxiety-related symptom, you should observe them for at least 1 hour before sending them to school as long as there are no other symptoms of a contagious disease (fever, body aches, etc.).

- **Diarrhea**

A child with one episode of mild diarrhea may be able to go to school, but if they need to go to the bathroom more frequently than usual, due to loose stools, they should stay home. Vomiting and diarrheal illnesses are extremely contagious, so make sure they wash their hands with soap and water after toileting and before eating. Your child should be free from diarrheal episodes for a full 24 hours prior to returning to school.

- **Sore Throat**

Most sore throats occur due to a mild viral illness and will self-resolve. If your child has no fever and does not feel otherwise ill, they may attend school. If the sore throat is accompanied by other symptoms such as headache, stomachache, and/or rash, they should see their healthcare provider to rule out strep throat or other contagious illnesses.

# Riverside Elementary Student Handbook

## CLINIC CONTINUED

- **Runny Nose or Cough**

Most runny noses and coughs are due to mild viral illnesses which will self-resolve. If your child has no fever and feels otherwise well, they may attend school. If your child is sick enough to sleep extra hours during the day, due to their symptoms, they should stay home. This typically occurs during the first 2 or 3 days of an illness. If their runny nose or cough lasts longer than 10-14 days or worsens instead of improving, they may need to see their healthcare provider.

- **Red or Runny Eyes**

Bacterial conjunctivitis ("pink eye") is a contagious infection of the lining of the eyeball and eyelid. Symptoms are redness of the white of the eye, swelling of the eye or eyelid, and discharge which is typically cloudy or yellowish-green. If your child wakes up with their eyelid "glued together", with discharge, call your doctor and keep your child home. Careful hand washing is essential with bacterial conjunctivitis. If it is conjunctivitis they may return to school after they are treated for 24 hours.

- **Rashes**

There are many different types of rashes but one of the most common is ringworm. Ringworm is not a worm; it's a contagious infection caused by a fungus. Symptoms are small, red, raised, scaly spots that are itchy and grow in a circular pattern. Ringworm can be treated with over-the-counter antifungal creams. Your child may return once they have completed 24 hours of treatment and if the affected area is covered. Any other skin bumps, spots, etc. that are itchy and bothersome to your child should also be seen by their doctor before coming to school to ensure it is not contagious.

\*\*\*This covers some, but not all, health conditions that may require your child be sent home. Our goal is to keep your child in school at their optimal health along with keeping everyone healthy.

\*\*\*If you take your child to a healthcare provider for an illness, please be sure to request a written letter stating when your child may return to school.

\*\*\*Please call your respective school clinic with any questions or concerns.



# RIVERSIDE ELEMENTARY STUDENT HANDBOOK

## BEHAVIORAL EXPECTATIONS

A matrix of behavioral expectations for restrooms, classrooms, assemblies, hallway, cafeteria, indoor recess, playground, and bus has been developed and is included in this handbook. Students are expected to adhere to these expectations at all times.

	Restroom	Classroom	Assemblies	Hallway	Cafeteria	Indoor Recess	Playground	Bus
Do the Right Thing	Keep hands, feet and eyes to self	Listen and follow teacher directions	Active ears/Quiet mouth	Walk quietly on the right side	Use good manners	Listen to the recess aides	Listen to the recess aides	Listen to the bus driver
Be a Positive Influence	Quiet Voice	Be safe Take care of yourself Be helpful	Safe Body	Safe Body	Safe Body	Safe Body	Safe Body	Safe Body
Be the BEST Version of You	Clean Up	Do your best work		Accept your place in line	Clean up your space	Kind Conversations	Own your attitude and choices	Kind Conversations

## PBIS

### POSTIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS

PBIS is a framework that guides school teams in the selection, integration and implementation of evidence-based practices for improving academic, social and behavior outcomes for all students. The PBIS process emphasizes four integrated elements: data for decision making, evidence based interventions and practices that support varying student needs (multi-tiered), systems that efficiently and effectively support implementation of these practices, and continual progress monitoring to ensure outcomes are met.

# Riverside Elementary Student Handbook

## DISCIPLINARY PROCEDURES

### **Discipline**

A student's behavior should conform to acceptable standards of conduct. The staff requests parental support in helping to maintain appropriate conduct in the school. A student's behavior should reflect self-respect and consideration for the rights, feelings, and property of others. All violations of school rules will be investigated and handled in accordance with district policy.

### **Consequences**

For all practical purposes, most problems related to discipline are handled by the classroom teacher in one or more of the following ways:

1. Verbal warning
2. Student/teacher conferences
3. Loss of a recess or other privilege
4. Assignment of additional tasks
5. Teacher/parent conferences

**Serious and/or continuous behavior problems will be referred to the building principal and parents will be contacted. The consequence for such problems may include:**

1. Lunch/Recess detention(s)
2. After-school detention
3. Removal from the classroom or another school-related activity
4. In-school suspension
5. Out-of-school suspension

During an in-school suspension, the student may not attend classes, participate in or attend school activities. A student who is suspended shall be permitted to complete any classroom assignments missed because of suspension and receive credit. The missed assignments must be made up outside of normal classroom time.

During an out-of-school suspension, the student may not attend classes, participate in or attend school activities, or visit the school grounds including the community field house. A student who is suspended shall be permitted to complete any classroom assignments missed because of the suspension and receive credit. The missed assignments must be made up outside of normal class time.

# Riverside Elementary Student Handbook

## RECESS PROCEDURES

### General Recess Rules

- Students will not go out for recess if the temperature is 20 degrees or lower. Wind chill will be considered.
- Students will enter and leave the building quietly with the recess assistants.
- Wooded/Field areas are off-limits for recess play.
- Students cannot reenter the building during the recess break without permission from the recess aides.
- Students must not throw snowballs, stones, sticks, or other harmful objects.
- Recess is for fun and play. There will be no fighting, wrestling, tackling, riding piggyback, pulling other's clothing, or any unnecessary roughness.
- The school furnishes playground balls, basketballs, footballs, soccer balls, jump ropes, and hoops. Students should not bring these items or other toys from home.
- Boots are necessary when there is mud or snow on the ground.
- Students are not permitted to jump off a swing or slide.
- Only one student at a time may slide down the slide.
- No climbing up the front of the slide is permitted.
- Students are restricted to the boundaries of the playground.

Students must follow all playground rules set by the recess aides. Students who violate the rules will be sent to a 'timeout area' or to the principal. Students who repeatedly violate playground rules will be removed from the playground.

# Riverside Elementary Student Handbook

## CODE OF CONDUCT

### **Scope**

This code of conduct shall apply to the following situations:

1. On school property during and immediately before or after school hours;
2. On school property at any time when the property is being used by a school-sponsored group;
3. Off school property at any school-sponsored function or on school buses provided by the Riverside Local Schools for transporting students, and in private vehicles used for the same purpose; and
4. The authorization of student codes of conduct to include discipline for misconduct which occurs off school property to the extent that (1) the misconduct is connected to activities or incidents which have occurred on property owned or controlled by the board of education, and (2) misconduct by a pupil that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee.

### **Search and Seizure**

It must be noted that lockers and other assigned storage areas (desks, cabinets, etc.) supplied by the school and used by the students are the property of the Board of Education. Therefore, student lockers and assigned storage areas, as well as the contents of such areas, are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a school rule or criminal statute. Random searches of lockers may include the use of dogs trained to detect the possession of drugs.

### **Surveillance Cameras**

For students' safety and welfare, video surveillance cameras are placed throughout the building and school grounds and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to the local law enforcement agencies.

# Riverside Elementary Student Handbook

## CODE OF CONDUCT

### **Rule 1 - Misconduct**

In order to provide an appropriate climate for learning, any disruption of school, building safety and security, or any actions, which disrupt the educational process of a class or school activity will not be tolerated. Students will not use force, coercion, violence, threat, harassment, or insubordination, which obstructs or disrupts the educational process including all extracurricular activities. Students ejected from extra-curricular activities will be subject to disciplinary action.

### **Rule 2 - Inappropriate Language / Acts**

The use of profane, obscene, vulgar, improper or abusive language is not permitted in any area of school buildings, at school sponsored or related activities or events on or off school property. This includes written or verbal use, gang signs and symbols, and the use of obscene gestures, signs, pictures, or publications either directly or indirectly.

### **Rule 3 - Racial, Religious or National / Origin Bigotry and Intolerance**

No student shall verbalize or display racial, religious or national origin bigotry or intolerance.

### **Rule 4 - Truancy and Tardiness**

Being absent from any portion of the school day without authorization is truancy. Leaving the school building and/or grounds without permission of the administration is truancy. After 9:30 a.m., all students are considered absent unexcused unless excused by a parent or guardian.

### **Rule 5 - Unauthorized Sale or Distribution**

Distributing or selling unauthorized materials on school property, or attempting to distribute or sell such items, is not permitted. The administration must approve any distributed items. Approval must be granted by an administrator prior to the posting of any written materials, signs, or posters in the lobbies or halls.

### **Rule 6 - Forgery/False Reports/ Lying**

Any incident involving the falsifying, forgery or lying of information in any capacity on school forms or any other form of communication is considered strictly forbidden.

# Riverside Elementary Student Handbook

## CODE OF CONDUCT

### **Rule 7 - Loitering**

Students who are in an unauthorized area or at an unauthorized time for purposes of missing class time. Examples are hanging out in the restrooms, going into other classrooms or custodial areas. No more than one (1) person may be in a stall at the same time.

### **Rule 8 - Disrespect**

Verbal, Nonverbal or written language that shows a lack of respect to any person including school employees will not be tolerated. This also includes intimidation, insult, and insubordination.

### **Rule 9 - Insubordination**

Insubordination is defined as disobedience or not complying with reasonable requests by school personnel for appropriate behavior of students while on school property or at school activities. Any action judged by school officials to involve misconduct and not specifically mentioned in other sections of this book may be dealt with as insubordination. This includes failure to accept discipline. No student shall refuse to accept discipline from teachers, school officials, teacher aides, or other authorized school personnel.

### **Rule 10 - Use/Possession of Flame Producing Device**

The unauthorized use or possession of matches, lighters, or other flame producing devices or items, which are designed to cause a fire or disruption on school property, is not permitted.

### **Rule 11 - Hazing**

The Board of Education believes that hazing of any type is inconsistent with the educational process and thus prohibits hazing of any kind on or off school property where students are engaged in school activities. No administrator, faculty member, or other Board employee shall encourage, permit, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing.

Hazing is defined for purposes of this policy as committing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subject to hazing shall not lessen the prohibitions contained in this policy.

# Riverside Elementary Student Handbook

## CODE OF CONDUCT

Administrators, faculty members, and other employees of the Board shall be alerted to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

### **Rule 12 - Gambling**

Any action of gambling by use of money or materials is prohibited.

### **Rule 13 - Physical/Verbal/Ethnic Harassment/Bullying**

#### **General Policy Statement**

It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

Harassment, intimidation or bullying means any intentional written, verbal, graphic or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student(s). Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status or disability. It would include, but not limited to, such behaviors as stalking, bullying/cyber-bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, hazing, and dating violence.

Ethnic slurs, degrading statements, gestures, symbols, and signs associated with hate groups constitute harassment based on national origin, ethnicity, or on other grounds and are unprotected speech in the school environment. Such symbols and signs include, but are not limited to: Confederate flags, Nazi flags, insignias and salutes and are prohibited in school, at school events, and in school publications. Such prohibited expressions include verbal and written statements, gestures, and electronic and graphic expressions in any form. This includes prohibited expressions being displayed on vehicles driven onto the school property.

# Riverside Elementary Student Handbook

## CODE OF CONDUCT

Harassment, intimidation or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA) or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

For purposes of this policy, "school district community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on school district property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the school district community at school-related events/activities (whether on or off school district property).

### **Reporting Harrassment/Bullying**

Conduct constituting harassment/bullying may take different forms, including but not limited to the following:

### **Sexual Harrassment**

#### ***A. Verbal:***

The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.

#### ***B. Nonverbal:***

Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District.

#### ***C. Physical Contact:***

Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District.

# Riverside Elementary Student Handbook

## CODE OF CONDUCT

### Gender/Ethnic/Religious/Disability/Height/Weight Harrassment

#### **A. Verbal:**

1. Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, sexual orientation, gender identity, etc. toward a fellow student, staff member, or other person associated with the district.
2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the district by refusing to have any form of social interaction with the person.

#### **B. Nonverbal:**

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.

#### **C. Physical Contact:**

Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

#### **D. Bullying.**

See definition above.

### **DATING VIOLENCE**

Dating violence is defined as a pattern of behavior where a person uses or threatens physical, sexual, verbal, or emotional abuse to control the person's dating partner. A dating partner is any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long-term.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the district should make contact with one of two or three persons selected by each building principal with whom the students would most likely be comfortable in discussing a matter of this kind. The report can be made to the student's teacher, guidance counselor, and/or assistant principal.

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly on Form 5517 F1 and a copy forwarded to the principal.

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Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

- A. Protect the confidentiality of the student who files a complaint;
- B. Encourage the reporting of any incidents of sexual or other forms of harassment;
- C. Protect the reputation of any party wrongfully charged with harassment.

### **Staff Member Harassment of a Student**

If a student reports that s/he is being harassed by a member of the staff, the matter is to be reported immediately to the principal who shall then contact the superintendent. If deemed necessary, the superintendent shall arrange promptly for a proper investigation by an agency that is experienced in such investigations. In addition, the principal, upon receiving the complaint from a minor student or his/her parents shall determine if the harassment may constitute child abuse and, if so, follow the child-abuse reporting procedure described in AG 8462.

Investigation of a complaint will normally include conferring with the parties involved (may include parents), and any named or apparent witnesses. All students and others involved are to be protected from coercion, intimidation, retaliation, or discrimination for filing a complaint or assisting in an investigation.

If the investigation reveals that the complaint is valid, then prompt, appropriate remedial and/or disciplinary action will be taken immediately to prevent the continuance of the harassment or its recurrence.

The district recognizes that determining whether a particular action or incident is harassment or, conversely, is reflective of an action without a discriminatory or intimidating intent or effect must be based on all of the facts in the matter. Given the nature of harassing behavior, the district recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or others associated with the district.

This guideline does not negate the requirement for reporting suspected child abuse to the proper authorities in compliance with AG 8462.

### **Rule 14 - Prohibited Items/Toys**

Toys, stuffed animals and or trading/gaming cards and other items should be left at home.

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### **Rule 15 - Public Display of Affection / Lewd or Lascivious Acts**

Students are prohibited from demonstrating a public display of affection at school, the bus or at school sponsored events. This includes any display of affection, such as kissing, embracing, fondling, etc.

### **Rule 16 - Vandalism and/or Destruction of School Property.**

All building rooms, books, equipment, computers, and apparatus must be used with care. Students and their parents/guardians may be held financially responsible for any damage to school property due to abuse or neglect on the student's part. Students who deface school property or the property of other people may be responsible for restitution, repair, replacement, and/or restoration. Writing on desks, walls, lockers, computers, or other technology equipment is prohibited.

### **Rule 17 - Wireless Communication Devices / Prohibited Items**

In accordance with House Bill 96, Ohio Law now prohibits students from using cell phones during the instructional day. This also includes transitions between classes, recess, lunch, and field trips. Devices must be turned off and stored in a student's bookbag. In addition, students may not use smartwatches or other technology for personal communications.

Exceptions may be made for students with specific needs for health monitoring in accordance with an IEP or Section 504 plan.

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### **Rule 18 - Out-of-Bounds**

Once students arrive at school, they are to remain on school property. Students shall not leave the school building and/or grounds without being under the direct supervision of the teacher, school personnel, or approved volunteer. Students shall not enter upon school grounds or in a school building to which the students are not assigned before, during, or after school hours except with the express permission of the Building Principal or to attend or participate in a school-sponsored event in which their regularly assigned school is involved or where students from their regularly-assigned school have been invited to attend or participate.

Students under suspension, expulsion, or removal from school or a school activity shall not enter upon the grounds or premises of the students' regularly assigned school or other school buildings without the express prior permission of the Building Principal.

# Riverside Elementary Student Handbook

## **Rule 19 - Extortion**

While under the jurisdiction of the school, students are prohibited from borrowing or attempting to borrow any money or object of value from any person unless both parties enter into the agreement freely and without the presence of either an implied or expressed threat.

## **Rule 20 - Theft**

A student shall not cause or attempt to take into possession the public property or equipment of the school district or the personal property of any other student, teacher, employee of the district, or any other person while under the jurisdiction of the school.

## **Rule 21 - Fireworks / Explosive Devices, etc.**

Possession of, use of or urging of any other student or person, explosive materials, fireworks, or stink bombs, or be in possession of, handle, or sell any form of ordnance (ex: bullets, blanks, or look-alike ammunition), or any product that can endanger or harm individuals is forbidden.

## **Rule 22 - False Alarms / Bomb Threats / Other Threats**

Falsely setting off the fire alarm, calling or communicating a bomb threat or other similar threats, and/or calling 911 without reason and a valid purpose; and/or falsely communicating an emergency is prohibited. This behavior endangers individuals and may result in a ten-day suspension, court referral, and a recommendation for expulsion.

## **Rule 23 - Dangerous Weapons and Instruments/Look-Alikes**

Possession, sale, distribution, concealment, conveyance, or use of deadly weapons or dangerous ordinances (as defined in Sections 2923.11-2923.122 of the Ohio Revised Code), including guns, knives, chains, deadly explosives, pepper spray (or similar products) or anything that may harm someone may result in a ten (10) day suspension, recommendation for expulsion, and/or referral to law enforcement authorities as a felony.

The Board of Education prohibits students from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, pepper spray (or similar products) and explosives. This policy does not preclude other similar objects from being considered "weapons" for the purposes of the Student Code of Conduct, (Weapon Free Act, 1994/Board Policy 5610)

Policy exceptions include:

# Riverside Elementary Student Handbook

## CODE OF CONDUCT

A. items pre-approved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved (working firearms and any ammunition will never be approved as a part of a presentation);

B. theatrical props used in appropriate settings.

Students shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the principal. Failure to report such information may subject the student to disciplinary action.

This policy shall be implemented through the Code of Conduct/Student Discipline Code, Policy 5610, and Policy 5610.01, and through administrative guidelines.

The Superintendent is authorized to establish instructional programs on the weapons and the requirement that students immediately report knowledge of weapons and threats of violence by students and/or staff to the building principal. Failure to report such knowledge may subject the student to discipline.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy. R.C. 2923.12, 2923.122, 3313.20, 3313.66, 3313.66118 U.S.C. 921, 20 U.S.C. 8922, 20 U.S.C. 7151 Adopted 12/12/00 Revised 1/28/03

### **Rule 24- Physical Contact/Unauthorized Touching**

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way that could reasonably cause physical injury. This would include pushing, shoving, slapping, or general horseplay where physical contact is made.

### **Rule 25 - Fighting/Assault**

A student shall not intentionally cause or attempt to cause physical injury by fighting or otherwise intentionally behave in such a way, as could reasonably cause physical injury to oneself or others. This policy covers students on or near school property, school activities, or while in transit to and from school.

### **Rule 26 - Menacing/Threats/Intimidation**

School safety and security are a vital aspect of our educational process. A student shall not threaten with physical violence or coercion by any means any student, teacher, or other school employee or visitor. A student shall not urge another student or person to threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor. Intimidation shall include but is not limited to, threats used to extort money or any other item of value from another student or person, incite panic or visibly threaten or endanger the health and safety of anyone on school property.

# Riverside Elementary Student Handbook

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### **Rule 27 - Drug Paraphernalia**

A student shall not possess, use, transmit, or conceal any item, which is designed for use with any illegal substance while on school property or in attendance at any Board of Education sponsored or supervised activity.

### **Rule 28 - Counterfeit/Controlled Substances/Look-Alike Drugs/Over the Counter/Prescription Medications**

A student shall not use, conceal, sell, purchase, accept, or transmit any substances, which are reasonably thought by the administrator to be drugs of abuse, sold as drugs of abuse, or inferred by the seller or buyer to be drugs of abuse. Unless otherwise authorized by an appropriate District official, students may not possess prescription or over the counter medication. (Any medication used by students during the school day must be in accordance with the Board adopted policy regarding student medication.)

### **Rule 29 - Use and/or Possession of Tobacco / Vaping/ look-Alikes**

The use of any tobacco product by students is prohibited. Use includes possession. Smoking is defined as holding a tobacco product, whether lit or unlit, or having held it and tossed it aside, or any obvious sign, such as exhaled smoke, etc. This includes but is not limited to items such as nicotine gum, e-cigarettes, vape pens, juul, or other similar devices. Minors may be referred to the authorities according to Ohio law.

### **Rule 30 - Alcohol/Controlled Substances/Drugs/Narcotics/Inhalants**

Possession or use of said items are prohibited from school property and school events.

# Riverside Elementary Student Handbook

## CODE OF CONDUCT

### **Rule 31 - Computer Technology and Networks Policy**

Any willful damage, destruction, or misuse of computers, sites, databases, files, networks, or other technology will be subject to disciplinary action, fines, and/or legal referral. Disciplinary action may also include loss of computer privileges or other consequences as warranted. (See Computer Technology and Networks Policy)

### **Rule 32 - Cheating/Academic Dishonesty/Plagiarism**

Presenting someone else's work as one's own in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to, copying others assignments, quiz or test answers or information from a digital source. Students who violate this policy may receive no credit for assignments or work involved and their parents will be notified. Teachers will make it clear that plagiarism will not be tolerated.

### **Rule 33 - Instigating/Coercion/Complicity**

Instigation, coercion or complicity of any violation of the Code of Conduct is expressly prohibited and subjects the offender to discipline.

### **Rule 34 - Repeated Violations**

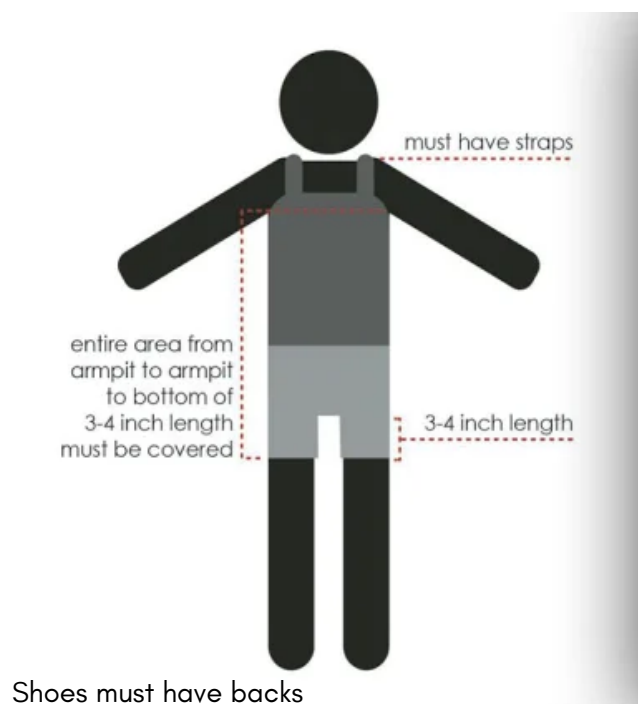
A student shall not repeatedly fail to comply with school rules and regulations or directions of teacher, student teachers, teacher aides, principals, or other authorized school personnel during any period of time when he/she is properly under the authority of school personnel.

# Riverside Elementary Student Handbook

## DRESS GUIDELINES

### **Requirements**

- Personal appearance, clothing, hairstyles, and accessories should not draw attention away from the educational setting.
- Current clothing and hairstyles, except extremes, are acceptable.
- Inappropriate clothing styles include bare midriffs, bare shoulders, pajama pants, and see-through clothing.
- Students may wear ripped jeans, however, rips must not be above mid-thigh.
- For safety reasons, shoes with high heels or without backs may not be worn to school, unless special permission is given. Flip-flops are not permitted.
- Clothing should not display any offensive, violent, obscene, drug, tobacco/vape, or alcohol-related picture or slogan.
- Jackets, coats, and baseball hats cannot be worn in the building, nor should sunglasses be worn in school without a medical excuse.



# Riverside Elementary Student Handbook

## **Bus Regulations for Students**

Violations of the following bus regulations or the Student Code of Conduct may result in disciplinary action determined by an administrator, which may include parent conferences, removal from the bus, detentions, out-of-school suspensions, and/or expulsion.

- **The Student Code of Conduct applies while the student is at the bus stop and on the bus.**
- Students should be at the assigned bus stop five (5) minutes prior to the published time.
- All students who cross the roadway to board or depart from the bus shall wait for the driver to signal them to cross. The student shall then cross and stay at least ten (10) feet from the front of the bus.
- Students will enter and depart from the bus side door only unless the bus driver specifically instructs the students to use the emergency exit.
- Students must exit at their assigned stop.
- When students exit the bus at school, they must immediately enter the school building.
- Respect the driver and others on the bus. Leave other people's property alone.
- Objects or actions that are safety risks are not permitted on the bus.
- No talking or other noise at railroad crossings.
- Sit safely in your assigned seat at all times.
- Keep the bus clean; no eating, drinking, or littering.
- Keep your hands, head, feet, and other personal objects to yourself and inside the bus.
- Possession or use of weapons, drugs, alcohol, and/or vape/tobacco is prohibited.
- Inappropriate use of electronic devices is prohibited.
- The Transportation Office must be called by the parent at 440-357-5571 to request a permanent change in bus stop assignment or to arrange an extended change in bus assignment.

# Riverside Elementary Student Handbook

## COMPUTER TECHNOLOGY AND NETWORKS POLICY

We are pleased to offer students of the Riverside Local Schools access to the district computer network for electronic mail and the Internet. To gain access to the Internet, a student's parent/guardian must sign the Network Use Consent Form and return it to the library media specialist. The forms are available in both offices.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards. Although there is a filter in place, families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further education goals and objectives, students may find some way to access other materials as well.

We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed the disadvantages. Ultimately, parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Riverside Local Schools support and respect each family's right to decide whether or not to apply for access.

The district network resources are limited and copyright laws govern material. Students are not to bring in and install or use personal programs or software on the district network, nor are they permitted to download software, programs, or files from outside sources without specific written permission of the library media specialist or technology director.

Access is a privilege, not a right. Access to network services is given to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just like they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. (Riverside Local Board of Education Policies, 7540 F1)

The school reserves the right to inspect, copy, and/or delete all files and records created or stored on school owned property.

Any willful damage, destruction, or misuse of computers, sites, databases, files, network, or all other technology will be subject to disciplinary action, fines, and/or legal referral. The building administrators may include loss of computer privileges, suspension, and/or expulsion if warranted as they enforce the Student Code of Conduct. Legal action may also ensue.

If a student, through failure to abide by the following rules, causes harm to the network and/or computer hardware or software, the student may be held liable for any and all such damage and the cost of restoration. Exercising one's privilege responsibly can eliminate this liability.

# Riverside Elementary Student Handbook

## COMPUTER TECHNOLOGY AND NETWORKS POLICY

**Students must observe the following guidelines.**

**Failure to do so may result in penalties as determined by the teaching staff and/or administration.**

1. Network users must complete a Network Use Consent form, which must be approved before using the network.
2. Use of all telecommunications is restricted to school related projects and must be supervised by the teacher or network administrator.
3. Files stored on school computers are restricted to school related assignments only. Personal files may not be stored.
4. Network storage may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers or computers will always be private.
5. No student shall establish, or attempt to establish, computer contact into restricted school district computer nets or any other unauthorized databases.
6. Students shall not copy (without authorization), damage, or alter any hardware or software.
7. Students shall not delete a file (without authorization) or knowingly introduce a computer virus to any school program.
8. All non-school software must be checked for viruses and approved for use by a network administrator before being used on any computer and are subject to inspection and approval by school personnel at any time.
9. Students shall not use or alter another person's password, files, or directories.
10. Network password security is the responsibility of the student. Any student unable to log into the network for any reason may be subject to penalty.
11. Students aiding teachers are restricted to using only the program selected by the teacher.

**The following are typical activities that are not permitted:**

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using another's password or representing another person
- Trespassing in another's folders, work, or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Intentionally copying inappropriate or restricted material
- Using the district network to purchase items

# Riverside Elementary Student Handbook

## CHROMEBOOK POLICY AND PROCEDURES

The focus of the 1-1 Chromebook initiative is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and one of the learning tools of these 21st century students is a Chromebook. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for college and the workplace. According to educational research, students who use a computing device in a 1-1 education environment are more organized and engaged learners, attend school more regularly, advance their knowledge and understanding of technology, and become constructors and designers of information and ideas. The Chromebook is a next generation device that makes learning more engaging and accessible.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from the sole purveyor of knowledge to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum any time, any place.

### 1. RECEIVING AND RETURNING A CHROMEBOOK

#### 1.1 Receiving a Chromebook

- a) Each student will receive a Chromebook, case, and charger.
- b) Parents /guardians and students must sign and return the Student Computer Use Policy and Student Pledge documents before a Chromebook is issued to the student.
- c) Chromebooks will be labeled in a manner specified by the School District; this will include the tag number.
- d) The Chromebook is the property of the Riverside Local School District, and as a result, may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a Chromebook or a school supplied or supported cloud service.

#### 1.2 Returning a Chromebook

- a) Chromebooks and all School District accessories will be returned during the final week of school so they can be checked for serviceability.
- b) Chromebooks must be returned immediately when a student transfers out of the School District, is suspended or expelled, or terminates enrollment for any reason.

#### 1.3 Fines Related to a Chromebook

- a) Chromebooks, cases, and chargers will be turned in to the RLSD staff when requested in satisfactory condition. Chromebooks will be inspected for damage. In the case of abuse, neglect, or intentional damage, the student/parent/guardian will be charged a fee for needed repairs. The IT Department will make the final determination of any fees assessed.
- b) If a student fails to return the Chromebook, the student/parent/guardian will pay the replacement cost of the Chromebook, or, if applicable, any insurance deductible. Failure to return the Chromebook will result in a theft report filed with the Lake County Sheriff's Department.

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### 2. TAKING CARE OF A CHROMEBOOK

#### 2.1 General Precautions

- a) Chromebooks must be charged for school each day. This is the student's responsibility.
- b) Avoid applying liquids to the Chromebook. The Chromebook screen can be cleaned with a soft, slightly water-dampened, lint-free, cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.
- c) Do not lift, carry, or otherwise grab the Chromebook by the screen.
- d) Do not attempt to gain access to the internal electronics or repair a Chromebook. If a Chromebook fails to work or is damaged, report the problem to the JRW office.
- e) There is no altering of system software (known as "jail breaking") of this device.
- f) Never throw or slide a Chromebook.
- g) Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- h) Chromebooks and district provided cover must remain free of any writing, drawing, stickers, or labels that are not the property of the School District.
- i) Chromebooks have a unique identification number and at no time should the numbers or labels be modified or removed.
- j) Chromebooks should be placed vertically in the top locker compartment or in a backpack/bookbag to avoid putting any pressure on the screen.
- k) Chromebooks must not be left in a vehicle or a location that is not temperature controlled.
- l) Chromebooks are assigned to individual students and the responsibility for the care of the Chromebook solely rests with that individual. Students should not lend their Chromebook to another person.

#### 2.2 Screen Care

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- a) Do not place anything near the Chromebook that could put pressure on the screen.
- b) Do not place anything in the carrying case that will press against the cover.
- c) Clean the screen with a soft, dry cloth or antistatic cloth.
- d) Do not "bump" the Chromebook against lockers, wall, car doors, floors, etc. as it will eventually break the screen.

### 3. USING YOUR CHROMEBOOK AT SCHOOL

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook. Students should bring their Chromebook to all classes, unless specifically instructed not to do so by their teacher. When not being carried to class, the Chromebook should always be stored in a secure (locked) location.

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### 3.1 Chromebooks Left At Home

If a student leaves the Chromebook at home, the student is responsible for getting the coursework completed as if the Chromebook were present.

### 3.2 Chromebook Undergoing Repair

Loaner Chromebooks may be issued to students when their Chromebooks are being repaired by the school. A limited number of "loaner" Chromebooks are available, so having a "loaner" is not guaranteed.

### 3.3 Charging Your Chromebook's Battery

Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening. Repeat violations will result in students losing at home privileges.

### 3.4 Screen Savers/Background Photos

Inappropriate media may not be used as a screensaver or background photo. Inappropriate media includes but is not limited to the presence of guns, weapons, pornographic materials, inappropriate language, tobacco, alcohol, drug, gang related symbols or pictures and will result in disciplinary actions.

### 3.5 Sound, Music, Games, and Apps

Each student will have a Google for Education account managed by the Riverside Local School District. This account will be the conduit through which apps are downloaded to the Chromebook. Google Play cards are the simplest way to add money to your account if students want to add music and personal apps to their account.

- a) Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Ear buds or headphones must be purchased by the student and use is subject to individual classroom rules.
- b) Appropriate music is allowed on the Chromebook. Ear buds/headphones may be used in the classroom based upon individual teacher approval. The use of streaming music apps is prohibited. During passing periods, students may not use ear buds/headphones.

### 3.6 Home Internet Access

THE CHROMEBOOK DOES NOT HAVE A FILTER FOR THE INTERNET! Parents/guardians, please take the necessary precautions for internet safety with your student! Reminder: The School District provides internet filtering on the district's network. These filters do not apply in any other location. It is the family's responsibility to monitor the student's use of the internet outside of the school setting.

- a) While at school students are required to be connected to "RLSCHROME" for filtered internet access.
- b) All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.

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### 4. MANAGING YOUR FILES & SAVING YOUR WORK

#### 4.1 Saving To The Chromebook/Cloud Storage

Students should save work to the district provided Google Drive account. In the event an Chromebook has to be reimaged or restored to factory settings. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Chromebook malfunctions are not an acceptable excuse for not submitting work.

### 5. SOFTWARE ON Chromebooks/Student Google Accounts

#### 5.1 Originally Installed Software

The apps and operating system originally installed by the School District must remain on the Chromebook/Student Google Account in usable condition and be easily accessible at all times.

From time to time the school may add additional apps and upgrades. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps or installed inappropriate material.

#### 5.2 Additional Software

Other apps may be added by the school or the student throughout the school year.

#### 5.3 Inspection

Students will be selected at random to provide their Chromebook for inspection. Chromebook use and contents will also be monitored remotely.

#### 5.4 Procedure For Reloading Software

If technical difficulties occur, the Chromebook will be reset to factory settings. The school does not accept responsibility for the loss of any apps or documents deleted due to the necessity of a reformat and/or reimage.

#### 5.5 Mobile Device Management (MDM)

Profiles Installed by the District MDM Profiles installed on Chromebooks are not to be removed. Students who do not have active profiles on their machines or who removed profiles will be subject to appropriate disciplinary consequences.