

PARENT & STUDENT HANDBOOK

Riverside Elementary

2024-2025



WELCOME

On behalf of the Board of Education, Administration, Faculty, and Staff of Riverside Unified School District #114, I would like to welcome all students to the new school year. We hope that each student will take pride in our school and do his/her part to contribute positively.

USD 114 District Contact Information

Website - www.usd114.org

USD 114 District Office

Jennifer Gatz, Superintendent

1409 Vermont – PO Box 49

Elwood, KS 66024

District Office Phone – 913-365-5632

Mrs. Vicki Wyatt, Clerk of the Board & Superintendent's Administrative Asst.

Mrs. Bob Lance, Treasurer & Superintendent's Administrative Asst.

EAST CAMPUS-Elementary School

Khris Haedt, Principal

PreK - 5th Grade

203-04 N. 12th Street - PO Box 368

Elwood, Kansas 66024

Elementary Phone - 913-365-6735

WEST CAMPUS-Middle/High School

Lynn Laipple, Principal

6th -12th Grade

705 Jessie - PO Box 38

Wathena, Kansas 66090

High School Phone - 785-989-4426

Notice of Nondiscrimination

It is the policy of Riverside USD 114 not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), and socioeconomic status (for programs) in its educational programs, including career and technical education programs and its employment practices **and provides equal access to the Boy Scouts and other designated youth groups**. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Title IX Compliance Coordinator, Joel Euler, School Attorney, 137 South Main Street, Troy, KS 66087, (785) 985-3561, jeulerlaw@rainbowtel.net or Section 504, Title II Compliance Coordinator, Jennifer Gatz, Superintendent, 1409 Vermont Street - P.O. Box 49, Elwood, KS 66024, 913-365-5632, jgatz@cyclones114.org.

USD 114 Board of Education

District 1	District 2	At Large
Sue Bartley Erin Shackelford Dustin Robinson	Jennifer Davis Barbara Derrick Christopher Hewins	Jessica Herbster

Parent & Student Handbook

Table of Contents

Section 1: General Information	3
Staff	4
Riverside Traditions	5
Riverside Elementary and You	5
Lunch Times	7
Preschool	8
Section 2: Student Achievement	8
Academic Achievement	8
Section 3: Attendance Procedures	9
Attendance Guidelines:	9
Tardy Policy	13
Section 4: Student Guidelines	14
Student Behavior Expectations & Consequences	15
Bus Expectations	17

Section 1: General Information

Riverside Elementary

PO Box 368

203-04 N 12th, Elwood, KS 66024

Phone: (913) 365-6735

Fax: (913) 365-3503

Staff

Principal - Khris Haedt

PK-2 Secretary - Nan Boos

3-5 Secretary – Rashelle Meers

Counselor – Korri Paden

Nurse – Hannah Paden

P.E. – Jonathan Winder

Music – Nichelle Bailey

Art – Amanda Rullman

Library – Lynne Gentry

Title – Nancy Willoughby

Title – Tammy Funk

Speech – Blair Halter

Speech - Lauren Munger

O.T. – Kelli Libel

P.T. –

Rdg. Intervention – Jan Bradshaw

Rdg. Intervention – Laurie Finney

Reading Spc. – Elizabeth Robinson

Resource – Josephina Huff

Resource – Connor Hayes

Resource – Gale Grable

Resource – Kathy McMullen

PreK – Dani Johnson

PreK – Janie Newton

Kdg – Jamie Cassity

Kdg – Heather Mikesch

Kdg – Connie Phillips

1st – Noel Halter

1st – Denise O’Bryan

1st – Ethan Olson

2nd – Sandra Litton

2nd – Ruth Farr

2nd – Kim Freeman

3rd – Shanin Frazee

3rd – Kaity Hall

3rd – Aimee Addington

4th – Destiny Avery

4th – Holly Dodson

5th – Nicole Jay

5th – Terri Martin

5th – Janel Shultz

School Traditions:

Riverside Fight Song

Hail to the Cyclones.
Hail to the Cyclones.
Hail to the black and blue.
To you we will be true!
Fight! Fight on Riverside!
Fight on with Cyclone pride.
Fight, fight on Riverside!
Fight on to victory, Hey!

Pledge of Allegiance

I pledge allegiance to the flag
of the United States of America,
and to the republic for which it stands,
one nation under God,
indivisible, with liberty and justice for all.

Riverside Elementary School & You

BUILDING HOURS AND Drop Off/Pick Up

Classes begin at 8:10 a.m. and dismiss at 3:30 p.m.

The East Campus buildings will be open at 7:30 a.m. and breakfast is served beginning at 7:40 a.m.

Students should not arrive before 7:30 a.m.

For those students who ride with parents, we ask that they not arrive at school before 7:30 a.m. Your child's safety is our first priority and we are unable to provide supervision prior to 7:30 am. All elementary students will enter the school in the morning through the South Cyclone doors of the PreK-2 building. This is the door where buses drop students off in the morning.

Drop Off Before School

Students that are dropped off before school should be dropped off by the sidewalk on 11th Street **OR** the drive between the two buildings and enter the Cyclone doors on the south side of the building.

Pick Up After School

If you are picking your child up after school, please wait in line headed south on 13th street along the west side of the gym. Stay in line and we will put students in the cars as you get to the doors.

Transportation Arrangements

If student's regular transportation arrangements from school to home are altered, Riverside USD 114 recommends that parents/guardians make those arrangements prior to 2:30 p.m. Riverside USD 114 staff can't guarantee alternate travel arrangements for students after 2:30 p.m. **PLEASE REMEMBER THAT CONSISTENCY IS WHAT IS BEST FOR CHILDREN.**

Visitors

In order to provide a safe environment for students and staff, entrances to Riverside Elementary School are locked during the school day. All visitors must enter through the secured doors on the South side of the Prek-2

building or the East side of the 3-5 building and check in through the main office.

Lunch Schedule

Kdg	10:40-11:06
1st	11:00-11:26
2nd	11:14-11:40
3rd	11:45-12:11
4th	11:54-12:20
5th	12:20-12:46

Cell Phones/Electronic Devices

The use of cell phones or any electronic device is not allowed at Riverside Elementary school unless given prior permission by administration or staff. If devices are in a student backpack, they must be turned off. Any student in violation will have their device kept in the office until the end of the day.

Class Dojo: Parent/Teacher Communication

All PreK-5th grade teachers use Class Dojo to communicate with parents. Parents can directly message their child's teacher as well as receive individual and class-wide messages about what is happening in the classroom, as well as information about special activities, programs, and field trips. **Please contact your child's teacher to sign up for the Class Dojo app.**

Preschool

GUIDELINES

Preschool students must be 4 years of age on or before August 31st of the current school year. Students enrolling in pre-school must be potty-trained and have appropriate control of their bodies as to not hit, kick, bite, or spit at others. It is our responsibility to keep all children safe and we take that responsibility seriously.

Days/Times

Preschool classes are held Monday through Thursday each week.

The morning class begins at 7:45 and is dismissed at 11:15.

The afternoon class begins at 12:00 and is dismissed at 3:30.

The 1st day of Preschool is Monday, August 26, 2024.

The last day of Preschool & Graduation is Tuesday, May 20, 2025.

Section 2: Student Achievement

Academic Achievement

Riverside Elementary is committed to supporting the academic progress of all students. Many children successfully learn at school with universal instructional practices. However, some children need extra or intensive support in order to succeed. Multi-Tiered System of Supports (MTSS) is a framework that helps schools and teachers give all students the support they need to learn, grow, and succeed.

The MTSS framework helps schools create systems to:

- Identify each child's needs and provide support as early as possible.
- Use research-based strategies and provide evidence-based interventions.
- Align supports to meet each child's needs.

- Regularly monitor each child’s progress to know if instruction, strategies, and interventions are effectively meeting their needs.
- Adjust instruction, strategies, and interventions as needed.
- Include parents or guardians while developing and implementing supports.

MTSS has three tiers of instruction/intervention and support:

- Tier I includes the instruction and support provided to all children.
- Tier II (Supplemental) serves children needing more help. Additional instruction or intervention and support are provided to these children in small groups.
- Tier III (Intensive) is for children who need intensive support in order to succeed. Additional instruction, intervention, and support are provided to these children in even smaller groups or in one-on-one settings.

Every child’s progress is assessed multiple times per year to check whether their needs are being met, what additional resources may help them succeed, and then to adjust their supports as needed. When we implement MTSS, it helps us provide each student the support they need to be successful. For additional information, please contact your child’s teacher.

Section 3: Attendance Procedures

Attendance Guidelines:

One of the most critical records kept by the school is student attendance. Not only is proper attendance necessary for student success in school, it is also a good indicator of future success on the job. Employers are acutely

aware of this fact and place great emphasis on past school attendance when they hire.

So that the school's records will accurately reflect the history of student attendance, it is important to follow the rules listed below:

1. On the day of the absence or before, the parent or legal guardian is to call the school before 9:30 a.m. to notify the office the child was not sent to school. This allows us to account for all students each morning and serves as a safeguard for your child.
2. In cases of absences due to prolonged illness (three or more days), verification of the illness by the school nurse or family doctor is preferable to a note from the parent. This policy performs two very important functions: (a) It allows the school to monitor communicable diseases and be able to take early action against them; and (b) It lends more credibility to our records by allowing the school to verify the illness and identify those students whose problem may actually be a social one at school.
3. Except when verification of illness has been made by the school nurse or family doctor, the parent/guardian is to provide an explanation for the absence.

Advanced Notice of Absence

Advanced make-up work may be given to students who need to be gone from school. However, it will be the parent's responsibility to plan ahead and notify each instructor of a planned absence. The best interest of the student may not be served if class work is such that it should not be given out of sequence.

Truancy Policy:

In accordance with K.S.A. 72-1113 (d) Students who are absent and meet the following conditions will be reported to the appropriate authorities in Doniphan County.

- Student is absent for three consecutive days unexcused.
- Student is absent 5 cumulative days within a semester unexcused.
- Student is absent 7 cumulative days within the school year unexcused.

Attendance Policy:

One of the most critical records kept by the school is student attendance. Proper attendance is necessary for student success in school and is also a good indicator of future success on the job. Employers are acutely aware of this and emphasize past school attendance when hiring.

So that the school's records will accurately reflect the history of student attendance, it is important to follow the rules listed below:

1. On the day of the absence or before, the parent or legal guardian must call the school before 9:30 a.m. to notify the office that the child was not sent to school. This allows us to account for all students each morning and serves as a safeguard for your child.
2. In cases of absences due to prolonged illness (three or more days), verification of the illness by the school nurse or family doctor is preferable to a note from the parent. This policy performs two very important functions:
 - a. It allows the school to monitor communicable diseases and be able to take early action against them;
 - b. It lends more credibility to our records by allowing the school to verify the illness and identify students whose problems may actually be social ones at school.

Except when the school nurse or family doctor has verified illness, the parent/guardian must provide an explanation for the absence.

Tier 1 - Absenteeism Prevention: All students and families

- Send back to school letter stating attendance goal and expectations.
- Clear communication about starting and ending times and schedules.
- Clear communication about holiday breaks and return
- Take daily attendance with accuracy.
- Personalized communication with families when students are absent.
- Message from the teacher about homework.
- Threshold Greetings
- Doorway greetings from teachers each period.
- Positive Messaging on Social Media
- Weekly attendance update in MS & HS

If student misses 3 days, move to Tier 2

Tier 2 – Absenteeism Early Intervention: Students missing 10%-19% or 3-4 days.

- A call from the classroom/seminar teacher to see how we can help and ensure the student receives and completes any missed work.
- Call to make sure families know what resources are available for basic needs.
- Warning letter or call along with a flyer about the importance of attendance.
- Meet with family to make an action plan to improve attendance.
- Is the student absent because they are avoiding school-based stimuli?
- Is the student absent because they are avoiding a social situation?
- Is the student seeking outside attention from loved ones or friend

If student misses 5 days in a semester or 7 days in the school year move to Tier 3

Tier 3 – Absenteeism Intensive Intervention: Students missing 20%+ or 5 days in a semester or 7 days in the year.

- Sends letter to DCF or County Attorney
- A home visit from a counselor and/or principal or law enforcement to make a plan to get the student to school.
- Detention to complete missed assignments.

Excused Absences

An excused absence is an absence where a student is sick and has been called in by the parents before 9:30 A.M. The school determines if an absence is excused or unexcused.

Unexcused Absences

Any absence that a parent or guardian has not contacted the office. In the event that a parent has not contacted the office and the absence does not meet the definition of an excused absence, the student will be considered skipping school and the appropriate consequences will be given to the student.

Advanced Notice of Absence

Advanced make-up work may be given to students who need to be gone from school. However, it will be the parent's responsibility to plan ahead and notify each instructor of a planned absence. The best interest of the student may not be served if class work is such that it should not be given out of sequence.

Tardy Policy

- Any student late to school for more than ten minutes without the knowledge or consent of a parent/guardian or the school, is truant.
- Students are expected to be in their classroom by 8:10 AM.

Section 4: Student Guidelines

When school expectations apply:

The list of specific rules is not intended to be all-inclusive. Students will be subject to disciplinary action any time their behavior is disruptive, illegal, or inconsiderate of others. Specific consequences will be assigned by the school administration. Expectations apply at all times while students are:

- on campus and/or in proximity to campus;
- on school-sponsored field trips;
- on school buses, at school bus stops, and while traveling to or from school or school bus stops;
- at school sponsored events and activities;
- at any other time and place that their conduct may affect the safety or well-being of other students or staff.

Riverside Elementary Expectations for Behavior:

Building-wide expectations have been developed for the students. Additional expectations and procedures could be added by individual classroom teachers. Please see building-wide positive behavior expectations and consequences below.



EXPECTATIONS



Be a good friend.

Respect Others

With everyone, use kind words and be a good listener. **No Name Calling.** Talk together to work out differences. Respect personal space.

Respect Self

Be safe in all that you do.
Always do your very best.
Clean up after yourself.
Be trustworthy.
Be where you are supposed to be.
Take responsibility for your actions.
No excuses.



Have self-respect.



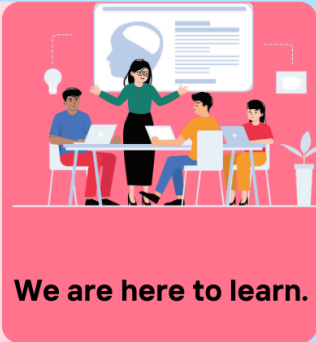
Be a good citizen.

Respect Property

Take care of your personal property: jackets, pencils, notebooks, etc.
Take care of school property: lockers, bathrooms, classroom, library books, equipment, etc.

Respect Learning

Work quietly to not disturb others' learning.
Be quiet in hallways to not disturb others.
Follow directions and participate in lessons.
Ask questions when you don't understand.
Do not waste time.
Complete your work on time and turn it in.



We are here to learn.



CONSEQUENCES



This is your chance to change your behavior before you get into trouble.

1. WARNING

Teacher will remind you of the expectation. You will still be a part of class activity.

This is your chance to regroup, calm down, and review expectation.

2. Move & Think

Teacher will move you to a safe place. You will take a few minutes to relax and write the expectation. Do you need to apologize?

You may rejoin activity when completed.

This is your chance to reflect and problem solve on your own.

3. Loss of Privilege

During recess, teacher will reteach expectation and you will complete an action plan. You may need to "Talk it out" with another student or others involved.

You may join recess when completed.

Parent contact will be made to problem solve and prevent it from happening again.

4. Call Home

Teacher will call home and let your parents know about your day. You may be asked to explain your choices to your parent on the phone. You will spend the rest of the day in a safe place doing your classwork.

You have had 4 chances to solve this problem. Now it is time to go to the office.

5. Office Referral

Teacher will complete an office referral sheet and send student to the office. Student may receive call home, time-out, or suspension.

Bus Expectations

The student will:

Keep bottom in your seat.

Keep backpack in your lap.

Keep feet on the floor.

Keep hands to yourself.

Speak respectfully to others. No yelling.

Follow directions given by the driver.

The first bus conduct report will be a warning and possible timeout. Applicable discipline consequences will be applied to any school rule violations.

The second bus conduct report will result in a three-to-five day suspension from riding any school transportation or an office timeout and reteach expectations. Applicable discipline consequences will be applied to any school rule violations.

The third bus conduct report will result in a ten-day suspension from riding any school transportation or an office timeout and reteach expectations. Applicable discipline consequences will be applied to any school rule violations.

The fourth bus conduct report may result in a suspension from riding school transportation of the remainder of the school year. Applicable discipline consequences will be applied to any school rule violations.

In the event that any bus violations that occur prior to the fourth bus violation are deemed dangerous or severe by the administrator, the student may be either given a longer bus suspension or suspended from riding the bus for the remainder of the school year.

Riverside students who ride school transportation and live within 2.5 miles of their attendance center may be suspended from riding school transportation upon the first bus conduct report.

Riverside USD 114 will only transport students who live within the school district boundaries who meet the board approved transportation criteria. Out of district students will not be transported by Riverside USD 114.

