

# 2018-2019

## STUDENT AND PARENT HANDBOOK



**Riverdale Elementary School**

**10724 Elm Drive**

**Thornton, CO 80233**

**720-972-5580**

**[www.riverdale.adams12.org](http://www.riverdale.adams12.org)**

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# Riverdale School Calendar 2018-2019

August	9 & 13	Teacher In-Service Days
	10 & 14	Teacher Duty Days
	13	Back to School Night (4:00pm—6:00 pm)
	15	<b>First Full Day of School</b>
September	3	NO SCHOOL – Labor Day
	4	Assessment Day
October	11	NO SCHOOL— Parent Teacher Conference (8:00 am -8:00 pm)
	12	NO SCHOOL—Teacher Work Day
November	12	NO SCHOOL—Veteran’s Day
	19-23	NO SCHOOL—Thanksgiving Break & Comp Day
December	20	End of Semester
	21	NO SCHOOL—Teacher Duty Day
	24-31	NO SCHOOL – Winter Break
January	1-4	NO SCHOOL - Winter Break
	7	NO SCHOOL-Staff Development
	8	School Resumes
	18	Assessment Day
	21	NO SCHOOL – Martin Luther King Day
February	13	NO SCHOOL – Parent Teacher Conferences (8:00 am—8:00 pm)
	14	NO SCHOOL—Teacher Work Day
	15	NO SCHOOL—District In-Service Day
	18	NO SCHOOL—President’s Day
March	25-29	NO SCHOOL—Spring Break
April	1	NO SCHOOL—Teacher Comp Day
May	3	Assessment Day
	10	NO SCHOOL - Elementary Work Day
	23	Last Day of School - End of Semester
	24	NO SCHOOL— Teacher Duty Day

August 2018

Dear Riverdale Families,

On behalf of the entire school staff, I would like to extend a warm welcome to the 2018-2019 school year.

The Riverdale Student and Parent Handbook has been prepared as a resource for parents and students in order to increase communication between home and school. Our staff would like to invite you to visit and volunteer at our school, attend your child's programs and activities, and become an active member of the Parent Teacher Organization (PTO).

Please review our school policies and information included in the Riverdale Handbook. There have been a significant number of changes in the past few years in many areas, including the school lunch prices, Positive Behavior Intervention Support, attendance policies, and the district dress code. Riverdale Elementary operates under the guidance of the Adams 12 Five Star Schools Superintendent policies. Please feel free to call the school for additional assistance or visit the school website at [www.riverdale.adams12.org](http://www.riverdale.adams12.org).

We are very excited to welcome you and your child to Riverdale Elementary School. Best wishes for a wonderful school year!

Sincerely,

Kristin Golden

Principal

**Adams 12 Five Star Schools**

1500 E. 128<sup>th</sup> Avenue  
Thornton, Colorado 80241

**BOARD OF EDUCATION**

**2018-2019**

Ms. Kathy D. Plomer ..... President

Ms. Laura P. Mitchell ..... Vice President

Mr. Norman L. Jennings ..... Secretary

Ms. Jamey L. Lockle .....Director

Mr. Brian Batz ..... Director

Mr. Chris Gdowski..... Superintendent of Schools

## **GENERAL PURPOSES OF THE ELEMENTARY SCHOOLS**

The Adams 12 Five Star Schools provide an elementary curriculum for children from kindergarten through grade five. During these school years children develop the basic knowledge, understanding, skills and competence, attitude, interest, and action patterns necessary for a foundational education. The nature and scope of this foundational education is such that it can be continued and broadened at later school levels.

Instruction at the elementary school level is specifically concerned with providing curriculum which we enable each child to:

- Acquire the basic skills of reading, writing, speaking and mathematics
- Develop study habits and skills essential to effective learning
- Develop the ability to think clearly, logically and critically
- Develop a keen awareness of the environmental problems which confront the world
- Become knowledgeable about our institutions, ideals, and social processes
- Develop a social and civic consciousness and competence
- Appreciate the beauty in nature, art, music and literature
- Express oneself in a creative way
- Develop sound moral and ethical standards and the tendency to act toward others with intelligence, understanding and sympathy
  
- Acquire knowledge and proficiency in recreational activities which should help one maintain the enjoyment of participation
  
- Develop the basic skills, attitudes and understanding related to movement and contribute to the development and maintenance of good physical and mental health



## RIVERDALE MISSION AND CHANT

### *Riverdale Mission*

*At Riverdale Elementary we are career-bound scholars going from good to better to best to achieve success.*

### *Riverdale Chant*

*Good, better, best  
Never let it rest,  
Till your good is better  
And your better is best.*

# SCHOOL SCHEDULES

**OFFICE HOURS**            7:00 a.m. - 3:30 p.m.

**STUDENT DAY**

**Monday, Tuesday, Thursday, and Friday**

Grades 1 - 5                    7:35 a.m. - 2:30 p.m.  
 Kindergarten A.M.            7:35 a.m. - 10:40 a.m.  
 Kindergarten – Full Day    7:35 a.m. - 2:30 p.m.

**Wednesday Only (early release)**

Grades 1 - 5                    7:35 a.m. - 1:15 p.m.  
 Kindergarten A.M.            7:35 a.m. - 10:00 a.m.  
 Kindergarten Full Day      7:35 a.m. - 1:15 p.m.

**EARLY RELEASE (Wednesday, Only)**

Each Wednesday that school is in session we will dismiss at 1:15 p.m. instead of the normal 2:30 p.m. This will provide time each week for teachers to conduct conferences, plan curriculum presentations, coordinate programs, and attend in-services.

**PROFESSIONAL DAYS**

At times during the year it is necessary to release students from school for a full or half day so that teachers can have time for specific tasks.

Date	Reason	G/L	Day		Date	Reason	G/L	Day
8/10 8/14	Teacher Duty Days	K-5	Full Day		2/13	Parent/Teacher Conferences 8:00-8:00	K-5	Full Day
8/9 8/13	In-Service Days	K-5	Full Day		2/14	Teacher Work Day	K-5	Full Day
10/11	Parent/Teacher Conferences 8:00-8:00	K-5	Full Day		2/15	District In-service Day	K-5	Full Day
10/12	Teacher Work Day	K-5	Full Day		4/1	Teacher Comp Day	K-5	Full Day
11/19	Teacher Comp Day	K-5	Full Day		5/10	Teacher Work Day	K-5	Full Day
12/21	Teacher Duty Day	K-5	Full Day		5/24	Teacher Duty Day	K-5	Full Day
1/7	Staff Development	K-5	Full Day					

# **OFFICE INFORMATION**

## **REGISTRATION**

Registration will be handled at the school office during school hours.

At the time of registration, the following information is required for students registering in the district:

### **Kindergarten**

Birth Certificate or other valid evidence of age. (Student must be 5 years of age on or before October 1 to be eligible to enter Kindergarten.

A Colorado Immunization Certificate

1 Proof of Residency

Picture ID of Parent/Guardian

### **Grades 1-5**

Verification of Grade Placement

Birth Certificate

Colorado Immunization Certificate

1 Proof of Residency

Picture ID of Parent/Guardian

## **ADDRESS CHANGES**

All address changes will need to be made through Central Enrollment Center. You need to provide the school office with one proof of this change along with filling out a form at the school office. We will then send it to IT for processing.

## **WITHDRAWALS**

When a child is going to withdraw he/she should bring a note to his/her teacher or parents should call the office at least five days in advance of withdrawal, stating the last day of attendance and the address or location of the new school. All library books and other school materials must be returned and any lunch charges or fines paid. Records will be forwarded directly to the new school when we receive a records request.

## **LOST AND FOUND**

Items that have been found should be turned into the office immediately so the owners can make claims. Money, purses, wallets, glasses, watches and other valuable items will be kept in the office. Articles of clothing, lunch boxes and miscellaneous items will be placed in a box located in the cafeteria. Money that is found will be kept in the office for three days. If the money is not claimed at the end of this time, the finder may claim it.

## **TELEPHONE USE**

The school office or classroom telephone is available to children with teacher or office approval for emergency calls only. Phone calls will be discouraged for forgotten homework, lunch money, etc. In the event a student receives a call he/she will be called out of class only in the case of an emergency.

## **STUDENT ARRIVAL**

Students should not arrive at school earlier than 10 minutes before class commences, unless they are taking part in a supervised activity (choir, breakfast, etc.). Outside supervision is provided for the 10

minutes prior to the beginning of classes. Students arriving earlier than 7:25 a.m. will be asked to return home or call parents to come and pick them up. If students come repeatedly, parents may be asked to have a meeting with administrators to make safe arrangements for their child.

**Outside Duty will start at 7:30 a.m.** Students are to line up at their classroom doors to be brought into the building at 7:30 a.m. (We ask that students not play on the playground before school.) Students not in the classroom/seats at 7:35 a.m. will be counted tardy. Students who come in after 7:45 a.m. will have a partial absence marked for that day. Students picked up from school before 2:30 p.m. dismissal (1:15 p.m. on Wednesdays) receive a partial absence.

### **STUDENT DISMISSAL**

Students are expected to leave the school grounds and go directly home or to the day care providers upon dismissal, unless they are taking part in a supervised activity (choir, After School Program, etc.). Supervision is provided for 10 minutes after dismissal. Students should not return to the playground until after 3:15 p.m. and will be under the responsibility and supervision of their parents.

### **STUDENT PICK-UP AUTHORIZATION**

Without prior authorization from a parent/legal guardian, students will not be released early during the day to anyone other than a parent or legal guardian. By default, a parent who resides with the student and a parent who resides at another address will be allowed to pick up the student.

Parents may consent in writing to allow other individual, including but not limited to step-parents, older siblings and grandparents, to pick up their child(ren) prior to the end of the school day without first obtaining permission from a parent/legal guardian. If you would like to authorize other people to pick up your child(ren), please request a Student Pick-Up Authorization form from each child's school, fill it out, and return it to the school.

According to Superintendent Policy 5700, school personnel may excuse a pupil before the end of the school day upon request of the parent or legal guardian for reasons which include, but are not limited to, the following: doctor appointments, home crises, and prior approved lunch passes.

### **EMERGENCY SCHOOL CLOSING/STORM SCHEDULE**

Occasionally, because of unexpected severe weather or civil defense warnings, it may be necessary for school officials to dismiss students before the end of the school day. **Parents must plan for this emergency by keeping all phone numbers updated so their children can be picked up by emergency contact when parents can't be contacted.** Information will be announced through the district website, local radio and TV stations. Early morning notification is made to the radio and TV stations by district officials by 5:30 a.m. at the latest. If schools are closed or operating on a 2 hour delay, the announcement will be made by 5:30 a.m. on the morning of the closure. If schools are released early, parents and/or emergency contacts will be notified. Elementary students will remain at school unless picked up by parents.

1. When the report by the school district Executive Director of Risk Management indicates a hazardous condition exists, School District #12's Superintendent/Designee will announce cancellation of all the district schools to radio and TV stations.
2. During the school day, Superintendent/Designee will monitor weather conditions. If it is deemed advisable to implement the early release, schools will be advised. Dismissal times for elementary schools would remain the same unless students are picked up by a parent.
3. With implementation of the EMERGENCY/STORM SCHEDULE, field trips will be canceled.

When serious storm conditions develop during the day in the area, parents are encouraged to listen to radio stations. In addition, parents are urged to formulate contingency plans for their children in the event such an emergency should develop. **PARENTS ARE URGED TO KEEP THEIR PHONE NUMBERS CURRENT IN CASE OF SUCH EMERGENCIES.**

Local radio stations will ALWAYS be informed of a CANCELLATION OR STORM SCHEDULE. If you do not hear SCHOOL DISTRICT NO. 12 ADAMS COUNTY OR ADAMS TWELVE FIVE STAR SCHOOLS mentioned, schools will be in session as usual. The Adams Twelve Five Star website will also announce closures on the website. The website address is: [www.adams12.org](http://www.adams12.org).

## PROCESS FOR SCHOOL CLOSURES AND 2-HOUR DELAYED STARTS

In the event of inclement weather, Adams 12 Five Star Schools uses a variety of resources to determine if conditions exist that warrant a 2-hour delayed start or closure of schools. The district closely monitors ongoing weather reports and works with a private weather forecasting service that has access to street-by-street weather information. The district also reviews road conditions and recommendations from the Colorado Department of Transportation, local and state law enforcement agencies and has school bus drivers and transportation personnel on the road monitoring conditions.

If conditions pose a concern for student and staff safety, the district will make every effort to announce a decision by 5:30 a.m. to close or delay opening schools. A 2-hour delayed start or closure will be communicated in several different ways, including:

- District's website
- Local media outlets
- Email and text message to parents
- Ensure your information is up-to-date in [Infinite Campus](#)
- In order to receive text messages, opt-in today by texting "YES" to 68453
- District's hotline (720) 972-4000, then press 7
- Social media ([Facebook](#) - [Twitter](#))
- 2-hour Delayed Start

The Five Star District may announce a 2-hour delayed start if temporary adverse weather conditions exist in the morning, including but not limited to high winds, cold temperatures or unfavorable road conditions for morning rush hour. In the event of an announced 2-hour delayed start, families will **add two hours** to the start of the school day, including adding two hours to morning bus pick-up times, morning BASE and school start times at every level. School will end at its normal time; afternoon bus drop-off times and afternoon BASE will not be adjusted. 2-hour delayed starts maximize instructional time with students rather than closing for the entire day; and give the city and district staff additional time to clear roads, sidewalks and parking lots to ensure the safety of the Five Star community.

### **Things to note during an announced 2-hour delayed start:**

- **Transportation:** Morning bus pick-up will add two hours to the normal pick-up; Afternoon bus drop-off times will not be adjusted.
- **Kindergarten:** Morning and afternoon half-day kindergarten will be canceled; Full-day kindergarten will start two hours after normal time.
- **Preschool:** Morning and afternoon preschool will be canceled districtwide.
- **Bollman Technical Education Center (BTEC):** BTEC classes will be available on a delayed start schedule for Thornton High School students **only** due to their proximity to the BTEC campus. All other students will remain at their primary high school campus. No busing will be provided to BTEC.
- **BASE:** Morning BASE will begin at 8:30 a.m. at all locations; Afternoon BASE will not be adjusted
- **Nutrition:** School meal(s) will be available at all schools. Meal times will be adjusted based on the delayed start schedule.
- **Extracurricular activities:** Activities and field trips during the school day that require transportation will be canceled; After-school activities will be decided by the school.

- **Early Release Day (Wednesday):** 2-hour delayed start protocol will not be utilized on Wednesday. School will either be closed or open.

When schools are closed all scheduled activities in the school building are canceled and sports events and practices are postponed. If schools are open but a parent feels, based on personal circumstances, that conditions pose a safety concern for their child getting to or from school they can call the school for an excused absence.

### **RECESS**

Students will go outside for recess every day. Please have them dress accordingly. Should the temperature drop below 20 degrees students will remain inside. If you child has a medical reason that causes them not to be able to go outside for recess, please provide the school with a doctor's note.

# ATTENDANCE AND TARDY POLICIES

Parents are reminded that regular and prompt attendance at school is extremely important. A significant part of a student's educational experience is derived from classroom participation, activities, discussion and relationships. Regular and punctual daily attendance is a critical factor in a student's ability to attain the maximum benefit from the educational process. All children between the ages of six (6) and seventeen (17) are required to enroll in and attend school according to Colorado State Law.

In compliance with the Federal No Child left Behind Act, Adams Five Star Schools strictly enforces attendance. The district expects a 95% daily attendance rate. This means that no more than 9 days of school are affected by absences/tardies during the school year. This includes being in attendance throughout the school day, as well as arriving to school on time each and every day.

## REPORTING ABSENCES

If it is necessary for your child to be absent from school, we ask that you observe the following procedure in order that we may account for your child on a daily basis:

1. Call the school attendance line 24 hours a day. Please call in your child's absence by 8:00 a.m. when your child will be absent. **Attendance line: 720-972-5437**
2. When calling the attendance line to report an absence, please state your child's name, grade level, teacher's name, and reason for absence.
3. If for some reason you do not call in your child's absence, we do our part by calling your home or office to verify the reason for the absence. If we do not receive a call from you regarding your child's absence and we are unable to reach you in person by phone, your child's absence will be recorded as unexcused. Your child's safety is our primary concern.

## ABSENCE/TARDY DEFINITIONS

Please review in detail the attendance information shown below:

- **Tardies**—A tardy is defined as the student entering school after the scheduled start time until 7:35 a.m. and is considered a disruption to the learning environment. Instruction begins promptly each day and important learning may be missed when your child is tardy.
- **Absences**—Two types of absences will be documented; full-day absences and partial-day absences. A partial absence is defined as the student entering or departing class ten (10) or more minutes from the scheduled start of the school day and is considered a disruption to the learning environment.
- School administration will make the decision whether or not an absence is *excused* or *unexcused* in accordance with Superintendent Policy (Code: 5020,), Excused absences fall under the following categories:
- A phone call or signed note from the custodial parent/legal guardian or medical practitioner, or other authorized official must be submitted within two days of the absence. In the case of multiple consecutive absences, the excuse must be submitted within two (2) days of the last absence.
- A verified illness, injury, or physical, mental and/or emotional disability.
- A religious observance generally recognized by an established and bona fide religious organization.
- Absence required by legal body (court, juvenile authorities or police).
- A family emergency such as a serious illness or death of an immediate family member.
- Vacations or non-emergency activities should be scheduled for days or times when students are not in school. Requests for absences to be excused due to vacation or for other non-emergency requests shall be approved at the discretion of school administration. Factors in

consideration of such requests shall include the nature of the absence, the student's academic standing, and the student's attendance history. Please be advised that any time lost from formal instruction can be detrimental to a student's success. Family vacations should be scheduled outside of the school year whenever possible.

- Student absences for participation in school-sponsored or authorized activities are not considered absences from school.
- Acceptable reasons for excused absences may be restricted, or additional documentation may be required beyond the guideline established in this policy by the building administrator or district attendance officer.

**Excessive Excused Absences**—Excessive excused absences are defined as excused absences in a number that negatively impact the student's achievement and/or ability to complete make-up work comparable to in-class activities missed.

**Unexcused Absences**—A student that has four (4) full or partial unexcused absences in one (1) month or ten (10) full or partial unexcused absences in a calendar year is considered habitually truant under Colorado State Law. If school and/or district intervention efforts fail, sanctions for habitual truancy may include a referral to the Truancy Court of the 17th Judicial District and/or a referral to a social services agency.

## **NOTIFICATION REGARDING ATTENDANCE CONCERNS**

- After 5 absences and/or tardies, you will be notified in writing by your child's teacher of our concern about your child's attendance.
- After 10 absences, you will receive a letter from the school office reiterating our attendance policy and placing your child on an Attendance Plan. This means that in order for your child's future absences to be documented as excused, you must provide the school a doctor's excuse for each absence or bring your child to the school health clinic for each absence to determine your child's need to be at school. Otherwise, your child's absence will be recorded as unexcused.
- If your child continues to accrue additional absences, you may be asked to meet with school officials to develop an Attendance Contract to address the concern.
- Once an Attendance Contract is developed, if additional absences occur, your child may be referred to the school district attendance office. The district attendance office may refer your child to the Truancy Court of the 17th Judicial District and/or to a social service agency.
- Please note that Attendance Plans and Attendance Contracts are enforced for one calendar year from the date it is developed.

## **CONSEQUENCES FOR EXCESSIVE TARDIES**

Teachers will deal with excessive tardies on an individual basis and work with parents of habitually tardy students. If tardies continue in excessive number, a conference with parents and school officials may be held to review the problem.

## **MAKE-UP WORK**

Make-up work will be provided upon request for a student who has been absent. It is the responsibility of the student or parent to request and arrange to obtain make-up work no later than the second school day after returning to school from the absence. Students will be given at least the same number of days they were absent plus one additional day to make up assignments. The make-up period begins on the next school day following the absence(s).

## **STUDENT HEALTH**

### **DRUG ABUSE**

When a teacher or other school employee, observes a suspicious substance in the possession of students and/or adults and/or behavior that might be drug related, they shall report the matter to the principal. If after investigation, the individual is found to be in possession of drugs or there is suspicion of being under the influence, police and parents will be called and district policy and procedures will be followed. If a student appears under the influence of drugs, parents will be contacted and the situation will be handled as in any health emergency. Police will be called if a student is unmanageable or violent.

## **TRANSLATION SERVICES**

### **TRANSLATION SERVICES**

Schools are responsible for arranging translation services for discipline actions, parent/teacher conferences, back to school/open house events, communication regarding routine or non-emergency medical health, attendance, or academic performance questions. Please contact the school office if you have any questions regarding this district service.

# **STUDENT CONDUCT**

## **WHEELS**

**Any mode of transportation using wheels must not be ridden on school property** Bicycles, scooters, skateboards, in-line skates (roller blades), roller skates, Heelys, etc.) Students riding these objects to school must dismount or remove them when reaching school grounds. **Bicycles and scooters are to be pushed when on school grounds. Skateboards, in-line skates and roller skates must be carried when on school grounds.** All safety procedures that apply to pedestrians also apply to riders on the way to and from school, (i.e, cross only at cross walks).

## **TOYS**

Toys are not to be brought to school because they are a distraction during instructional time. This would include fidget spinners. Toy guns and toy knives are in violation of the Superintendent Safe School Policy. Electronic devices may only be brought to school with teacher permission. The school is not responsible for lost devices.

## **PEDESTRIAN SAFETY**

Parents are encouraged to talk with their children about pedestrian safety. **We ask that everyone stay on the sidewalks and not walk across the parking lot.** The emphasis on safety is a concern of the school staff. Working together, we hope that we can avoid any child from having a pedestrian accident.

## **PERSONAL APPEARANCE OF STUDENTS**

Students are expected to observe modes of dress, styles of hair and standards of personal grooming which support a studious atmosphere. Shorts and skirts are acceptable if they are as long as the tip of the wearer's fingers when arms are hanging (dangling) at the side. Shoulders and students' midsection should be covered. Hats are not to be worn in the building. See Student Dress Code within District Policies & Information for additional details.

## **SAFE SCHOOL POLICY/PROCEDURES**

Safe School Policy/Procedures which apply to ALL district students are located at the end of this handbook. Please be sure to refer to this important information.

## **GUM CHEWING**

Gum chewing will not be allowed, except under the direct supervision and knowledge of the teacher.

## **RIVERDALE STUDENT BEHAVIOR POLICY**

Dear Parents,

At Riverdale we utilize the Positive Behavior & Intervention Support Program. PBIS is a program supported by the Colorado Department of Education and Adams County District 12 Schools to promote and maximize academic achievement and behavioral competence. It is a school-wide program that helps all students achieve important social and learning goals. We know that when good behavior and good teaching come together, our students will excel in their learning.

As part of the PBIS program, we have established several clear expectations in all areas of our school. We will explicitly teach these expectations to the students and reward them frequently with positive praise, RAZ's behavior bucks, and prizes. The expectations for all student behavior will be clear throughout our building. You will be able to ask your student... "What are the expectations in your school?" "What happens when you demonstrate an expectation?"

We believe that by helping students practice good behavior we will build a school community where all students have an environment where they can succeed and grow.

Your involvement in the program is imperative. Throughout the school year we will be sending home more information and tips about how you can support PBIS at home. Please contact the school if you have any questions, or need further information. Please visit the PBIS website at [www.pbis.org](http://www.pbis.org).

Thank you for your support!

PBIS Team

# **COMMUNICATION AND REPORTING STUDENT PROGRESS**

## **HOME/SCHOOL COMMUNICATIONS**

You can and should expect Riverdale's School policies, programs, and activities to foster a climate of inclusiveness in which all individuals have the opportunity to participate, to be heard and to be acknowledged. All students and parents will be treated equally without regard to race or color, sex, religion or creed, national origin, marital status, sexual orientation and disability.

We all recognize students who feel safe and welcome are more likely to excel academically, socially, and emotionally. The better communications are between the home and the school, the greater the benefit for the child. The more closely parents and teachers can work together, the more likely a child is to be able to take full advantage of the opportunity for an education.

It is our hope that no child attending this school will become caught in the middle between parents and school personnel that are not communicating well. Likewise, children should not have the opportunity to work home and school against each other. This hope will be realized if both the school personnel and parents attempt to talk with each other effectively. If parents have a concern, they should contact their child's teacher initially in order to discuss their concern. If an issue cannot be resolved after speaking with the teacher, parents may contact the office to speak with an administrator. We will make every effort to contact parents within 24 hours of their phone call. If the issue cannot be resolved by a Riverdale administrator then the district elementary director may be contacted. Riverdale's administration will share this contact information upon request.

If parents have followed the district and Riverdale School's process for resolving concerns and have not arrived at an agreeable solution, students, and parents can be heard by the Adams 12 Five Star Schools Board of Education. The Five Star District and the Riverdale procedures should be exhausted before presenting to the Board of Education. If an issue goes before the board, the board members will determine if board policy has been violated to the detriment of the student or parent.

## **NEWS AND BULLETINS**

The school office will regularly update the Riverdale website at [www.riverdale.adams12.org](http://www.riverdale.adams12.org). Teachers will also regularly update their web pages. School bulletins will be sent home on occasion in order to communicate directly with our families about special dates or activities.

## **PARENT/TEACHER CONFERENCES**

Conferences with parents will be held twice each school year. Parents are expected to sign up and attend both conferences. In addition to these school-wide conferences, teachers are available for conferences before and after school throughout the school year. Parents may phone or email the teacher to arrange a convenient time to meet.

## **SCHOOL VISITATIONS**

Parents are welcome and encouraged to visit school. To make it a beneficial visit for the parent, teacher and child, here are some simple guidelines:

- All classroom visits must be prearranged with the classroom teacher and the office.
- Siblings may not participate in classroom visitations.
- All volunteers are required to go through the district screening process.

# **CURRICULUM**

## **INTEGRATED CURRICULUM**

The curriculum used in the building will be integrated across the content areas. This means that the different content areas of reading, writing, spelling, mathematics, science, and social studies will not be taught in isolation. Teachers will work to show children how the content areas are integrated so that the skills taught in one subject can be used and practiced in another content area. For example, reading skills can be practiced in social studies and mathematics skills can be used in science. Teachers will use a variety of district approved resources to teach the curriculum.

## **STUDENT SUPPORT SERVICES**

Riverdale offers students services in Speech/Language, Occupational Therapy, Learning Disabilities, Counseling Services, and Auditory Handicapped Accommodations. Services are provided based upon the needs of the students. General Education teachers and Special Education providers work closely together to help all children be successful in reaching their potential.

## **EXTRACURRICULAR PROGRAMS**

Riverdale offers numerous after school activities for our scholars which vary from year to year. Parents and or guardians may not attend or participate in these activities, however, may be invited for celebrations from time to time.

## **STUDENT READINESS TO LEARN**

Children vary in their degree of readiness to pursue learning. To force them before they are ready only means failure and discouragement for them and anxiety for the teachers and parents. Many factors are involved in the readiness to learn basic academic content. These include being mature and self-reliant, good health, the ability to listen and follow directions, speaking distinctly, and developing a love of learning.

Good work habits are very important and need to be established early. A child who finds school difficult may make splendid progress because of the ability to work hard. On the other hand, a child who learns easily may not do well because of the inability to persist on a task. Teachers encourage all students to develop good habits of learning at an early age and continue to grow in their love of learning.

## **MONITORING YOUR CHILD'S PROGRESS**

### **Standards-Based Grading**

The Adams 12 School District uses a standards-based grading system where teachers report scores based on a student's academic achievement in relation to the state standards. The purpose is to increase student achievement by clearly communicating a student's progress toward learning outcomes in a timely, accurate, fair, and specific manner.

Standards-Based Grading (SBG) is different from tradition grading in many ways.

- SBG provides time for students to practice concepts and make mistakes by grading on recent scores after a student has had time to master a concept
- SBG values efforts and attitude, but reports a student's achievement towards standards only
- SBG offers a student multiple opportunities to demonstrate proficiency toward a standard in any given grading period
- SBG asks the questions, "What skills do I still need to learn?"

### **Advantages of standards-based grading**

- Learning outcomes are clearly communicated to students through instruction

- Parents and students will be able to see which learning outcomes are mastered and which ones may require additional instruction
- Conversations about grading should change from, “Did you complete your assignment?” to, “Tell me about your understanding of this standard.”

Our district website, [www.adams12.org](http://www.adams12.org), has information and resources about standards-based grading. Just click on the Parents tab and select Standards-Based Grading in the Student Learning section to find out more.

**The Riverdale principal and teachers will provide information at the beginning of the school year and throughout the entire year as the district elementary schools make the transition from traditional grading to standards-based grading.**

## **ASSESSMENTS**

### **Standardized Assessments**

The following assessments will be given throughout the school year:

- Measures of Academic Progress (MAP) for K-5 students in reading and math- Fall, Winter, Spring
- ACCESS for English Language Learners—January
- Colorado Measures of Academic Success (CMAS) Program.—March 9—May 2
- PARRC—Partnership for Assessment of Readiness for College and Careers

## **GRADE LEVEL ASSESSMENTS**

### **Kindergarten, First, Second, and Third Grades**

PALS

Everyday Mathematics Assessments are embedded throughout the year

Writing Sample, Fall and Spring

Science Assessments are embedded throughout the year

### **Fourth and Fifth Grades**

PALS, Writing Sample, Fall and Spring

Everyday Mathematics Assessments are embedded throughout the year.

Science Assessments are embedded throughout the year.

Basic Reading Inventory, BRI

## **TEST DEFINITIONS**

### **MAP**

**(Measurements of Academic Progress):** These K-5 reading and math assessments will be administered on computers. They will measure student growth from the beginning of the year to the end.

### **EDM**

**Everyday Mathematics** is a comprehensive and balanced mathematics program for Grades K-5. This program teaches basic computational and arithmetic skills, as well as a broad range of mathematical concepts including data and probability, geometry and spatial sense, measures and measurement, numeration and order, operations, patterns, functions, algebra and uses of variables, sequences and reference frames.

### **PALS:**

**Phonological Awareness Literacy Screening:** PALS is a literacy assessment administered to all students in K-5 in fulfillment of the Colorado Basic Literacy Act guidelines.

### **CMAS:**

**Colorado Measures of Academic Success:**

Measures whether students are on track to be successful in college or their careers.

## **LIBRARY INFORMATION**

### **Our Mission Statement**

The purpose of Riverdale's Library Media Center is to build a diverse print and non-print collection with the ultimate goals of providing quality service to the students and staff. The primary objective and use of the library media collection is to implement, enrich, and support the educational program at Riverdale Elementary and to further address the personal interests and needs of students.

Our goal is to create life-long learners who are able to locate and utilize library materials appropriately. Our mission is to accelerate student academic performance and nurture their social development. The responsibility for selection of library media materials for the school lies with input from the principal, staff, district staff, students, and other community patrons such as parents.

(Adapted from Adams 12 Five Star Schools, 2003 and Larson, 2008.)

### **Checking out Books**

We have over 12,000 books and materials available for students and teachers to use. Students may check out:

- Everybody Fiction books (picture books)
- Fiction books (chapter books)
- Non-fiction books and Easy Non-fiction books
- Magazines
- Encyclopedias and reference books (only for in school use or overnight checkout)
- Kindles
- Materials that students can also access at home:
  - EBooks
  - Data Bases

### **Book Check Out Maximums**

Kindergartners and 1<sup>st</sup> graders may check out one book at a time, (usually, first graders will be able to check out a second book after the winter break) while the other grades may check out the number of books per grade they are in (2<sup>nd</sup>-2books, 3<sup>rd</sup>-3 books, 4<sup>th</sup>-4 books, 5<sup>th</sup>-5 books). Library materials are checked out for two weeks at a time. Students can renew books for two more weeks if no one else is waiting for them. Some classes have a weekly time to come to the library for book checkout, but students are encouraged to come anytime throughout the school day.

We will send an overdue notice home with your child if he or she has an overdue book. We do not charge fines; however, your child will not be allowed to check out any more books until the overdue books are returned. **If a book is lost or damaged beyond repair, payment will need to be made to replace the item.** If the book is returned to the Library after payment has been made, refunds under \$5.00 will not be given.

### **Parents are welcome in the library too!**

Our library is open to parents and the community to check out books or ask questions. We also **love** to have parent volunteers help us out in the library. If you are interested in volunteering, please stop by and see us! We are here to assist our students, staff, and community to make Riverdale Elementary a wonderful place to learn.

## **BEFORE AND AFTER SCHOOL ENRICHMENT PROGRAM**

Riverdale Elementary school offers a before and after school enrichment program and a summer program. The purpose of the B.A.S.E. Program is to provide safe, quality, affordable child care in the school setting; whereby each individual student is enriched with various experiences conducive to their academic social and physical development.

### **FEES**

Registration Fee	\$50.00
Before School	\$30.00 weekly
After School	\$70.00 weekly
before and After School	\$90.00 weekly
Daily Rate Before School	\$12.00
Daily Rate After School	\$24.00
Full Day Program	\$40.00 daily    \$20.00 weekly

**\*Full Day Programs are no longer included in the Full Time Weekly rates.**

### **HOURS**

Prices are subject to a 5% increase.

Before School -	6:30 - 7:35 a.m.
After School -	2:30 - 6:00 p.m. Monday, Tuesday, Thursday, Friday
	1:15 - 6:00 p.m. Wednesday (early release)
Before/After	6:30 - 7:35 a.m. and 2:30 - 6:00 p.m.

# **GENERAL INFORMATION**

## **P.T.O.**

The Riverdale P.T.O. welcomes you! Riverdale's P.T.O. meets monthly to plan specific projects. We encourage you to participate in this organization and become a vital part of your school.

## **PARENT VOLUNTEERS**

All volunteers shall complete a volunteer application and be screened by the superintendent's designee prior to providing ongoing volunteer services. Please contact the school office for an application. All parent volunteers must sign in and receive a badge. While we value and encourage parent volunteers, please understand that volunteers under the age of 18 must be accompanied by a parent/guardian at all times.

## **HUG AND GO LANE**

Please drop your children off in the morning in the designated "hug and go lane" in front of the school. If you have a designated handicap tag, you will be allowed to park in the handicapped parking spots. The north and south parking lots are for Riverdale staff only.

## **FIRE, TORNADO AND LOCKDOWN DRILLS**

Periodically during the year, teachers and students will practice what to do in the case of a fire, tornado or lockdown.

## **DOGS**

Because of the large number of students at Riverdale, dogs **are not allowed** on the school grounds during the school day.

## **SCHOOL INSURANCE**

The district does not automatically provide the student with insurance coverage, but an optional student accident insurance plan is available. The policy provides cash benefits and protection in case of injury at school. Parents wishing to take advantage of this insurance plan may do so at their discretion and at a nominal cost. Twenty-four (24) hour coverage is available at an additional fee.

## **CHOICE INFORMATION**

Please refer to the district website at [www.adams12.org](http://www.adams12.org) for district choice information, choice deadlines, and choice application. First application date is January 31 and second deadline is March 31.

## **HOMEWORK POLICY**

At Riverdale Elementary, we believe evenings after school should be spent playing outside, eating dinner as a family and reading together. After much research this year, we have found that there is little correlation between homework and student performance. Riverdale is embracing a new homework policy this year. Scholar's homework will only consist of makeup work due to absences, interventions agreed upon by teacher and parent and reading at home each night. Your classroom teacher will have more information for you as the school year begins!

## **SCHOOL LUNCH PROGRAM**

A nutritious lunch may be purchased each day in the cafeteria. If you would like to have your child participate in the school lunch program and need financial assistance, please go to the Adams Five Start website and submit your application.

## **STUDENT FEES CONSOLIDATED INTO HOUSEHOLD BILL**

Adams 12 Five Star Schools has moved to a consolidated billing process.

### **Benefits for Parents**

#### **Convenient:**

- One bill per household eliminates the hassle of keeping track of and paying multiple bills.
- See fees at one time and in one place for all children in your household.
- Many schools will not require bills to be paid during the school check-in process, which will help eliminate long lines and save time.
- A link within the bill will take you to the PayForIt site where you can pay your bill at any time.

#### **Timely:**

- Bills will be sent electronically the same time each month, so you'll know when to expect your bill.
- The bill for all members of your household can be viewed at any time on the Infinite Campus portal.

Instead of receiving multiple bills in the mail for each child, one household bill will be sent electronically on the 20th of each month beginning in July. Some student fees, such as BASE and nutrition will not be included in the consolidated bill.

In addition to the consolidated bill, a change in when student fees are assessed will occur. District-level fees will be assessed in October instead of July and many secondary schools will move their school-level student fee assessments to August.

By changing when fees are assessed, the student check-in process will be streamlined and more focused on student registration and less on payment collection.

In addition to monthly electronic bills, consolidated household bills will be mailed home in October for all district families. A February bill will be mailed to families with students graduating or transitioning to middle or high school (fifth, eighth and 12th-graders).

The household bill can be viewed at any time on the Infinite Campus portal beginning in July.

For more information about the consolidated billing process, please see the frequently asked questions page at [http://www.adams12.org/consolidated\\_billing/questions](http://www.adams12.org/consolidated_billing/questions) or contact the Financial Services Department at 720-972-4120 or [finance@adams12.org](mailto:finance@adams12.org).

## **COMMUNITY USE OF SCHOOL DISTRICT FACILITIES**

The Adams 12 Five Star Schools are public buildings, paid for by public funds. The district is pleased to have buildings used by community organizations when not in use for the educational program. Because usage in the buildings is in high demand, the district has developed a new Community Use Policy and a prioritization of use. The district's first priority continues to serve the educational program needs of the schools and the district. The second in priority are those partners which have contracts with the district called Intergovernmental Agreements (IGAs). Following educational programs and IGAs, the district then provides a fair and equitable way for the district community to have access to use our facilities and fields. To use a district facility, contact Community Use Program at 720-972-4337.