



Student/Parent  
Handbook

PK & K

2022-23

# TABLE OF CONTENTS

HONOR CODE .....	1
WELCOME LETTER .....	2
PURPOSE OF THIS HANDBOOK .....	3
ABOUT OUR SCHOOL.....	4
MISSION STATEMENT .....	4
NON-DISCRIMINATION POLICY .....	5
ACADEMIC PROCEDURES AND GUIDELINES .....	5
ATTENDANCE POLICIES.....	5
School Hours .....	5
General.....	5
Student Illness .....	6
Tardies.....	6
Re-enrollment and Dismissal .....	6
SIGN-IN AND SIGN-OUT PROCEDURES .....	7
BEFORE SCHOOL CARE .....	7
DISMISSAL .....	7
STUDENT DROP OFF/PICK UP PROCEDURES .....	8
General Procedures.....	8
GRADING .....	8
HOMEWORK .....	10
ACHIEVEMENT TESTING .....	10
TUTORING.....	11
TEACHER CHANGES.....	11
PARENT/TEACHER CONFERENCES .....	11
SOCIAL GUIDELINES AND EXPECTATIONS .....	11
PURPOSE AND GOAL.....	11
POLICIES AND RULES.....	12
Animal Policy .....	12
Behavior in Class/Halls/Walkways.....	12
Safeguarding and Child Abuse Reporting.....	13
Cooperation with School Staff.....	13
Cubicles.....	13
Destructive Acts.....	13
Dress Code.....	14
General Requirements: .....	15
Unacceptable Appearance: .....	15

Fights or Horseplay.....	16
Food, Drink, Gum .....	16
General Conduct.....	16
Student Conduct .....	16
Harassment/Bullying.....	16
Honesty and Dishonesty .....	17
Language.....	18
Lost and Found.....	18
Messages .....	18
Prohibited Electronics and Other Items .....	18
Property .....	18
Student/Adult Interaction and Communication.....	19
Telephone Use .....	19
Textbooks .....	19
Weapons and Threats .....	20
DISCIPLINARY PROCEDURES .....	20
Disciplinary Report.....	21
Probation .....	21
Out of School Suspension .....	21
Expulsion .....	21
STUDENT SERVICES, ACTIVITIES, AND RESOURCES.....	21
STUDENT DISABILITY ACCOMMODATIONS .....	21
HEALTH INFORMATION SHARING .....	23
AFTER SCHOOL ACTIVITIES .....	23
FIELD TRIPS.....	23
YEARBOOKS.....	24
PARENTS CLUB .....	24
TRANSPORTATION .....	24
Bus Transportation .....	24
Transportation [Private/Carpools] .....	25
EVACUATION.....	25
INCLEMENT WEATHER POLICY .....	25
CAFETERIA / LUNCH.....	26
FOOD POLICY.....	26
PARTIES OUTSIDE OF SCHOOL .....	27
IMMUNIZATIONS AND MEDICATIONS .....	28
OTHER IMPORTANT INFORMATION AND POLICIES.....	28
INSPECTION POLICY.....	28
PAYMENT OF TUITION AND FEES .....	29
STUDENT RECORDS AND INFORMATION .....	29
CHILD SAFETY FROM SEXUAL OFFENDERS AND PREDATORS.....	29
FUNDRAISING.....	30
SCHOOL BUSINESS OFFICE HOURS.....	30

VISITORS .....	30
PARENT SUPPORT .....	31
PRINCIPLES AND EXPECTATIONS RELATING TO THE PARENT/SCHOOL RELATIONSHIP .....	31
PARENT/FAMILY COOPERATION .....	32
ACKNOWLEDGMENT AND RECEIPT OF STUDENT HANDBOOK .....	34

## HONOR CODE

- Riviera Day School students make a commitment to honor and integrity both inside and outside the school environment.
- Members of the Riviera community demonstrate mutual respect as they develop positive relationships.
- Every student has the right to an equal opportunity to achieve and to be recognized.
- All individuals have the right and obligation to acknowledge and report any honor code violation.
- All students represent themselves and Riviera in a dignified and positive manner, refraining from lying, cheating, plagiarizing, and committing other unethical and unlawful acts.
- Students agree to uphold the policies, rules, and regulations of Riviera Day School.

## WELCOME LETTER

Dear Parents:

Welcome to Riviera Day School and a year of fine education, growth and learning for your child. For many of you this means a new grade, new teacher and new assignments, while for others everything is new for the first time! Whatever the case, we are delighted to have you as part of our school family.

We are dedicated to creating an atmosphere in which every student will feel important, empowered, and motivated to learn in order to reach his/her full potential. We are most successful when parents, teachers and administrators work together in an atmosphere of caring, trust, cooperation, and open communication. The faculty and administration are available to listen to your concerns as well as offer counsel and friendship. We welcome a close relationship with our parents and hope that you will take an active interest in Riviera during the coming year.

Please take some time to read this Handbook with your child as it contains useful information and will help answer some questions regarding our procedures and expectations. This Handbook represents the spirit of the positive expectations of our community. We look forward to a wonderful year together!

Sincerely,

Peter E. Cohen  
Director

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## **PURPOSE OF THIS HANDBOOK**

This Handbook was developed to answer many of the commonly asked questions that students and parents may have during the school year. Because the Handbook contains information about student rights and responsibilities, parents and students are responsible for knowing its contents. Please take the time to become familiar with the following information and keep this Handbook available for your use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstandings when questions arise.

The school reserves the right to interpret the content of this Handbook, including the rules and regulations governing the academic and non-academic conduct of students. This Handbook is not a contract, nor is it intended to be so construed. Our school reserves the right to modify and/or amend the content of this Handbook at any time during the year. If any written modification or amendment is made to this Handbook, a copy of such modification or amendment will be distributed to students and parents.

If you have any questions about the Handbook or any of its policies, please contact Ms. Rivera, Principal.

## **ABOUT OUR SCHOOL**

### **Mission Statement**

Riviera Schools strives  
to challenge, support, and inspire each student  
to achieve personal success, act with integrity, and serve others.

## Non-Discrimination Policy

The school admits students regardless of disability, sexual orientation, gender identity, race, color, creed, ethnic origin, or national origin who possess the motivation, ability, and character which would enable them to succeed in our school community and affords them the rights, privileges, programs, and activities generally accorded or made available to students at the school and the school does not discriminate on the basis of disability, sexual orientation, gender identity, race, color, creed, ethnic origin, or national origin in the administration of its educational policies, admission policies, financial aid programs, and athletic and other school-administered programs.

## ACADEMIC PROCEDURES AND GUIDELINES

### Attendance Policies

#### School Hours

School begins at 8:30 a.m. and ends at 3:00 pm. Preschool students may be enrolled for ½ day, and ½ day preschoolers must be picked up at 11:30 a.m. After School Care is available for kindergarten students and full-day preschool students on a monthly basis from 3:00 p.m. to 6:00 p.m. if the student is signed up for After School Care at an additional charge.

#### General

Students are expected to be at school every day, to be in class at all times when school is in session, and to report to their classes on time. Frequent absences and tardiness seriously affect academic progress and are disruptive to the teaching environment. The school requests that parents and students thoughtfully consider the impact of any absence other than one of a medical or family emergency. Families are discouraged from taking students out of school prior to a school break. When a student is unable to attend school, parents should call the school office by 8:00 A.M. Other than for school sponsored trips or activities, upon returning to school from an absence, kindergarten students must present a written parental note stating the reason for his or her absence. It is the student's responsibility to check with each teacher regarding make-up work. Homework assignments may be found online through FACTS ParentsWeb. Students' attendance records follow them through their entire school career at Riviera Schools. Whenever possible, regularly scheduled medical appointments should be made after school hours or during vacation periods. **Kindergarten students with excessive absences (25 or more), excused or unexcused, may be denied re-enrollment or promotion. Tardies after 10:30 a.m. and early dismissals before 1:00 p.m. will count as ½ day absences.**

## **Student Illness**

A student who presents any symptoms related to COVID-19 must stay home for 5 calendar days after symptoms appear (day 0 = the date that symptoms appear) and can return to school on day 6 if the student is fever-free for 24 hours and the symptoms are improving. Alternatively, the student can return to school sooner than day 6 if the student obtains a negative PCR or antigen test. (Home tests are not acceptable.)

If a student tests positive for COVID-19, the student must stay home for 5 calendar days (day 0 = the date that symptoms appear or the date of the positive result, whichever is earlier) and can return to school on day 6 if the student is fever-free for 24 hours and symptoms are improving. Alternatively, the student can return to school sooner than day 6 if the student obtains a negative PCR or antigen test. (Home tests are not acceptable.)

Students who are ill or who are suspected of having any other communicable disease must be removed from the classroom according to school policy. To prevent the spread of infection through direct contamination (coughing, sneezing, talking, sharing articles, etc.), in order to return to school, students must have a physician's note stating that the student is not contagious. Students who are absent from school for the following reasons require a physician's statement confirming the student's ability to return to school and any necessary limitations or restrictions:

- Measles, mumps, chicken pox, ringworm, scarlet fever
- Strep infection, mononucleosis, hepatitis, pink eye
- Absence due to an extended illness or surgery

## **Tardies**

Students are to be in class by 8:30 a.m. Students who arrive after 8:30 a.m. will be marked tardy and must report to the main office for an admission pass prior to going to class. Students arriving late on a Riviera bus will not be marked tardy but must report to the office for an admission pass. For kindergarten students, a \$25.00 fee will be assessed for every 5 tardies, with such funds being allocated to financial aid. All students with excessive tardies will have a parent/teacher conference. **Please remember that punctuality is important. We are building the foundation for your child's future.**

## **Re-enrollment and Dismissal**

A pattern of low grades, poor work habits, poor conduct, excessive absenteeism or tardiness, the parents' failure to meet financial obligations, or parents' failure to work in a positive and constructive way with the school can lead to a student's dismissal or jeopardize a student's continued enrollment. Entrance into the next grade will also be

based on the classroom performance of the student, observations of the teacher, and appropriate testing.

## **Sign-in and Sign-out Procedures**

There are specific procedures for signing a student in and out of school. Children who arrive late to school must report to the security guard station, and then to the front office to receive a late pass to class.

If a student needs to leave during the school day, Parents must notify the school office and sign out their student when leaving school campus, and sign in upon returning to the school campus. The school will not allow a student to leave school early with another person unless previously authorized by the parent to do so.

## **Before School Care**

Between 7:30 a.m. and 8:00 a.m. each day, all students proceed to the lunchroom where they will remain until the bell rings. Supervision is provided beginning at 7:30 a.m. **There is no supervision prior to 7:30 a.m.** and parents are urged not to send students to school prior to 7:30 a.m. when no supervision is available.

## **Dismissal**

No teacher or other employee may excuse a child to any adult before the regular dismissal time. If a situation arises which necessitates taking a child out of school, the parent/guardian is required to the security station and sign the early release log. The office will notify the teacher to send the student to the office. This procedure is to safeguard children from unauthorized persons seeking to remove them from class. Students will not be allowed to leave the school grounds, except for an authorized school trip, or under the conditions described above. Students who remain after school for sports or other activities will not be allowed to leave the school grounds and then return for pick-up.

Please arrive promptly at dismissal time. General dismissal is at 3:00 p.m. **PLEASE DO NOT ARRIVE PRIOR TO 2:55 P.M. FOR PICK UP, AS CARS MUST NOT BACK UP OR STOP ON THE STREETS.** Full-day preschool student and kindergarten students not picked by 3:20 p.m., unless they are participating in an after school activity, will be placed in After School Care and all applicable fees will apply and be charged to the student's account. Bus riders will be dismissed at 2:50 p.m. to allow ample time to get to the bus. Students participating in after school activities must be picked up from After School Care. If a student participating in an after school activity is not picked up by 4:35 p.m., all applicable fees for the After School Program will apply and be charged to the student's account.

Written permission or a phone call from a parent/guardian to the front office at least 1 hour prior to dismissal is needed to allow a student to go home in a mode different than on file with the school.

## **Student Drop Off/Pick Up Procedures**

Parents are responsible for abiding by all rules for the safe pickup of children. Staff members assisting in the pickup process are acting on behalf of the school and must be treated with respect. Anyone who picks up or drops off students must be familiar with school procedures. Parents who are not cooperative with pick up procedures will not be allowed to pick up students.

### **General Procedures**

- For pick up, you must be prepared to show photo identification.
- If you are driving through the drop off or pick-up lines, stay in your vehicle at all times during designated drop off and pick up times. Staff members will direct and assist students to and from your vehicle.
- If you are driving through the drop off or pick-up lines, you must have your Bulldog dismissal sign with your child's last name, first name, and grade level information clearly visible.
- Cell phone use is never permitted in the drop off/pick up line.
- If you need to park your car, park your car in a parking space – please honor Reserved and Handicapped parking spaces. Please do not leave cars parked longer than necessary to allow others to use our limited spaces. Do not block our neighbors' driveways. Only park in designated parking spots in the neighborhood.
- Do not walk through the traffic line. Use designated crosswalks and sidewalks.
- Students enter and exit vehicles on the passenger side (right side) when in the circular driveway.
- Have all student bags and belongings ready and accessible during drop-off.
- Do not pass vehicles in front of you in the drop off/pick up line unless a staff member directs you.
- Do not "conference" with faculty while in drop off/pick up line.
- No parents/guardians are allowed past the school gates to either drop off or pick up their child(ren).

## **Grading**

Report cards are emailed to parents quarterly, at the end of each grading period. Academic progress can be checked at any time via FACTS ParentsWeb. Students are evaluated using the grading scale below.

Report Cards are emailed to parents at the end of each grading period. Grades are given as follows:

PK

G Good Progress  
N Needs Further Development  
I No Interest Shown  
Blank (not evaluated at this time)

K

O Exceeds Grade Level  
S Meets Grade Level Expectations  
N Needs Improvement  
Blank (not evaluated at this time)

## Homework

Learning is paramount and should continue after school hours. Homework is a tool to encourage and extend learning.

Homework will be assigned whenever the faculty feels it is necessary and valid as an integral part of our entire program.

Homework serves valuable purposes:

- reinforcement of learned skills
- extension and enrichment of concepts introduced in the classroom
- development of consistent work habits and responsibility
- parental familiarity with coursework
- student understanding of concepts and skills

Ideas For Parents To Help Their Child Develop Good Homework Patterns:

The positive patterns that parents establish at home early in children's school careers have a profound effect on academic success. Parents can do their part to improve the homework process when they:

1. Cooperate with the school to make homework effective.
2. Provide their child with suitable study conditions (desk or table, lights, books, and supplies).
3. Reserve a time for homework and turn off the television or computer.
4. Encourage their child, but avoid undue pressure.
5. Show interest in what their child is doing, but do not do the work for the child.
6. Understand that the school expects homework to be completed and returned.

Students will improve their study habits by observing the following guidelines:

1. Be sure to understand each assignment.
2. Form the habit of using a certain time and place for study.
3. Study conditions should include good lighting, ventilation, and quiet.
4. Have necessary materials at hand.
5. Try to develop the skill of working independently.
6. Spend enough, but not too much, time on each subject.

## Achievement Testing

National achievements tests for kindergarten will be given to each student in the spring. Students are not able to "make-up" these tests. Absences should be avoided. Check the yearly calendar for test dates.

## **Tutoring**

Tutoring is available through the Learning Center for any student needing extra help on a one-to-one basis. Parents should contact an administrator to arrange for tutoring.

## **Teacher Changes**

Teacher changes will be initiated by the school when operational needs require or when the administration believes the change will be in the best interests of the student and/or school. The school will not entertain requests for changes based on a parent or student's dislike of a particular teacher or to accommodate friendships. Please understand that the school and administration often place students in particular classes to ensure a quality mix of students and to enhance everyone's learning experiences.

## **Parent/Teacher Conferences**

Parents can monitor student progress through FACTS ParentsWeb, quarterly report cards, and individual parent/teacher conferences. Parent/Teacher conferences are held no less than twice a year. In addition, parents may request a conference with their child's teacher at any time by making arrangements in advance with the teacher or school office. In consideration of the great demands placed on teachers, the administration requests that you refrain from engaging teachers in a discussion at times when their attention needs to be on their class. Parents and students are asked not to call teachers or administrators after school hours. Teachers can be reached via their school email address.

## **SOCIAL GUIDELINES AND EXPECTATIONS**

### **Purpose and Goal**

Our goal is to maintain a secure, challenging, and nurturing school environment in which students develop a strong sense of integrity and respect for others. In order to promote this goal, students are expected to be honest, use appropriate language, and have appropriate interactions with others.

Another equally important goal is to help students mature and learn a sense of self-responsibility. For this reason, students are held to a high standard of integrity and are expected to appropriately seek help and report problems when circumstances arise. We encourage students to seek help and report problems on their own without parental involvement as much as possible.

The standards of student conduct are designed to provide students with guidance to help them meet the goals and expectations of our community. The list of rules and policies should be read carefully. Violations will result in serious consequences, up to and including suspension or dismissal from school. Students may also be held responsible for any damage or harm that they cause to individuals, property, and/or the school community at large.

The policies and standards apply any time a student is enrolled in the school, including when a student is on campus; is participating in or attending a school-sponsored event on or off campus; is officially representing the school; is traveling on behalf of the school; and during school breaks, including summer break.

In addition, the school regards any behavior prejudicial to the best interests of the school, whether at school or elsewhere, as sufficient grounds for a disciplinary response.

Consistent application of disciplinary policies is sought, although each situation is judged on its merits, and every effort will be made to ensure that decisions are not arbitrary.

The policies and rules outlined in this Handbook should not be read as an all-inclusive description of the school's standards, which are based on honesty, respect, trust, and safety. Any behavior that constitutes a breach of these school values may be treated as a major school rule violation. Students are expected to comply with school standards and rules, and they are also encouraged to discuss with their fellow students, teachers or administration any issues or infractions of school standards and rules toward the purpose of caring for one another in a spirit of kindness and of what is best for each person in the school community.

## **Policies and Rules**

### **Animal Policy**

Due to concerns about the health, safety, and welfare of people in the school community, no animals are allowed on school property or at school-related events without the express, written permission of the Principal. Other than animals leashed and secured in a vehicle during drop off or pick up, this means that animals may not be brought onto school property for any reason (even if the animal remains on a leash), including drop off, pick up, parties, games, and activities, and may not be brought to school-related events on or off campus.

### **Behavior in Class/Halls/Walkways**

Students are to use a reasonable tone of voice, and should exhibit orderly behavior at all times. Students must walk from place to place on campus. Students must exercise

good judgment in traveling from place to place, which includes watching for obstacles, not walking with items in the student's mouth, not playing in the corridors, not blocking entrances or walkways, etc.

### **Safeguarding and Child Abuse Reporting**

Safeguarding is everything we do in school to keep children safe, healthy, happy, and learning. The school is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment.

The school has instituted a Designated Safeguarding Lead (DSL) on campus. The role of the DSL is to take lead responsibility for all safeguarding and child protection matters arising at the school and to support all other staff in dealing with any child protection concerns that arise. The DSL will also support and direct other staff to safeguard and promote the welfare of children.

School teachers and other personnel are mandatory reporters under the Florida child abuse reporting laws. Please understand that we must take our obligations seriously and if we assess that a situation requires it, we will make a report to child abuse authorities of situations that we reasonably suspect constitute abuse (emotional, physical, or sexual), neglect, or abandonment. Depending on the circumstances, we may not be able to communicate with parents about the report until authorized by child abuse authorities to do so. Other concerns not requiring reporting to authorities must be reported to the DSL on campus. We ask for your understanding as we do our best to protect the children under our care.

### **Cooperation with School Staff**

Students are expected to be honest and cooperative with school staff at all times.

### **Cubicles**

At the beginning of the year, an in-class storage cubicle will be assigned to each student in preschool and kindergarten. Students are to keep their cubby clean. Cubicles are not to be shared. Personal items should be taken home each evening.

All cubicles are to be emptied by the last day of school. Any items or books left after that time will be given away or discarded as appropriate.

### **Destructive Acts**

Students should govern their actions by the values of respect for self, person, and property. Thus, any destructive actions, including setting fires, causing damage to property, stealing property, harming others, threatening to harm others, or similar conduct is prohibited.

## **Dress Code**

The faculty and administration of the school wish to maintain the standards of dress and appearance appropriate to serious academic pursuits. The Dress Code encourages pride in self, concern for others, and pride in school. All students are required to wear the uniform as designated below. All shirts, jumpers, skorts, pants, shorts, tights, and outerwear MUST be purchased from Dennis Uniform. If a student reports to school out of uniform, parents will be contacted to bring the appropriate attire.

GIRLS		BOYS	
Jumper	Solid navy or khaki; <i>Riviera</i> insignia is required.	Shorts, pants	Solid navy, black, or khaki; <i>Riviera</i> insignia is required.
Shorts, pants, skorts	Solid navy, black, or khaki; <i>Riviera</i> insignia is required.	Shirt	Polo shirt (short or long sleeved). Long sleeved, button down, dress shirt. Colors are limited as indicated at Dennis Uniform. <i>Riviera</i> insignia is required on all shirts.
Tights	Solid white or navy tights may be worn with skorts or jumper (not with shorts). Leggings are NOT allowed.		
Shirts	Polo shirt (short or long sleeved). Long sleeved, button down, dress shirt. Colors are limited as indicated at Dennis Uniform. <i>Riviera</i> insignia is required on all shirts.		
<p><b><u>Outerwear</u></b>  Navy or gray sweatshirt, navy performance sweatshirt, navy performance jacket, navy polar fleece jacket, or varsity fleece jacket. <i>Riviera</i> insignia is required on all outerwear. A Riviera uniform shirt must be worn under all outerwear.</p>			

**General Requirements:**

- Clothing must fit properly, as determined by the school administration.
- All pants, shorts, culottes, and skirts must be worn at the waist and must not be rolled up.
- Shorts, jumpers, and skorts must be no shorter than the place the fingertips reach when arms and hands are fully extended at one's side.
- Shirts must be tucked in neatly.
- Students must wear socks; socks must be a solid color.
- Students may wear sneakers or closed-toe shoes (no boots). Laces must be tied.
- Belts are to be worn with all pants and shorts that have belt loops.
- A Riviera uniform shirt must be worn under any outerwear on cold weather days. No other outerwear other than the items provided by Dennis Uniform will be allowed.
- Because weather can get cold during winter months, it is strongly recommended that students have at least one pair of long pants and one outerwear item.

**Unacceptable Appearance:**

- Head coverings (such as hats, scarves, and hoods) are not permitted.
- Students should not display any body piercings or tattoos.
- Boys are not permitted to wear earrings, have ponytails, have hair buns, or have hair below the collar.

- Headphones are not permitted.
- Hair for all students should be clean, shaped, well-groomed, not hanging in the eyes, and worn in a style and color that is not in any way extreme.
- Sunglasses during class are not permitted.
- Excessively tight or baggy clothing is not permitted.
- Visible midribs are not permitted.
- Anything that disrupts the learning environment as determined by the administration is not permitted.

The school reserves the right to determine the appropriateness of any student's appearance and grooming as a reflection of school standards.

### **Fights or Horseplay**

Fights and physical horseplay of any kind are prohibited and may lead to disciplinary consequences for all of the individuals.

### **Food, Drink, Gum**

Food and beverages will be consumed only in designated areas and at designated times. There will be no chewing of gum on school grounds or in school vehicles.

### **General Conduct**

Students and parents should be considerate and show respect toward other students, faculty, all guests and visitors. Students should respect school property and the personal property of other people. Students and parents, whether as participants or spectators, are required to show good sportsmanship and courtesy at all school-sponsored events (on and off campus). Any person showing unsportsmanlike conduct may be asked to leave the event and may not be allowed to attend future events.

### **Student Conduct**

Student conduct should be of such high caliber as not to disrupt or distract from the instructional or other procedures of the school. The use of ethnic slurs, name calling and profanity are not permitted. The "Golden Rule" will be the foundation of all personal relationships – treat others as you would like to be treated.

In addition, the health and well-being of all students is of utmost importance to the school. We expect students, at all times, both on and off campus (including evenings, weekends, and school breaks) to avoid all types of behaviors that may be harmful to the student's or another person's body, self-esteem, or health. All students are expected to help create a school culture of respect for oneself and others.

### **Harassment/Bullying**

The school is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Therefore, the school will not tolerate any type of harassment or bullying. Harassment includes, but is not limited to, slurs, jokes, comments, teasing, and other offensive conduct relating to race, religion, color, sex, sexual orientation, national origin, citizenship, or disability. Harassment also includes unwanted, offensive sexual conduct. Bullying is systematically and chronically inflicting physical harm or hurt or psychological distress and may include, but is not limited to, physical or verbal aggression (hitting, kicking, taunting, teasing, threatening, ridiculing, etc.), relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion), and emotional aggression (teasing, threatening, intimidating others).

Bullying or harassment can occur through any type of communications method, including face-to-face communications, phone, text, email, postings on social media (Facebook, Instagram, Snapchat, TikTok, etc.), camera phones, or other forms of technology. The communications can be direct or indirect, such as through friends or others. Any type of offensive conduct, whether on or off campus, on a school bus, or at a school-related event, can create an uncomfortable school environment.

For parents of younger children, these words are not always meaningful. Therefore, in explaining the concepts, you should stress that the school needs to know whenever anyone at school makes your child feel uncomfortable. In that regard, you should remind your child that it is not nice or permitted to call other students by mean names or to tease them in ways that are hurtful. It is also not nice or permitted to grab or touch another student's "private parts," to pull down another child's pants, to look up a girl's dress, or to intentionally open the door on a student who is using the bathroom. You should explain that your child should not engage in these types of hurtful behaviors when your child talks, writes, draws, or plays with other children. We like to remind the students of the Golden Rule: "Treat others at the school the same way you would like to be treated."

All concerns relating to harassment or bullying should be reported immediately to the Principal. We also expect that anyone, whether student, faculty, staff or family member who witness, or has knowledge of an incident of bullying or harassment, will report the incident to administration immediately. When the school administration becomes aware of harassment or bullying, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, up to and including dismissal from school for serious violations. No adverse action will be taken against any person who makes a good faith report of harassment or bullying. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

### **Honesty and Dishonesty**

Dishonesty in any form, including stealing, lying, cheating is inconsistent with school standards. Dishonesty is considered a fundamental breach of our community's expectations. A student's dishonesty in connection with an investigation of misconduct will compound the disciplinary response, regardless of the severity of the original violation.

### **Language**

Students and parents are prohibited from using profane, obscene, bigoted, or other type of offensive language or gestures on campus or at school-sponsored events.

### **Lost and Found**

Books, clothing, and other personal items which are left at the end of each day will be placed in the main office and may be claimed before or after school. Unclaimed items will be donated to charitable organizations or disposed of at regular intervals.

Labeling of all items helps prevent loss.

### **Messages**

In order to maintain an appropriate classroom environment, classroom interruptions should be limited to emergencies. Parents should not ask the office to relay messages to their child. This should be done prior to school. Students are not permitted to call home for homework, test papers, folders, etc. If a true emergency occurs, then the office should be notified.

### **Prohibited Electronics and Other Items**

Students are prohibited from possessing or having in their possession, tobacco products, drugs/alcohol, matches, cell phones, smart watches, iPhones, iPods, pagers, laser pointers, electronic games, portable radios, tape players, CD players, and pornographic materials. Any such item may be confiscated and, if appropriate, turned over to law enforcement.

### **Property**

Students are responsible for the proper care of classrooms, restrooms, supplies and furniture. Students who disfigure property, or otherwise damage school property or equipment, will be required to pay for the damage done or replace the item.

Students should place their names on all personal items. The school is not responsible for loss or damage of a students' personal property. All personal possession should be taken home at the end of each school day. Students may not sell or trade personal items at school.

## **Student/Adult Interaction and Communication**

Our students and adults (teachers, administrators, staff members, parents, and visitors) are expected to interact with each other in a professional and respectful manner. Although our adults can and should be friendly with the students, becoming too friendly with each other sometimes results in confusion and anxiety.

If a student or the student's parents become aware of any adult's communications or actions toward one or more students that seem unusual, overly friendly, or otherwise inappropriate, such information should immediately be reported to an administrator.

Some examples of behaviors that should not occur and which should be reported include school employees:

- Calling students at home for a non-school matter;
- Touching students or their clothing in non-professional ways or inappropriate places, or touching a student with aggression or in frustration;
- Making comments that are too personal (about a student's clothing, hair, personal habits, etc.)
- Sending e-mails, texts, or writing notes to students of a personal nature;
- Visiting students when the student's parents are not at home;
- Asking students to sit on a teacher's lap;
- Telling secrets or telling the student not to tell something that's a secret;
- Swearing, making inappropriate sexual, racial/or ethnic comments;
- Transporting a student in a personal vehicle; and
- Telling off-color or other inappropriate jokes.

Similarly, we expect that our parents will not take it upon themselves to address a situation with a student relating to a disagreement with the student or the student's parents. Loud, angry, or aggressive language or actions will not be tolerated. Any such interaction should be reported under this policy.

## **Telephone Use**

Students are not permitted to use the office phone (except with special permission). All arrangements for personal after school plans should be made outside of school.

## **Textbooks**

Students are expected to show proper respect for all school property, including textbooks which are issued to them. Each student will pay for all damage to or loss of textbooks. Any student who damages a textbook will be charged for the book at the full price of a new copy.

## **Weapons and Threats**

The school takes all threats seriously, even when students make comments in jest, on the Internet, by text, or away from school toward or about another student, employee, or the school. Students are prohibited from bringing any type of weapon to school or school-sponsored events, including knives, guns (all types), fireworks, etc. Any such item may be confiscated and, if appropriate, turned over to law enforcement. Any pictorial depictions of weapons or verbal or written comments that the administration determines in its discretion appear to be threatening in nature will result in disciplinary consequences.

## **Disciplinary Procedures**

The teacher of each class is in charge of the ordinary discipline in the classroom. The student is expected to comply with whatever regulations or disciplinary measures the teacher may impose. Faculty and staff members should always be addressed in a polite and respectful manner. Confrontational behavior with the teacher is at variance with conduct expected from all students and parents. Each situation will be handled at the school's discretion in accordance with the school's rules, policies, and practices, as well as general common sense.

Disciplinary matters, or incidents in violation of school rules and regulations, will be handled initially at the most immediate level possible. Violations will subject the student to disciplinary consequences. The level of disciplinary response for any violation of school rules will depend on a variety of circumstances, including but not limited to:

- Whether any person was harmed;
- Whether there was property damage or other loss of property;
- The level of any class or school disruption caused by the student's behavior;
- The number, if any, of prior infractions of school rules and regulations;
- Whether the student has been previously disciplined;
- Whether there were any prohibited items;
- Whether the student had been earlier warned about the same or similar conduct;
- Whether there was a weapon or other dangerous item involved;

- Whether the conduct is of the kind also prohibited by criminal law; and/or
- Whether the student was honest and cooperative in connection with the investigation of the behavior.

The range of possible disciplinary consequences includes one or more of the following:

**Disciplinary Report:** Written notice of the infraction.

**Probation:** A student on probation is in jeopardy of being expelled if behavior does not improve or meet stated expectations. Probation lasts for the stated time period. Students on probation may lose privileges (such as participating in extracurricular activities, holding office, participating in student council, etc.) or be subject to other disciplinary measures.

**Out of School Suspension:** Students are banned from all school activities, including classes, and are to remain at home. Students will receive a grade of zero on all classwork and homework during the suspension, but they are responsible for all material covered. Students have the responsibility to arrange to make up any assessments such as tests and quizzes

**Expulsion:** Students may be expelled for serious first offenses; repeat infractions (even if not related); conduct resulting in harm, damage, or disruption to the educational environment; parent or family member causing disruption to the school or the school's educational mission; non-payment of tuition or fees; not meeting academic requirements; or not meeting attendance requirements. Any matter taken under consideration by the administration directly may be grounds for expulsion.

In addition, the school may report to the appropriate governmental authorities any actions that appear to violate law.

## **STUDENT SERVICES, ACTIVITIES, AND RESOURCES**

### **Student Disability Accommodations**

We understand that there may be circumstances in which a parent may request that the school provide an adjustment or accommodation for a student's medical needs or physical, mental, or learning disability. As the range of requests have grown over the years, the school believes that it is appropriate at this time to outline the school's policy and general guidelines for addressing such requests.

**General Policy:** In general, it is the school's policy to provide accommodations or adjustments for a student's minor needs in circumstances in which the administration

determines, in its sole discretion, that doing so is within the reasonable ability of the school and/or its staff and will not result in a significant disruption to the teacher's ability to instruct other students, to classroom or school order, and to discipline; will not require a threat of harm to the safety of other students or employees; will not require a fundamental change to our educational environment or mission; and will not impose responsibilities on school employees for which they are not trained. We also ask parents to realize that, given the size of the school and the available resources, we may not be able to provide all requested accommodations. To the extent the school agrees to provide accommodations, the school may require a sharing of responsibility for the accommodation.

**Request and Documentation:** For any type of accommodation (including administration of medication at school), the parent must contact the Principal to discuss the need. The Principal will then advise the parent of the type of documentation needed, which generally will state the student's diagnosis, how the condition limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

**Release for Communications:** Sometimes, the documentation received from the treating medical professional or therapist may raise questions or be unclear as to the recommendations. For that reason, the parent(s) must sign a Release of Information form, permitting the school to contact such individual, when necessary. In addition, if there is any cost associated with the individual's cooperation (e.g., to answer a set of questions submitted, etc.), the parent must agree to bear the cost of such process.

**Assessment of Request:** Once the parent's request and medical documentation has been received by the school, appropriate persons within the administration will meet with the parents to clarify information and to discuss whether the school will be able to implement the accommodation requested. In some cases, the parent may be asked to provide (at the parent's cost) any special equipment needed, training for the school's staff, or other associated matters. In addition, the school may advise the parent that the school will allow a particular accommodation, but the full responsibility for doing so will rest with the parent. For example, if the student needs to be tested or have certain types of medicines administered during the day that the school believes are beyond the scope of the school's responsibility, the school may allow the parent to make arrangements to visit the campus for the purpose of testing and administering such medication.

**Limitations on Requests:** Please understand that the school is not a medical facility and does not have the personnel, training, or equipment to handle certain types of medical procedures best left to the student, parent, or physician. Examples of accommodations made for students include appropriate classroom locations, extended time on tests, use of computers, and/or dispensing with medication through the main office.

## **Health Information Sharing**

Parents agree, as a condition of continued enrollment, to consent to the release of any of the student's health related information, including information relating to medical and mental health records, to employees or agents of the school, as determined by the Head of School or his or her designee, to meet the medical or safety needs of the student and the community or the legal responsibilities of the school.

The school will maintain appropriate administrative, technical, and physical safeguards to protect the security of all health-related information within its care or custody. While it is the obligation of the school to safeguard student medical information, we must also balance matters of privacy and confidentiality with safeguarding the interests and well-being of our students and our community. Thus, parents/guardians consent to allow employees and agents of the school, who have a need to know, to receive and/or share medical and/or psychological information necessary to serve the best interests of the student and/or community. In the event of a disclosure required by law, every effort will be made to notify the student and/or parents/guardians in advance.

## **After School Activities**

Dance classes, music lessons, karate, computer, ceramics, gymnastics, arts and crafts, intramurals, and other scheduled activities are offered. Some activities will not be available for certain ages. Notices will be sent home at the beginning and middle of the year concerning these activities.

## **Field Trips**

Field trips are part of the educational process. It must be stressed, however, that only those students who, in the administration's sole discretion, have demonstrated good conduct during their classes will be permitted to attend.

Proper behavior during the trip continues to be of utmost importance. Parents of any student unable to follow the given guidelines will be notified. In severe cases, the parent will be requested to come and/or provide transportation home for the student.

Some field trips may require as a condition of a student's or parent's participation in the field trip the execution of the school's Participation Release. For any students whose parents have not executed the release, the student will remain at home and at times, at the school's sole discretion, may have the option of attending an alternative class for the period of the field trip.

Parents who are interested in volunteering to assist on field trips and who may have unsupervised access to students must have been cleared, at the parent's expense,

through the school's criminal background process. This process is for the protection of all students and is not intended to hinder volunteerism or embarrass any family. We sincerely hope that you understand our concern for student safety and will willingly cooperate in this process.

## **Yearbooks**

A school yearbook will be issued at no additional cost to all students at the end of the year if the full year's tuition and fees have been paid.

## **Parents Club**

All parents are automatically enrolled in the Riviera Schools Parents Club. A yearly fee will be charged in the first billing period for each student. This organization promotes fellowship among the parents of Riviera Schools. It engages in service projects and cultural projects as well as social activities for the benefit of the students and their families, and provides enhancements for the students and the school.

## **Transportation**

### **Bus Transportation**

Students who are riding to and from school on buses provided by the school are required to follow some basic safety rules. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

1. Be on time.
2. Wait until the bus is completely stopped before moving forward to enter.
3. Go immediately to a seat and be seated.
4. Wear your seatbelt on the school buses (if one is available). Repeated failure to buckle up could result in a child not being permitted to use school transportation.
5. Remain seated while the bus is in motion.

6. Keep heads, hands, arms, and legs inside the bus at all times.
7. No littering in the bus or throwing anything from the bus.
8. No eating or drinking beverages on the bus.
9. Do not tamper with the bus or any of its equipment.
10. Maintain appropriate decorum, including respecting the driver, keeping volume of voices low, using appropriate language, etc.
11. Do not engage in any activity on the bus that would constitute a violation of the school rules.

The driver will not discharge students at places other than their regular stop at home or at school unless they have proper authorization from the student's parent/guardian and the principal.

A student who becomes a behavior problem on the bus shall be and may be denied the privilege of riding the bus and may be disciplined up to and including expulsion. Students denied bus privileges that fail to attend school will be considered truant.

### **Transportation [Private/Carpools]**

If not using school transportation, parent(s) are expected to provide transportation for their son(s) and daughter(s). The school will be glad to help identify neighboring families; however, school personnel cannot be responsible for the formation of carpools. Students must go home with their own driver or carpool unless prior arrangements have been made, and the school has been notified. A note to the main office, a fax to the office or, in an emergency, a telephone call to the office will serve as notification.

### **Evacuation**

A map can be found in each room showing the quickest and safest route for leaving the building. Please familiarize yourself with these maps.

Students should move quickly and quietly to designated area. Movement and noise during fire drills should be kept to a minimum. Talking is prohibited.

### **Inclement Weather Policy**

For school closing or delays due to inclement weather, such as hurricanes, flooding, or other natural disasters, the school will follow the decisions made by the public school

system of Miami-Dade County. Therefore, if Miami-Dade Public Schools are closed, then Riviera will be closed, and, if the public schools are open, Riviera will be open.

Emergency information will be posted on the school's website and sent via a parent alert.

## **Cafeteria / Lunch**

Students are expected to help make the cafeteria a pleasant place to eat and to conduct themselves properly and respectfully, with manners and appropriate decorum. Adherence to all cafeteria regulations is to ensure continued food service to the students. When students have completed their meal they are to dispose of all litter and exit the cafeteria. Violations of this policy will result in disciplinary action being taken. A student may be assigned isolated seating in the cafeteria or denied admission at the discretion of an administrator or faculty member when behavior causes disruption and/or interferes with the orderly operation of the cafeteria.

All students will receive school lunch. Students will be able to choose their own lunch from a variety of menu items and beverages each day. Students are welcome to bring their own lunch from home. Other beverages are available for purchase during lunch time. Students must remain on the school grounds in designated areas during lunch. Delivery of lunches by parents or vendors is unacceptable.

## **Food Policy**

The school recognizes that food allergies, in some instances, may be severe and even occasionally life threatening. The foods most likely to cause allergic reactions are peanuts, tree nuts, dairy products, eggs, soy, wheat, fish, and shellfish. Although most food allergies produce symptoms that are uncomfortable, persons with severe allergies to the above-listed foods can suffer more serious consequences.

The school cannot guarantee that a student will never experience a food allergy-related event while at school or at a school-sponsored event, but we are committed to student safety, and therefore have created this policy to reduce the risk that children with food allergies will have a serious allergy-related event.

The school prioritizes communication with children's parents regarding food allergies as it believes that parents are a partner in ensuring the safety and health of all children. To that end, for children with severe food allergies, it is the family's responsibility to notify the school, in writing, of the allergies. Working in conjunction with the family physician, the family should submit written protocols for the student. The administration will work with parents to implement reasonable protocols in the form of a Food Allergy Action Plan (FAAP).

The school does not classify its environment as a nut-free facility. As a result, the school is not nut-free and children with severe food allergies must carefully monitor their food. However, we do ask that parents not send snacks or lunches to school that contain peanuts, tree nuts, or nut oil products, or food that has been produced in a facility that processes nuts. Of course, the school cannot guarantee that such products will never be in another child's lunch or snack. To the extent the school recognizes that such a snack or food item has been included in a student's snack or lunch, the school will discard the product. Changes in a child's food allergy must be immediately provided in writing to the Principal.

Students may not share food with one another at any time. In addition, Riviera Day School has a NO FOOD POLICY. This means, that food products (which includes anything edible) will not be: (1) provided by the school as rewards, incentives, or gifts; (2) provided by the school before, during, or after school, other than as a part of the school's lunch or snack program; (3) provided by the school to the students to take home; and (4) used as a part of any activity or lesson unless specifically authorized by the Principal. Furthermore, there will be no class parties involving food products.

One exception to the NO FOOD POLICY is for birthday parties. However, the following rules apply for birthday parties:

- Birthday parties are to be held at snack time only.
- Parents must notify teachers in advance when they plan on celebrating a child's birthday in school.
- Birthday parties are to be simple recognitions of birthdays, not elaborate celebrations.
- Parents may only bring the following items for a birthday party:
  - Cupcakes (store bought) OR fruit; and
  - Individual juice boxes or bottles of water
- Items for the party should be dropped off in the morning at arrival.
- Birthday parties should be 5 to 10 minute celebrations, and parents need not attend. If parents would like to attend, no more than two adults shall attend.

If a prohibited item is sent/brought in, the item will be returned or discarded.

No gum shall be allowed in school. Employees will confiscate any gum immediately when found. If candy is provided by parents as a part of lunch or snack, it must be eaten at lunch time or snack time only. Employees will confiscate any other candy.

## **Parties Outside of School**

When parties are planned, be careful not to hurt the feelings of others. It is upsetting to find out that you are one of the only students in your class not invited. Written

invitations to parties are to be mailed and not given out in school, unless all girls, all boys, or the entire class is invited.

## **Immunizations and Medications**

Prior to the beginning of school, a physical examination must be completed for each student entering the school. Immunization or a certificate of waiver is required for all students. Immunizations must be kept current, and a Certificate of Immunization, signed by a physician, or an immunization waiver must be kept on file in the school office. Students may not attend school without an appropriate immunization record.

Many students must have medication available at school for certain illnesses and conditions. School personnel cannot administer medication, including pain relievers, without explicit written parental/guardian permission. A permission form completed by the parent/guardian is required in the event a student must receive medicine at school. The medicine, in its original container, labeled with the student's name, name of medicine, dose and time to be given, doctor's name (if prescribed) and possible side effects, must be given to the office together with the signed permission form. Students are not allowed to possess or self-administer medication, including, without limitation, over-the-counter medications, at any time.

Medication not picked up by 4:00 p.m. on the last day it is to be administered is discarded.

## **OTHER IMPORTANT INFORMATION AND POLICIES**

### **Inspection Policy**

The parents authorize the school to inspect and conduct a search of any place or item on school campus or at a school-related event including, but not limited to, a student's cubicle, book bag, backpack, or personal electronic devices. Students may also be required to empty their pockets or remove outer layers of clothing for inspection. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Students must provide any passwords or other access required to inspect such places or items upon request by a school administrator. Inspection of electronic devices includes the contents of same whether such message or information was sent over the school's system or any personal account (such as Yahoo, AOL, Gmail, etc.). Further, the parents authorize the school to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, or the possession of which is a violation of the school's rules, community standards, and/or local, state, or federal law.

## **Payment of Tuition and Fees**

The school strives to provide the highest quality education while maintaining affordable fees. We depend on the timely payment of tuition and registration fees to cover our obligations. Enrolling your child requires a financial commitment much like any other major purchase. Please make school tuition a budget priority. Failure to make tuition/fee payments by the contractual dates may result in a child being removed from school or not being allowed to take examinations. Transcripts, student records (including Report Cards), and recommendation forms cannot be released to another school if there is an outstanding balance in his/her account, or if there are other outstanding debts.

## **Student Records and Information**

Requests for student records and transcripts must be directed in writing to the school office. The school reserves the right to withhold student transcripts and records for non-payment of tuition or fees.

The school makes reasonable efforts to ensure that both natural parents (or legal guardians) receive substantially the same information (transcripts, records, appointments, etc.). The school must rely upon the correctness and completeness of parental information when the student is enrolled. In situations of divorced or separated parents, if one parent believes that the other parent is not entitled to receive certain information, the parent wishing to restrict information provided by the school must provide the school with a court order that is still in effect that specifically restricts the other parent from receiving such information.

## **Child Safety from Sexual Offenders and Predators**

According to the National Center for Missing and Exploited Children (NCMEC), sexual perpetrators are commonly people the parents/guardians or children know, and these people may be in a position of trust or responsibility to a child and family.

Because of our concern for student safety, all employees, and those parents who volunteer for school activities with unsupervised access to our students, are screened through the school's criminal background process. Although the school performs such screenings, the school cannot attest to the background of the various parents whom their child may associate with away from school.

To keep their children safer, parents should talk openly to their children about safety issues. Parents should know their children's friends and be clear with their children about the places and homes that their children visit. Children should be taught that they have the right to say no to any unwelcome, uncomfortable, or confusing touching or actions by others and to get out of those situations as quickly as possible.

Parents should regularly visit the public registry to check out individuals for prior criminal records and sex offenses. Information concerning registered sex offenders and predators in Florida may be obtained by visiting <http://www.fdle.state.fl.us>, the Florida Department of Law Enforcement Sexual Offenders database. Information may also be obtained by contacting the FDLE's toll free telephone number: 1-888-FL-PREDATOR (1-888-357-7332). To view a map of registered sex offenders living within a five-mile radius of any given address, parents should visit <http://www.familywatchdog.us>. To learn about additional child safety tips and links to child and internet safety sites and searches, parents should visit the Florida Attorney General website at <http://myfloridalegal.com>.

## **Fundraising**

No class, individual, or organization is to begin any money raising activity without permission from the school. No class, individual or organization may request money from any other class, individual, or organization within or outside the school without permission from the school administration. All extracurricular organizations should strive to be self-sufficient, raising money through approved concessions and approved service-type projects.

## **School Business Office Hours**

The school's Business Office is open from 9:00 a.m. to 4:00 p.m. Monday through Friday.

## **Visitors**

Parents or guardians who need to visit campus during school hours are asked to follow these guidelines:

1. **Make an Appointment:** If you are coming to see an administrator or a faculty member, please call to make an appointment in advance.
2. **Check-in with the security guard:** When you arrive on campus, please check-in with the school's security guard and then report directly to the main office. If you need to proceed from there to any other part of the campus you will be issued a Visitor Pass.
3. **I.D. Check:** If you are asking to see your son or daughter, please do not be offended if you are asked to show identification. This is a safety measure intended to protect your children.

**Please Note:** For the safety and security of our students, anyone seen on campus during school hours without a Visitor Pass will be reminded to obtain one or asked to leave campus.

Outside visitors are not allowed to visit a student's class without prior permission from the student's teacher and administration.

## **Parent Support**

Riviera Day School relies upon strong parent collaboration and support in our efforts to provide the most effective and positive educational experience for our students. With this in mind, we ask that parents:

- Ensure that children arrive at school prior to 8:30 a.m. each day
- Read and respond when requested to all communications from school personnel
- Check FACTS ParentsWeb regularly for teacher assignments and communication
- Review all academic and disciplinary communications with your child
- Be supportive of school rules, procedures, and regulations
- Support and attend athletic, performance, and academic events in which your child is involved
- Keep accounts current
- Direct all requests for letters of recommendation and student transcripts to an Administrative Assistant in the office
- Continue to model the positive values and high academic expectations that brought you and your child to Riviera Day School

## **Principles and Expectations Relating to the Parent/School Relationship**

We have ten expectations that we believe will help us to have a positive and cooperative relationship throughout the entire school year:

(1) As a part of our joint role to help students grow and mature, parents are expected to encourage their student to address perceived inequities appropriately and independently, including reporting if necessary.

(2) Parents must cut the constant phone ties from their students. Let your student make decisions on their own without the constant need for parental reinforcement. Sometimes they will make a decision that is different from the one you would have encouraged. That's fine too.

(3) Students must learn to seek assistance from an adult on campus for academic or other assistance. We have resources for your student for this purpose, including the student's teacher, the assistant principals, and the principal.

(4) When parents contact the school without the student's knowledge ("John doesn't know I'm calling, but . . ."), the school will need to address the issue directly with the student. We cannot promise you that we will maintain confidentiality over your phone call. Refer to expectation number one.

(5) The school will typically investigate issues and question students without the parent's presence. This helps us move quickly to resolve issues.

(6) Although your student's issue is important, concerns take time to address. Please be patient and do not call repeatedly for an update.

(7) Please do not ask us to tell you about discipline imposed on other students. We would not disclose discipline of your student to others and expect that you understand the same principle applies to other students.

(8) The school will not communicate everything that occurs in the student's daily life to a parent. We have a lot of students under our care (including your student) whom we need to ensure are safe, secure, and happy. We expect that you would like our attention to be focused there.

(9) Neither the teachers nor the school will provide a daily email, text, or call regarding the student's progress or difficulties. We will communicate with you through appropriate school channels if we believe there is a concern that you should address with your student.

(10) All communications between the parents and any person at the school must be professional, cooperative, and appropriate. If we cannot have this type of relationship, this may not be the right school for your child.

## **Parent/Family Cooperation**

As stated elsewhere, the school believes that a positive and constructive working relationship between the school and family member (defined as parent, student, or other person associated with the student) is essential to the fulfillment of the school's educational purpose and responsibilities to its students. If the parent's or other family member's behavior, communications, or interactions on or off campus (including during school-sponsored events) is disruptive, intimidating, overly aggressive, or reflects a loss of confidence or disagreement with the school's policies, methods of instruction, or discipline, or otherwise interferes with the school's safety procedures, responsibilities, or accomplishment of its educational purpose or program, the school reserves the right to

dismiss the family or family member from the community. In addition, the school reserves the right to place restrictions on parents' or other family members' involvement or activity at school, on school property, or at school-related events for reasons that the school deems appropriate.



## ACKNOWLEDGMENT AND RECEIPT OF STUDENT HANDBOOK

2022-2023

The registration of a student is considered an acceptance, on his/her part and on the part of his/her parents or guardians, of all rules and regulations of our school, including the judgment of school authorities on academic and disciplinary sanctions, suspension, or expulsion of a student.

The rules and regulations contained in this Handbook are not meant to be all comprehensive. Rather, they presuppose the good will and judgment of a student in all circumstances in which he/she may find himself/herself.

Parents/guardians are asked to familiarize themselves and to ensure that their child understands all of the information contained in this Student/Parent Handbook. Parents/guardians must sign the form below.

We have read and understood all statements and provisions set forth in the Student/Parent Handbook.

\_\_\_\_\_  
Student Name (print)                      Age                      Date

\_\_\_\_\_  
Parent/Guardian Signature\*              Printed Name              Relationship              Date

\_\_\_\_\_  
Parent/Guardian Signature\*              Printed Name              Relationship              Date

\*All legal guardians must sign.