



## Scholar and Family Handbook Acknowledgment Form

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Riverside Magnet School  
Kimberlee Matthews, Principal  
Meaghan Freeman, Assistant Principal

**A copy of this form will be sent home in your welcome packet. Please sign and return to RMS by Friday, September 13, 2024.**

I, \_\_\_\_\_, acknowledge that I have read the 2024-2025  
(Scholar Name)

Riverside Magnet School Scholar and Family Handbook, and have reviewed its contents.

I, \_\_\_\_\_, acknowledge that I have read the 2024-2025  
(Parent/Guardian Name)

Riverside Magnet School Scholar and Family Handbook and have reviewed its contents with my child.

I understand that it is my responsibility to keep the school updated on any change in information, including change of address, phone number, email address; and to return all forms in a timely fashion.

Scholar Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please sign and return to RMS by Friday, September 13, 2024**



## Technology Contract

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Riverside Magnet School  
Kimberlee Matthews, Principal  
Meaghan Freeman, Assistant Principal

*\*Please review and adhere to the expectations below and be prepared to be held accountable for your actions and for the loss of technology privileges if the rules of the Acceptable Use Policy are violated.\**

### **Riverside Magnet School Technology Scholar Responsible Use Guidelines:**

**I am responsible for my computer and Google Suite for Education account.** I will not share my password. I will log off of my account when I am finished. If I see another person's work on a computer that I need to use, I will get help from an adult before I use it. I will use good judgment when choosing internet resources and I will not look for web pages with words, images, videos, or sounds that are not school-appropriate.

**I am responsible for being honest about who I am online.** I will not pretend to be anyone else. I will not send comments, create an account, post words, pictures, videos, or sounds using someone else's name. I will not use another person's login name or password.

**I am a responsible member of my school when using technology.** I am responsible for my language and content. The content that I use will be school-appropriate. I will use technology, including comment tools and chat features, for schoolwork only and not for personal reasons. I will immediately tell a teacher if anything inappropriate appears on my screen.

**I am responsible for how I treat other people.** I will not write mean, hurtful, or embarrassing comments, pictures, or videos. I will not make fun of anyone, cyber-bully, or intentionally exclude my peers from group-work. I will tell a teacher if I see anything hurtful to another scholar.

**I am responsible for protecting the security of the Goodwin network.** I will not try to change security settings or install any software on school technology without

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permission. I will not use a personal device in school without a teacher's permission. I will maintain programs and files the way that they have been organized for us and will not change, delete, or move files.

**I am responsible for protecting Goodwin and Riverside Magnet School property.** I will not break or destroy any computer equipment on purpose. I will not move or misuse any equipment, including headphones, keyboards and mice, without permission.

**I am responsible for protecting other people's property online.** I will not plagiarize. When I use information from a website, I will properly give credit to content, images, video, and music by citing my work.

**I am responsible for following school rules if I publish anything online.** I will not publish anything online without permission. I will keep my full name, phone number, address, and other personal information private on the internet.

### **Basic technology guidelines to prevent the loss of technology privileges at school:**

#### **This means I will:**

- Ask permission before using a device;
- Only use the device for educational purposes;
- Stay on task when using a device;
- Use only approved apps and websites;
- Treat all equipment gently;
- Keep my passwords secret;
- Give credit for images and words;
- Print only when I have permission;
- Use electronic communication in a safe manner and for school-related purposes.

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### This means I will not:

- Access the Internet or apps without teacher permission
- Search for, produce, or upload content/images/videos that could disrupt the school day;
- Download or install anything without permission from a teacher;
- Make changes to hardware and software;
- Use another person's device without the teacher's permission;
- Use another person's user name and/or password;
- Cyberbully, harass, or discriminate;
- Post, send, or store online or on the school computer or network information that could endanger others;
- Try to get through the Internet filters.

I, \_\_\_\_\_, acknowledge that I have read the 2024-2025  
(Scholar Name)

Riverside Magnet School Technology Contract, and have reviewed its contents.

I, \_\_\_\_\_, acknowledge that I have read the 2024-2025  
(Parent/Guardian Name)

Riverside Magnet School Technology Contract and have reviewed its contents with my child.

**Scholars and parents/guardians are asked to read, sign, and return the Technology Scholar Responsible Use Guidelines, by Friday, September 13, 2024.**

Hello Riverside Magnet School Families,

Goodwin University Magnet School Systems uniform is focused on creating a learning environment for all scholars.

Riverside Magnet School's uniforms promote a greater sense of community, school pride and respect among scholars. At Riverside Magnet School at Goodwin University, we choose to create a caring and positive learning community by taking care of ourselves, each other, and the environment.

Acceptance of admission to RMS implies agreement to abide by our school's dress code. The RMS logo **IS NOT REQUIRED** in the elementary grades. The dress code for RMS requires scholars to wear school approved shirts, pants, and shoes. The uniform policy outlined below is mandatory for all students in grades K-5 and optional for pre-k students.

**Polo shirts, sweaters, fleeces, sweatshirts:**

- Must be solid royal blue or navy
- Sweaters, sweatshirts, and fleeces must be solid colored in royal blue or navy

**Shorts/Pants/Capris/Skirts/Jumpers:**

- Must be solid colored in khaki

**Expectations:**

- Clothing must be free from rips or holes.
- Must be worn at the waist
- Shorts and skirts must fall within 6 inches of the scholar's knee.

**Not Allowed:**

- Hoods on heads
- Tank tops, tube tops, crop tops
- Jeans, leggings, jeggings, sweatpants, workout/athletic wear, or anything made with athletic or stretch material
- Camouflage or other patterns are not acceptable
- Sleepwear - no pajamas, do-rags, bonnets, hair scarfs, blankets

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**Footwear:**

All shoes must have soles. Slippers, rubber flip-flops, and slides are not allowed. While closed toed shoes are not a necessary part of the daily dress code, due to the nature of our academic programming scholars may be required to wear shoes that are closed toed and closed heel for some classes in the science labs as determined by the teacher. Sneakers are required for Physical Education classes.

**Other Important Dress Code Information:**

Hats: Scholars may not wear hats, hoods, do-rags, skullcaps, bandanas, bonnets or any other type of head covering unless it is for religious or medical reasons.

Sunglasses: Scholars may not wear sunglasses in school.

Coats/Jackets: All outerwear that is not part of the uniform must be taken off when scholars enter the classroom.

Dress Down Days: All scholars can dress down and do not have to be in uniform on any Friday that is a half day of school. Please be mindful of our dress code expectations during dress down days.

**Dress Code Item Donation-**

Scholars and their families are encouraged to donate clean, gently used dress code items that are no longer wanted to the school. Such donations may be brought to the main office.

\*\*Families in need of financial assistance should contact Casey Guiheen, Studio and Community Coordinator [Cguiheen@goodwinmagnetsystem.org](mailto:Cguiheen@goodwinmagnetsystem.org)

Dress down days will be on special occasions, including opportunities to wear jeans (without holes/rips), athletic wear, hoodies, etc.

As always, if you have any questions or concerns regarding the uniform policy and or dress code, please feel free to contact me.

Regards,

Kim Matthews



## Walking Trip Permission Form

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Riverside Magnet School  
Kimberlee Matthews, Principal  
Meaghan Freeman, Assistant Principal

Throughout the school year, scholars may have the opportunity to participate in learning experiences that further enrich our school curriculum and will provide scholars with an enhanced educational experience beyond the classroom. These experiences would include walking trips to different places on our Goodwin Campus. Please complete the form below for your scholar to participate

*Families will be notified in advance if scholars are leaving RMS*

I (Parent's name) \_\_\_\_\_ give permission for my child (Child's name) \_\_\_\_\_ to attend walking trips on the Goodwin University campus for the 2024-2025 School year. This would include the following places:

- Goodwin Main Building
- Goodwin Field
- CTRA Middle Building
- CTRA High School Building

In case of an emergency, I give permission for my child to receive medical treatment and in case of such an emergency, please contact:

Name (please print) \_\_\_\_\_

Phone number(s) \_\_\_\_\_

I understand that my child's classroom teacher will notify in advance of walking trips to the university campus.

\_\_\_\_\_  
Parent Name (Print)                      Parent/guardian signature                      Date

*\*This form will be kept on file for one school year.*





## Image Release Form

Riverside Magnet School  
Kimberlee Matthews, Principal  
Meaghan Freeman, Assistant Principal

August 5, 2024

RE: **Image Release**

Dear Parents/Guardian,

Please complete this Image Release permission form and return it to your scholar's teacher by **Friday, September 13, 2024**.

Parent/Guardian Name (Print): \_\_\_\_\_

Scholar's Name (Print): \_\_\_\_\_

Scholar's Grade: \_\_\_\_\_ Scholar's Teacher Name (Print): \_\_\_\_\_

I hereby authorize Goodwin University Magnet System, and Connecticut Regional School Choice Office (collectively, the "Educational Entities") **to photograph, videotape, and/or interview my child**. Such photograph, videotape, and/or interview may be done by Educational Entities staff or individuals authorized by the Educational Entities. These photographs, videotapes, and/or interviews may be published in any form and for the purposes of **public relations announcements** by the Educational Entities, the **internet and social media sites** of the Educational Entities, printed publications by the Educational Entities, or other articles used by the Educational Entities. I further authorize the Educational Entities to use any existing photographs, videotapes, and/or interviews of my child for such purposes and in such forms. I acknowledge that since my child's participation in the photographs, videotapes, and/or interviews is voluntary, we will receive no financial compensation. This authorization is not revocable as to any use that has already occurred at the time of such revocation. I waive any confidentiality rights as I may have related to such photographs, videotapes, and/or interviews. I understand that if my child will be identified by name in a photograph, videotape, or interview, I as parent/guardian will be contacted for permission prior to publication. I further agree that my child's participation in any photograph, videotape, and/or interview produced by the Educational Entities grants to me and/or my child no rights of ownership whatsoever and I and my child assign to the Educational Entities any rights of ownership we may have. I release the Educational Entities and their employees/contractors from any liability for any claims by me, my child or any third party in connection with such participation.

**YES**, I give permission for my scholar to be photographed, videotaped, or interviewed for the purposes listed above \_\_\_\_\_

**NO**, I DO NOT give permission for my scholar to be photographed, videotaped, or interviewed for the purposes listed above \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*This form will be kept on file for one school year.** Thank you for your continued support! If you have any questions, please contact Casey Guiheen; Family and Community Outreach & Engagement Coordinator at [cguiheen@goodwinmagnetsystem.org](mailto:cguiheen@goodwinmagnetsystem.org).





## Family Directory Form

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Riverside Magnet School  
Kimberlee Matthews, Principal  
Meaghan Freeman, Assistant Principal

August 5, 2024  
RE: Family Directory

Dear Riverside Families,

Each year, to help support communication amongst our RMS families, we put out a school directory. The purpose of the directory is to further develop our school community, allow families to reach out to one another directly, and bring children from different neighborhoods and towns together.

Out of respect for people's privacy, we are asking that you give permission and complete the form below.

Scholar Name: \_\_\_\_\_ Scholar Grade: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

**Please check one of the following:**

\_\_\_\_ I do NOT want my child listed in the Riverside Magnet School Directory.

\_\_\_\_ I DO WANT my child listed in the Riverside Magnet School Directory.

\*NOTE: If we do not receive this form back by \_\_\_\_\_, your child WILL NOT be listed in the directory.

**If you opt IN to the RMS school directory, the following will automatically be published in the 24-25 SY Directory:**

- Scholar First and Last name
- Parent First and Last Name (Both parents as listed in our system)
- Parent(s) Email
- Town in which you reside
- Email will be shared with your child's room/grade level parent and The RCC

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date



## Assumption of Risks for Field Trips

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Riverside Magnet School

*Kimberlee Matthews, Principal*

*Meaghan Freeman, Assistant Principal*

Assumption of Risks: Participation in school field trips, outings and events carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another, but the risks range from:

- 1) minor injuries such as scratches, bruises and sprains to
- 2) major injuries such as broken bones or severed limbs or
- 3) catastrophic injuries including death from drowning

I have read the above and understand and appreciate these and other risks that are inherent in school outings especially where water activities are likely. I hereby assert that my child's participation is voluntary and that I have knowledge of the danger involved and all such risks of property damage, personal injury or death.

**Parent/Guardian's Signature:** \_\_\_\_\_

**PRINT Parent/Guardian's Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Indemnification and Hold Harmless: I also agree to INDEMNIFY AND HOLD Goodwin University and its subsidiaries and its employees, volunteers, agents HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees brought as a result of my or my child's involvement in participation a field trip and to reimburse them for any such expenses incurred.

**Parent/Guardian's Signature:** \_\_\_\_\_

**PRINT Parent/Guardian's Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**SHOULD A MEDICAL EMERGENCY ARISE ON THE TRIP, I ALSO GIVE MY PERMISSION FOR MY CHILD TO RECEIVE APPROPRIATE MEDICAL TREATMENT.**

**EMERGENCY CONTACT NAME** \_\_\_\_\_ **RELATIONSHIP** \_\_\_\_\_

**EMERGENCY CONTACT TELEPHONE NO.** \_\_\_\_\_

**PARENT/GUARDIAN SIGNATURE** \_\_\_\_\_