



**STUDENT
AND
PARENT
HANDBOOK
2025-26**

TABLE OF CONTENTS

SPECIAL NOTE

This handbook was prepared to give students and parents information about school policies and procedures. The information within this handbook is subject to change according to state, district, and local level policy changes that may occur throughout the year.

01

Welcome, Our Vision, Mission and Mantra

02

Visiting The School/Volunteering

04

General Policies

06

Family Values

08

Student Behavior

11

Student Services

12

Lunch and Breakfast

13

Transportation

15

Safety Plans

WE ARE FAMILY



Dear Chief Families,

Our Riverside Elementary faculty and staff would like to welcome you and your family! We are committed to making RES a caring and safe environment where all children can grow and learn. It is our mission to help each child develop to his or her full potential. We value your input into the educational process and welcome your feedback and efforts to support our school's goals. Our partnership with you is key to the success of your child. We hope that this handbook will answer many of your questions about our daily procedures. We look forward to working with you to make this the best year! Welcome to the CHIEF FAMILY!

Sincerely,

Melissa Wolfe, Principal

Michael Russo, Assistant Principal

Troy Green, Behavior Coach

Diana Brown, School Counselor

OUR VISION

At Riverside Elementary, we strive to be a premier, world-class elementary school in which every student acquires an excellent education. Our school will be a welcoming center organized around high-quality teaching and learning.

OUR MISSION

At Riverside Elementary, our mission is to foster a community where everyone feels loved, respected, and encouraged in order to develop to their full potential!

OUR MANTRA

At RES, we dream, believe and achieve in order to succeed!



VISITING/VOLUNTEERING

*****REMEMBER** ANY TIME YOU VISIT THE SCHOOL YOU MUST BRING YOUR ID. ALL VISITORS WILL GO THROUGH A WEAPONS DETECTOR AND BAGS WILL BE SEARCHED. PLEASE ONLY BRING YOUR ID AND KEYS IN THE BUILDING.**

GENERAL VISITOR INFORMATION

- All visitors must enter through the front office to be screened. Visitor's passes must be worn while traveling throughout the building.
- Any extended visit must be planned in advance with the principal or assistant principal.
- If you would like to conference with the teacher or principal, please call in advance to schedule an appointment.
- Parent-teacher conferences may be held in person, virtually, or by phone.

LUNCH WITH CHILDREN

The first few weeks of school are used to help practice lunch procedures. Parents will be allowed to visit lunch **after Labor Day**. Parents must sit with their child only at the round tables at the front of the cafeteria. We have very limited seating, but will allow parents if seating is available.

Please be mindful that only your child is allowed to sit with you. We are aware there are many relatives among classes/grades but for the safety of all children we ask you only sit with your child.

ESCORTING STUDENTS TO CLASS

For security reasons, parents are not allowed to walk students to class each morning. We have staff positioned along all pathways to classrooms to provide direction and guidance. Parents should utilize the car rider line to drop students off upon arrival.

JOINING SCHOOL COMMITTEES

Volunteer and support our school by joining our PTO, School Improvement Council, or our Title 1 Planning Committee. Reach out to the front office to get connected with our committees and volunteering opportunities. Our front office is open from 7 am to 4 pm daily.

HCS Chaperone Guidelines

1. Horry County Schools requires all chaperones to complete an online Volunteer registration form that authorizes a criminal background check. Applications can be completed at the HCS website.
2. Let your child's teacher know if you can serve as a chaperone when the field trip is announced. Teachers need to know how many people will be participating in order to finalize plans for buses, tours, admission fees, and/or meals.
3. All students must be closely supervised at all times. The teacher will assign students to each chaperone and will develop and distribute a schedule for the day. Students will wear identification tags and stay with their chaperone for the entire field trip.
4. Chaperones may not transport students in privately owned vehicles.
5. Parents are not permitted to ride in Horry County School's vehicles, including school buses.
6. Ensuring the safety of students is more challenging and complex on a field trip than while students are at school. Taking on the role of chaperone means a great deal of responsibility.

WANT TO BE A PARENT VOLUNTEER AT RES?

Volunteering at a school can have a positive impact on the academic success of a child.

Horry County Schools requires all volunteers, including field trip chaperones, to complete an online Volunteer Registration form that authorizes a criminal background check. You will have to complete the application yearly.

If you plan to volunteer during the school during the 2024-2025 school year, please complete the volunteer application in enough time to be approved prior to an event.

Volunteer Application:

<https://www.horrycountyschools.net/Page/916>

GENERAL POLICIES



DAILY SCHEDULES

School will begin promptly at 7:30 am and dismiss at 2:30 pm. Parents who transport students are requested to have them at school by 7:25 am and be in the car rider line by 2:30 pm. No students should be dropped off at school earlier than 7:00 am.

TARDINESS TO SCHOOL

Students arriving on campus via the car line after 7:30 am are considered late. Parents must park and walk their child in to sign them in. **Bring in your photo ID to speed up the sign in process.**

EARLY SIGN-OUTS

Classroom instructional time is critical for our students to maximize growth and learning. Every minute counts! Please do not sign your child out of school early unless it is an extreme emergency. Anyone signing a student out early must be listed in the emergency information in PowerSchool and show proper identification. Early sign-outs count as tardy for student attendance.

SIGNING OUT OF SCHOOL

Only the parent/guardian or emergency contacts listed in PowerSchool will be allowed to sign a student out of school.

STUDENT AND EMERGENCY CONTACT INFORMATION

The safety of students is paramount. It is extremely important that we have the most current information for every student including, but not limited to health issues, addresses, phone numbers, custody issues and transportation. This information is vital during emergencies. If any information needs to be changed during the school year, parents should notify the office of the change[s] immediately. Parents will then have to make the necessary changes through PowerSchool.

Please provide the school with copies of court custody documents. Children of estranged parents may be released only upon the request of the parent whom the court holds directly responsible for the child and who is the parent or guardian registered on the school record. The school cannot be party to other arrangements with estranged parents.

CLEAR BACKPACKS

Clear backpacks are an HCS requirement for the 2024-25 school year. All backpacks must meet the HCS criteria, outlined at this link: <https://www.horrycountyschools.net/clearbackpacks>.

If a student brings a backpack that does not meet the HCS Clear Backpack Policy guidelines, the following steps will be taken: 1st Offense - Warning, Parent/Guardian will be contacted & warning letter will be sent home. The backpack will be held at school until a parent/guardian picks it up.

LOST AND FOUND ITEMS

If a student loses an article at school the student should check the lost and found storage area. When an article is found at school, it should be taken to lost and found. All Lost and Found items remaining at the end of each quarter will be donated to local charities.

PROMOTION/RETENTION

A student must attend a minimum of 170 days each year out of the 180-day school year. Students who have more than 10 unexcused absences, will not be promoted to the next grade. Any student with over 10 absences must have a doctor's excuse for each absence. A written excuse should be brought to school the day the student returns.

HORRY COUNTY SCHOOL BOARD POLICY INCLUDES THE FOLLOWING:

1. When a student is absent from school, he must bring a note from his/her parents which states the reason for the absence.
2. For each absence in excess of ten days, a child must have a written excuse from a doctor which explains the reason for the child's absence. This excuse must be submitted to the school within 3 days of the student's absence.
3. If a child is tardy, he or she must report to the school office before going to class. If a student fails to do this, he will be counted absent for the day. Parents should come to the front door to sign their child in after the tardy bell rings.

TRUANT

A child ages 6-17 meets the definition of a truant when the child has three (3) consecutive or (5) total absences unless the absences are excused by a medical doctor's written statement, proof of bereavement or principal approval.

When a child is determined to be truant, school officials will make every reasonable effort to meet with the parent(s) or guardian(s) to identify the reasons for the student's continued absence. The efforts can include telephone calls and home visits, both during and after normal business hours, as well as written messages and email.

*An Attendance Intervention Plan (AIP) must be initiated following 3 consecutive or 5 cumulative absence days not excused by a medical doctor's note, proof of bereavement, or principal's approval.

****Students who are signed in after 11:00 AM or signed out before 11:00 AM are considered absent for the day.**

Outside Therapies - HCS Policy

If a parent chooses to use a provider other than what is offered through Horry County Schools, services should be scheduled outside of the school day so that it will not interfere with his/her academic success. We realize that some appointments cannot be made outside of the school day; therefore, if it is absolutely necessary to remove your child from school for the therapy appointments, we strongly recommend that the days/times during the school week are alternated from week-to-week so your student is not missing large amounts of time in one particular class. Please understand that we want to work collaboratively with you to provide service for your child.

South Carolina's attendance requirements and truancy guidelines will be enforced. Please also understand that at no time will we excuse siblings who do not have a therapy appointment. If a student misses the same instructional time for 3 consecutive days/weeks, the therapy notes will be unexcused.

Family Values

All families work to instill values and traits. At RES we want to do the same. The following 9 traits/values are what we are striving to instill in all who walk through our doors.

9 Family Values

- Kindness: being generous, considerate, and friendly
- Integrity: doing the right thing no matter what
- Growth Mindset: belief that you can get better at something by dedicating time, effort, and energy
- Initiative: doing what needs to be done without being asked
- Self-Advocacy: being able to voice your needs, thoughts, and feelings
- Awareness: being aware of what is going on around you and responding appropriately
- Accountability: accepting responsibility for your actions
- Responsibility: doing what you are expected to do
- Work Ethic: believing that hard work matters and helps you grow
- Perseverance: not giving up when something is hard

Ways to Promote Family Values:

When students are caught using a family value they will be nominated for a Refrigerator Moment. They will receive a shout out on morning announcements, a treat, and a magnet to remember this moment.

Commitment Statement

We are family. As a family we keep our community safe and protect our learning.

Non-Negotiables:

As a Riverside family, we believe it is our job to stay safe and protect learning. This is the foundation of all we are as a school community. Actions that interfere with safety or learning violate our core rules. Any action that impairs either the safety or learning of others will result in a consequence relative to the nature of the action. The faculty and staff of Riverside Elementary understand that it takes an entire school community working together to create student success. Therefore, it is important that both students and parents understand the expectations set forth by Riverside Elementary.

How we will promote safety and the protection of learning:

We will promote the safety and protection of learning through a class badge system. Classes who are caught by non-homeroom teachers following procedures throughout the building will earn badges. Badges can be earned for classes following hallway procedures, lunchroom procedures, classroom procedures, special area procedures and being excellent for a substitute. Badges will be posted outside of the homeroom classes room in the hallway to be a point of pride for each class.

On the last day of each month students who have not received any discipline referrals for that month (bus referrals are not included) will get to participate in grade level clubs. If a student has received a referral they will go to a club that will provide additional practice on classroom and school procedures.

At the end of each quarter students who have not received any discipline referrals for that 9 weeks (bus referrals are not included) will get admission to participate in a quarterly Family Celebration. If a student does receive a referral then he/she will participate in a behavior intervention lesson with our school behavior coach.

STUDENT BEHAVIOR

As a member of our Riverside family, it is important that each person work to keep our school safe and protect the learning that is taking place. Acceptable behavior is an important part of a student's education, as this determines his/her ability to get along with others, to live a happier life, and to make a worthy contribution to society. No one has the right to prevent a teacher from teaching or a student from learning.

The following outline is a guide to help keep students accountable for their actions that deter from the safety and learning in our school. Please refer to the [HCS Student Policy Guide](#) for more details about written discipline referrals and possible consequences.

CANDY

Candy and snacks may be brought to school and eaten in the cafeteria. If candy or snacks are eaten in the classroom without the teacher's permission, the teacher has the right to take the food and dispose of it.

DRINKS

Students are allowed to bring water bottles to school. Only water should be brought to school. Students will not be allowed to bring sodas, coffee, tea, etc. from home. Milk and juice are served at breakfast and lunch in the cafeteria.

ITEMS NOT TO BE BROUGHT TO SCHOOL

Toys, games, cards [athletic or playing], I-Pods, cameras, or any other item that would interfere with our educational program are not to be brought to school by students at any time. The school will not be responsible for lost or stolen items. Items brought to school will be taken from the student by the teacher/administration and will be returned only to a parent or guardian. Parents will be notified when students bring unauthorized items to school so that they may retrieve them. The school will not be responsible for items that have not been retrieved within thirty [30] days of notice.

MINOR OFFENSES

Minor offenses in the classroom are handled by individual classroom plans which are constructed and implemented by each teacher with the support and cooperation of the administration. When the teacher's attempts have not brought about change, the teacher will write an office referral.

STUDENT BEHAVIOR CONT.

WRITTEN OFFICE REFERRALS

When a child receives a referral, an administrator or teacher will contact the child's parent or guardian to inform them of the incident and consequence. NOTE: Referrals submitted after 1:30 pm may not be processed until the following day. The child will have a paper copy of the office referral to take home and/or a digital copy will be emailed to the parent/guardian. The office referral has a detailed description of the incident and what consequence was given.

FIGHTING

Fighting will not be tolerated at Riverside Elementary School. Students who engage in fighting will immediately be referred to the administration. Consequences for fighting will be determined by administration after an investigation takes place and may include the following:

1. 1st Offense - 3 days OSS or Suspension pending hearing
2. 2nd Offense - up to 5 days OSS or Suspension pending hearing
3. 3rd Offense - up to 10 days OSS or Suspension pending hearing

BULLYING

Bullying is:

- a behavior that hurts or harms another person physically, socially or emotionally,
- an inability for the target to stop the behavior and defend himself or herself,
- an imbalance of power that occurs when the student doing the bullying has more
- physical, emotional or social power than the target,
- a repetitive behavior

Riverside Elementary is a bully-free zone. The staff of RES takes all bullying accusations seriously. Please report any concern regarding bullying to your child's teacher or administrator. The guidance counselor, assistant principal and principal will work together with your child and his/her teacher to investigate and resolve the situation. When an incident is found to in fact be bullying, it is an automatic 3 day or more suspension.

Riverside Elementary has an anti-bullying plan in place to teach students about bullying and includes preventative measures to create a safe, nurturing environment.

Parents may contact the RES guidance counselor for other resources on bullying

Additional bullying resources may be downloaded at the Horry County Schools website:

<https://www.horrycountyschools.net/Page/12935>

Anonymous bullying reporting may be done at the following URL:

<https://www.horrycountyschools.net/site/Default.aspx?PageID=10117>

LEVELS OF DISCIPLINE OFFENSES

LEVELS OF DISCIPLINE OFFENSES

The District expects students to conduct themselves appropriately including, but not limited to, behaving with honesty, integrity, fairness, truthfulness, trustworthiness, and respect for the rights of others. Consequences for violating school rules will be determined based on each individual incident and level of behavior. There are three levels of discipline offenses listed below with a brief description and a few examples. For more information concerning student behavior and discipline, please refer to Horry County Schools Parent Student Handbook.

LEVEL I – DISORDERLY CONDUCT

Disorderly conduct is defined as those activities engaged in by a student which tend to impede orderly classroom procedures or instructional activities, the orderly operation of the school, or the frequency or seriousness of which disturb the classroom or school. Examples of Level I Disorderly Conduct may include but are not limited to the following: failure to complete assignments, lying, disturbing class, forging notes, profanity, cheating, tardiness, littering, etc.

LEVEL II – DISRUPTIVE CONDUCT

Disruptive conduct is defined as those activities engaged in by a student which is directed against persons or property and/or the consequences of which tend to endanger the health or safety of oneself or others. Some instances of disruptive conduct may overlap certain criminal offenses justifying both administrative sanctions and court proceedings. Level I Disorderly Conduct may be reclassified as disruptive conduct (Level II) if it occurs three or more times. Examples of Level II Disruptive Conduct may include but are not limited to the following: abusive language to staff, tobacco violation, fireworks possession, disrespect to staff members, threats to students, stealing, minor vandalism, etc.

LEVEL III OFFENSES

Level III offenses are defined as those activities engaged in by a student which results in violence to oneself or to another's person or property or which pose a direct and serious threat to the safety of oneself or others. These activities usually require administrative actions that result in the removal of the student from the school, the intervention of law enforcement authorities, and/or action by the Board. Please see the HCS Student Policy Guide for more details about level III offenses.

STUDENT SERVICES

Media Center

If you have not already, please be sure to complete the technology parent permission form. We cannot issue a device to your child without this form completed and signed. Ask your child's teacher if you are in need of a copy.

If you have an outstanding technology fee from last school year, this payment must be made before we can issue an iPad to your child this year.

Please be sure to log in to mypaymentsplus.com to pay the optional tech fee. There is a fee if the iPad is broken or damaged but the insurance will significantly decrease the cost.

School Nurse- Student Medications

In case of an accident, first aid is given by authorized personnel or the school nurse. In cases of serious accidents or illnesses, every effort is made to contact the parents.

For a student to bring medication to school the following requirements must be met:

Prescription Medications:

1. Must be clearly identified as to the name and type of medication.
2. Must be in the original container,
3. Must carry a prescription label with the child's name, medication name, dosage instructions, doctor's name, and prescription date.
4. The prescription must be current.
5. Medication will be given by our school nurse or designated personnel.
6. In order for a child to be given prescription medicine at school, the child's health care practitioner and the child's parent or guardian must sign a permission form that can be obtained from the nurse.

Non-prescription Medications:

1. Must be in the original, unopened, age appropriate container (Tylenol, ibuprofen, etc.)
2. Must be clearly identified as to the name and type of medication and dosage instructions.
3. In order for a child to have non-prescription medicine administered at school, a child's parent or guardian must sign a permission form.

Before any medication can be given, the school medication form must be filled out and signed by the parent. This form gives the school nurse or designated staff member the permission to administer medication. **All medicines should be delivered to school by a responsible adult. Students cannot transport medicines on the school bus.**

BREAKFAST AND LUNCH

Free Breakfast and Lunch

Breakfast and lunch will be provided at NO COST to families this year. The menu is subject to change based on food availabilities.

If a student chooses to eat breakfast, he/she MUST go to breakfast before going to class. Students who go to class or play in the hall will not be allowed to choose to go to breakfast at a later time.

We will not be able to accept Door Dash or Uber Eats food deliveries. You may bring food to your child, but for safety reasons we cannot accept deliveries.



A LA CARTE CAFETERIA ITEMS

Students have the option to purchase additional meal components every day. Other items, such as packaged snacks, ice cream treats, 100% juices, and bottled water may also be available for purchase at a la carte prices. A la carte items offered at all grade levels meet current USDA Smart Snacks regulations and are approved for sale in schools. Ala carte items may be purchased with cash at the time of purchase or by prepaying money on the student's cafeteria lunch account. The charging of a la carte items is not permitted. Prepayments can be made with cash or check to your student's school cafeteria or with a credit/debit card by setting up an account at www.myschoolbucks.com . For more information about the availability of a la carte items, please contact your student's school cafeteria manager, Mr. Tyrone Gause.

TRANSPORTATION

EARLY DISMISSAL PROCEDURES

Students who have appointments after school and need to leave early should be signed out prior to 2 p.m. Remember that signing your child out early counts as an early dismissal for that day, unless you send in a doctor's excuse. Students may not be signed out between 2:00—2:30 p.m. Students will not be dismissed from the front office, car riders should be picked up in the car line.

TRANSPORTATION CHANGES

Transportation changes will only be accepted from the parent or guardian in writing. Notes can be sent in with your child or emailed to REStransportation@horrycountyschools.net. The email must come from the parent email on file. All changes must be made in writing prior to 1:30 p.m.

CAR RIDER UPDATES

Our morning drop off line flows smoothly. Please make sure that your child dropped off in time to be in the building by 7:30 in order to not be counted tardy.

Thank you families for making sure that your new car rider tag is displayed during pickup! Our pickup line begins at 2:35 pm and has been cleared typically by 2:55 pm. Thank you for being at school on time to pick up your children! Car rider tags are required to pick up students in the car line. If you need extra tags, please stop by the front office with your ID.

BUS TRANSPORTATION

For questions about specific bus stops or times, please contact the **North Myrtle Beach Bus Office at (843) 399-8575**. Your child's bus may arrive 10 minutes early or up to 10 minutes late, so please be at the stop accordingly. CD-Kindergarten students are part of our tag program which requires an adult to be at the bus stop in order for CD and Kindergarten students to be let off the bus. Older siblings cannot be responsible for younger siblings in these grades. Please be sure that you have made arrangements so that your child knows who is picking them up at the bus stop in the afternoon. If an older child says that they do not feel comfortable getting off the bus without a parent at the stop, they will be returned to school.

TRANSPORTATION CONT.

BUS RULES

Please keep in mind that riding the school bus is a privilege. It is extremely important that students follow the expectations at all times for the safety of everyone on the school bus. The following are the bus expectations at Riverside Elementary School. These rules apply to all students in grades CD-5th grade. These expectations apply when riding the bus to and from school as well as on school sponsored events and field trips.

1. Use quiet / whisper voices when talking.
2. Keep your hands, feet, and objects to yourself.
3. Respect the bus driver and other students.
4. Remain seated in your assigned seat (or the seat the bus driver instructs you to sit in).

BUS OFFENSE CONSEQUENCES

Students will be given verbal warning by bus drivers before any bus referral is written for administration, except in cases of major behavior (Level 2 or 3). Once a consequence has been issued parents or guardians will be notified by administration by phone and a letter will follow.

Please note: If a parent/guardian is not reached, a bus discipline note will be sent home outlining the infraction and consequence.

The administration of Riverside Elementary may take other disciplinary action not specifically outlined when deemed appropriate including, but not limited to:

- recess and lunch detention
- bus suspension up to 10 days
- removal from bus for remainder of the school year
- in-school suspension, withdrawal of privileges
- out of school suspension
- suspension pending hearing

SAFETY PLANS

Safety is a top priority in our school district, as well as Riverside Elementary. Over the course of each year, our students and staff practice various drills including fire, earthquake, tornado, and lockdown drills. These safety measures are a critical step in ensuring our students and staff can react quickly in case of an actual emergency.

Although we hope to never have to use these situations aside from practice and drills, it is important to know that our school will always err on the side of caution to protect our students and staff.

Drills that we practice throughout the year include:

- Fire Drill: Fire drills are conducted monthly. Students practice evacuating the building quickly and safely.
- Tornado Drill: When a tornado warning is put in place for our school, students and staff are relocated to the interior until the warning is lifted. This is practiced during a statewide drill in March, as well as throughout the year.
- Earthquake Drill: The “Great Shakeout” drill is practiced every October. Students and staff practice these three steps: drop, cover, and hold on until the shaking stops.
- Secure Drill: Secure is called when there is something potentially dangerous outside of the building. Students and staff are brought into the building and exterior doors remain locked.
- Lockdown Drill: A Lockdown is called when there is something potentially dangerous inside of the building. Students and staff are trained to enter or remain in a room that can be locked, and maintain silence.
- Reunification Drill: In the event of an emergency that does not allow us to dismiss normally, our staff practices where we would go to keep our students safe and how we would ensure that they were reunified with an approved adult. Please be sure that your child’s emergency contacts are updated in PowerSchool. Students can only be released to guardians and emergency contacts.

SAFETY PLANS CONT.

-Weapons Detection Screening: This will take place daily. Wanding may also take place if necessary based on the results of the weapons detection screening. All backpacks must be clear. Any lunchboxes or purses may be wanded and searched daily.

Please have conversations with your children about bringing things to school that they should not have and the consequences that can come from those choices. Toy knives, guns, look alike weapons, etc. will be treated as weapons and there will be consequences for having them on school property. We thank you for your continued support in working with us to ensure the safety of your children. Your child's safety is our top priority!