RIVERSIDE ELEMENTARY COMMUNITY SCHOOL

Faculty/Staff Handbook

2013-2014

Mrs. Erica Paramore-Respress
Principal

Mrs. Anna Maria Navarro
Assistant Principal

Mrs. Lana Vecino
Assistant Principal
Miami-Dade County Public Schools
The School Board of Miami-Dade County, Florida

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Student Advisor

Mr. Alberto M. Carvalho

Superintendent of Schools

Mrs. Valtena G. Brown

Chief Operating Officer, School Operations
Miami-Dade County Public Schools

VISION
We are committed to provide educational excellence for all.

MISSION
We provide the highest quality education so that all of our students are empowered to lead productive and fulfilling lives as lifelong learners and responsible citizens.

CORE VALUES

Excellence
We pursue the highest standards in academic achievement and organizational performance.

Integrity
We build positive relationships through honesty, respect and compassion, which enhance the self-esteem, safety, and well-being of our students, families and staff.

Equity
We foster an environment that serves all students and aspires to eliminate the achievement gap.

Citizenship
We honor the diversity of our community by working as a team to ensure the educational success of all of our students and recognize that our obligations go beyond our professional responsibilities to promote democratic principles.
Riverside Elementary Community School

VISION

The vision of the Riverside Elementary Community School family is to help children achieve academically and socially, guiding them to become respectful, responsible and educated members of society.

MISSION

The dedicated educators and staff of Riverside Elementary Community School work cooperatively with our parents, community and each other to develop independent student leaders through a variety of academic strategies and social activities that empower our students to be owners of their future.
**ABSENCES – STAFF**
Staff members who plan to be out are to advise Ms. Melendez a minimum of 24 hours prior to the expected absence. Only in case of an emergency is Ms. Melendez to be notified after school hours before 8:00 p.m. or between 6:00 and 7:00 a.m. on the morning of the unexpected absence at (786) 287-1970. After 7:30 a.m., please call the school. By contract, teachers and paraprofessionals must inform the school of their absence at least one-hour before their workday begins i.e. by 7:15 a.m.

When an emergency substitute has been retained and an absent teacher or full-time paraprofessional has not notified Ms. Melendez 30 minutes prior to the schedule student dismissal time informing her that they will be present the next day, the emergency substitute is entitled to work on the next day and the staff member shall have the option to utilize personal leave or leave without pay.

**ACCIDENT – STAFF MEMBERS**
All staff member injuries must be reported to an administrator immediately in order to complete the required documentation. If necessary, the employee will choose a doctor from the approved Worker’s Compensation Doctors List.

**ACCIDENTS – STUDENTS**
All student accidents must be reported immediately in order to complete the necessary documentation and follow-up with required procedures. Accident reports must be completed by teachers accurately thoroughly and immediately following an accident and submitted to the main office. Parents must be notified by the teacher of any accidents as soon as possible. Copies of accident reports must not be kept in classrooms overnight and the original must be turned in to Ms. Thompson.

**ACTIVITIES**
Prior to planning special events or activities for students, the activity must be approved by the Principal. Please complete the Activity Request Form ten (10) days prior to the scheduled activity and submit to the Principal for approval.

**APPLIANCES**
Please be aware that fire safety codes prohibit appliances in classrooms. No appliances i.e. microwaves, toasters, coffeemakers, etc. can be in any classroom or area where students have access. The aforementioned includes, but is not limited to, the Media Center, general education classroom, special area classrooms, resources classrooms etc.

**ATTENDANCE PROCEDURES**
The presence or absence of each student must be recorded each school day. Teachers are to follow district guidelines in coding unexcused/excused absences and tardies. All teachers must record attendance each morning using electronic gradebook. Each morning, Ms. Thompson, Attendance Clerk, must upload our school’s attendance into ISIS. Any changes you make in attendance in the electronic gradebook after our school’s attendance has been uploaded will not reflect in ISIS. Therefore, it is imperative that you note these changes on the daily attendance bulletin you will be receiving from Ms. Thompson.
All absences are initially marked unexcused until a note is received from the parent indicating one of the excusable absences. District attendance reporting procedures state that “failure to provide required documentation within three (3) days upon the return to school will result in an unexcused absence.”

School Board Rule 66x13-5A-1.041 defines **Excused School Absences** as:

A. Personal illness of the student (medical evidence may be required by the Principal for absences exceeding five (5) consecutive days). The written statement must include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, s/he must be under the supervision of a health care provider in order to receive excused absences from school.

B. Court appearance of the student, subpoena by law enforcement agency, or mandatory court appearance.

C. Absence due to a medical appointment requires a written statement from a health care provider indicating the date and time of the appointment and submitted to the Principal.

D. An approved school activity (absences recorded but not reported).

E. Other absences with prior approval of the Principal.

F. Attendance at a center under Department of Children and Families supervision.

G. Significant community events with prior permission of the Principal. When more than one (1) school is involved, the Region Superintendent will determine the status of the absence.

H. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service should be observed.

I. Death in the immediate family.

J. School-sponsored event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the Principal. The student must receive advance written permission from the Principal. Examples of special events include: public functions, conferences, and regional, State, and national competitions.

K. Outdoor suspension.

L. Other individual student absences beyond the control of the parent or student, as determined and approved by the Principal, requires documentation related to the condition.

**Unexcused School Absences** include absences due to:

A. vacations, personal services, local non-school event, program or sporting activity;

B. older students providing day care services for siblings;

C. illness of others;
D. non-compliance with immunization requirements (unless lawfully exempted).

Head Lice is counted as an excused absence with a parent note for up to three (3) days. After three (3) days, the absences are counted as unexcused. If the child is out of school for an extended period of time with head lice, please inform an Assistant Principal.

A child with head lice cannot return to school or his/her until he/she has been checked by the nurse and determined to be completely free of lice. If a child has been absent due to lice, a teacher cannot accept him/her into the classroom and the child cannot be marked as present without a clearance from nurse to return to class.

For documentation purposes, all notes for excused absences must be submitted to Ms. Thompson the same day they are received. Students granted an excused absence have the right to make up all course work within three (3) school days upon the return to school. Upon the request of the parent/guardian, make-up assignments will be provided within two (2) days by the teacher for excused absences. It should be noted that failure to make-up all assignments will result in lower assessment of the student’s academic and/or effort grade.

All absences that do not fall into one of the above excused categories are to be considered UNEXCUSED. All unexcused absences will result in a zero (0) being issued for any work missed on the day of the unexcused absence.

A daily attendance bulletin will be placed in each teacher’s attendance box at the end of the day. Teachers are to review the bulletin and code the absence of each student listed in the following manner: E=Excused or U=Unexcused.

**AVOIDING PERSONAL INJURY OR LOSS IN SCHOOL**
Staff members should plan their schedules so that it is not necessary to work in the evenings when they may be alone or isolated in the school building. Staff members should exit the school building in small groups or pairs to ensure safety in the parking lot areas. Visible jewelry and other expensive items should not be worn to school. Staff members should also avoid arriving too early to school.

**BULLETIN BOARDS**
Bulletin boards should reflect student generated work and are to be updated regularly at least once per month. Although commercially produced materials may be attractive, students’ work is more representative of classroom instruction.

**CAFETERIA**
Students are to enter the cafeteria in a quiet line with their teachers. At no time are students allowed to enter the cafeteria unattended. Students are to remain in their seats at all times. When students are picked-up, teachers must come into the cafeteria and dismiss students one table at a time. Prior to leaving the cafeteria, teachers must insure that students clear their tables and pick up trash off the floor. Students will not be permitted to go to the restroom during lunch unless it is an emergency. Students are not to be sent out of the cafeteria into the hallway without their teacher being in the hallway to supervise them.
CELL PHONE-STAFF
The use of personal cell phones by staff members are for absolute emergencies only. Cell phones should not be displayed and are not to used during instructional and supervision periods.

CELL PHONES/STUDENTS
According to the Code of Student Conduct, possessing a cellular phone is not a violation of the Code of Student Conduct. However, the following rules must be followed:

- Students shall avoid classroom disruptions, by not displaying, using, or activating wireless communication devices during the instructional day. This includes during class, in the library, during lunch breaks, during class changes and during any other structured activity.
- Students must ensure that devices are turned off during the instructional day.
- Students shall not use wireless communication devices while being transported on a school bus.
- Students must conceal wireless communication devices in a backpack, pocket, purse or other container during the instructional day.
- The school is not responsible if a student’s wireless communication device is lost or stolen.

The possession of a cellular telephone that disrupts the educational process, the use of the cellular telephone during school hours, use of a cellular phone to commit a crime, and the possession or use of a cellular telephone that disrupts or interferes with the safety-to-life issue for students being transported on a Miami-Dade County Public Schools bus, are infractions of the Code of Student Conduct.

CERTIFICATION-TEACHERS
It is a teacher’s responsibility to insure that a copy of his/her most current certificate is on file with Ms. Vecino, Assistant Principal. According to Florida Board of Education rules, it is a teacher’s responsibility to keep their certificate current.

CHAIRPERSON POSITIONS
The position of grade level/department chairperson were selected at the end of the 2012-2013 school year. Grade level/department chairperson meetings will be scheduled after school throughout the school year on a monthly basis. Grade level meetings are to be scheduled once a month.

CHILD ABUSE
Any person, including and not limited to employees of public/private facilities serving children, who has reason to believe that a child has been a victim of child abuse, must report it to the Department of Children and Families (1-800-96-ABUSE). Knowing and willful failure to report suspected or confirmed abuse and willful prevention of another from making such a report is punishable by law. Once a report is made, the principal or assistant principal should be notified by the person who made the report.
CLINIC
Students who are ill or injured must be sent to the clinic. **Students are not to be sent to the clinic without a written pass or accident report from the teacher explaining why they are being sent to the clinic.** Once the child has been seen by the nurse or nurse’s assistant and it is determined that a child can return to class, the nurse or nurse’s assistant will send them back to the class with a note.

**CODE YELLOW/CODE RED**
In the event of an emergency, the primary responsibility of all school personnel is to provide for the safety of all students. In the event a school administrator announces a possible threat to students and staff safety exists within the community (Code Yellow), or an imminent threat to students and staff safety exists within the school (Code Red) students, faculty, and staff will comply with all the procedures outlined in the M-DCPS Critical Incident Response Plan and remain on lockdown until a school administrator makes an “All Clear” announcement.

**CLOSING OF SCHOOL**
The emergency closing of school for any cause, such as weather or in which the safety of individuals may be endangered, is only at the discretion of the Superintendent of Schools.

**COMMUNICABLE DISEASES**
 Teachers should be alert for any evidence of illness throughout the school day. Children obviously ill should be sent to the clinic to minimize spread of the illness and protect the child from developing further health complications. Teachers should report all cases of potential communicable diseases to Ms. Vecino, Assistant Principal.

If a parent reports that his or her child has lice, the teacher must send that child to the clinic. Once a child in a class has been identified as having lice, all students in the class will be checked. **A child identified as having lice cannot return to class or be marked as present until the child has been cleared by the clinic as no longer having lice or nits.**

**COMMON CORE STANDARDS**
The Common Core Standards include all the current requirements of the State of Florida Department of Education and Miami-Dade County Public Schools. Competencies and Objectives are listed on the Next Generation Sunshine State Standards (NGSSS) and Common Core State Standards (CCSS) must be referenced on all lesson plans.

**CORPORAL PUNISHMENT**
Under no circumstances will a staff member administer corporal punishment. This includes hitting, punching, grabbing, pulling, pinching or any other activity causing physical discomfort i.e. writing lines, standing in corner, etc. Any violation of the above must be reported by the school principal to the special investigation unit – Office of Professional Standards.

**CUMULATIVE FOLDERS**
All cumulative folders are to be kept in the locked files housed in the office. Cumulative folders are not to be removed from this area without being signed out by authorized personnel.
Cumulative folders must be returned before 4 p.m. the same day they are signed out. Cumulative folders cannot be taken off campus or kept overnight in classrooms. If you need access to cumulative folders, please see Ms. Melendez, Elementary School Assistant. During the first week of school, teachers are to make sure that there is a cumulative record for each student in their class. **If there is a cumulative folder missing or there is a folder that does not belong to a particular class, please report it to Ms. Melendez, Elementary School Assistant, immediately.**

**CUSTODIAL REQUESTS**
For custodial assistance, the appropriate form should be sent to the office. Students are not be sent to look for a custodian. All custodial requests must be channeled and logged in the front office. If the request is an emergency, a custodian will be sent promptly.

**DETENTIONS**
Students may be issued detentions after school for disciplinary reasons. Teachers are to provide written notification of detentions to parents at least 24-hours in advance and must get parent’s signature prior to the scheduled detentions. **A child cannot be kept after school without parent’s signature authorizing the detention. DETENTIONS MUST BE APPROVED BY MS. NAVARRO or MS. VECINO PRIOR TO SENDING HOME.**

**DISCIPLINE REFERRALS**
Students are not be referred for administrative disciplinary action unless it is a situation that endangers himself or others or is serious in nature. A Student Case Management (SCAM) form with a detailed narrative explaining facts of the incidents must be filled out for each administrative discipline referral as this documentation will become part of a student’s permanent school record. Subjective comments must not be put on SCAMS. Parents contact must be made by the referring party and documented on the SCAM. Ms. Vecino will review SCAMS and take appropriate action as per the Code of Student Conduct.

**DISMISSAL**
Teachers and students should be prepared for dismissal five (5) minutes prior to the designated dismissal time. Second through fifth grade teachers need to send bus students and after care students to their designated areas by 3:00 p.m. or 1:45 p.m. on Wednesdays. All classes must be at their designated dismissal areas by 3:00 p.m. or 1:45 p.m. on Wednesdays. **Be sure that your clock is synchronized with the main office.**

Classroom teachers will walk parent pick-up student and walkers to their designated parent pick-up area and supervise students during parent pick-up. At 3:15 p.m., the remaining students are to be escorted by their teacher to the main entrance of the school where security monitors will provide supervision. **Teachers are not to leave students unattended or send them out the main door without verifying that they are under the supervision of a security monitor.**

Only adults authorized on the emergency contact can to pick up students. Other students and minors cannot pick up students. If a teacher does not recognize an adult picking up a child, they are to ask the security monitor in their dismissal area to contact the main office and verify that the adult picking up the student is authorized to do so.
Special area teachers and support staff personnel will be assigned supervisions posts to assist with school-wide dismissal and bus drop-off supervision. **Supervision dismissal posts are scheduled from 2:50-3:10 p.m. and 1:50-2:10 p.m. on Wednesdays.**

The support and consistency of every staff member during dismissal time is of utmost importance. Please do not schedule parent conferences or meetings during dismissal times as everyone is expected to be assisting with dismissal.

Students may not return to the building after dismissal to wait for friends or siblings, visit with teachers, or retrieve forgotten items.

**DRESS CODE – STAFF MEMBERS**
It is extremely important that all staff members dress appropriately and professionally.

**DRESS CODE – STUDENTS (Board Policy 5511)**
Students are expected to come to school with proper attention having been given to personal cleanliness, grooming, and neatness of dress. Students whose personal attire or grooming distracts the attention of other students or teachers from their school work shall be required to make the necessary alterations to such attire or grooming before entering the classroom or be sent home by the principal to be properly prepared for school. Students who fail to meet the minimum acceptable standards of cleanliness and neatness as determined by the principal and as specified in this policy shall be subject to appropriate disciplinary measures.

Riverside Elementary Community School has a mandatory uniform dress code. School uniforms must be worn everyday.

**Boys**
- **Tops**
  - Royal Blue Polo Shirt (short or long sleeve) with School Logo
  - Yellow Polo Shirt (short or long sleeve) with School Logo
- **Bottoms**
  - Navy Blue Dress Pants
  - Navy Blue Bermudas or Shorts (pre-kindergarten and kindergarten students only)
  - Khaki Dress Pants
  - Khaki Bermudas or Shorts (pre-kindergarten and kindergarten students only)

**Girls**
- **Tops**
  - Royal Blue Polo Shirt (short or long sleeve) with School Logo
  - Yellow Polo Shirt (short or long sleeve) with School Logo
- **Bottoms**
  - Navy Blue Dress Pants
  - Navy Blue Bermudas or Shorts (pre-kindergarten and kindergarten students only)
  - Khaki Dress Pants
  - Khaki Bermudas or Shorts (pre-kindergarten and kindergarten students only)
**EARLY DISMISSAL PROCEDURES**
Teachers are not to dismiss students early from school unless they are called by the main office and asked to send the child to the main office for early dismissal. The office will not send parents to classes to pick up students. **Please be aware that students who are picked up early and not get zeros (0) for any graded assignments that are done during the period of time they are gone unless the parent has provided proof of a medical or dental appointment warranting the early release.** School board rule does not allow students to be dismissed during the last 30 minutes prior to dismissal i.e. 1:20-1:50 p.m. for pre-kindergarten, kindergarten, and first grade students; 2:35-3:05 p.m. for second to fifth grade students; and 1:20-1:50 p.m. for all students on Wednesdays.

**ELECTRONIC GRADE BOOK**
Each teacher must record daily attendance and grades for all subjects taught in the electronic grade book. Grades are to reflect the following: (1) Date and source of grade, (2) At least one grade per subject, per student, per week, and (3) Effort and conduct grades.

**EMERGENCY PROCEDURES**
If an emergency situation should occur on or around the school campus, staff members are to follow District and School Procedures. These procedures are in the Emergency Procedures Handbook provided to staff member in the staff handbook and were reviewed at the Opening of School meeting.

**EMERGENCY STUDENT CONTACT CARDS**
Emergency contact card must be returned by all students. Completed emergency contact cards are to be forwarded as follows: The first card is to be forwarded to the main office. The second card is to be retained by the homeroom teacher, if provided. It is imperative that 100% of all emergency cards be returned for each classroom to the main office. Any changes that a parent makes to cards must be done in the main office. Please be aware that parents cannot put any comments on emergency contact cards. An administrator will make any necessary comments on the cards once legal documentation has been received and reviewed for accuracy.

**EMPLOYEE ASSISTANCE PROGRAM**
A wide range of problems not directly associated with an employee’s job function can have an effect on an employee’s job performance and/or attendance. Assistance will be provided to such employees and their families who are suffering from such persistent problems as may tend to jeopardize an employee’s health and continued employment. The program goal is to help individuals who develop such problems by providing consultation, treatment, and rehabilitation to prevent their condition from progressing to a degree which will prevent them from working effectively. Appropriate measures will be taken to ensure the confidentiality of records for any person admitted to the program. If assistance is needed, the employee may call the Employee Assistance Program at (305) 995-7111 Monday through Friday. In cases of emergency, 24 hours a day at (305) 379-7715.

**EMPLOYEE DIRECTORY**
All staff members are responsible for making sure that their current address and phone numbers are accurate. If any changes should take place during the school year, staff members are to
update the information on the employee portal and notify Mrs. McTaw, Secretary/Treasurer, of the change.

**ENERGY CONSERVATION**
Please make sure to turn off the lights when the class exits the classroom in an effort to conserve energy.

**ENGLISH LANGUAGE LEARNER (ELL) PROCEDURES**
It is imperative that all procedures related to ELL students are followed and that documentation requirements are met. All teachers, including special area teachers, should pay particular attention to the following:

1. Teachers must know their ELL students.
2. Lesson plans must reflect ESOL strategies.
3. Lesson plans must reflect alternative assessment techniques for ELL students.
4. The District’s grading and comment code guidelines for ELL students must be followed.

**FACULTY MEETINGS**
Every attempt will be made to hold faculty meetings on Tuesdays. All full-time instructional personnel and paraprofessional are to attend faculty meetings. Appointments should not be scheduled on Tuesdays. When possible, advance notice will be provided of the dates of the meetings and any changes that may be required.

**FIELD TRIPS**
The procedures outlined in the District and School-site Field Trip Procedures Manuals must be followed.

**FIRE DRILL AND EMERGENCY EVACUATION PROCEDURES**
Each classroom must have two evacuation routes posted. These maps are to be clearly marked with primary and secondary routes. Teachers are to review evacuation procedures with students on the first day of school. Ten (10) mandatory evacuation drills will be scheduled throughout the school year. Please refer to the Emergency Procedures Handbook provided to all staff members and review at the Opening of School meeting.

**GRADE REPORTING**
**Academic Grades**
Academic grades are to reflect the student's academic progress based on the competencies/benchmarks for the grade level/course in which the student is enrolled. The grade must not be based upon student's effort and/or conduct.

<table>
<thead>
<tr>
<th>KINDERGARTEN GRADES</th>
<th>NUMERICAL VALUE</th>
<th>VERBAL INTERPRETATION</th>
<th>GRADE POINT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>90% - 100%</td>
<td>Outstanding progress</td>
<td>4</td>
</tr>
<tr>
<td>G</td>
<td>80% - 89%</td>
<td>Above average progress</td>
<td>3</td>
</tr>
<tr>
<td>S</td>
<td>70% - 79%</td>
<td>Average progress</td>
<td>2</td>
</tr>
</tbody>
</table>
M  60% - 69%  Lowest acceptable progress  1
U  0 – 59%  Failure  0

<table>
<thead>
<tr>
<th>K – 12 GRADES</th>
<th>NUMERICAL VALUE</th>
<th>VERBAL INTERPRETATION</th>
<th>GRADE POINT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90% - 100%</td>
<td>Outstanding progress</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>80% - 89%</td>
<td>Above average progress</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>70% - 79%</td>
<td>Average progress</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>60% - 69%</td>
<td>Lowest acceptable progress</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0 – 59%</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>0</td>
<td>Incomplete</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>K – 12 EFFORT</th>
<th>VERBAL INTERPRETATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Outstanding effort</td>
</tr>
<tr>
<td>2</td>
<td>Average effort</td>
</tr>
<tr>
<td>3</td>
<td>Unsatisfactory effort</td>
</tr>
</tbody>
</table>

**Conduct**

Conduct grades are to be used to communicate to both students and their parents/guardians the teacher's evaluation of a student's behavior and citizenship development. These grades are independent of academic and effort grades.

**Grade Point Average**

When calculating the grade for a semester or an annual course, the following grade point averages are to be used:

- A = 3.50 and above
- B = 2.50 – 3.49
- C = 1.59 – 2.49
- D = 1.00 – 1.49

**Honor Roll Qualifications**

<table>
<thead>
<tr>
<th></th>
<th>Principal’s Honor Roll</th>
<th>Superior Honor Roll</th>
<th>Regular Honor Roll</th>
<th>Citizenship Honor Roll</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Average</td>
<td>4.0</td>
<td>3.6</td>
<td>3.50 – 3.59</td>
<td></td>
</tr>
<tr>
<td>Academic Grades</td>
<td>All As</td>
<td>All As and Bs</td>
<td>All As and Bs</td>
<td></td>
</tr>
<tr>
<td>Effort</td>
<td>All1</td>
<td>All 1 and 2</td>
<td>All 1 and 2</td>
<td>All 1 and 2</td>
</tr>
<tr>
<td>Conduct Average</td>
<td>4.0</td>
<td>3.6</td>
<td>3.0 or higher</td>
<td>4.0</td>
</tr>
<tr>
<td>Conduct Grades</td>
<td>All As</td>
<td>All As and Bs</td>
<td>All As and Bs</td>
<td>All As</td>
</tr>
</tbody>
</table>
**HALL PASSES**
For the safety of students and to maintain an orderly school environment, all students walking through the hallways must carry hall passes. This includes students sent from special area classes or from the cafeteria. Students should always be accompanied by a fellow student.

**HOMELEARNING – FREQUENCY AND QUANTITY**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Frequency</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-1</td>
<td>Daily (5 days a week)</td>
<td>for 30 minutes</td>
</tr>
<tr>
<td>2-3</td>
<td>Daily (5 days a week)</td>
<td>for 45 minutes</td>
</tr>
<tr>
<td>4-5</td>
<td>Daily (5 days a week)</td>
<td>for 60 minutes</td>
</tr>
</tbody>
</table>

Plus an additional 30 minutes daily of independent reading for all grade levels based on the District’s Comprehensive Research-based Reading Plan guidelines.

**INTERIM PROGRESS REPORTS**
Progress reports are generated by the electronic grade book and are to be issued to each student. Parents are to sign and return notices. Copies of progress reports must be kept on file. **No student may receive a “D” or “F” in academics or conduct or “3” in effort unless an unsatisfactory progress report has been sent home and was signed by parent acknowledging receipt.** If a student has satisfactory grades and/or conduct (A, B, or C) or effort (1 or 2) when progress reports are issued but then goes down to a D, F or 3, teachers must send a “revised/updated” progress report to the parent(s) as soon as grade, conduct or effort becomes unsatisfactory.

**LEGAL DOCUMENTS**
Any legal document (i.e. court papers) submitted by a parent cannot be accepted by a teacher. All legal documents must be submitted directly to the main office by the parent and must be reviewed by an administrator.

**LESSON PLANS**
Lesson plans must reflect (SSS/CCS) objectives, activities, evaluation and home learning assignments. Appropriate ESOL strategies are to be included for each subject area. Lesson plans are to be on teachers’ desks each day. Teachers are responsible for maintaining lesson plans for the entire school year.

**LOUNGE**
The appropriate maintenance of our lounge areas requires the cooperation of all staff members. Personal items stored in the refrigerator should be removed by Friday. **All items not removed by Friday will be cleared out by custodial personnel.** Students are not to be sent to retrieve items from the lounge.

**LUNCH APPLICATIONS**
In order to ensure that lunch applications are processed in a timely manner, please be sure that the following items appear on each student’s application form:

1. Student Identification Number
2. Student Name
3. Parent Signature
(4) Date of Application  
(5) Parent’s Telephone Number  
(6) Parent’s Social Security Number or N/A  
If a lunch application is incomplete, please return it to the parent. Lunch applications are scanned by the District’s Food and Nutrition department and must be in black ink. Please submit completed lunch applications on a daily basis to the main office. The importance of teachers assisting with this verification process cannot be emphasized enough. Please note that proper completion and a 100% rate of return of these forms will generate additional funding for our school site.

MEDIA CENTER  
The media center is one of the most important, exciting and enriching learning areas for all students. To support the requirements of the District’s Comprehensive Research-Based Reading Plan, teachers across all grade levels are to bring their classes to the media center once a week for students to check out books. In addition to weekly scheduled times, teachers can send students in small groups to check out books during designated open library times.

MEDICATION  
Only office personnel who have attended district training or the school nurse may administer and/or dispense medication to students following the procedures approved by the Dade County Department of Public Health. An “Authorization for Medication” form signed by the parent and doctor must be on file in the main office. A log must be maintained by the office documenting the date and time of each medication administer. No medication (including over the counter items) may be dispensed without having the required documentation or training. Students are not allowed to have any medication (prescription or over the counter) in their possession. If a staff member discovers that a child has any type of medication in their possession, the staff member must bring the medication to the office immediately or buzz the main office for someone to retrieve the item. For liability reasons, children cannot be asked to the medication to the office.

MONEY COLLECTIONS  
Money is not to be collected from students without authorization from the principal. Money that is approved for collection must be submitted to Ms. McTaw, Secretary/Treasurer, on a daily basis by no later than 10:00 a.m.  

District audit policies require that all money collected at a school must be deposited the same day it is received. Staff members are not allowed to keep money overnight.

MORNING LINE-UP  
Students will wait for their teachers in the designated areas on the P.E. court or center courtyard. While waiting for their teacher, students are to remain seated quietly. Teachers are to pick up students by no later than 8:20 a.m. for students in grades 2-5 and escort them orderly and quiet lines to their classrooms.
NON-CLASSROOM BEHAVIOR
All children enrolled at Riverside Elementary Community School are to be assisted in behaving in an appropriate manner by any staff member who observes his/her action. Ignoring inappropriate behavior indirectly provides approval for the misbehavior.

OPENING EXERCISES
The effectiveness of our opening exercises, the attitude children develop towards them and the mood that is established for the day depends upon the importance that staff members place on morning announcements. It is expected that students and staff members are attentive to the information being provided. Staff members are responsible for listening to information given on the morning announcements.

PARENT TEACHER ASSOCIATION (P.T.A.)
The support and participation of staff members in the P.T.A. is needed. Our P.T.A. is a find organization dedicated to supporting the school in its efforts to give the best possible education to our students. Staff members are encouraged to join the P.T.A. and attend P.T.A. meetings and events.

PARENT CONTACT LOGS
As a minimum, parents/guardians of each student should be contacted once (1) per grading period. In cases where students are not progressing or behaving adequately, more frequent parent contacts are to be documented. Parent Contact Logs are to be updated regularly. Parents must be notified in writing through the use of progress reports if students will be receiving a “D” or “F” in academics or conduct or a 3 in effort.

PARENT COMMUNICATION
When a parent contacts the school to speak to a teacher, the teacher has the responsibility to contact the parent within 24 hours. Written notices or announcements that are to be distributed to all students in a class must be reviewed by the principal before being sent home.

PARENT/TEACHER CONFERENCES
Parent conferences are to be scheduled during teacher planning period and before or after school. Teachers are not to engage in parent conferences during instructional time period or when supervising students during morning or dismissal procedures.

PARKING PROCEDURES
Parking is provided for staff members. Parking in the bus loading zone is not permitted.

PAYROLL PROCEDURES
District payroll procedures require that employees sign-in when they arrive and sign-out when they leave each day. According to payroll procedures, if an employee does not sign-in as required, the employee may not get paid for the day in question.

PHYSICAL EDUCATION
All classes in grades K-5 are required to participate in physical education. For grades 2-5, classes are to be brought out to the physical education court by the classroom teacher following the
established schedule. **Children may not be deprived of their physical education because of behavior problems or special tasks in the classroom.** In case of inclement weather, P.E. classes will be conducted in the classroom. An announcement will be made to alert teachers that P.E. classes will be held indoors. Students must be supervised at all times. Classroom teachers must walk students to the P.E. area and verify that the P.E. teacher has taken over supervision of the class before leaving students.

**PLANNING DAYS**
Work hours on planning days are the same as regular school days (8:15 a.m. to 3:20 p.m.). For safety and liability reasons, staff members are discouraged from bringing family members or visitors to work with them on planning days. Due to District policy, prior approval from the principal is needed before bringing a non-staff member on campus. The lunch period on planning days is scheduled from 11:30 a.m. to 12:30 p.m.

**PLANNING TIME**
Teachers in pre-kindergarten, kindergarten, and first grade will have planning time after their students are dismissed. Teachers in grades second through fifth shall utilize special area blocks (art, music, and physical education) as planning times. According to UTD contract, Spanish and Spanish SL are not designated as planning time. Teachers will be providing tutoring or intervention during the Spanish block.

**PLAYGROUND/RECESS SUPERVISION**
In order to ensure the safety of our students while in the playground and at recess teachers are responsible for supervising students at all times. Students are not allowed behind portables or in areas where their teachers cannot see them. Paraprofessionals are not to take students to the playground or remain with them outside the presence of the supervising teacher.

**PROPERTY CONTROL**
Teachers are accountable for equipment that is assigned to their classroom. Missing equipment must be reported immediately to the assistant principals or the principal. No equipment is to leave the school building without the appropriate form and authorization from the school principal.

**REFRESHMENTS**
Staff members are not to send students to the teachers’ lounge to purchase items or to the cafeteria for water or ice. For safety reasons, staff members are not to carry hot beverages in the halls. The lounge and cafeteria are the only designated areas for eating. Staff members are not to consume food or drinks in their classrooms unless a medical necessity has been documented, submitted to and approved by the principal.

**RAINY DAY PROCEDURES**
During heavy rain, dismissal will be coordinated over the public address system. Teachers will hold students in classrooms until 3:15 p.m. or 2:15 p.m. on Wednesday or until the weather improves. Parents will be allowed to pick up their children in their classrooms until 3:15 p.m. or 2:15 p.m. on Wednesday. At 3:15 p.m. or 2:15 p.m. Wednesdays, teachers are to bring any remaining students to the front of the school to be supervised by security monitors.
RETAINED STUDENTS
According to the Pupil Progression Plan, all retained students are to be assessed and meetings are to be held at the end of the first grading period to determine academic progress. Student work folders must reflect the academic progress of these students.

ROOM CARE
Please regularly check your room for conditions that are unsafe and/or inoperable and report any safety issues or inoperable items in an e-mail to an Assistant Principal. For security reasons, rooms must be locked at all times during the day.

Encourage students to help with maintaining their classroom clean and orderly. At the end of the school day, students are to place their chairs on their desks. Please ask students on a regular basis to check the floor for trash and place it in the trash can.

SAFETY AND SECURITY: The Emergency Operations Plan (EOP)
Student and employee safety is a primary concern of the M-DCPS System. The Emergency Operations Plan (EOP) was created to provide school personnel with the necessary leadership skills and knowledge needed to respond to critical incidents or other related emergencies that may occur in our schools/community. All schools have a site specific plan to address all types of critical incidents. These plans address the individual needs of the school, and provide guidelines for devising methods for communicating with the staff, students, parents/guardians, and the media during a critical incident or an emergency. Some of the protective action procedures include the evacuation of students/staff from the building(s), evacuation of the disabled and if necessary the relocation of students/staff from the school campus, lockdown procedures, and holding/dismissing students during school and community emergencies. Some important tips for parents/guardians to remember during a Critical Incident are as follows:

- Remain calm;
- Monitor media outlets for updates and official messages from M-DCPS;
- Do not flood the school with telephone calls; and
- If the school is on lockdown, wait until the lockdown is lifted before going to the school.

All school administrators, Region Center Superintendents/Directors and all M-DCPS Police officers have been adequately trained in the school EOP and are prepared to respond immediately during a Critical Incident or emergency to provide safety for all children.

SCHOOL-WIDE DISCIPLINE PLAN
Riverside Elementary Community School has an established school-wide discipline plan that is to be followed in all classrooms. The school-wide discipline plan is to be reviewed with students, posted in all classrooms and communicated to parents.

SIGN-OUT BOOK
The sign-out will be located in the main office near the sign-out sheet. All staff members must sign-out whenever they leave the building and sign-in when they return. At times other than lunch, approval from the principal is required before leaving campus. In the principal’s absence,
the assistant principal is the designee. **Staff members are to sign-out before leaving and sign-in upon returning to the school building.**

**STAFF HANDBOOK**
All staff members are required to become familiar with policies and procedures contained in the Staff Handbook. Reference copies are available in rooms designated as homeroom classrooms, media center, PLC office, and in the main office. The electronic handbook for Miami-Dade County Public Schools is available at www.dadeschools.net.

**SUBSTITUTE PLANS**
Substitute plans covering 3 days of instruction are to be submitted to Grade Level Chairs, using the “SUBSTITUTE LESSON PLAN” forms provided. When substitute plans have been utilized, teachers must supply new ones and place them in the folder. If unused, plans must be updated periodically.

**SUPERVISIONS OF STUDENTS**
Under no circumstances should students be left unattended for any reason, no matter how brief a period of time. Teachers and staff members are responsible for supervising students at all times.

**TARDY PROCEDURES**
Students in grades pre-kindergarten through 2nd grade arriving after 8:20 a.m. and students in grades 3-5 arriving to school after 8:35 a.m. will be issued a tardy pass and should be marked tardy in the gradebook. Our tardy policy is as follows:

<table>
<thead>
<tr>
<th>Tardy #1</th>
<th>Teacher issues verbal warning to student.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tardy #2</td>
<td>Teacher issues copy of tardy policy to parent to sign and return. Teacher must maintain documentation.</td>
</tr>
<tr>
<td>Tardy #3</td>
<td>Teacher contacts parent/guardian and documents contact in parent contact log.</td>
</tr>
<tr>
<td>Tardy #4</td>
<td>Teacher contacts parent/guardian and documents contact in parent contact log.</td>
</tr>
<tr>
<td>Tardy #5</td>
<td>Teacher refers student to designated counselor. A Student Case Management (SCAM) Form needs to be completed. Narrative should state “Excessive Tardies” and indicate the number of tardies. Student will not be eligible for the end-of-the-year perfect attendance award.</td>
</tr>
</tbody>
</table>

For tardy#10, 15, 20, and every 5 after, teacher refers student to a Assistant Principal using a SCAM. Narrative should state “Excessive Tardies” and indicate the number of tardies. Student will not be allowed to participate in field trips or extracurricular activities if it is documented that teacher has completed all steps outlined in the tardy policy.

**TELEPHONE**
Under no circumstances are children to call parents to make after school arrangements, recreation arrangements, etc. If an emergency warrants a call, a note should be give to the child by the teacher and brought by the child to the office.
All staff members should instruct their families that when calling the school for emergencies, they should identify these calls as such. All messages of a more routine manner will be placed in the staff member’s mailbox. Staff members should check their mailboxes frequently.

**THE PARENT ACADEMY**
The Parent Academy is a free, year-round, parent engagement and skill building program of M-DCPS. The goals are to educate parents about the importance of their role; strengthen the family unit; unite families and schools; and inform parents of their rights, responsibilities, and the educational opportunities available to their children and to them personally.

In addition, The Parent Academy provides classes and workshops for parents/guardians; organizes family learning events; coordinates the availability of M-DCPS and community resources for parents/guardians and students; and provides professional staff development for school personnel on how to create parent-friendly schools.

Within this framework, The Parent Academy offers classes and workshops developed around the nine subject area strands listed below:

- Help Your Child Learn (Example: PASSport to Success – 8 module series)
- Parenting Skills (Example: Positive Discipline)
- Early Childhood (Example: Developing Early Literacy Skills)
- Arts & Culture (Example: Enrich Your Child through Arts and Culture in Miami)
- Languages (Example: American Sign Language for Families)
- Computer Technology (Example: Parent Portal)
- Health and Wellness (Example: Preventing Substance Abuse)
- Financial Skills (Example: Financing Your Child’s College Education)
- Personal Growth (Example: GED Preparation – offered through Adult Education)

The Parent Academy “campus” is spread throughout every corner of this community, and offers free classes and workshops at over 201 local sites such as public schools, libraries, parks, colleges, private businesses, and neighborhood centers. Monthly calendars are posted in the *Course Directory* section of The Parent Academy’s Website at [http://www.theparentacademy.net](http://www.theparentacademy.net). The Parent Academy staff members are available to provide parents/guardians, students, and school sites with guidance and assistance in scheduling workshops. Staff can be reached at 305-995-2680.

**TOBACCO FREE WORKPLACE POLICY**
Miami-Dade County Public Schools has approved Policy 6GX13-41.06 which describes all School Board properties as Tobacco-Free. Riverside Elementary property, parking lot and surrounding sidewalks are considered tobacco-free areas.

**TEXTBOOKS**
Upon distribution of textbooks, teachers will be provided with an inventory control form. Throughout the school year, teachers are responsible for maintaining an accurate inventory of the textbooks in their classrooms and attempting to get reimbursement for lost books. Lost or stolen textbooks must be reported immediately to an Assistant Principal. Reimbursement monies are to
be submitted to Ms. McTaw, Secretary/Treasurer. End-of-year textbook inventories will be reconciled against the beginning of the year textbook distribution reports.

TRANSPORTATION OF STUDENTS
Under no circumstances are students to be transported in passenger cars by school employees without administrative approval.

UNIFORMS
Riverside Elementary Community School is a mandatory uniform school. Uniforms must be worn by all students. Teachers are to monitor dress code compliance daily and contact parents if a student fails to dress in the appropriate uniform attire. If a child comes to school out of uniform, please send the child to the main office so that their parent/guardian can be called.

VIDEOS
Videos other than the ones obtained from the Miami-Dade County Public Schools Film and Video Library require written authorization by an administrator prior to viewing. Full-length movies replace valuable instructional time and are not to be shown. All videos that exceed 30 minutes in duration require administrative approval.

VISITORS
All visitors must stop by the office and secure a visitors’ pass before entering the school. Office staff will not issue visitors’ passes unless access has been approved by the principal or her designee. Due to liability issues, staff members are discouraged from having visitors on campus and are not to bring or invite visitors on campus without prior approval from the principal or her designee in the principal’s absence.

VOLUNTEER PROGRAM
The M-DCPS School Volunteer Program is responsible for electronic registration, background checks, and trainings of volunteers. There are two different levels of volunteerism. All parents must complete 10 volunteer hours throughout the year.

<table>
<thead>
<tr>
<th>Level 1 – complete a database background check</th>
<th>Level 2 – complete a fingerprint background check</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Day chaperones for field trips</td>
<td>• Certified Volunteers</td>
</tr>
<tr>
<td>• Classroom assistants</td>
<td>• Mentors</td>
</tr>
<tr>
<td>• Math and/or reading tutors</td>
<td>• Listeners/Oyentes</td>
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<tr>
<td></td>
<td>• Athletic/Physical Education assistants</td>
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<tr>
<td></td>
<td>• Overnight chaperones</td>
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</tbody>
</table>

Any individual interested in volunteering in a Miami-Dade County Public School must:
• Complete Registration Form (FM-1764), date and sign, and submit to a school or work location.
• Show a current valid government-issued identification with picture.
• Show a social security card (check name and number).
• Complete a background check.
• Upon clearance, attend an orientation at the school.
**WORK FOLDERS**
Work folders are required for each student. Student work *(graded and dated)* must be on file. Papers with appropriate heading for incomplete assignments must also be on file. Assignments in the work folder should correlate with lesson plans. **One graded paper per subject per week should be filed in each student’s work folder.**

**WORK HOURS**
Work hours for all full-time teachers and paraprofessionals from 8:15 a.m. to 3:20 p.m. All teachers and paraprofessionals are to sign in by 8:15 a.m. and sign-out when they leave at 3:20 p.m.

**ZONE MECHANIC**
For repairs, the Zone Mechanic form should be completed and submitted to Ms. McTaw, Secretary/Treasurer for logging purposes. Ms. McTaw will notify the Zone Mechanic of all requests that are submitted.
### Anti-Discrimination Policy

<table>
<thead>
<tr>
<th>Federal and State Laws</th>
</tr>
</thead>
<tbody>
<tr>
<td>The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by:</td>
</tr>
<tr>
<td><strong>Title VI of the Civil Rights Act of 1964</strong> - prohibits discrimination on the basis of race, color, religion, or national origin.</td>
</tr>
<tr>
<td><strong>Title VII of the Civil Rights Act of 1964 as amended</strong> - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.</td>
</tr>
<tr>
<td><strong>Title IX of the Education Amendments of 1972</strong> - prohibits discrimination on the basis of gender.</td>
</tr>
<tr>
<td><strong>Age Discrimination in Employment Act of 1967 (ADEA) as amended</strong> - prohibits discrimination on the basis of age with respect to individuals who are at least 40.</td>
</tr>
<tr>
<td><strong>The Equal Pay Act of 1963 as amended</strong> - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.</td>
</tr>
<tr>
<td><strong>Section 504 of the Rehabilitation Act of 1973</strong> - prohibits discrimination against the disabled.</td>
</tr>
<tr>
<td><strong>Americans with Disabilities Act of 1990 (ADA)</strong> - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.</td>
</tr>
<tr>
<td><strong>The Family and Medical Leave Act of 1993 (FMLA)</strong> - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to &quot;eligible&quot; employees for certain family and medical reasons.</td>
</tr>
<tr>
<td><strong>Florida Educational Equity Act (FEEA)</strong> - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.</td>
</tr>
<tr>
<td><strong>Florida Civil Rights Act of 1992</strong> - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.</td>
</tr>
<tr>
<td><strong>Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA)</strong> - Prohibits discrimination against employees or applicants because of genetic information.</td>
</tr>
<tr>
<td><strong>Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.</strong></td>
</tr>
</tbody>
</table>

**In Addition:**

School Board Policies 1362, 3362, 4362, and 5517 - Prohibit harassment and/or discrimination against students, employees, or applicants on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

Revised: (05.12)