

## Hello Parents and Welcome to the 24-25 School Year at Riverview Elementary!

I am so excited to have you back as we start a new year where “We All Fit Together”! Our teachers and staff are ready to serve your children and we are all looking forward to being back in the classroom. You will receive your usual “Welcome Back” postcard in the mail, but I have also put together this letter to try and answer some of the questions you may have and to tell you about our Riverview procedures. This letter/handbook will give you all the information that you will need to know so that we may have a great start to our school year.



1) **Homeroom Teacher:** The label on the front of the postcard indicates your child’s homeroom assignment. On the last page of this letter all the teacher assignments are listed by homeroom. To find your child’s homeroom teacher just compare the number on your label to this list. There is also a map on the back of the list so you can see where your child’s homeroom class is located.



2) **Meet and Greet:** We will be having our Meet and Greet on Friday, August 9<sup>th</sup> from 3:00-5:00pm. If you are thinking of walking your child to their classroom door the first few days of school, please fill out the pre-registration form so that we can expedite your sign in process. To keep our campus a safe place, all visitors must be signed in. The PTA has arranged for Kona Ice to be on campus, so be sure to bring money for an ice as well as to join the PTA! Membership is only \$6, and this is a wonderful way to help our school.



3) **First Day of School:** The first day of school will be Monday, August 12<sup>th</sup>. **Please be mindful that this is also an early release day, with dismissal beginning at 12:55pm.**

4) **Visitors:** Visitors on campus will be very limited. However, our office is open from 7:00-3:30 every day and you can call us at (813)671-5105 with any questions or concerns you have. To visit campus, you must make an appointment 24 hours in advance. Thank you for your cooperation.



5) **Parent Visitation:** As noted previously, parent visitation on campus will be limited. Parents will be able to walk their children to their classroom door through August 14<sup>th</sup>, and after that it will be a closed campus. If your child is a kindergarten student, we have included with this letter a form to be pinned to your child’s shirt to wear on the first few days of school. Please fill out the form using a thick marker with the following information: Child’s name, Homeroom Teacher, Student # and how the child will go home (Bus #, daycare, or car pick up). Please have your child wear this for the first three days of school.



6) **AM Student Drop off (K-5 Students):** Student drop off time will be from 7:10-7:40 in the front of the school for all K-5 and ACCESS students only (See next section for iPeePs, VPK and Headstart student info). **Still in place this year: Parents are not allowed to park and walk their child to class after August 14th.** If you wish to walk your child to the front, please know the grassy area on Capitano floods very easily and cars have been known to get stuck, so please do not park there. **If you choose to park here, you do so at your own risk.** Parents of ACCESS students: Staff will greet you at the first bend in the drive. Please pull as close to the delineators as possible so other parents can pass. Also, we ask that you work with your child to make sure they have their bookbag ready to go when the patrols open the car door and wait for the cars in front of you to move while remaining in one line – please do not pass unloading and loading vehicles.

7) **AM Student Drop Off (iPeePs, VPK and Headstart):** Due to their age iPeePs, VPK and Headstart will drop off in the morning on the side of the school off Broadway. **All parents must remain in their vehicles and the teachers will open the passenger side door to assist your child out of the vehicle.** We have made this change to allow a little more time for our youngest students to exit the vehicles and provide necessary assistance, where needed.

- 8) **Attendance:** Promptness is a value that is important and useful throughout life. We want to instill this leadership quality in our students at a very young age. Please ensure your student(s) arrive to school on time daily. The school gate will be opened at 7:10 a.m. and closed at 7:40 AM. To ensure the safety of all children, no student is to be left unattended at the car rider's gate prior to 7:10 AM. Any student arriving after 7:40 AM will be marked as tardy or late. Regular school attendance is essential for a student to make the most of his or her education – to benefit from teacher-led and school activities, to build each day's learning on the previous day's and to grow as an individual. Absences or tardiness may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences or tardiness.



- 9) **PM Student Pick Up (K-5):** Afternoon pick up is in the front of the school just like arrival. K-5 car riders are to have a yellow car tag placed in their window with the student's first and last name and grade level so that we may call for your child to be waiting at a numbered cone. For the safety of our students, if you do not have a car tag you will be required to park and go into the office with ID to pick up your child. Yellow car tag cars are required to line up on Broadway, coming in off 301 at Auto Zone. (Please do not block the drive of this business!) You will see the line of cars waiting when you pull up. When it is time to pull up into the school drive our crossing guard will let you know. Our line is usually long the first full week of school and finishes around 2:30. After the first week, it usually drops back to 2:15-2:20. **As in the morning, parents must remain in their cars and go through the pick-up line to get their child. We ask that you wait for the cars in front of you to move while remaining in one line – do not pass unloading and loading vehicles. No one can walk up and pick up their child during active dismissal.** If you wish to pick up your child early, you must sign your student out through the office prior to 1:15 Tuesday through Friday and prior to 12:15 on Mondays. If you are picking your child up early, please walk up and buzz the main office. There will be no changes to transportation made over the phone due to verification procedures. If you need to make a change, please email the teacher and office staff with a picture of your drivers license and the name of the person who is picking up your child. If a dismissal change is requested, please do so before 12:00 PM daily.



- 10) **PM Student Pick Up (iPeeps, VPK, and Headstart):** iPeeps, Headstart, VPK students **and their siblings**, will be in the front of the school for afternoon pick up. **Again, Parents, no one can walk up to pick up your child, you must remain in the car line.** Headstart parents are to display a pink car tag, and iPeeps and VPK will have blue tags. Pick up time for pink tags begins at 1:30 and 1:45 for blue tags. Please be one hour early on Monday due to early release.

- 11) **Breakfast & Lunch:** Good news! Due to Riverview Elementary being recognized as a Community Eligible Provision site, ALL students enrolled will receive free breakfast and lunch without having to apply for meal benefits. Breakfast will be served from 7:10am-7:40am. For the first three weeks of school, we will not be offering a snack option with lunch. After that point we will introduce a limited menu of one different snack each day. **Continuing this year, per district policy, parents and guests are not allowed to eat breakfast or lunch with their children.** There will be no exceptions to this rule. Also, parents, if your child brings lunch from home, please make sure they are able to open the packages and items you send.



- 12) **Volunteers:** We love our volunteers and need your help! In order to volunteer, please apply on the district website at [Volunteer Services / Hillsborough County Public Schools Volunteer Information \(hillsboroughschools.org\)](https://www.hillsboroughschools.org/volunteer-services) This form must be completed and approved prior to you volunteering in any capacity on campus. PTA has many opportunities for you to help, especially with our monthly Sidewalk Sale. Your child's teacher would also love for you to help in the classroom. Please contact them for ways in which you can help. Each time you visit our school, we



ask you to please sign in using the computer in the front office. **You MUST HAVE ID.** If you do not have your ID, you may not stay on campus. Volunteers must check in with the office at least 24 hours ahead of time to ensure there is a need.

- 13) **PTA:** We invite and encourage parents to join and to participate with the Parent Teacher Association (PTA). The PTA strives to involve all members of the community in the improvement of the educational process for the students we serve. Various committee work takes place throughout the school year and is a chance for everyone to be involved. As stated earlier in this letter, Membership is only \$6, and this is a wonderful way to help our school.



- 14) **SAC:** Parents are encouraged to join the School Advisory Council (SAC). The SAC committee meets monthly to discuss school operations, budget, and current events happening at the school. This is your opportunity to have a voice in making school level decisions. Look for more information on this to come home in your first day packet.



- 15) **Civility:** At Riverview Elementary we follow Hillsborough County's Code of Civility. In order to provide a safe, caring and orderly environment, we expect civility for **ALL** who engage in school activities. Mutual respect, professionalism and common courtesy are essential qualities that **all** need to demonstrate in promoting an educational environment free from disruptions, harassment, bullying and aggressive actions. For more details and information, please see the information teachers will send home and also the Civility Code posted on our website.



- 16) **Bullying:** Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or -related activity, or in a district operated vehicle, and the behavior:



- a. • Results in harm to the student or the student's property,
- b. • Places a student in reasonable fear of physical harm or of damage to the student's property, or
- c. • Is so severe, persistent, and pervasive that it creates an intimidating, threatening, or This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student's education or substantially disrupts the operation of the school. Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism. In some cases, bullying can occur through electronic methods, called "cyberbullying." If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct. If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action.

- 17) **Dress Code:** At Riverview Elementary we follow Hillsborough County Dress Code. Students have the responsibility to dress and groom in such a manner so as to reflect cleanliness, modesty, safety and good taste; become familiar with and adhere to approved dress and grooming regulations of the School Board of Hillsborough County. Kindergarten – Fifth Grades



- a. • Shoes shall be worn and be securely fastened to the feet and have a low heel height. Footwear must be suitable for outdoor physical education classes and **unsafe shoes such as "flip flops", "clogs", "skate tennis shoes" and "crocs" are not allowed.** Shoes must be close toed on PE days and must always have straps to keep them securely fastened to their feet.

- b. • Clothing that exposes the entire shoulder, tube tops, spaghetti straps, or similar type clothing, may be worn only with a blouse or shirt. Clothing exposing the torso or the midriff, either front, back, or sides, shall not be worn. Underwear shall not be visible. Clothing shall not expose the mid-chest area. Mini-skirts, mini-dresses and short shorts are not permitted. Hemlines shall be no shorter than fingertip length. All pants and shorts shall be secured at the waist.
- c. • Head coverings shall not be worn in the building unless required for religious observance or health-related reasons.
- d. • Garments and/or jewelry that display or suggest sexual, vulgar, drug, gang, weapons, or alcohol-related wording or graphics, or that provoke violence or disruption in the school, shall not be worn. Wallet chains shall not be worn.



18) **Lost and Found:** Please label your child's clothing (coats, sweaters, etc.) so that it will be easily identified and returned if it is misplaced. Personal belongings and articles of clothing that are left at the school are kept outside the Gator Cafe. After a reasonable time, Riverview Elementary will send unclaimed clothing or articles to a local charity.



19) **Water Fountains and Personal Supplies:** Water fill stations have been installed throughout campus for students to be able fill their own bottles - please make sure your child's water bottle is labeled with their name. Also, students should have a pouch or pencil box where they can keep all their daily supplies as they will not be allowed to share supplies in the classroom.



20) **Cell Phones and Electronic Devices:** Riverview Elementary students must put their wireless devices on silent mode and out of view for the entire school day. Students may not use cell phones, smartwatches, or any other connected devices while on campus or riding a HCPS school bus **UNLESS** the teacher gives the student permission in advance. The school does not accept responsibility for cell phones, smartwatches, etc. If a student has a phone/smartwatch on or out, the teacher will take it as we are a Zero Tolerance Campus. Parents must come to school to pick up the device. **Note: Law prohibits the recording of any meetings or conversations of any parties without consent from both sides**



21) **Balloons/Birthday Party Invitations:** Due to allergies and student safety, we ask that no balloons, flowers, party invitations or gifts for students be brought on campus. Each teacher has a plan in place to celebrate in a manner that is equitable for all students in their classrooms - please contact each teacher for specific details. To maintain confidentiality, we are not able to provide a birthday/address list. **Additionally, party invitations of any kind are not permitted to be distributed at school.**



22) **Student Emergency Card:** It is extremely important to update your child's Student Emergency Card whenever a change occurs for address, custody, new phone numbers, or health/medication changes. This information is kept in the school office and used in the event school personnel need to contact you. Please be sure and provide a phone number where you can be reached. Remember, parents must be available to authorize treatment in the event of an emergency. If you do not have a phone, please leave a number for someone who can reach you. **Only the person who signed the emergency card may make changes to the emergency card.**



23) **The Clinic:** Our clinic is located in the front office. Sometimes children become too ill to remain at school. In all fairness to your child and to others, make sure **ALL** information on the Emergency Card is accurate. Please make every effort to keep the office informed of any changes to your contact information. If your child becomes ill at school, parents will be contacted immediately, and we ask that you pick up your child ASAP. If your child has any symptoms such as fever or vomiting, they must be free of symptoms for 24 hours before returning to school.

24) **Medications:** Parents are required to deliver all medications (prescribed and over the counter) in person to the school with detailed information for administration. All medications must be in a prescription bottle labeled with the name of the child for whom the medication is intended. A signed authorization form is required for each student who needs to receive medication at school. Over the counter medications may not be dispensed by office staff unless approved by a physician. For safety reasons, students may not bring or keep medications in the classroom. Medications will only be dispensed as indicated on the medication label.



25) **Home Check:** Please check in with your child every morning before going to school and if they are running a fever or not feeling well, please keep them at home.



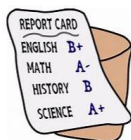
26) **Buses:** If your child rides a bus there are clear safety procedures that must be followed while riding the bus. It is especially important for all students to follow bus rules like staying in their seat and keeping hands to themselves. Please speak with your child about the importance these rules play in their safety during the ride on the bus.



27) **Parent Teacher Communication:** Although a time for parent conferences is designated, we encourage you to contact your child's teachers or Ms. Barker, our school counselor, at any time you have a concern or question about your child's progress at school. We strongly encourage you to make a list of all your teachers' names and email addresses and keep it handy. We welcome parents to contact us at any time. A parent conference with individual teachers or team can be arranged at any time during the school year, just reach out to the teacher to schedule a time that works for all.



28) **Report Cards:** Report cards are generated at the end of each quarter – every nine weeks – in October, December, March, and May. All grades on report cards are letter grades and consist of both academic and student conduct (Behavior). Students and parents may view grade reports online via the Synergy parent portal utilizing a confidential login and password. Parents may contact the office for assistance in accessing the student information system or to request a print copy of the grade report.



29) **School Security:** Riverview Elementary has a security system that includes a camera monitoring system at all entrances as well as within the school. As necessary, the system is reviewed to provide information regarding safety and security. Any video obtained from the system is the property of Hillsborough County Public Schools and will only be released to outside parties as legally necessary. All exterior gates and doors are locked during regular school hours, and visitors must buzz the front office to be admitted or seen by a school official.



30) **Fire Drills/ Lockdown/Evacuation Drills:** By law that was revised July 2024, all Hillsborough public schools must conduct one fire drill or one lock down drill each month, with the exception of August, where two drills are required. During a fire drill, evacuation drill, or when instructed by school administration, the building must be vacated as quickly as possible when the fire alarm sounds. Students must follow the directions of all teachers and must exit the building in an orderly manner. Students should walk as quickly as possible to the emergency exit established for their room. Talking and running during a fire drill are strictly prohibited. Lock down drills are designed to practice appropriate procedures when the safest action is to take shelter within the classroom. Each classroom will have a designated lockdown location which each teacher will choose and articulate to their students early in the school year. During emergency and evacuation drills, students need to remain with their assigned teacher. If a student is in transit during the time of the drill, he/she must report immediately to the nearest teacher. Following the drill, the student must report back to the assigned teacher/classroom. During these lockdown drills, the office is CLOSED, as all staff participate in evacuations and lockdown drills. This means the phones will not



be answered and there are no student sign outs until the drill is completed. We appreciate your understanding and your patience as we practice ensuring student safety.

- 31) **School-Wide Discipline Plan:** Students are expected to follow school rules and common area expectations for classrooms, specials, media center, the cafeteria and the playground. **Students will receive expectations for each of the common areas in the first 2 weeks of school and review them throughout the year as needed.** Riverview Elementary follows the Hillsborough County Student Code of Conduct when assigning consequences for student discipline. We are excited to officially be a Positive Behavior Intervention School (PBIS) beginning in the 2024-2025 school year. Our returning children are already familiar with our Gator Way. Look for more information to be coming home with your child the first few days of school.

## The GATOR Way

We are:



**Respectful**

**Responsible**

**Safe**

- 32) **Special Activities.** We are excited to have multiple special activities at Riverview Elementary! Please be sure to listen to your weekly phone calls from me and read your emails for weekly updates on what is happening at school.
- 33) **Working Together:** Both experience and research tell us that a child's education succeeds best when there is a strong partnership between home and school. Your involvement in this partnership may include some of the following: Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides, ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn, monitoring your child's academic progress and contacting teachers as needed. Attending scheduled conferences and requesting additional conferences as needed can be vital to your child's success - to schedule a telephone or in-person conference with a teacher or administration, please call the school office at 813-671-5105 for an appointment.



Thank you for taking the time to read through this detailed explanation and please know we appreciate all your support as we begin this new year. I hope that I have answered some of your questions but of course, you may have more. Please feel free to call our main office at (813) 671-5105 if you have any additional questions or concerns. As always, it is great to be a Gator!

Sincerely yours,

Teri Madill  
Principal  
Riverview Elementary School

