

Riviera Day School



Student/Parent Handbook 2026-27 School Year

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



Riviera Schools

WELCOME, BULLDOGS!

Dear Riviera Day School Parents and Students,

It is my pleasure to welcome you to the 2026-2027 school year! Whether you are new to our community, or lifelong Bulldogs, the faculty and staff here at Riviera are so happy to have each of you, and your children, with us. We are confident that the year ahead will be an outstanding one, full of opportunities for our students to excel within the classroom and in their exploration of personal interests and extracurricular activities.

As we set forth into the year, please take the time to carefully read and digest our Parent-Student Handbook. It contains important policies, procedures, and expectations of students. As we partner together to ensure a successful year, our alignment in these areas is critical to cultivate a safe, respectful, and productive learning environment for all members of our school community.

We expect our students to demonstrate our Core Values of Honor, Honesty, Harmony, Heart, and Hustle in all aspects of school life. This includes adhering to the school's rules and policies, treating peers and staff with kindness and consideration, and taking ownership of their academic and personal growth. By upholding these values, students contribute to a positive and supportive school environment where everyone can thrive.

We expect parents to actively support their child's education by fostering a positive attitude towards learning, modeling our values of respect and collaboration in interactions with school employees, maintaining open communication with teachers, and reinforcing the school's values and policies at home.

We commit to providing each Riviera student and family with care, respect, and an outstanding educational opportunity and look forward to working together to enjoy a productive and positive year ahead.

Sincerely,
Kara Locke
Executive Director

ABOUT RIVIERA SCHOOLS

Our mission at Riviera Schools is to challenge, support, and inspire each student to achieve personal success, act with integrity, and serve others.

In 1950, Riviera Day School was founded as a co-educational, independent day school with the highest educational ideals. Today, Riviera Day School serves students PK3 – 5th grade. In 2011, Riviera Preparatory School moved to a new, state-of-the-art facility on almost 14 acres located just minutes away from the original campus and now serves students in grades 6-12.

Riviera is known throughout the community for its long tradition of educational excellence. While Riviera has established a reputation for excellence in academia and serves as a leader in education and in the community, Riviera may be even more well known for the learning environment it creates for the students. Riviera serves as an example of what education should be. It is about the people. It is about relationships. It is about making sure each student can feel and does feel special. Riviera provides an intimate and comfortable setting in which the students are both challenged and supported.

Our Campuses

Riviera Day School
6800 Nervia Street
Coral Gables, FL 33146
(305)666-1856
Founded: 1950
Grades: PK3-5

Riviera Preparatory School
9775 SW 87th Avenue
Miami, FL 33176
(786)300-0300
Founded: 2014
Grades: 6-12

International Schools Partnership

The International Schools Partnership (ISP) community is made up of 120 schools in 26 countries and continues to grow. ISP champions a transformative approach to learning that goes beyond the classroom. ISP schools ignite students' curiosity and grow their self-confidence, empowering them to become the next generation of changemakers.

ISP's vision is to grow the world's most curious, confident minds and is founded on the belief that creating learning experiences that build confidence first and foremost is the most powerful thing we can do for students. The more confidence students have, the more they engage their curiosity to explore the world around them and take action to learn and grow.

SCHOOL ADMINISTRATION

Senior Leadership Team

Kara LockeExecutive Director
Jorge OrtegaDirector of Property & Expansion
Santiago Ortega Director of Finance
Olga MestreDirector of Admissions
Luna Otero Director of Communications & Alumni Engagement

Riviera Day School Administration

Jeneise Bello.....Head of School
Daniel CarpAssistant Head of School (1-5)
Angela LopezAssistant Head of School (PK-K)
Annemarie Perez Director of Riviera Day School Admissions
Stephanie Romulton School Counselor

Riviera Preparatory School Administration

Nicole RiveraHead of School
Marlena Anderez Assistant Head of School (Middle School)
Angeline GonzalezAssistant Head of School (High School)
Dennis Gatto Dean of Students
Marie CastellanosDirector of Academic & College Counseling
Belinda Gordon-BattleMental Health Counselor
Jessica JoveDirector of School Culture
Courtney YoungAthletic Director

STATEMENT OF VALUES & EXPECTATIONS

All members of the Riviera Schools community have an obligation to know and uphold the School's values and strive to embody them in word and deed. We therefore expect that all students, staff, and guests on campus will model the following values and behaviors:

Honor

- Demonstrating respect and consideration for all individuals, their privacy, and their property.
- Treating all human beings with dignity; acting with tolerance, courtesy, and thoughtful regard.
- Protecting the safety and wellbeing of the community and its members.

Honesty

- Acting with integrity of word and action.
- Adhering to ethical standards and values, even when it may be difficult or inconvenient.
- Modeling trustworthiness and reliability in actions and decisions.
- Being true to oneself and maintaining consistency between one's beliefs, words, and actions.

Harmony

- Having an open mind and heart to the views and experiences of others, creating space for all to belong and thrive.
- Operating in a spirit of unity and peace.
- Demonstrating teamwork and kindness.

Hustle

- Fully engaging in purposeful, productive learning and personal growth.
- Committing to continuous growth; pursuing opportunities to stretch limits and step outside of one's comfort zone.
- Modeling effort and perseverance in a steady pursuit of excellence.

Heart

- Demonstrating passion, purpose, vigor and enthusiasm.
- Cultivating caring and compassion, seeking to serve others, both within and beyond the School.

Our School cultivates a school environment in which all members of the community feel valued and safe. Part of living our values includes every member's responsibility to support a safe school environment by refraining from harmful and unsafe behavior and reporting such behavior when observed. In addition, we prohibit all boundary crossing behavior between adults and students (as outlined in our Student/Adult Interaction and Communication Policy) and sexual misconduct (whether between students or adults and students). Adults are expected to identify and report

suspensions of harassment, abuse, and sexual or other misconduct in accordance with the applicable policy and will not engage in such behavior themselves. In addition, School employees are mandated reporters of suspected abuse, neglect, or abandonment as specified by Florida law. The School has conducted and will continue to conduct training for adults and students on these important issues and employees should be aware that the School encourages all students and their parents to report any concern about boundary crossing behavior, sexual misconduct, or any other situation that impacts the safety, health, or security of any member of our community to their Head of School, or the Executive Director.

These community standards apply to our words and behavior not only in personal interactions, but also in all forms of electronic media and communications.

All members of the community help others to develop a sense of belonging, encourage empathy and compassion, and promote an environment that is safe, kind, and inclusive. As members of this community, we acknowledge that our actions reflect not only on ourselves, but also on the School as a whole and therefore strive to live in a way that is consistent with our values.

PURPOSE OF THIS HANDBOOK

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

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

If you have any questions about the Handbook or any of its policies, please contact our Head of School or Executive Director.

Non-Discrimination Policy

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

Privacy Notice

Riviera Schools values and respects the privacy of our students and families. We believe it is important for families to understand how personal information is collected, used, stored, protected, and shared. Our full Privacy Notice, which provides detailed information about our privacy practices, is available on the school website.

PARENT CONDUCT & COOPERATION

As stated elsewhere, the school believes that a positive and constructive working relationship between the school and family members (defined as parent, student, or other person associated with the student) is essential to the fulfillment of the school's educational purpose and responsibilities to its students.

If any family member of a student (i) engages in behavior, communications, or interactions on or off campus, that is disruptive, intimidating, overly aggressive, or reflects a loss of confidence in or disagreement with the School's policies, methods of instruction, or discipline, (ii) otherwise interferes or voices strong disagreement with the School's safety or health procedures, responsibilities, or accomplishment of its educational purpose or program, or (iii) files a lawsuit or threatens litigation against the School for a perceived wrong by the School (including its officers, trustees, directors, Board members, employees, agents, and affiliates), the School reserves the right to place restrictions on the family member's involvement or activity at School, on School property, and/or at School-related events or to dismiss the family member from the community. The School may also place restrictions on a family member's involvement or activity at School, on School property, or at School-related events for other reasons that the School deems appropriate. The School also reserves the right to withdraw an offer of enrollment or re-enrollment or to void an executed enrollment contract because of a family member's violation of the expectations set forth in this policy. The term "threatens litigation" includes any claim, proceeding, dispute, action or other matter for which any demand or statement has been made (orally or in writing) or any notice has been given (orally or in writing), or if any other event has occurred or any other circumstances exist, that would lead a prudent person to conclude that such a claim, proceeding, dispute, action or other matter is likely to be asserted, commenced, taken or otherwise pursued in the future. Any determination of a violation of this policy shall be in the School's sole and reasonable discretion. There will be no refund of tuition where such dismissal occurs, and any unpaid balance is payable in full according to the terms of the student's enrollment contract.

Additionally, the School requires that all parents (married, unmarried, divorced, or separated) cooperate with one another in the best interests of their child(ren)'s education at the School. Failure of parents to cooperate with one another may lead to dismissal of their child(ren) from the School or non-renewal of enrollment for future academic years. There will be no refund of tuition where such dismissal occurs, and any unpaid balance is payable in full according to the terms of the student's enrollment contract.

ATTENDANCE PROCEDURES AND GUIDELINES

Attendance Policies

School begins at 8:30 a.m. and ends at 3:00 pm. After School Care is available on a monthly basis from 3:00 p.m. to 6:00 p.m. if the student is signed up for After School Care at an additional charge.

Absences

Students are expected to be at school every day, to be in class at all times when school is in session, and to report to their classes on time. Frequent absences and tardiness seriously affect academic progress and are disruptive to the teaching environment. The school requests that parents thoughtfully consider the impact of any absence other than one of a medical or family emergency. Families are discouraged from taking students out of school prior to a school break. Parents and students should prepare their personal and family calendars by checking the school calendar found at www.rivieraschools.com.

Whenever possible, regularly scheduled medical appointments should be made after school hours or during vacation periods. Students with excessive absences may be denied re-enrollment or promotion. Students' attendance records follow them through their entire school career at Riviera Schools.

Other than for school sponsored trips or activities, upon returning to school from an absence, students in kindergarten through fifth grade should present any documentation pertaining to his or her absence to the classroom teacher.

It is the student's responsibility to check with each teacher regarding make-up work. Homework assignments may be found online through FACTS Family Portal.

Absences are considered excused when medically necessary as indicated by a doctor's note. The doctor's note must indicate the reason for the required absence and must include the dates of those required absences, or they will not be excused. Doctor's appointments are not excused. Medical documentation should be provided to the front office staff for review and filing.

Tardies

Students are to be in class by 8:30 a.m. Students who arrive after 8:30 a.m. will be marked tardy and must report to the main office for an admission pass prior to going to class. Students arriving late on a Riviera bus will not be marked tardy but must report to the office for an admission pass. For students in grades K-5, a \$25.00 fee will be assessed for every 5 tardies. Students with excessive tardies may be required to attend a parent/teacher conference and/or meeting with school administration to discuss this concern.

Kindergarten through fifth grade students with excessive absences (25 or more), excused or unexcused, may be denied re-enrollment or promotion. Tardies after 10:30 a.m. and early dismissals before 1:00 p.m. will count as ½ day absences.

Sign-In and Sign-Out Procedures

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

If a student needs to leave during the school day, parents must report to the security guard station for a visitor pass, then report to the main office to sign out their student through ConciergePad. The school will only allow a student to leave school early with a parent on record, unless the parent notifies the front office to approve another authorized pickup person for the early release.

Students may not be picked up between 2:30 pm and the scheduled dismissal time of 3:00 pm. If a student must be picked up early, it must be done before 2:30 pm.

Before School Care

Students who arrive to school between 7:30 a.m. and 8:00 a.m. must proceed to the lunch area where they will remain until the bell rings. Supervision is provided beginning at 7:30 a.m. **There is no supervision prior to 7:30 a.m.** and parents may never drop students at school prior to 7:30 a.m.

Arrival Procedures

Students may be dropped off in the front or back carpool lines between 8:00 a.m. and 8:30 a.m. according to their assigned grade level drop off location. Parents may also walk their child to their homeroom class between 8:00 a.m. and 8:30 a.m. Please note that during this drop-off time, parents who walk their child to class should not enter the classroom and instead should say a quick goodbye to their child at the classroom doorway. Any student being dropped off by car must go through the drop-off lines; for safety reasons they should never be let out of a vehicle on the street.

Parents are expected to abide by all local traffic regulations and parking requirements. This includes refraining from double parking on perimeter streets or parking in spaces reserved for Riviera's busses, or school personnel. Parents are expected to model respect and cooperation in working with school staff, local police, and fellow parents during the arrival and dismissal times.

Dismissal Procedures

Parents should arrive promptly at dismissal time. General dismissal is at 3:00 p.m. Please do not arrive prior to 2:55 pm for pick up as cars must not back up or stop on the nearby streets. Bus riders will be dismissed at 2:50 p.m. to allow ample time to get to the bus. Students participating in after school activities must be picked up at 4:20 pm through the back car line, or after 4:30 pm from After School Care. If a student participating in an after school activity is not picked up by 4:30 p.m., all applicable fees for the After School Program will apply and be charged to the student's account.

Parents who pick up their children through the walkup gate should form a single line and await their turn to present an ID to staff members. Please demonstrate respect for all families by honoring line order.

Written permission from a parent/guardian to the front office at least 1 hour prior to dismissal is required in order to allow a student to go home with any individual different than those who are on file with the school.

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

Additional Pickup Guidelines

- At pick up, please be prepared to show photo identification and present your ConciergePad family number.
- If you are driving through the drop off or pick-up lines, stay in your vehicle at all times during designated drop off and pick up times. Staff members will direct and assist students to and from your vehicle.
- If you need to park your car, park your car in a parking space – please honor Reserved and Handicapped parking spaces. Please do not leave cars parked longer than necessary to allow others to use our limited spaces. Do not block our neighbors' driveways. Only park in designated parking spots in the neighborhood.
- Students enter and exit vehicles on the passenger side (right side) when in the circular driveway.
- Have all student bags and belongings ready and accessible during drop-off.
- Cell phone use is never permitted in the drop off/pick up line.

ACADEMIC GUIDELINES

Re-enrollment and Dismissal

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

Grading

Report cards are emailed to parents quarterly, at the end of each grading period. Academic progress for students in K-5 can be checked at any time via FACTS Family Portal. Preschool students will receive a skill-based report card at the end of each quarter using a developmental checklist. Rankings are given as follows:

Pre-School Assessment Scale
M = Student shows MASTERY in the grade level expectations consistently and independently
P = Student is PROGRESSING towards mastery in the grade level consistently
N = Student is NOT YET demonstrating consistent progress towards the grade level expectation
N/A = NOT ASSESSED during this time

Grades for Kindergarten through fifth grade are given as follows:

K – 5 GRADING SCALE		
Letter Grade	Numeric Grade	Grade Point Equivalent
A+	97-100	4.33
A	93-96	4.00
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.00
D-	60-62	0.67
F	Below 60 (No credit granted)	0.00

CONDUCT
E = Excellent
S = Satisfactory
N = Needs Improvement
U = Unsatisfactory

EFFORT
1 = Outstanding
2 = Sufficient
3 = Insufficient

Honor Roll

Students attaining exceptional achievement in their classes receive special recognition quarterly. The requirements are as follows:

- **Gold Scholar:** No grades lower than an A-, student may not earn a “U” for Conduct in any classes
- **Silver Scholar:** Minimum 90 average across all classes, student may not earn a “U” for Conduct in any classes

Core Value Awards

Annual recognitions are given out to students in each grade level who model exemplary demonstration of the school’s Core Values: Harmony, Heart, Hustle, Honor and Honesty.

Homework

Homework is a tool to encourage and extend learning. It is assigned on weekdays to students in grades K-5. Occasionally, students will be assigned long-term projects or assignments that they may work on over the weekend.

Homework serves valuable purposes:

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

Ideas For Parents to Help Their Child Develop Good Homework Patterns

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

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

Academic Growth Assessments

National achievements tests for students in kindergarten through fifth grade will be given to each student during the school year and will measure growth over time, and general performance in math and reading. The testing dates will be shared with parents in advance; absences should be avoided.

Testing Schedule

For grades 1 – 3, no more than one major test in a core subject area may be administered on any one day. Quizzes may be given at any time. Tests will not be given on the day after a holiday/holiday weekend, school vacation, or school evening events. To avoid conflicts, subject area tests for grades 4 & 5 will be scheduled on assigned days within the departmentalized schedule.

Academic Honesty Policy

Riviera Schools expects all students to demonstrate honesty and integrity in their academic work. All assignments, projects, and assessments submitted for credit must represent the student's own work and effort.

Cheating is defined as obtaining or attempting to obtain answers or credit through dishonest or deceptive means. Examples include, but are not limited to:

- Copying another student's homework or allowing one's homework to be copied
- Using unauthorized assistance during an assessment
- Sharing or discussing test questions before all students have completed the assessment

Plagiarism is defined as presenting the words, ideas, images, or creative work of another person as one's own without proper acknowledgment or citation. This includes both directly copying and paraphrasing without giving credit.

Violations of this policy, including cheating or plagiarism, will result in a zero on the assignment or assessment and may also lead to additional disciplinary action as determined by the school administration.

Tutoring

To ensure fairness and avoid conflicts of interest, teachers are not permitted to privately tutor students who are enrolled in their same grade level for pay. In instances where students need extra help from their teachers, parents may arrange a time for extra support before or during school hours.

Parents may independently arrange tutoring for their children with Riviera Day School staff outside of school hours and off site. Employees who tutor Riviera students are never permitted to transport students for tutoring purposes.

Teacher Changes

Teacher changes will be initiated by the school when operational needs require or when the administration believes the change will be in the best interests of the student and/or school. The school will not entertain requests for changes based on a parent or student's dislike of a particular teacher or to accommodate friendships. Please understand that the school administrations take great care to assign students to classes in the best interest of productivity and academics.

Parent/Teacher Conferences

Parents of students in grades K-5 can monitor student progress through FACTS Family Portal. All parents receive quarterly report cards and may take part in individual parent/teacher conferences. Parent-Teacher conferences are held twice a year during assigned windows.

During the Parent-Teacher Conference windows, teachers will individually schedule all families for a meeting in person, or online. Further information will be provided to parents on Back to School Night.

In addition, parents may request a conference with their child's teacher at any time by making arrangements in advance with the teacher or school office. In consideration of the great demands placed on teachers, the administration requests that you refrain from engaging teachers in a discussion at times when their attention needs to be on their class such as during class events, or at arrival or dismissal time. Teachers can be reached via their school email address.

DRESS CODE

All Riviera students must abide by the school's dress code expectations. For the 2026-2027 school year, students are required to wear uniform tops featuring the official Riviera Schools logo. All uniform items must be purchased through Lumo Uniforms and Customization, Inc., and must meet the specifications outlined in the guidelines below. Parents are not permitted to purchase items elsewhere and embroider or iron on patches with the school logo.

Official Uniform Provider: Lumo Uniforms and Customization, Inc., 8235 South Dixie Hwy, Miami, FL 33143

General Requirements:

- Pants and shorts may not fit tightly. Pants, shorts, skorts, and skirts may not be rolled and must be worn at the waist.
- Shorts, skorts, skirts, and jersey dresses must be no shorter than where the fingertips reach when arms and hands are fully extended at one's side.
- Pants must be no shorter than ankle length.
- Shirts must be fully tucked in at all times.
- Students may wear sneakers or closed-toe shoes with a back (no boots, slippers, or rubber shoes). Laces must be tied.
- In grades 1-5, belts are to be worn with all pants and shorts with belt loops.
- Because winter weather can be cold, students should have at least one pair of long pants and one item of outerwear.

Unacceptable Appearance:

- Head coverings (such as hats and hoods) are not permitted.
- Students may not display any tattoos or body piercings except small earrings in their earlobes.
- All students' hair should be well-groomed, not hanging in the eyes, and worn in a style that does not interfere with the learning experience.
- Headphones or wireless earbuds of any kind are not permitted unless directed by a teacher for learning purposes.
- Hair may only be of natural colors. Hair carvings are not permitted.
- Eyebrows may not be carved or notched.
- Sunglasses during school hours are not permitted.
- Excessively tight or baggy clothing is not permitted. Visible midriffs are not permitted.
- Anything that disrupts the learning environment, as determined by the administration, is not permitted.
- Wearable technology (ex. smart watches) are not to be worn, or brought, to school.
- Makeup is not to be worn at school. Fake nails are also not permitted.

Boys Attire

- Shorts and pants: Solid navy or khaki; *Riviera* insignia is required.
- Shirts: Polo shirts (short or long-sleeved) are available. The colors are limited to pink, white, gray, navy blue, and light blue. The official *Riviera* insignia is required on all shirts.
- Outerwear: Navy, pink, or gray sweatshirt, navy performance sweatshirt, navy performance jacket, navy or gray quarter-zip sweater, or navy full-zip fleece jacket; the official *Riviera* insignia is required on all outerwear. A Riviera uniform shirt must be worn under all outerwear.
- The official school hoodie is permitted; any other Riviera hoodie may not be worn during school day hours. Hoods must remain down during school hours.

Girls Attire

- Shorts, pants, and skorts: Solid navy, plaid, or khaki; *Riviera* insignia is required.
- Tights: Solid white or navy tights may be worn with skorts (not with shorts). *Leggings are not allowed.*
- Jersey Dress: Pink or navy; the official *Riviera* insignia is required.
- Shirts: Polo shirts (short or long-sleeved) are available. The colors are limited to pink, white, gray, navy blue, and light blue. The official *Riviera* insignia is required on all shirts.
- Outerwear: Navy, pink, or gray sweatshirt, navy performance sweatshirt, navy performance jacket, navy or gray quarter-zip sweater, or navy full-zip fleece jacket; the official *Riviera* insignia is required on all outerwear. A Riviera uniform shirt must be worn under all outerwear.
- The official school hoodie is permitted; any other Riviera hoodie may not be worn during school day hours. Hoods must remain down during school hours.

Physical Education (Grades 1 – 5)

- Physical education uniforms must be worn to school on days when students in grades 1 – 5 have physical education. The physical education uniform consists of a Riviera Day School grey Sport-Tek PE shirt or long-sleeved shirt and shorts, which can both be purchased at Lumo Uniforms, or solid navy sweatpants with the *Riviera* insignia, which can be purchased at Lumo Uniforms.
- Physical education uniforms cannot be worn on days when students do not have physical education.
- During swimming class, the following are permitted: swim shorts, rash guard wear, one-piece suits, or tankinis. Bikinis are not permitted.

Shed Your Threads Attire

Shed Your Threads is a special opportunity for Riviera students to dress in attire of their choice. To participate, parents must pre-pay for the year using the FACTS link.

While this day allows for more flexibility, students are still expected to dress in a manner that is safe, respectful, and school-appropriate.

Allowed:

- Casual clothing such as jeans, shorts, t-shirts, polos, or casual dresses/skirts
- Sneakers, other closed-toe shoes
- Riviera spirit wear

Not Allowed:

- Crocs, flip-flops, or any open-toed footwear or footwear without backstraps (for safety reasons)
- Apparel with language, graphics, or depictions unsuitable for school (profanity, weapons, violence, etc.)
- Clothing that is excessively short, tight, ripped, sheer, or otherwise inconsistent with a learning environment

Shed Your Threads is meant to give students a fun way to express themselves while maintaining Riviera's standards of safety and respect.

Riviera Schools reserves the right to determine the appropriateness of any student's appearance as a reflection of the school's standards.

TECHNOLOGY POLICIES

School Tablets

Students in grades 1-5 utilize school tablets. Students and parents in grades 3-5 must attend tablet training and parents must sign the Tablet Agreement prior to student use. Students may only use these devices at teacher discretion, and students must comply with all rules and regulations regarding same.

- 1st and 2nd grade students will be assigned tablets for use only at school.
- 3rd grade students will be assigned tablets that are used at school and occasionally may be taken home if a project or assignment requires use at home. Students are responsible for their care and damages sustained to them when removed from school.
- 4th - 5th grade students will be assigned tablets that are used both in and out of school and are responsible for their care and damages sustained to them when removed from school.
- Tablets should be treated with care. Tablets must not be left unattended.
- Tablets may never be taken into bathrooms.
- Tablets that are corrupted by students intentionally or unintentionally may need to be imaged by the IT staff. Students are entitled to 3 imagings per year at no charge. There is a \$25 fee for the 4th and 5th occurrence and a \$50 fee for the 6th occurrence and beyond.
- Loaner tablets may be obtained from the IT Department. Each student can use a loaner tablet five days per year at no charge. There will be a \$10 per day fee for each occurrence thereafter. Late returns of a loaner tablet will be charged at \$10 per day. There will be a fee of \$600 for any lost tablet. There will be a fee for any damaged loaner tablet to cover the cost of repair up to a maximum of \$600.
- Loaner chargers may be obtained from the library. There will be a \$5 late fee per day. There is a \$50 fee for a lost or damaged charger.

Electronic Devices

Other than specifically authorized and registered electronic equipment, cell phones, smart watches, and electronic devices are not allowed on school property. Any devices with the ability to access 3G or 4G (cellular signal) independently may not be brought to school. The school is not responsible for missing or damaged cell phones or electronic devices.

All electronic devices must be turned off during class unless the teacher has specifically authorized the use of the device during that particular class for educational purposes. If the device is being used for educational purposes, students must comply with the guidelines relating to such use. Teachers may, at their sole discretion, permit the devices to be used during free time or recess. Whenever such use is permitted, students may not use electronic devices in any way that is harassing or disruptive to the educational environment, including making threats, using camera features to take inappropriate pictures or to videotape classes, to send text messages to other students in class, or in ways that would otherwise violate a school rule.

Any student found to have an electronic device in his/her possession and turned on during a test or examination will be presumed to have used the device to cheat and will receive a zero for the test/examination.

Students who violate this policy will have their electronics confiscated. In such case, the school reserves the right to inspect the device, including all contents. Students must provide any passwords to inspect the device upon request by a school administrator. Parents will be required to come to the school office to pick up confiscated items. Students will also be subject to disciplinary procedures for violation of this policy.

Computer and Systems Usage Policy

We believe our network infrastructure in conjunction with the Internet offers vast, diverse, and unique resources to Riviera students. It is for this reason that our classrooms, library, computer labs, and personal devices are connected to the network. While our goal in providing such resources is to foster educational excellence, the use of such resources presents certain risks and carries with it certain responsibilities. In an effort to address these issues, we have developed the following rules and guidelines.

All persons using the school's computers, the school's computer systems, or personal computers on school property or over the school's systems are required to abide by the following rules. This policy also applies to the use of any personal electronic devices (computers, cameras, cell phones, video cameras, etc.) on school property or at a school-related event. Failure to abide by these rules will result in appropriate disciplinary action determined by the school administration. All computers should be used in a responsible, ethical, and legal manner. Violations of the following guidelines may result in the revocation of access privileges and possible disciplinary responses, including expulsion for serious offenses.

Purpose: The purpose of providing access to the Internet and the school's computer systems is to support research and provide unique educational opportunities. The use of such resources should be limited to those activities that support the school's educational objectives.

Privilege: The use of the school's systems is a privilege and not a right. Inappropriate or illegal use of the school's systems or of the Internet will result in loss of the privilege and disciplinary action.

Internet Access: The school encourages students and teachers to use the Internet to expand their knowledge. The Internet allows users to send and receive email, to log onto remote computers, and to browse databases of information. It also lets users send and receive files and programs contained on other computers. Files may be downloaded only to personal drives. Files and information are not to be downloaded to the school's local or network hard drives, or the hard drives on any school-provided equipment. Only school-related content can be stored on school servers. Students are provided file folders for saving school-related work. Students may not use flash drives or personal storage devices for videos, music, games, software, or for objectionable or inappropriate content. Streaming of non-educational videos or audio clips is prohibited.

Use of information obtained via the Internet is at the student's own risk. The school is not responsible for the accuracy or quality of information obtained through the Internet.

Filtering: While the school provides a filtering system, no filtering system is foolproof. Therefore, we expect users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate and to report the situation to the faculty member or administrator in charge of the activity. Although the school cannot effectively restrict the content of all information obtained by students via the Internet, obtaining material that is explicitly labeled as not intended for minors will be considered a violation of school rules. Furthermore, making public or passing on any material that is pornographic, inappropriate (as defined by the school), violent in nature, or otherwise harassing is totally unacceptable and will be dealt with immediately by the appropriate administrator.

Etiquette and General Rules:

- Students must be polite and use appropriate language while online.
- Engaging in commercial enterprise is prohibited.
- Use of tablets in class will be determined solely by the classroom teacher.
- No earphones or headphones may be used in school unless specifically authorized by a teacher during class.
- Cameras, including those in a personal device, may not be used without teacher permission.
- Students must not misrepresent themselves or others.

Internet Safety: Students should never give out personal information (address, telephone number, name of school, address of school, date of birth, Social Security Number, credit card number, etc.) over the Internet. Students should abide by all age requirements and obtain parental permission. Students also should not meet with someone that they have contacted on-line without prior parental approval. Safety is the responsibility of the parent and student. The school is not liable in any way for irresponsible acts on the part of the student.

Pirated Software: The term "pirated software" refers to the use and transfer of stolen software. Commercial software is copyrighted, and each purchaser must abide by the licensing agreement published with the software. There is no justification for the use of illegally obtained software. The school will not, in any way, be held responsible for a student's own software brought to school for personal use.

Network Access/Passwords: The school reserves the right to delete network files at any time. Students must ensure that work is appropriately saved and backed up. Accessing the accounts and files of others is prohibited. Intentionally seeking, copying, or modifying the work of others is prohibited. Attempting to gain unauthorized access to system programs or computer equipment is prohibited. Attempting to impair or disrupt the network, to bypass restrictions (via proxy, avoidance systems, or otherwise) set by the network administrator, or to create links to the school's web page is prohibited.

Students may not download or install software, launchers, or applications on flash drives or on school computers or devices. Chat, instant messaging, and VOIP applications are prohibited. Students may not use Wi-Fi tethering, hotspots, or other wireless access points that are not part of the school's network.

Obtaining another's password or rights to another's directory or email on the network is a violation of school rules as well as a form of theft. Taking advantage of a student who inadvertently leaves a computer without logging out is not appropriate. Using someone else's password or posting a message using another's log-in name is a form of dishonesty, just as is plagiarism or lying, and will be treated as a violation. Students must guard their passwords and not share them. Students will be responsible for any activity done on the school's system under their password.

School's Right to Inspect: The school reserves the right to inspect user directories for inappropriate files and to remove them if found and to take other appropriate action if deemed necessary, including notification of parents. The school also reserves the right to inspect any personal electronic devices brought onto campus. In such case, students must provide any passwords to inspect the device upon request by a school administrator. Do not assume that any messages or materials on your computer or the school's systems are private.

Email: Students are provided a school email address for school-related communications. It is designed to allow access to the school's online portal, facilitate teacher/student communication, and to teach the appropriate use of email. Riviera reserves the right to read, delete, block, or filter all sent and received email messages. This assigned email address must be used when communicating with any school staff member, including, without limitation, teachers. Students should remember that email is not confidential (and the school may check or review email at any time) and any personal or confidential information should be communicated in person. Before sending an email to more than 10 recipients, teacher or administrator approval is necessary. All communications via the school's network and/or email should be related to education.

Email, whether using the school-provided email address or a different email address, may not be used to harass, bully, or threaten others. Other students should not be discussed. Inappropriate attachments are prohibited. The school reserves the right to randomly check email or text messages. Email messages must not include personal attacks and should follow the normal rules of appropriate public language. They should not contain any language or content, which the author would not be willing to share from the podium at a school meeting. Students should be made aware that deleted emails can be undeleted.

Any person who believes that they have been harassed or threatened by an email or other electronic communication should immediately report the concern in accordance with the school's No Harassment/No Bullying policy. In addition, students should immediately report all posted acts of violence or proposed violation or self-harm to a trusted adult. Any threats concerning the school should be immediately reported to an administrator.

Viruses: Every effort is made by the school to keep our system virus-free. Even with the best techniques, however, computer viruses can be transmitted to and from any computer, including

those in the computer center. The school is not responsible for the transmission of any virus or for damage suffered from a virus. Students may not upload or create any computer virus.

Computer Care: Members of the school community will not abuse, tamper with, or willfully damage any computer equipment; they will not move, adjust, or unplug cords, wires, etc.; use the computer for other than appropriate work; or bring food or drink into any computer area. Any intentional acts of vandalism will result in discipline, and students will be held responsible for replacement or repairs.

Reporting Requirements/Discipline: Any student who accesses inappropriate material on the Internet or who receives harassing, threatening, or inappropriate materials via email or on the Internet, must immediately report the concern to the teacher who is supervising the activity or to an administrator so that the situation can be investigated and addressed appropriately. Students must also notify a teacher or administrator if they become aware of inappropriate use by others. Students who violate any aspect of this Computer and Systems Usage Policy will be subject to appropriate discipline and loss of computer or Internet privileges.

Social Media and Social Networking Policies and Procedures

Social media encompasses a broad array of online activity including social networks/media such as Twitter, Flickr, Instagram, Facebook, GroupMe, and Snapchat, blogs, and other similar online or Internet communications.

We do not permit students to access social media and/or social networking sites while on School property or at a School-related event, unless such use is on a School social media platform or School sanctioned site and the use is for school related work. We have taken steps to block many of the social media/networking sites on our network, but technology will undoubtedly work faster than our IT Department. Therefore, even if you are able to access such sites on School property or at a School-related event, you should understand that your activities are in violation of School policy and may result in disciplinary action.

It is not our goal to regulate a student's personal online activities when not on School property or at a School-related event. However, certain activities might impact a student's relationships with other students or School employees, impact the School rights, or disrupt the School's mission or activities, and we do reserve the right to regulate those activities. All students should ensure that they are familiar with School's conduct policies to avoid any online communications that might violate those policies, whether on or off campus.

Students must ensure that online activities do not violate a School policy regarding bullying or harassment, or other similar policies pertaining to how students interact with each other. If a student posts or says something online that makes another student feel uncomfortable, this activity may result in an investigation and possible discipline.

Teachers and administrators periodically check such sites and may determine that off-campus behavior violates the School conduct code by making disparaging or negative comments about the

School, administration, or faculty members in a manner that is disruptive to the School's educational mission or activities.

Students should not "follow" or be "friends" with any faculty member or other adult member of our community (other than the student's parent) on any of these social networking sites. Any violation of this prohibition must be reported to the administration immediately.

In addition, postings on social networking or other Internet sites of students engaging in inappropriate behavior (such as drinking, smoking, vaping, sexual actions, etc.) is prohibited.

Students are not permitted to use the School's name, logos, trademarks, service marks or other similar School property in online activities. Students are not permitted to post photographs of the School, its locations, activities, students, parents, or employee-related activities online. Students are not permitted to create websites or social networking profiles to rate teachers, discuss aspects of the School, or otherwise disclose information online that the School would find offensive or inappropriate if posted in the School's newspaper. Finally, students are not permitted to disclose any confidential information of the School, employees, students, parents, or activities online.

Creation of Social Media Accounts

Any School-affiliated groups, clubs, organizations, etc. are not permitted to create a social media account without written consent from the Executive Director.

School's Right to Inspect

The School reserves the right to inspect all electronic data and usage occurring over the School's network or on School property without prior notice. We also reserve the right to assess information in the public domain on the Internet or on private social media sites brought to the School's attention, and to discipline students for any violation of these guidelines.

STUDENT SERVICES

Student Disability Accommodations

We are committed to ensuring that all qualified individuals with disabilities have the opportunity to participate in educational programs and services on an equal basis. Riviera supports the integration of all qualified individuals into its programs and is committed to full compliance with all applicable laws regarding equal opportunity for all students with a disability.

General Policy

In general, it is the School's policy to reasonably accommodate a student's disability if the accommodation will not result in a fundamental change to our educational environment or mission, impose an undue burden on the School, or create a direct threat of harm to the disabled student or to others. To the extent the accommodation requested would impose a financial undue hardship on the School, we may agree to provide the accommodation if the family agrees to share the cost of the accommodation to eliminate the undue hardship.

An accommodation refers to an adjustment or modification in the academic environment that enables an individual to enjoy equal access to the School's programs, services or activities.

Procedures, Requests, and Accommodations

Accommodations Unrelated to Testing and Academics: For any type of accommodation unrelated to testing (including administration of medication at School), e. g., auxiliary aids and services, the parent must communicate the need for accommodation to the Head of School. The Head of School will then advise the parent of the medical information needed from the student's treatment provider, which generally will state whether the student has an impairment, how the impairment limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

Testing, Academic and Learning Accommodations: A student with a diagnosed learning disability or a diagnosed mental disability may be entitled to reasonable accommodations related to testing. The following types of documents can support a request for an accommodation:

- Recommendations of qualified professionals;
- Proof of past testing accommodation;
- Observations by educators;
- Results of psycho-educational or other professional evaluation;
- A student's history of diagnosis; and
- A parent or student's statement of student's history regarding testing accommodations.

Information regarding a student's disability provided must be in writing and provided by a qualified professional, most often a physician, educational diagnostician, learning disability specialist, or mental health professional who is not a blood relative.

Accommodations will be based on a documentation not more than three years old. Once the School has reviewed all information, which may include any or all of the above types of information, it will determine whether the accommodation[s] requested is reasonable. As stated above, suggested accommodations that require a fundamental alteration of our academic program or an elimination of an essential element of the course will not be granted. Further, the School will not grant an accommodation that interferes with the student's work in other classes.

Below are examples of academic and testing accommodations that generally are reasonable:

- Arranging seating away from distractions (other students, the door, window, etc.)
- Signing a Daily Planner either daily or weekly.
- Varying teaching techniques to allow for different styles of learning.

The following are examples of accommodations that will not be granted:

- Substantial modifications to academic standards,
- Modification or adjustment of requirements essential to any program of instruction, program or activity, or essential to any directly related licensing requirement, or
- Modifications or adjustments that result in an undue burden, considering the nature, cost, and impact of the accommodation, and other factors.

Release for Communications with Qualified Professional Provider

Sometimes, the documentation received from the qualified professional may raise questions, leave out necessary information, or be unclear as to the recommendations. For that reason, the parent(s) must sign a Release of Information form, permitting the School to communicate with the professional treatment provider when necessary to clarify documentation or seek necessary additional information.

Assessment of Request

Once the School has received a request for accommodation and the required medical documentation, appropriate persons within the administration will meet with the parents to clarify information and to discuss the accommodation requested. Once the School determines the accommodations that are reasonable and that are not a fundamental alteration, undue burden, or direct threat of harm, the School will advise the parents in writing which requested accommodations have been granted. The Head of School will notify the student's teachers and provide appropriate documentation outlining the accommodation granted.

Student/Parent Responsibility

Students and parents are required to cooperate with the School in the process of providing information, discussing the needed accommodations, and in implementing whatever processes are necessary at home and working with teachers cooperatively at school. The School may deny a request for accommodation if either the student or the parents are uncooperative.

School Counselor

The school counselor plays an important role in supporting the social, and emotional growth of all students. The counselor provides classroom instruction through the SSL (Social Skills for Life) class, meets with students individually or in small groups, and collaborates with teachers, administrators, and parents to help create a safe and supportive learning environment.

The counselor's role is proactive and developmental, focusing on:

- Promoting positive peer relationships and social skills
- Helping students build confidence, resilience, and healthy coping strategies
- Supporting students with goal-setting and problem-solving
- Providing short-term, school-based counseling and referrals to outside resources when appropriate

The counselor may, at their professional discretion, meet and speak with students as needed during the school day to provide support. This does not require prior parental consent. If ongoing or more intensive counseling services appear necessary, the counselor will notify parents and may recommend outside resources.

The counselor does not provide long-term therapy but works closely with families to connect them to additional support if needed. Parents are welcome to reach out to the counselor with questions or concerns about their child's social, or emotional well-being.

Student Safety Concerns

The safety and well-being of our students are of the highest priority. Any indication of self-harm, suicidal thoughts, or behaviors will be taken seriously and addressed immediately.

When a concern is identified, the following steps may occur:

- **Immediate Response:** A school counselor or administrator will meet with the student as soon as the concern is reported or observed.
- **Assessment:** The counselor will conduct an initial safety assessment to evaluate the level of concern.
- **Parental Notification:** Parents/guardians will be contacted promptly to share concerns, the results of the assessment, and recommended next steps.
- **Safety Planning:** If necessary, a safety plan will be developed in collaboration with the student, parents, and counselor to support the child both at school and at home.

- **Referral:** The school may recommend or require referral to an outside licensed mental health professional or agency for further evaluation or treatment. Documentation of outside care may be requested before the student may return to school. In such instances, the student may not return to school until a re-entry meeting takes place with the student, counselor, parent, and school administration to further discuss and evaluate the circumstances.
- **Emergency Protocol:** If a student is assessed to be at imminent risk of harm, emergency services will be contacted immediately, and the parent/guardian will be notified.

Riviera Schools is committed to providing a supportive environment, but it is important to note that school counselors are not long-term therapists. Ongoing care and treatment must be coordinated with outside mental health providers.

While the school will make every effort to partner with families to ensure appropriate support, if the safety of the student or others is at risk, the school reserves the right to determine that the student may no longer continue enrollment at Riviera.

We encourage parents, students, and staff to communicate concerns promptly. Together, we can ensure that students receive the care and support they need.

Toileting Requirements

In order to attend Riviera Schools, children must be fully potty trained. While we understand that occasional accidents may occur, a repeated pattern of toileting incidents creates disruptions to the learning environment and challenges for staff.

If a child develops a pattern of repeated incidents, parents may be required to keep the child home for a period of time to focus on toilet training. If, after this period, the issue continues, the school may determine that it is unable to support the child's needs, and enrollment may be discontinued.

GENERAL POLICIES

Animal Policy

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

Office Hours

The school's Main Office is open from 8:30 a.m. to 3:30 p.m. Monday through Friday.

Inclement Weather Policy

For school closing or delays due to inclement weather, such as hurricanes, flooding, or other natural disasters, the school will follow the decisions made by the public school system of Miami-Dade County. Therefore, if Miami-Dade Public Schools are closed, then Riviera will be closed, and, if the public schools are open, Riviera will be open.

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

Parents Club

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

Bulldog Bistro / Lunch

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

All students will receive school lunch. Students are also welcome to bring their own lunch from home. Weekly lunch menus are available online or through Sage Dining.

Lockers

Students in grades 4-5 are assigned lockers. Students are to keep their lockers clean and to empty them by the last day of school. Any items or books left after that time will be given away or discarded as appropriate. Lockers are school property and are subject to search by school administration at any time. Students will be assigned a lock for their locker and may not use an alternate lock at any point.

Food Policy

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

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

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

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

Students may not share food with one another at any time. In addition, Riviera Day School has a NO FOOD POLICY. This means, that food products (which includes anything edible) will not be: (1) provided by the school as rewards, incentives, or gifts; (2) provided by the school before, during, or after school, other than as a part of the school's lunch or snack program; (3) provided by the school

to the students to take home; and (4) used as a part of any activity or lesson unless specifically authorized by the Head of School. Furthermore, there will be no class parties involving food products.

Gum and candy is not allowed in school. Employees will confiscate any gum or candy immediately when found.

Birthday Celebrations

One exception to the school's food policy is for birthday celebrations. However, the following rules apply for birthday celebrations:

- Birthday celebrations are to be held during snack, lunch or recess only, and must be pre-scheduled with the classroom teacher.
- Parents must notify teachers in advance when they would like to celebrate a child's birthday in school.
- Birthday celebrations are to be simple recognitions of birthdays, not elaborate parties.
- Parents may only bring the following items for a birthday celebration:
 - Cupcakes (store bought)
 - Fruit
- Celebrations should be 5 to 10 minutes, and parents need not attend. If parents would like to attend, no more than two adults are permitted.

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

Party Invitations

When planning parties or gatherings, we ask that families be mindful of students' feelings. It can be deeply upsetting for a child to learn that they are among the few in their class who were not included. To promote kindness and inclusivity, written invitations should be mailed directly to students' homes and not distributed at school, unless all girls, all boys, or the entire class is invited.

Inspection Policy

The school may inspect and conduct a search of any place or item on school campus or at a school-related event including, but not limited to, a student's cubicle, book bag, backpack, or personal electronic devices. Students may also be required to empty their pockets or remove outer layers of clothing for inspection. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Students must provide any passwords or other access required to inspect such places or items upon request by a school administrator. Inspection of electronic devices includes the contents of same whether such message or information was sent over the school's

system or any personal account. Further, the parents authorize the school to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, or the possession of which is a violation of the school's rules, community standards, and/or local, state, or federal law.

Lost and Found

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

Labeling of all items with first and last name helps prevent loss.

Payment of Tuition and Fees

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

Student Records and Information

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

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

After School Activities

A wide variety of semester-long enrichment opportunities are available, including cheer, martial arts, technology clubs, homework support, arts and crafts, and sports. These programs are offered

because the enrichment of the whole child - mind, body, and spirit - is a core principle at Riviera. Please note that some activities may be limited to specific age groups. Families will receive notices at the beginning and middle of the year with details about offerings and registration. Families must register and pay through our online activity booking system; refunds are not permitted.

Field Trips

Field trips are an important extension of the educational process, providing meaningful opportunities for learning beyond the classroom. Participation, however, is a privilege. Only students who, in the administration's discretion, have demonstrated appropriate conduct in their classes will be permitted to attend.

Proper behavior during all aspects of the trip is essential. Parents will be notified if a student is unable to follow expectations, and in severe cases, may be asked to provide immediate transportation home.

All off-campus, and some on-campus exposure opportunities require the execution of the school's participation and consent form as a condition of student participation. Students whose parents do not complete the release form will not attend the trip and, at the school's discretion, may be assigned to an alternate class during the field trip period.

Fundraising

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

Shuttle/Bus Transportation

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

The following behaviors are expected of all students who ride the shuttle/ bus:

1. Be on time for your bus.
2. Wait until the bus comes to a complete stop before moving forward to enter or exit.
3. Find a seat right away and remain seated while the bus is in motion.
4. Wear your seatbelt if one is available. Repeated failure to buckle up may result in loss of bus privileges.
5. Keep your head, hands, arms, and legs inside the bus at all times.

6. Help keep the bus clean; no littering, eating, or drinking.
7. Respect the bus and its equipment; do not tamper with seats, seatbelts, or other fixtures.
8. Use respectful behavior: listen to the driver, speak at a low volume, and use appropriate language.
9. Follow all school rules while on the bus.

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

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

Use of School Name/Non-Sponsored Activities

In order to, among other reasons, ensure that any implied association with the School is accurate and to protect the goodwill and value of the School's name, logos, trademarks, service marks, and other similar School property, parents and students are not authorized to use or cause to be used by others the School's name Riviera Day School d/b/a Riviera Preparatory School"), any likeness or reference to the School's name, and/or the School's crest, logos or mascot in any way ("School Property") without express prior written permission of the Executive Director. This restriction on the use of School property, includes without limitation, online activities, use of School Property on merchandise, and attaching School property (whether in print, online, or other medium) to a project, event, outing, club, sports team, group, or other activity ("Activity") or when describing such Activity that the student or parent may organize or lead or in which the student or parent may participate that is not School sponsored.

Parents and students should also understand that no Activity is sponsored or endorsed by the School unless the parents and students receive written notice from the Director stating that the Activity has been recognized by the School, even if the Activity is utilizing School Property, and even if the Activity is organized or led by another parent or other individual, including current and former employees. If a parent or student has any questions about whether an Activity is School sponsored, please contact the Director.

CODE OF CONDUCT

Recognizing Model Behavior

At Riviera, we believe the best way to build strong social skills and a positive school culture is to focus first on proactive strategies. By recognizing and celebrating positive choices, we help students strengthen the habits that lead to success while reducing or even preventing misbehavior before it occurs.

We love to celebrate good behavior! Here are some of the ways we recognize and reward it:

- **Positive Praise:** Encouraging words and affirmations from teachers and staff.
- **Special Notes:** Skill strength notes or thoughtful shout-outs highlighting a student's effort and accomplishments.
- **High Fives and Stickers:** Immediate recognition for positive actions in the moment.
- **Awards:** Special recognition for students who receive positive referrals from teachers or staff for exceptional acts of kindness, responsibility, or leadership.
- **Privileges:** Opportunities such as leadership roles or participation in special activities.
- **Earned Rewards:** Small classroom tokens often earned through "Treasure Box" or "Star Jar" initiatives.

By celebrating model behavior in these ways, we not only reinforce expectations but also create a culture where students feel proud of their choices and inspired to lead with kindness, respect, and responsibility.

Behavior Policies and Expectations

School Property

Students are expected to show proper respect for all school property, including novels, textbooks, classroom tablets, or other materials which are issued to them. Families will pay for all damage to or loss of materials.

Language

Students and parents are prohibited from using profane, obscene, bigoted, or other type of offensive language or gestures on campus or at school-sponsored events. The use of ethnic slurs, name calling and profanity are not permitted.

Food, Drink, Gum

Food and beverages will be consumed only in designated areas and at designated times. Gum is not permitted on school grounds or in school vehicles.

Behavior in Class and During Transitions

Students are expected to conduct themselves on campus in a manner that reflects safety, courtesy, and respect for others. This includes moving calmly through hallways and walkways, keeping to the right side when possible, and being mindful of personal space. Running, shouting, or roughhousing is not permitted, as such behaviors create safety concerns and disrupt the learning environment.

In classrooms and common areas, students should demonstrate attentiveness, cooperation, and respect toward peers, teachers, and staff. Transitions between classes should be efficient and orderly so that learning time is maximized and all members of the community feel safe and supported.

By practicing respectful and safe movement throughout campus, students help maintain the positive, focused environment that allows everyone to learn and thrive.

Harassment/Bullying

The School is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Therefore, the School will not tolerate any type of harassment or bullying by a student, employee, or any third party (including vendors, contractors, donors, volunteers, parents, and visitors). Students should be aware that their off-campus behavior is also covered under this policy, regardless of when and where the conduct occurred or who was affected by the student's inappropriate behavior. Harassment is broadly defined to include unreasonable conduct or behavior that is personally offensive or threatening, impairs morale, or interferes with the educational environment of students and includes, but is not limited to, slurs, jokes, comments, teasing, and other offensive conduct relating to race, religion, color, sex, gender identity, sexual orientation, national origin, citizenship, or disability. Harassment also includes sexual harassment.

Examples of sexual harassment include, but are not limited to:

- Demanding sexual favors
- Requests for pictures of a sexual nature
- Taking, sending, or posting images of a sexual nature without consent
- Spreading lies or information about another individual's sexual activity
- Coercing sexual activity by threat of punishment or offer of reward
- Obscene or sexually suggestive graffiti
- Displaying or sending pornographic pictures or objects
- Offensive touching, pinching, grabbing, kissing or hugging

- Restraining someone's movement in a sexual way
- Sexual or lewd jokes, remarks, leering, whistling, brushing against the body, or other suggestive or insulting gestures or comments about another's body
- Intimidating or suggestive remarks about an individual's sexual orientation or gender identity, whether actual or implied

Examples of other forms of harassment based on race, religion, color, national origin, citizenship, or disability include, but are not limited to:

- Offensive, intimidating, or inappropriate comments, postings, or conduct relating to race, ethnicity, or color (using racial slurs, racial or ethnic jokes, comments, name calling based on race or ethnicity, etc.)
- Offensive, intimidating, or inappropriate comments, postings, or conduct teasing or joking about another person's disability, failure to speak English clearly, religious background, clothing, or beliefs, or similar behaviors.

Bullying includes a variety of behaviors, but all involve a person or group trying to take advantage of the power they have to hurt or reject someone else. These behaviors can be carried out physically (hitting, kicking, pushing), verbally (calling names, taunting, teasing, threatening, ridiculing, spreading rumors, etc.), electronically, sometimes called "cyber-bullying" (posting defamatory remarks or photos, sending threatening emails, creating fake profiles, taking over an account and posting as someone else), or through relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion) or emotional aggression (teasing, threatening, intimidating others).

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

It is the responsibility of all members of the community to ensure that their words, actions, and interactions with others always reflect the intent to promote respect and trust. Attempts to justify behavior as a "prank" or "joke" do not change its harassing or bullying nature if the object of the joke or prank is not a willing participant. Whatever the basis for the harassment or bullying, it is prohibited.

All concerns relating to harassment or bullying should be reported immediately to the Head of School. We also expect that anyone, whether student, faculty, staff or family member who witnesses, or has knowledge of an incident of bullying or harassment, will report the incident to the Head of School. Delays in reporting may compromise the School's ability to appropriately investigate.

When the School administration becomes aware of harassment or bullying, the situation will be promptly investigated. Any student found to have violated this policy will be subject to

disciplinary action, up to and including dismissal from the School for serious violations, even in the case of a single expression, act, or gesture. Conduct need not meet the legal definition of harassment or bullying to violate the School's expectations for appropriate behavior and be actionable. No adverse action will be taken against any person who makes a good faith report of harassment or bullying. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

Honesty and Dishonesty

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

Leaving School Campus

It is a serious infraction to leave campus without authorization. Students who do so will be subject to disciplinary action, up to and including dismissal.

Displays of Affection & Other Forms of Inappropriate Student Interaction

Students are prohibited from inappropriate displays of affection on campus or any school-related events, such as kissing, hand-holding, or other such behavior. In addition, any type of sexual conduct anywhere on campus, on school buses, or at a school-related event is prohibited. Any unwanted or offensive sexual conduct occurring on school property or a school event must be immediately reported in accordance with the Harassment and Bullying Policy.

Fights or Horseplay

Fights may be considered as physical confrontations, struggles, or an exchange of physical contact. Students who engage in a fight will be sent home and required to attend a reflection meeting prior to their return to school.

Horseplay may be considered as rough or boisterous play that often involves physical contact. Horseplay is prohibited and students who partake in these behaviors will be subject to redirection and consequences determined by school administration.

Physical Aggression

Riviera Schools is committed to providing a safe and supportive environment for all students. Physical aggression, including hitting, kicking, pushing, biting, or any behavior that could hurt another person, is not acceptable. Acts of physical aggression disrupt learning and create safety concerns.

Students who engage in physical aggression will be addressed immediately by a teacher or administrator. Consequences may include loss of privileges, parent notification, removal from class, or further disciplinary action, depending on the severity of the incident. Repeated or serious acts of aggression may result in suspension; the school reserves the right to determine that the student may no longer continue enrollment at Riviera.

Our goal is to help students learn positive ways to handle strong feelings, solve problems peacefully, and maintain a safe community for everyone.

Drugs and Alcohol

- Students are prohibited from possessing, using, selling, or purchasing any alcoholic beverages or other mind-altering substances (including synthetic salts or other substances) on or near school property or at school-related activities. "Mind-altering" substances include any type of substance ingested, snorted, smoked, or inserted into one's body that may impact the individual in some way. Such substances include, without limitation, alcohol, legal or illegal substances (including medical marijuana pursuant to a prescription), over the counter salts, spices, vapors, incense, or other similar items. Off-premises possession, use, sale, or purchase of mind-altering substances and off-premise alcohol abuse is also prohibited.

- Students may be required to submit to urinalysis drug screens, blood alcohol tests, breathalyzer tests, and medical examinations under the following circumstances: (a) whenever selected for screening by school officials; (b) when a student is suspected of attending school or school-related activities with intoxicants or mind-altering substances in his or her system; (c) when a student suffers an injury or is involved in an accident while at school or a school activity; (d) on a periodic or random basis, including but not limited to, in connection with the student's participation in extracurricular activities; or (e) when a student is placed under disciplinary contract and such screenings or examinations are terms of the contract. The presence of 0.02% alcohol or the presence of any other intoxicants or mind-altering substances in the body is a violation of this policy. Refusal of a student (by the student or the student's parent) to undergo testing or to cooperate fully with any of these tests (including signing consent forms or providing testing results promptly to the school) is also a violation of our policy and will result in disciplinary consequences up to and including expulsion.

- This policy does not prohibit the proper use of medication under the direction of a physician. However, the misuse or abuse of such drugs is prohibited. Students who are taking prescription or nonprescription drugs, which could affect their ability to function in a safe or efficient manner, must notify an administrator in the school office of this fact when they report to school.

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In addition to determining the appropriate disciplinary action pursuant to the school's Disciplinary Rules, the school reserves the right to impose the following additional or different requirements as appropriate for the circumstances: determination of possible legal action; required professional counseling approved by the administration; removal from all elected or appointed positions of leadership in the school; and required random and/or regularly scheduled drug and/or alcohol testing at a school-approved local clinic or doctor's office for a time period and at intervals to be determined by the school's administration and at the expense of the student's family.

Pornography

The possession, viewing, or distribution of pornography on campus, in either electronic or hard copy form, is a violation of school rules. The school reserves the right to determine what material is pornographic.

Smoking/Vaping/Tobacco Products

School policy expressly forbids students from smoking, vaping, or using tobacco products, as well as possessing such products, at any time in or on school property, buses or other school vehicles, adjacent properties, or school-sponsored activities or trips. All cigarettes (including electronic), vaping devices, smokeless tobacco, lighters, matches, etc. or other devices similar to cigarettes, lighters, matches, etc. brought on campus by students will be confiscated. Discipline will be imposed based on the circumstances existing at the time and may include suspension, probation, or expulsion.

Weapons and Threats

The School takes all threats seriously, even when students make comments in jest, on the Internet, by text, or away from school toward or about another student, employee, or the School. Students are prohibited from bringing any type of ammunition or weapon (whether operable or not and whether licensed or not) or things that resemble weapons, such as martial arts training materials (training balisong, nunchucks, etc.) and toy weapons to School (including, without limitation, parking lots, athletic fields, etc.) or School-sponsored events. This prohibition includes, without limitation, knives (all types including, without limitation, pocketknives, and even those that are part of a key chain), guns (all types), tasers, pepper spray, bows and/or arrows, firecrackers, matches, lighters, smoke bombs, stink bombs, or any type of explosive device. Any such item may be confiscated and, if appropriate, reported to and turned over to law enforcement. Any pictorial depictions of weapons, or verbal or written comments that the administration determines in its discretion to be threatening in nature, or any behavior that is threatening, will result in disciplinary consequences. Violators of this Weapons and Threats Policy will be subject to disciplinary consequences from the School, up to and including, expulsion, as well as subject to penalties imposed by state authorities.

All members of our community are required to immediately report any comment, posting, text, or other form of communication or information that they receive or learn about that reflects that someone has made a threat toward or about another student, an employee or the School. If there is any communication or behavior that concerns you, report it to one of the deans or to any administrator.

Threats of violence or acts of violence by a student, employee, parent or other individual may be reported to law enforcement and any other authorities the School deems appropriate. The School will cooperate with investigations by authorities, and the School may also conduct its own investigation. With respect to such threats or acts by students, the School may report such threats or acts of violence to future schools, camps, athletic programs, and other organizations in which the student participates. The student's transcript or report card may also note the threat or act. In determining whether to report such threats or acts of violence, the School may consider, among other factors, the gravity and nature of the threat or act of violence, the disciplinary history of the individual, academic or work performance, behavioral history, social profile, other information available to the School (i.e. access to weapons, mental health information, family situation, etc.), and/or the outcome of any investigations.

Criminal Activity

A student engaging in conduct that is defined under law as a serious misdemeanor or felony (whether charged by law enforcement or not) is grounds for expulsion. Violations of law that occur off-campus during the school day will be subject to review under school rules. Violations of law that occur after the school day may also be subject to review under school rules. In the case of offenses that occur at the end of the school year, the school may require consequences to be completed during the summer. Transcripts and other reports pertaining to the student's academic standing will be withheld until the completion of the assigned consequence. All decisions involving suspension or expulsion are subject to the final approval of the Executive Director and Head of School.

Prohibited Items

Students are prohibited from possessing cell phones, smart watches, or electronic games on campus. Drugs, alcohol, weapons, or fire starting agents are prohibited at all times, and will be turned over to law enforcement. The school reserves the right to confiscate any prohibited items found on campus and to hold such items until a parent comes to collect them.

Property

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

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

Disciplinary Procedures

Classroom discipline is first and foremost the responsibility of the teacher. Students are expected to comply with classroom regulations and any disciplinary measures deemed appropriate by the teacher. Faculty and staff members must always be addressed in a polite and respectful manner. Confrontational or disrespectful behavior toward teachers or staff is inconsistent with the standards of conduct expected of all Riviera students and families.

Disciplinary matters or violations of school rules will be addressed initially at the most immediate level possible. Depending on the nature of the incident, consequences may be applied by the classroom teacher, school administration, or both. All situations will be handled at the school's discretion in accordance with Riviera's rules, policies, and practices, as well as general standards of fairness and common sense.

Investigations

Students are expected to cooperate in investigations. Students are expected to be honest, but honesty is not necessarily a mitigating factor and students' own statements may be used against them. Failure to cooperate with an investigation may be cause for disciplinary action.

If a student refuses to participate or cooperate at any stage of an investigation, or is unable to do so for whatever reason, including without limitation, pending criminal charges, the school reserves the right to take action, including proceeding without a statement from the student, or to require the student to withdraw from school.

Range of Consequences

1. Redirection / Reminder
 - A gentle verbal cue or reminder of expectations.
 - Focuses on helping the student recognize the behavior and make a better choice.
2. Warning
 - A clear statement that the behavior is inappropriate and must stop.
 - Teacher may restate expectations and explain possible next steps if behavior continues.
3. Think Time / Reflection
 - Student takes a short break from the activity or group to reflect on choices.
 - May complete a reflection sheet or verbal check-in with the teacher before returning.

4. Loss of Privilege
 - Temporary removal from a preferred activity (e.g., recess game, classroom job, choice time).
 - Used when behavior continues after reminders and warnings.
5. Restorative Acts
 - Practices that focus on repairing harm, rebuilding trust, and restoring relationships after a conflict or misbehavior.
 - Encourage students to reflect on their actions, take responsibility, and make amends, whether through apologies, service, or positive contributions to the community.
6. Parent Contact
 - Teacher communicates with parent/guardian to share the behavior, steps already taken, and seek support.
7. Office Referral / Administrative Involvement
 - Student meets with administrator to discuss behavior and next steps.
 - May include additional consequences such as behavior contracts, restitution, or removal from class.

When administrative involvement is warranted, the severity of disciplinary consequences for any violation will take into account multiple factors, including but not limited to:

- Whether any person was harmed
- Whether there was property damage or loss
- The degree of disruption to a class or the school community
- The number and nature of prior infractions
- The student's previous disciplinary record
- The presence of prohibited or dangerous items
- Whether the student had been warned previously about similar conduct
- Whether the conduct is also prohibited by criminal law
- The student's honesty and cooperation during the investigation
- Parent cooperation

School administration may also assign any of the following disciplinary consequences, based on the factors above.

Disciplinary Report – A written notice documenting the infraction.

Probation – A period during which the student's behavior is closely monitored. A student on probation is at risk of expulsion if behavior does not improve or meet expectations. Probationary status may include loss of privileges such as participation in extracurricular activities, leadership positions, or other school opportunities.

Out-of-School Suspension – Temporary removal from all school activities, including classes. During suspension, students are required to remain at home and will receive a grade of zero for all classwork and homework, though they are still responsible for all covered material. Students are expected to arrange make-up for any assessments, such as tests or quizzes. Prior to returning to school after a suspension, the student and a legal guardian must attend a Reflection Meeting with school administration to discuss the situation, reiterate expectations, and plan for a successful return to the campus community.

Expulsion – Permanent separation from Riviera Schools. Grounds for expulsion include, but are not limited to, serious first offenses; repeated infractions (even if unrelated); conduct resulting in harm, property damage, or disruption to the educational environment; parent or family member behavior that disrupts the school community or its educational mission; non-payment of tuition or fees; failure to meet academic or attendance requirements; or any other matter deemed serious by the administration.

In addition to the consequences listed above, Riviera Schools may report to the appropriate governmental authorities any conduct that appears to violate local, state, or federal law.

HEALTH AND SAFETY POLICIES & PROCEDURES

Safeguarding and Child Abuse Reporting

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

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

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

Child Safety from Sexual Offenders and Predators

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

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

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

Parents should regularly visit the public registry to check out individuals for prior criminal records and sex offenses. Information concerning registered sex offenders and predators in Florida may be obtained by visiting <http://www.fdle.state.fl.us>, the Florida Department of Law Enforcement Sexual Offenders database. Information may also be obtained by contacting the FDLE's toll free

telephone number: 1-888-FL-PREDATOR (1-888-357-7332). To view a map of registered sex offenders living within a five-mile radius of any given address, parents should visit <http://www.familywatchdog.us>. To learn about additional child safety tips and links to child and internet safety sites and searches, parents should visit the Florida Attorney General website at <http://myfloridalegal.com>.

Student/Adult Interaction

Our students and adults (teachers, administrators, staff members, parents, and visitors) are expected to interact with each other in a professional and respectful manner. While it is important for adults to be approachable and friendly with students, maintaining appropriate boundaries is essential.

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

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

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

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

Emergency Evacuation Procedures

Each classroom contains a posted map showing the quickest and safest exit route from the building. Students are expected to review and become familiar with these maps.

During a fire drill or emergency evacuation, students should move quickly, quietly, and in an orderly manner to the designated area. Movement and noise must be kept to a minimum, and talking is not permitted, so that all instructions can be heard and followed immediately.

Visitors

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

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

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

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

Student Illness and Communicable Diseases

The School has a responsibility to provide a safe and healthy environment for employees, parents, students, and visitors. In the case of global or local threats of a communicable disease, the School will take all reasonable measures that may be necessary to protect the safety and health of members of the School community. These may include implementing infection control guidelines designed to stop or slow the spread of infectious diseases. The School will apply guidance from the Center for Disease Control (CDC) and its affiliate, NIOSH, state and local health departments, and World Health Organization (WHO), and other agencies and resources as appropriate. Each communicable disease is unique. The School's response depends on public health guidance for the specific communicable disease, the nature and stage of the disease, whether mitigation methods are or can be used, and public health guidance on the risk and exposure. Response may include, without limitation, a determination that no risk exists or that no action is required, immunization programs may be put into place, mandatory health screening may be implemented, mitigation steps may be needed such as a student refraining from some activities, utilizing bandages or other barriers, enhanced housekeeping, cancellation of field trips, a medical exam and release, and being sent home from school. Depending on the event, the School may require parents to disclose upcoming travel plans and to self-quarantine their child upon return. School closure may be

necessary or the School may need to modify its curriculum, schedules, length of the school year, and/or means of learning and teaching methods. During certain communicable disease events, threat levels may change rapidly and the School may need to modify various measures as additional information becomes available.

Examples of communicable diseases include seasonal influenza; tuberculosis; measles; chicken pox; mumps, scarlet fever, hepatitis A, C, and D; meningitis; antibiotic-resistant staph; Severe Acute Respiratory Syndrome (SARS); H1N1 Flu; Swine Flu; Avian Flu; Ebola; and novel coronavirus - COVID-19. Lice, ringworm, pinworms, impetigo, pink eye, strep infection, hand, foot and mouth disease, mononucleosis, and other similar childhood illnesses are covered by this policy. We recognize that some diseases may not be infectious under certain circumstances.

We rely on our parents as the first step in preventing infection in the school environment. We count on them to use good judgment in protecting our school community. A sick child should not be in school but should remain at home in an environment where proper care may be given. If a student is not feeling well, the student should inform the classroom teacher and ask to be excused to go to the office. If a student asks to go home, the student will be released only with permission from the parent/guardian or from the person designated on the student's emergency card. A student who presents at school with symptoms of an illness and/or is unable to participate in the day's activities will be removed from the classroom and the parents, or an emergency contact if the parents cannot be reached, will be contacted. Students must be picked up within the hour of the School's request that the child be sent home due to illness. The student should be signed out at the office. Teachers will be informed of the student's dismissal for illness. To prevent the spread of infection through direct contamination (coughing, sneezing, talking, sharing articles, etc.) students must be asymptomatic without the aid of medications before returning to school. In other words, students must have no fever, vomiting, etc. for 24 hours prior to their return to school.

Parents/students who know or have a reasonable basis for believing that a student has a communicable disease that may pose a threat to other students, parents, school employees, visitors, or the public should immediately contact their health provider. Parents/students have a "reasonable basis" for believing that a student has a communicable disease when they show or feel signs or illness, such as coughing, sneezing, fever, joint aches, have an overall ill feeling, or when they know that they have been exposed to someone with a known communicable disease or suspected communicable disease. For the health and safety of the School community, parents should report to the Head of School or Executive Director if their child has a confirmed communicable disease that poses a risk to others in the School community. The Florida Department of Health shall be notified when a student is sent home because of a communicable disease. In case of student absence due to the reportable communicable disease, a release card from the Department of Health or a letter from the family physician indicating that the Department of Health regulations have been fulfilled must be presented when the student returns to school (indicating that the student is no longer infectious).

The School will generally not identify an infected student to School employees or other students or their parents, although public health guidance will guide the School's communications. It may be necessary to alert others in the community who were in certain areas or at certain times that exposure could have occurred. The School will disclose sensitive medical information of students

no further than is necessary to ensure the health and safety of our employees, students, parents, and visitors in a manner consistent with applicable law. The School will comply with all federal and state laws in regard to confidentiality and privacy requirements.

Immunizations and Medications

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

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

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

Parent Volunteer & Chaperone Expectations

Parent volunteers enrich school life. The following expectations help every adult support student safety, preserve confidentiality, respect school staff, and model the conduct we want our children to demonstrate. These guidelines apply to all parents, guardians, family members, and other adults who volunteer on campus or chaperone a school-sponsored activity, field trip, performance, competition, celebration, or event.

All parent volunteers are expected to:

- Wear the school-issued visitor or volunteer identification at all times and sign in and out through the security house and/or front office.
- Serve only in the approved role, location, date, and time.
- Refrain from bringing unapproved guests, spouses, or other children during volunteer hours.
- Remain under the direction of the designated teacher, trip leader, or school administrator.
- Arrive to volunteer activities dressed in attire appropriate for a school setting. Dress in safe, modest, activity-appropriate attire, including closed-toe shoes when requested.

Professional and Respectful Conduct

1. Model patience, kindness, appropriate language, and calm problem-solving.
2. Treat all students equitably. Do not show favoritism, provide special privileges, or focus only on your own child.
3. Follow staff instructions promptly, including changes in group assignments, schedules, supervision plans, or emergency procedures.
4. Keep phones silenced and away except for assignment-related use or emergencies.
5. Do not post commentary about students, employees, the activity, school security, or internal school matters.

Active Supervision

1. Know the names and number of students assigned to you. Conduct frequent head counts, especially before and after every transition.
2. Position yourself so you can see and hear the entire group. Do not socialize with other adults in a way that distracts from supervision.
3. Keep students with the assigned group. Never release a student to another adult, permit an alternate pickup, or change transportation arrangements without direct staff authorization.
4. Do not leave students unattended or transfer responsibility to another volunteer without staff approval.
5. Follow all location-specific rules.

Appropriate Adult-Student Boundaries

- Parent volunteers should never be alone with a student in a private or isolated area. Remain observable and interruptible.
- Use only developmentally appropriate, public, and nonintrusive physical contact. Never use corporal punishment, restraint, rough play, tickling, or unwanted affection.
- Do not give individual students gifts, money, food, or medication.
- Do not accompany a child into a restroom stall or changing area. Follow the school's restroom supervision procedure and seek staff assistance when needed.

Health, Medication, and Emergencies

- Never administer medication, first aid beyond your training, or medical treatment unless you are specifically authorized and directed to do so.
- Immediately report illness, injury, allergy exposure, missing students, threats, unsafe conditions, or suspected abuse or neglect to the designated staff member.
- In an emergency, follow staff directions. Call 911 only when directed or when immediate action is plainly necessary and staff are unavailable.
- Do not investigate, question students, contact families, or make public statements about an incident.

Behavior Support and Discipline

- Volunteers reinforce teacher directions and support positive behavior; they may not independently discipline students.
- Refer repeated, serious, unsafe, or sensitive behavior to school staff immediately.
- Do not discuss a child's behavior with the child's family or other parents.

Confidentiality and Student Privacy

- Through volunteering, adults may observe or learn information about students, families, and employees. All such information must be treated as confidential.
- Do not share student names, behavior, grades, learning needs, health information, family circumstances, or conversations.
- Do not photograph, record, livestream, post, tag, or identify students or staff unless the school has provided explicit authorization for the specific purpose.
- If provided, return or securely dispose of rosters, labels, notes, and other school information as directed. Do not keep copies.
- Do not use a volunteer assignment to observe, evaluate, confront, or gather information about a particular student, teacher, or school concern.

Prohibited Conduct

- A volunteer or chaperone may be removed immediately for conduct including, but not limited to:
- Failure to follow staff directions, safety procedures, confidentiality rules, or supervision requirements.
- Harassment, discrimination, bullying, retaliation, intimidation, abusive language, or inappropriate physical conduct.
- Possession of weapons, illegal drugs, alcohol, cannabis, tobacco, vaping products, or other prohibited items.
- Contact with students that violates school boundaries or creates an appearance of impropriety.
- Nothing in these guidelines replaces any legal duty to report suspected child abuse, neglect, or other mandated concerns. Volunteers must follow applicable law and the school's reporting protocol. When in doubt, immediately contact the school administrator responsible for the activity.

School Authority and Consequences

- The school may provide coaching, revise an assignment, remove a volunteer from an activity, suspend or end volunteer privileges, restrict campus access, or take other appropriate action. Serious concerns may be referred to law enforcement, child-protection authorities, licensing bodies, or other agencies when required or appropriate.
- These guidelines do not create an employment relationship, contractual right to volunteer, or guarantee of any particular assignment. School policies, event-specific instructions, and applicable law control if a conflict arises.



ACKNOWLEDGMENT AND RECEIPT OF STUDENT HANDBOOK

2026 - 2027

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

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

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

Parents/guardians and students must sign the form below.

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

_____ Student Name (print)	_____ Grade	_____ Teacher
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_____ Parent/Guardian Signature*	_____ Printed Name	_____ Relationship	_____ Date
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_____ Parent/Guardian Signature*	_____ Printed Name	_____ Relationship	_____ Date
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****All legal guardians must sign.***