

Beverly Gardens Elementary

August 2023
Volume 1, Issue 1

Cristi Fields, Principal
Angel Patterson, Secretary



Welcome Back to School!

Welcome to the 2023-2024 school year. We hope everyone had a fantastic summer. The staff is excited to have the students back for another amazing year!

Class assignments will be posted in the cafeteria during Open House on Thursday, August 31st.

**OPEN HOUSE GRADES K-4
August 31st from 5:00-6:00pm**

You and your child(ren) are invited to our **OPEN HOUSE** on **Thursday, August 31st from 5:00-6:00pm**

During this event you will have an opportunity to:

- Meet your child's teacher and see your classroom
- Drop off school supplies
- Pick up back to school forms and get instructions to update residency and contact information
- Get Parent Involvement Information
- Pay school fees of \$30/child (check, money order, or exact cash)

See You There!

District Day of Giving Back – Supply Giveaway

When: Friday, August 25th from 10am – 12pm

Where: Beverly Gardens, Overlook & Mad River Middle

What: Over 1,000 backpacks full of school supplies will be given away to students who attend Mad River District. First come, first served, no holds. Student(s) must be present.

First Day of School

September 5th
Grades 1-4
KG Last Name
A-L

September 6th
KG Last Name
M-Z

School Hours:
7:55 – 2:25

Important Upcoming Dates

- ◆ **August 25th**
Day of Giving Back
- ◆ **August 31st**
OPEN HOUSE
5:00pm – 6:00pm
- ◆ **September 4th**
LABOR DAY
No School
- ◆ **September 5th**
First Day of School
Grades 1-12
- ◆ **September 5th**
First Day KG
Last Names A-L
- ◆ **September 6th**
First Day KG
Last Names M-Z
- ◆ **September 7th**
All KG in Session
- ◆ **September 13th**
School Picture Day

Your child's safety is our top priority.
PARENTS ARE NOT PERMITTED TO WALK CHILDREN TO CLASS.
Thank you for understanding.

Cafeteria Information

**Beverly Gardens
Elementary**
5555 Enright Ave.
Riverside, OH 45431

Phone:

(937) 259-6620

Fax:

(937) 259-6614

E-mail:

cristal.fields@
madriverschools.org

angel.patterson
@madriverschools.org

- Lunch Prices - \$2.25 (full price), \$0.40 (reduced price), \$0.50 (milk)
- **No visitors are allowed in the lunchroom**
- No outside food items from restaurants in the lunchroom
- No birthday treats in the lunchroom
- Contact your child's teacher and school nurse of any food allergies
- Set up an account to add money for school lunches at www.madriverschools.org → Department → Food Service → School Dining Account. Contact the office for your child's students ID Number for your lunch account. ******THIS SYSTEM WILL BE CHANGING SOON. You can add funds through this account now, but more info will be sent home with the new system info when it becomes available.******

Parent Information and Support

Our staff is here to make sure that your child gets the best education that we can deliver and to keep them healthy, BUT we can't do it alone. Please help us in preparing your child for a great school year.

- ☞ Send your child to school every day, on time, ready to learn. (7:55-2:25)
- ☞ Provide a water bottle for them to use throughout the day.
- ☞ Continue to teach them good hygiene skills like washing their hands.
- ☞ Check their homework folder DAILY.
- ☞ Promise to help your child every night with homework and reading. Remember, this does not mean you do it for him or her.
- ☞ Read to or with your child every night, if only for ten to fifteen minutes.
- ☞ **Communicate with your child's teacher, whether by phone, note or e-mail.**

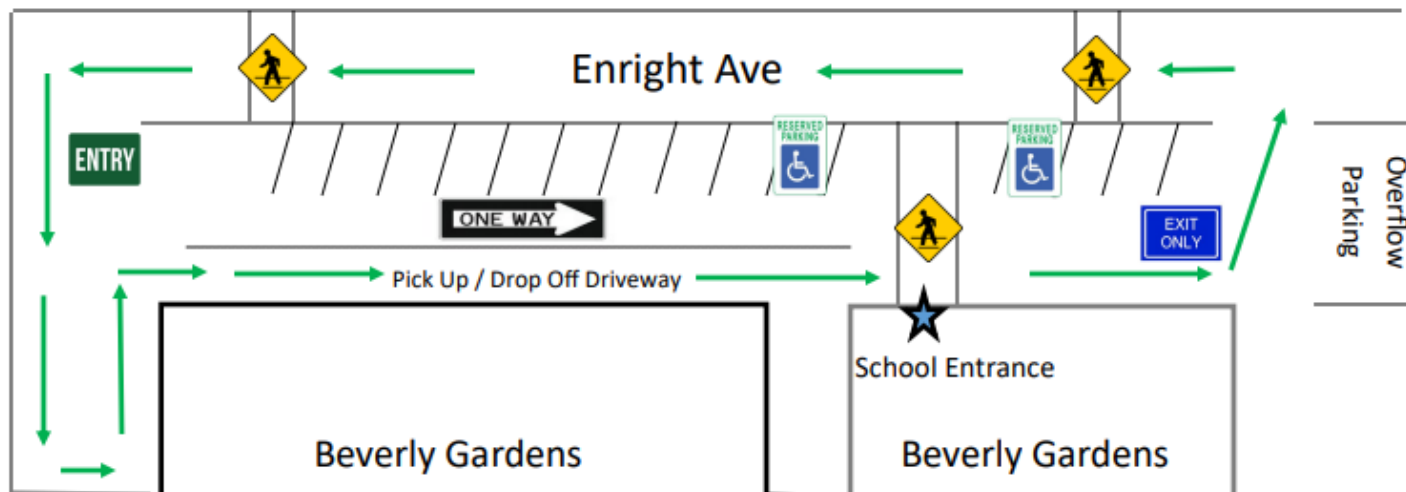


SCHOOL HOURS

It is very important that your child be at school on time.

- 7:45AM Doors Open – Do not drop children off at the front of the school prior to 7:45AM as there will be no adult supervision until this time
- 7:45AM Breakfast Begins - No charge for breakfast
- 7:55AM Tardy Bell- If your child arrives tardy, an adult must come into the school to sign them in for the day
- 2:15PM – Kindergarten Dismissal (Front Door Only)
- 2:20PM – First Grade Dismissal
- 2:25PM – Grades 2-3-4 Dismissal

Visit our website!
madriverschools.org



Beverly Gardens is an all walking school... please know that traffic can get congested at times and we need everyone to be patient and follow the procedures to keep all students safe during dismissal and arrival.

The map above represents the procedure for picking up and dropping students off at school. Any students walking to school will wait to cross the parking lot until the crossing guard and staff help them to cross safely.

Any students arriving or departing school by car should come to the front of the building as indicated on the map. Drivers are asked to pull around the circle and stop in front of the building for pick-up and drop-off.

Parents are to wait in their cars for students at the end of the day. DO NOT GET OUT OF YOUR CAR OR PARK ALONG THE BUILDING. If you want to exit your car and walk to the entrance, please park in a parking space in the overflow lot or in front of the school.

Students should not be at school before 7:45 a.m. as there is no adult supervision. Please do not drop students off before this time. We cannot have unsupervised students out in front of the building prior to the doors opening.

If you have a change in the transportation arrangements for the day, a change request must be made in writing. For example, if you child typically walks home and you'll be picking them up that day, please write a note or email and send it to your child's teacher. All transportation changes must be made at the beginning of the day, as staff may not see your note later in the day.

THANK YOU FOR YOUR COOPERATION!!



STUDENT BIRTHDAY CELEBRATIONS

We understand that birthdays are important, and each teacher celebrates student birthdays in their own way. If you would like to bring in birthday treats for your child, please contact the teacher ahead of time to make arrangements. Please note that any birthday treats that are brought in must be dropped off to the office. The teacher will have the treats brought to the classroom when they are ready to celebrate.

“Be Kind” Shirts

Beverly Gardens students, staff and families have the option of wearing “Be Kind” shirts on Mondays. This is a reminder that we should always be kind and respectful to our peers. Be Kind shirt order forms will be sent home with the paperwork at the beginning of the year. Additional order forms can be picked up from the office. Proceeds from shirt sales go towards supplies and activities for students.



SCHOOL FEES – HOW TO PAY

School fees can be paid by cash, check, or money order via mail, in-person or sent in with your student. School fees can also be paid by credit/debit card online. Cards are not accepted in-person or over the phone. Beverly Gardens fees are \$30 per year.

Mailing Address: Beverly Gardens - 5555 Enright Ave. - Riverside, OH 45431

******THE ONLINE PAYMENT WEBSITE WILL BE CHANGING SOON. You can still pay online now by using the website below. More information on the new site will be sent to parents when it is up and running!******

Pay online by going to the website: <https://www.k12paymentcenter.com>

This is the same website that is used to put money on your student’s lunch account. If you do not already have an account you can create one by:

Clicking “Sign Up”

Select your state and district from the drop-down lists

Fill in your information

Click “Manage Students” to add your student(s) with their last name and student ID number – call the BG office if you don’t know your student’s ID number

Log in

Under the “Parent Function” table on the left you will select “School Fees”.

You will see a drop box with your child’s name in it. Other children may be selected by clicking on the drop box. Select the student you are paying fees for.

To pay this year’s general fee: click on the “Available Fees” and scroll down to “BG General Fee” for \$30.

Add to cart.

Other than the general fee for the current year, the individual amount each student may owe from previous years is not preloaded into this system.

To pay previous balances: scroll down to the miscellaneous section of the fee screen. You can type in how much you would like to pay, and use the memo box to type in what you are paying for (ie. missing library book, etc.). Then add to cart. If you do not know how much is owed, contact the BG office.

You may repeat this process for all students that need to have fees paid.

Once done adding fees to the cart, you will click on the cart icon at the top of the page and check out.

ABSENCE FAQ'S – REV 5/9/2023

This document is a summary of the current Ohio Dept of Education attendance guidelines and/or Board Policy. These guidelines are subject to change at any time.

What types of absences are excused?

Please note: once a student reaches excessive absences (see below), all additional absences without a medical note will be unexcused.

- Administrator Approved (special circumstances)
- Appointment for student (medical note or doctor receipt required to be medically excused)
- Appointment for parent that necessitates student presence
- Bereavement (obituary or funeral notice required to be excused)
- Clinic – sent home by nurse or clinic staff due to illness (this is medically excused)
- Court (documented proof required to be excused)
- Family Emergency
- Hospital/Surgery (medical note or doctor receipt required to be medically excused)
- Illness/Injury (medical note or doctor receipt required to be medically excused)
- Religious Holiday
- Vacation (up to 5 days can be approved per year – written notice from parent required)

What absences are unexcused?

Any time a student is absent and a parent did not call the office or provide a note, the absence is marked unexcused. Other absences that do not meet the guidelines above may be unexcused.

Once a student reaches excessive absences or habitual truancy, all additional absences are marked unexcused unless a medical or legal note is provided.

Tardies and early releases are unexcused unless the student was late/left early due to an appointment.

How many hours of school can a student miss before becoming excessively absent?

Parents can excuse up to 42 hours in a month or 65 hours in a year before reaching excessive absences. The absences must fall under one of the guidelines above to be excused. *All absences that do not have a doctor note count against these attendance hours.*

Once 42 hours in a month are reached, or 65 in a year, all additional absences for the month or year will be unexcused unless a medical or legal note is provided.

What is habitual truancy?

When a student misses 30 consecutive hours, 42 unexcused hours in a month, or 72 unexcused hours in a school year they become habitually truant and will be placed on an attendance plan. Habitual truancy can result in a truancy filing with the courts.

All additional absences after becoming habitually truant are considered unexcused unless a legal or medical note is provided.

What absences DO NOT count against student attendance hours?

Medically excused absences are the only types of absences that do not contribute to excessive absences and/or truancy.