

Riverview Grade School

Community Consolidated School District #2

2021-2022 Student/Parent Handbook



1421 Spring Bay Road, East Peoria, IL 61611

Telephone: (309) 822-8550

Facsimile: (309) 822-8414

www.rgsting.org

Disclaimer--Riverview CCSD #2 will follow directives from ISBE, the local school board and the Health Department in regard to dealing with the Coronavirus. This may include entrance screening, amended calendars/schedules, graduation requirements, field trips, distance learning, hybrid learning, PPE, social distancing, or any other safety measures as necessary. Similarly, we will comply with guidance from IESA regarding extra curricular activities.

Quick Reference Information

Superintendent: Tim Turner, tturner@rgsting.org
District Bookkeeper: Dee Monohon, dmonohon@rgsting.org

Principal:
Secretary: Mindy Webster, mwebster@rgsting.org

Phone Number: 309-822-8550
Fax Number: 309-822-8414

District Website: www.rgsting.org

Facebook: www.facebook.com/riverviewgradeschool

School Hours:

	Doors Open	Classes Begin	Dismissal
Normal Hours	7:30 am	8:00 am	3:10 - 3:15 pm
Early Dismissal Hours	7:30 am	8:00 am	2:00 pm
11:30 Dismissal Hours	7:30 am	8:00 am	11:30 am

Notification of School Cancellation/Delayed Starting Time:

District Website	www.rgsting.org
Phone and Email	Blackboard Connect
Local Television	WEEK WMBD WHOI
Social Media	www.facebook.com/riverviewgradeschool Insta, TikTok ?

Riverview Grade School Handbook
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Introduction



Dear Students and Parents,

The mission of Riverview Grade School is to prepare all students to become well adjusted, motivated, responsible, productive citizens and lifelong learners to enable them to realize their full potential with help from a caring staff, involved family, and a supportive community.

Welcome to Riverview Community Consolidated School District #2. We are very proud of our school system and hope you will share those same feelings of pride. On behalf of the faculty and staff; we wish you a successful school year.

We provide this handbook for you to become acquainted with the expectations, procedures, and practices of our District. It has been reviewed by District staff and parents so that it will be a practical working document. We hope you will read the handbook aloud and discuss it with your child(ren) to promote a good understanding and to emphasize the importance of this handbook and the expectation held within.

Please feel free to contact the Principal or Superintendent if you have any questions regarding any items in this handbook. We will do our best to help you understand the reasons behind the expectations, procedures and practices.

Best wishes for a great school year.

Sincerely,

Tim Turner, Superintendent
and
Riverview CCSD #2 Board of Education

*Once you have taken the time to go over this handbook with your child, please sign the verification of receipt and return it to your child's homeroom teacher by **Monday, August 29, 2022.**

General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website www.rgsting.org or at the Board office located at:

Riverview CCSD#2
1421 Spring Bay Road
East Peoria, Illinois 61611

The School Board governs the school district, and is elected by the community. Current School Board members are:

Evan Ruach, President
Scott Dean, Vice President
Pete Schultz, Secretary
Stephanie Gale, Member
John Anderson, Member
Alesia Haley, Member
Clarence Grebner, Member

The School Board has hired the following staff to operate the school:

Tim Turner, Superintendent
, Principal
, Athletic Director
Dee Monohon, Bookkeeper
Mindy Webster, Secretary

The school is located and may be contacted at:

1421 Spring Bay Road
East Peoria, Illinois 61611
309-822-8550

General Building Conduct

Students shall not arrive at school before 7:30 a.m. - 7:55 a.m. report to Gym for breakfast. Sack breakfast after 7:55 a.m.; classes begin at 8:00 a.m. Students are dismissed at 3:10p.m. for Grades K-2, 3:13p.m. for grades 3 & 4, and 3:15p.m. for grades 5-8 each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas and/or any other head apparel (hoodies) shall not be worn in the building. Any hat brought to school shall be removed before entering the building. (Items may be confiscated for repeat offenders.)
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Chewing of gum is not permitted in the school building.
- Skateboards are not permitted at school unless authorized.
- Water guns, play guns, look-a-likes or real guns are not permitted at school.
- No electronic devices are permitted without permission from an administrator.
- Toys are not allowed unless approved by administration.

- Clothing which promotes, sex, violence, drugs, or alcohol is not permitted and other topics at the discretion of the Administration.



Academic Programs and Procedures

Academic Promotion and Retention Guidelines

It is our sincere desire that each and every student be promoted at the end of a school year. However, there are occasions when it is in the best interest of a student to be retained. This should not be looked upon as something “bad”, but rather what is best for the child. Students do progress at different rates. Retention in the current grade level is the final intervention that Riverview Grade School will utilize. Only when all other interventions have been unsuccessful and the student has not met academic requirements will retention be considered.

Academic Remedial/Recovery Program:

Students who are failing a course or multiple courses are required to participate in one or more of the following options as determined by the classroom teacher, principal, and/or parent to facilitate improvement in the subject area/areas.

1. Conference to evaluate the student’s strengths, concerns, and a plan of action to improve progress
2. Re-teaching sheets, study guides, peer tutors
3. Referral to a remediation program
4. Referral to the RTI Team for an intervention plan in one or more of these areas:
academics, behavior, health, and/or attendance concerns.
5. Private tutoring and/or other targeted intervention

At the beginning of the 4th quarter, 8th grade students will be provided a contract that lists the requirements for graduation. The contract should be signed and returned, and a copy will be kept in the office. If the terms of the contract are not fulfilled, students will not be allowed to graduate, attend the final activity, or attend the 8th grade field trip.

If retention is being considered by school personnel, the parent/guardian will be contacted for a conference at the earliest possible indication of such a need. Though school officials will make the final decision about retention, input from parents/guardians will weigh heavily on the decision.

Retention will usually occur with primary age children (Kindergarten and first grade). However, any student who fails one or more subjects, based on their overall percentage for the year, is at risk of not having success at the next grade level and, therefore, will be considered for possible retention.

Any student, who is absent in excess of 5% of the last 180 school days and was not on homebound or hospital instruction, may be retained.

District 2 does not socially promote students. Certain academic and attendance requirements must be met to be promoted each year.

Assessments/Report Cards/Progress Reports

We do encourage frequent communication between the school and home and vice versa. Parents/guardians will receive a quarterly report card of their child's progress. Additionally, mid-quarter reports will be issued during the 2nd, 3rd and 4th quarters, or more often, if needed to keep you informed of your child's progress. Parents/guardians also have on-going access to TeacherEase, our student management system, to check their child's academic progress.

Further, you are encouraged to schedule a conference anytime that you see a change in your child's progress. Bringing home school papers that show incomplete work, many corrections, or poor grades are all reasons why you should contact your child's teacher. Also, if you see a significant change in your child's study habits, attitude, or behavior, please schedule a conference with his/her teacher.

Student progress is assessed and reported in a variety of ways.

1. **Progress reports** – 3rd – 8th grade sent home for all students after the 4th week of each of the 2nd, 3rd, and 4th quarters. Parents are to examine, sign and return the progress reports to the homeroom teacher.
2. **Report Cards** – issued at the end of each nine-week period for K-8 students. The report cards are sent home with the students. Parents are to examine, sign and return the report card to the homeroom teacher.
3. **Local and State Testing** – Students are assessed through local (including but not limited to daily work, quizzes, tests, etc.) and state testing. Students in grades 3-8 participate in annual state standardized testing. In all, students will participate in NWEA MAP testing in fall, winter and spring for Reading and Math.
4. **RTI** – Students in grade K-8 are assessed through local-normed, state-normed, nationally-normed and/or scientifically based/standardized measures. These reports are sent home by mail three (3) times per year for parents to review.

Please note the assessment dates on the school calendar. We also ask that students make an extra effort to be at school, prepared to take any assessments that are being completed at various times of the year. Students should come prepared and well-rested.

Educational Programs

Students enrolled at Riverview CCSD #2 have many opportunities for academic success through various methods. Riverview CCSD #2 is a Kindergarten through 8th grade academic center.

K-5th grade consists of self-contained classrooms. This means that one teacher services the basic subject offerings in those grade levels (Math, Reading/Literature, Social Studies, Science, and Language Arts). Students also receive supplemental instruction that may include: music, art and computer education. Students in grades K-5 also have a weekly library time when books can be checked out. 4th grade will be introduced to recorders in music class. Students in grades K-5 will have instruction in Physical Education, 5 days a week.

6th -8th grade students are part of the Junior High. The Junior High is departmentalized, and the students travel to each subject/class. Students in 6th-8th grade attend core classes: Math, Science, Reading/Language Arts, and History.

Refer to the Junior High Core Course Descriptions for more information. By state law, the 8th grade student must pass the Declaration of Independence, Flag, and Constitution Test, before graduation.

6th and 7th grade students receive supplemental instruction that may include Health, Math and Reading Intervention, Art, and Music. 8th grade students receive supplemental instruction that may include Math and Reading Intervention, Speech, Government, and Health. 5th-8th students may have the opportunity to join the school band and choir. 6th-8th grade students receive instruction in Physical Education 5 times per week. 6th-8th grade students also have a daily study hall.

Band and chorus will be offered to upper elementary students based on the number of students interested. Band and chorus are graded and can only be dropped at the semester unless advised by the administrator.

Junior High Course Descriptions

History – Illinois State Standards are followed.

6th Grade – World History: Students study the increase of human activity and the rise and fall of civilizations from the Stone Age to the present day. There is a special emphasis placed on geography, technology, art, early laws and government, war/disease, social classes, culture, religious systems, and economic systems. This introduction to civilization provides a ground work and a frame of reference for seventh and eighth grade History.

7th Grade – American History I: Students study the colonization and formation of the United States from the Pre-Columbian period to the Civil War. We look at the contribution of the Natives of the Americas, the Europeans, and the Africans in the formation of the societies of North America. Along with what is listed as emphasized in sixth grade, special emphasis is placed on slavery, colonization and migration, the American ideals of freedom and liberty, and the causes and reasons for American independence.

8th Grade – American History II: Students study the Reconstruction Period to the modern day. There is an emphasis on civics, economics, law, the major American conflicts including modern terrorism, civil rights, political cartoons, mass media, technology and innovations, ideology, and propaganda. Current events are used to highlight aspects of our study. We also include a unit on oral History, where the student interviews a family member of choice to document his/her History.

Language Arts – Illinois Learning Standards are followed

English/language arts is the study of skills in reading, writing, speaking and listening. Students must be adequately prepared and able to communicate well with others in the English language. Classes will consist of grammar skills, composition, vocabulary development and spelling. Students will apply their knowledge and skills and expand their use of language. They will continue to develop their own writing styles while refining their skills in producing quality narrative, argumentative, informative essays, and class presentations. A strong emphasis will be placed on vocabulary development and spelling. The ultimate goal of English/language arts is to successfully educate and inspire students to develop skills that will be useful for a lifetime of learning.

Literature – Illinois Learning Standards are followed

In Literature class, all students in 6th-8th grades read a variety of genres, both fiction and non-fiction. A literature anthology and trade books are used. Time is set aside each week for a visit to the school library and sustained silent reading. Emphasis is placed on fluency, comprehension and vocabulary development.

6th Grade: In addition to the above, sixth grade students are introduced to the concept of literature circles which are used during the reading and discussion of novels. Literary elements focused upon include character traits, point of view, conflict, figurative language, plot and theme.

7th Grade: In addition to the above, seventh grade students explore Greek mythology, the American Civil War, and use literature circles and blogging for discussion of novels. Building on what was learned in sixth grade, additional literary elements include imagery and foreshadowing.

8th Grade: In addition to the above, students will explore a variety of plays, poetry, short stories, and novels in order to reach our state standard goals. We will use a number of methods for our reflections and discussions, and the course will be enriched by the appropriate use of other media such as film, primary sources, and music.

Mathematics – Illinois Learning Standards are followed

6th Grade: Emphasis in number operations, proportions, integers, simple equations, and 2-dimensional geometry. Other topics investigated include but are not limited to percentages, coordinate graphing, prime factorization, and events.

7th Grade: Emphasis in statistics, equations with integers, number theory, extensive study of 2-dimensional geometry and its properties, and 3-dimensional objects. Other topics investigated include but are not limited to writing equations, 3-dimensional measures, functions, and statistics.

8th Grade: Emphasis in multi-step equations, inequalities, uses for exponents, rational and irrational numbers, graphing functions and equations, polynomials, and relationships among geometric measures. Other topics investigated include but are not limited to simple and compound interest, similarity, transformations, and solving systems of equations.

Science – Next Generation Science Standards are followed

6th Grade – Earth Science: Emphasis in cells, matter and elements, forces and motion, energy, electricity and magnetism, space, and bridge building. Health requirements will be covered in 6th, 7th, and 8th grades.

7th Grade – Life Science: Emphasis in cells, heredity and evolution, classification of living things, plants, animals, ecology and the human body.

8th Grade –Physical Science: Emphasis in energy and motion, types of energy, matter and elements, interactions of matter, waves, light and sound.

STEM - Science, Technology, Engineering and Math is an interdisciplinary approach to learning. Students are actively engaged in hands-on, minds-on activities that encourage exploration and discovery. Blended-learning and project-based activities encourage students to reach beyond the traditional definition of academic success. Students are given the opportunity to discover new interests and develop new skills through problem solving, engineering, and interdisciplinary projects.

Keyboarding - The Keyboarding course is designed for middle school students to master the skill of entering alphabetic, numeric, and symbolic information on a keyboard and a ten-key pad using the touch method of key stroking. Emphasis is placed on development of accuracy and speed, proper techniques, and correct finger positions. Students will further develop and enhance touch skills for entering information using a keyboard to compose and produce personal, educational, and professional documents. Digital literacy, composition, and language skills are embedded throughout the course.

Grading Procedures

School report cards are issued to students on a quarterly basis. For questions regarding grades, please refer to TeacherEase or contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

Cross-reference: PRESS 6:280, Grading & Promotion

Grading System, Honor Roll, and Awards

Report Cards/Progress Reports

The school year is divided into four grading periods. Report cards are issued at the end of each 9-week period for grades K-8. Student progress reports will be sent home near the midway point of each grading period. These report cards/progress reports must be signed by the parent/guardian and returned by the student to the homeroom teacher. Teachers or parents may initiate a progress report, as necessary, at any time during the school year. Parents can also obtain their child's grades at any time by using Teacherease.

Student grades may be viewed on the internet using the Teacherease (www.teacherease.com) online grading system for students 2nd-8th grades. Parents and students can login with a private username and password in order to view their student's progress at any time. Grades are typically updated online at least once a week.

Grading scale varies by grade level:

Kindergarten and 1st grade: O=Outstanding, G=Good, S=Satisfactory, U=Unsatisfactory, M=Mastered, NM=Not Mastered.

2nd – 8th grade:

A+	99-100	C	79-82
A	95-98	C-	77-78
A-	93-94	D+	75-76
B+	91-92	D	72-74
B	87-90	D-	70-71
B-	85-86	F	69 AND BELOW
C+	83-84	I – INCOMPLETE	Must be complete to pass

Class Rank:

In determining the top students graduating from eighth grade, class rank shall be determined by the following point system:

A+	4.0	C	2.0
A	3.75	C-	1.5
A-	3.5	D+	1.4
B+	3.4	D	1.0
B	3.0	D-	0.5
B-	2.5	F	0.0
C+	2.4	I – INCOMPLETE	Must be complete to pass

Points will be totaled using the grades earned during the sixth, seventh and eighth grade years. Students who receive adjusted grades will not be eligible for these honors. Students who transfer to Riverview School during their eighth grade year must have attended for at least two nine-week grading periods to be considered for the top students category. A student must have attended Riverview School for at least nine (9) weeks to participate in the graduation ceremony.

Honor Recognition for 4-8th grade:

- High Honor Roll – Students who maintain an A in all academic subjects (Math, History/Social Studies, Language Arts, Literature, and Science) as well as an A in all other subjects (P.E., Music/Music Appreciation, Band, Chorus, Art, Computers/Writing, Health, Speech, and/or other offered wheel classes) each nine week

grading period will qualify for the High Honor Roll award.

- Honor Roll - Students who maintain grades no lower than a B in all academic subjects (Math, History/Social Studies, Language Arts, Literature, and Science) as well as no lower than a B in all other subjects (P.E., Music/Music Appreciation, Band, Chorus, Art, Computers/Writing, Health, Speech, and/or other offered wheel classes) each nine week grading period will qualify for the Honor Roll award.
- High Honor Roll All Year- Students who maintain an A in all academic subjects (Math, History/Social Studies, Language Arts, Literature, and Science) as well as an A in all other subjects (P.E., Music/Music Appreciation, Band, Chorus, Art, Computers/Writing, Health, Speech, and/or other offered wheel classes) in ALL of the nine week grading periods will qualify for the High Honor Roll All Year award.
- Honor Roll All Year - Students who maintain grades no lower than a B in all academic subjects (Math, History/Social Studies, Language Arts, Literature, and Science) as well as no lower than a B in all other subjects (P.E., Music/Music Appreciation, Band, Chorus, Art, Computers/Writing, Health, Speech, and/or other offered wheel classes) in ALL of the nine week grading periods will qualify for the Honor Roll All Year award.

Honor Recognition for 8th grade:

President's Award for Educational Excellence – Recognizes and honors outstanding educational achievement. Students who earn a grade average of at least an A.

American Legion Award – Presented by Spring Bay American Legion Post 1115 to the top male and female Riverview graduates in the area of Courage, Honor, Leadership, Patriotism, Scholarship and Service.

Homework Policy

The teacher of each classroom will determine the rules, enforce them, and follow the handbook. The policy will be distributed the first week of school. The homework policy will follow the same rules as make-up work as outlined in the handbook.

Make-up/Absence Homework Policy (K-8):

All work missed during a student's excused absence shall be made up by the student. The **student** must ask their teacher(s) for your assignments on the first day you return to school. Students are given two school days for each day absent to complete assignments. For example, if the student is gone on Monday and back on Tuesday, the assignments will be due Thursday during that class.

An unexcused absence could result in the student receiving a "F" for any/all work that cannot be made up or is not made up. In cases of unexcused absences, all work shall be completed in a timely manner. If work is not made up within the specified time period, refer to the Junior High Homework Policy (See Below).

If a student's absence extends two days or more, assignments may be requested by the parent and then collected by the office. Such requests should be made by 9:00 a.m. on the day they are to be collected. Parents may collect the work from the main office after 3:00 p.m. on the day of the student's absence. The same procedure shall apply for subsequent absences.

Any time that a student knows in advance that he/she will be absent from school for an extended period of time due to unavoidable reasons, parents must contact the Superintendent/Principal. Requests for advance assignments may be made. Students will be given the opportunity to complete all missed assignments upon their return.

Students receiving an advanced absence shall be given no more than 2 school days upon return to complete assignments.

Junior High (5-8) Homework Policy:

- Assignments will be due at the time designated by each individual teacher. For example, in math class, assignments are due at the time when the teacher picks up assignments at the start of the class period. Other teachers may request that assignments are turned in by the conclusion of the class period.
- The only exception would be for a student's excused absence. For every one day of excused absence, the student will have 2 school days to turn in the completed assignment(s). For example, if student A is absent on Monday and back at school Tuesday, student A will have until Thursday to turn in his/her assignment(s).
- Finally, the 3 missing/late assignments minor infractions behavior policy per classroom will still be intact. Students may be referred for interventions at this point. Students with missing homework assignments will be assigned to Lunch Bunch during their lunch time to make up assignments. Lunch Bunch meets daily during junior high lunch time. Students will be assigned to Lunch Bunch until all assignments are complete.
- Students are given an assignment notebook to record all assignments. Students are expected to use their notebook and parents are encouraged to check the notebook nightly.

Equivalent Instruction:

A student whose projected period of absence from school shall be for more than two (2) consecutive weeks because of health, physical impairment or pregnancy, shall be provided the services of a certified teacher in the home or hospital. Appropriate educational services shall begin as soon as eligibility has been established with a written statement from a licensed medical examiner and a written parental or guardian request filed in the office of the Superintendent. The instruction course shall be designed to offer educational experiences that are equivalent to those given to pupils at the same grade level in the district and that are designed to enable the pupil to return to the classroom.

Physical Education Requirements

K-5th grade requirements:

Dress – Students in grades K-5 must supply gym shoes with shoe laces or Velcro. Slip-on shoes, boots or dress shoes are not appropriate for P.E. **Socks are required for P.E.**

Participation – A written parental excuse will be accepted for a student who cannot participate in physical education class. If a student misses more than three (3) consecutive classes an excuse must be provided by a licensed medical professional. Students not participating (unless excused) in class will receive a lower grade for the class period. Students may also receive further disciplinary action for those infractions.

6th – 8th grade requirements:

Dress – Students must supply gym shoes with shoe laces or Velcro. Boots, sandals or dress shoes are not appropriate for P.E., shorts/pants, socks and **non-aerosol deodorants**. **Socks are required for P.E.**

Participation – A written parental excuse will be accepted for a student who cannot participate in physical education class. If a student misses more than three (3) consecutive classes an excuse must be provided by a licensed medical professional. Students not dressing in the appropriate prescribed or not participating (unless excused) in class will receive a lower grade for the class period. Students may also receive further disciplinary action for those infractions.

Sex Education Instruction

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection (permission slip form). The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

Special Education Procedures

Riverview CCSD #2 is a member of Woodford County Special Education Association (WCSEA). We will make available to all students with disabilities ages three to fifteen a free and appropriate education. Special classes as well as supportive and related services are provided to all children who are found to be eligible in the following areas:

- a. Auditory, visual, physical, or health impairment
- b. Speech or language impairment
- c. Deficits in the essential learning processes of perception, conceptualization, memory, attention, or motor control
- d. Deficits in intellectual development and mental capacity
- e. Affective disorders or adaptive behavior which restricts effective functioning in the standard program

Services for these eligible children are provided on a District or WCSEA basis. Parents or guardians wishing to refer their child should utilize the following procedure:

1. Contact a building administrator where the child attends.
2. Arrange for a conference with those school officials and state what concerns you have, and if you do or do not want an evaluation.
3. The School District will send you a letter describing any actions they will take regarding the request for an evaluation of your child.
4. If the District decides to evaluate, this evaluation will be completed within 60 school days from the date you give permission (by signature) for the evaluation to be conducted.
5. You will be given written notice of the date, time, and place where a conference will be held to discuss the findings of the evaluation. This conference will also attempt to formulate recommendations for special programming when indicated by the evaluation.
6. You should make every effort to attend this meeting and all meetings in which any decision regarding your child or ward will be determined.
7. Following each meeting in which any change in programming is decided upon, you will receive a written statement describing the proposed change. You will have ten days to formally object to the decision.

Rights of the Disabled in Due Process: The parent or guardian has the right to disagree with the School District. There are different points and times where a disagreement may occur. If you disagree with the decision regarding a handicapped child, you may ask for a Due Process Hearing. If you wish to ask for a hearing on behalf of your child or ward, you should contact the District Superintendent or Woodford County Special Education Association or Case Manager.

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if

they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Parents, guardians or interested citizens may obtain a copy of "Explanation of Procedural Safeguards" by contacting the Woodford County Special Education Association office.

Behavior Intervention Plan

When a student cannot follow the District's discipline standards due to his/her disability, a Behavior Management Plan will be developed. Parents/guardians of students with a Behavior Management Plan will receive copies of the policy and procedures related to behavioral interventions when the plan is developed. The District has adopted policies and procedures relating to behavior interventions for students who are eligible for special education and related services. Anyone who is interested in receiving a copy of the policy and procedures may receive one upon request to the administrative office of the District.

Compliance under Section 504

It is also the intent of District #2 and Woodford County Special Education Association to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) are identified, evaluated, and provided with appropriate educational services. Students may be handicapped under these policies even though they do not require special education services pursuant to the Individuals with Disabilities Education Act (IDEA).

Due Process rights for students with disabilities and their parents/guardians under Section 504 will be enforced. A parent may contact the building principal for information regarding Section 504.

Education of Children with Disabilities:

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The school provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office. *Cross-reference: PRESS 6:120, Education of Children with Disabilities*

Accommodating Individuals with Disabilities:

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent/principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting. *Cross-reference: PRESS 8:70, Accommodating Individuals with Disabilities*

Discipline of Students with Disabilities:

The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Behavioral interventions will

be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures. *Cross-reference: PRESS 7:230, Misconduct by Students with Disabilities*

English Language Learners:

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs.

For questions related to this program or to express input in the school's English Language Learners program, contact Tim Turner, Superintendent at 309-822-8550. *Cross-reference: PRESS 6:160, English Language Learners*

Request to Access Classroom or Personnel for Special Education Evaluation or Observation:

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. For further information, please contact the school superintendent/principal. *Cross Reference: PRESS 6:120, Education of Children with Disabilities*

Exemption from Physical Education Requirement:

A student in grades 3-12 who is eligible for special education may be excused from physical education courses if:

1. The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services, or
2. The student's individualized education program team determines that the student must utilize the time set aside for physical education to receive special education support and services.

The agreement or determination is made a part of the individualized education program. A student requiring adapted physical education will receive that service in accordance with the student's individualized education program.

Cross Reference: PRESS 6:310, Credit for Alternative Courses and Programs, and Course Substitutions

Attendance, Dismissal and Schedules



Illinois law requires that whoever has custody or control of any child between six and seventeen years of age (unless the child has already graduated from high school) shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. Illinois law requires that whoever has custody or

control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Cross-reference: PRESS 7:70, Attendance and Truancy

Student Absences

There are two types of absences: excused and unexcused. Excused absences include: illnesses, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reasons as approved by the superintendent/principal. All other absences are considered unexcused. Prearranged excused absences must be approved by the administration.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the school at 309-822-8550 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the child's absence will be recorded as unexcused. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

Absences – Excused and Unexcused

Regular and punctual attendance in school is important to student achievement and success. Illinois School Code supports regular attendance through laws and funding based on average daily attendance.

Excused Absences:

- Illness or injury
- Death or funeral of close relative/friend or compelling family circumstances
- Medical or dental appointments
- Observance of religious holidays
- Judicial proceedings
- Absences approved in advance by the Superintendent/Principal (up to 5 days per year)
- Special cases approved by the Board of Education and/or Superintendent/Principal

Students who have an excused absence may make up the homework he or she missed according to the Make-Up Homework Policy. Parents are discouraged from taking students out of school. Their absence not only affects your student's education, but it also affects the amount of revenue our school receives from the state. We would strongly encourage you to consider this when selecting vacation dates. Please **do** not send your child to school if they have vomited, or have a fever (100 degrees or higher) or been in contact with COVID-19. **Students must be both fever and throw up free for 24 hours before returning to school.**

Unexcused Absences include but are not limited to:

- Failure to provide phone contact for a student absence
- Truancy

- Unapproved trips

In any event of an excused or unexcused absence, students are **NOT** allowed to attend/participate in school functions such as dances, plays, concerts or other extracurricular activities on the day they have been absent from school.

In order for a student to participate in evening/weekend extra-curricular activities, athletic activities or activities sponsored by the school, a student must be **IN** attendance for a minimum of one-half of the school day the day of the event or one-half of the school day prior to the weekend event. The Superintendent/Principal for special or unusual circumstances may grant exceptions.

Absence Policy

Students with poor attendance risk losing class credit and falling behind in the educational process. You may call the evening before the absence and record your message or in the morning after 7:30 a.m. a secretary will take your call. The call should provide the following information: Parent's name, Student's name, Teacher's name (K-5)/grade level, reason for absence, and date(s) of absence. At that time, a parent can be informed whether the absence will be excused or unexcused. A parent can request any homework that the student may miss for that day. The available homework will be ready, in the office, after 3:00 p.m. in the afternoon. There is no guarantee that the classroom teacher will be able to have work ready for your student.

Riverview CCSD #2 will follow these requirements and notifications regarding absences:

3 Unexcused Days Absent	• Parents will be asked to provide a doctor's note. This will be at the discretion of the Superintendent/Principal
5 Unexcused Days Absent	• Letter to parents/guardians informing them of the attendance policies and procedures
9 Unexcused Days Absent	• Maximum allowed for the school year • Letter sent to parents explaining that further absences need to be accompanied by a doctor's note in order to excuse the absence. • Notice will be sent to the Truancy Officer at the Regional Superintendent's office notifying them of possible chronic truancy. Contact will be made with both the student and the parents/guardian by the Truancy Officer.

Note: Any student whose out-of-school suspension takes him/her over the nine day attendance limit will be given one more day of absence without a doctor's note.

Cross-reference: PRESS 7:70, *Attendance and Truancy*

Coronavirus (COVID-19)

Please **do** not send your child to school if they have vomited, or have a fever (100 degrees or higher) or been in contact with COVID-19. **Students must be both fever and throw up free for 24 hours before returning to school.** COVID symptoms are described as the following:

- Temperature greater than 100.4 degrees Fahrenheit

- Fever
- Cough
- Shortness of Breath or Difficulty Breathing
- Chills
- Fatigue
- Muscle and Body Aches
- Headache
- Sore Throat
- New Loss of Taste or Smell
- Congestion or Running Nose
- Nausea
- Vomiting or Diarrhea

Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building administrator at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Cross-reference: PRESS 7:80, Release Time for Religious Instruction/Observation

Make-Up Work Policy

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted two days for every day absent to turn in the make-up work. The **STUDENT** is responsible for obtaining assignments from his/her teachers.

Cross-reference: PRESS 7:70, Attendance and Truancy

Tardy Policy

A student is considered tardy when the student arrives in his/her at school after 8:00. Late arrival is disruptive to the educational process. The 5th-8th grade students could be subject to further disciplinary action for chronic truancy.

If the student receives a sixth tardy, the student may be considered truant. The Regional Truancy Officer may investigate such cases. In addition, it should be known that according to Illinois School Code (105 ILCS 5/26-10), the person in custody of a minor child could be subject to a Class C misdemeanor and subject to imprisonment and/or fines for failure to enforce a minor's attendance. While in many cases, students are not at fault for their tardies, but after 5 tardies, they will be issued a lunch detention and after 10 an after school detention and for every 5 from this point forward.

Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

A student is considered truant when neither parents/guardians nor the school has a reason for his/her absence. The Police Department may investigate such cases. In addition, it should be known that according to Illinois School Code (105 ILCS 5/26-10) the person in custody of a minor child could be subject to a Class C misdemeanor and subject to imprisonment and/or fines for failure to enforce a minor's attendance.

Cross-reference: PRESS 7:70, *Attendance and Truancy*

Home and Hospital Instruction:

A student who is absent or whose physician anticipates his or her absence from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

Should you not agree with the decision, you may, after the informal conference, request an impartial due process hearing.

Arrival and Dismissal Procedures

Arrival Time

Students arriving after 8:00a.m. are considered tardy/absent. Students may **not** enter the building before 7:30 a.m. Exceptions will be made for those students who have been requested to come in early by a teacher, and who are under the direct supervision of the teacher. Students who are dropped off early must stay in the office until 7:30 a.m. before going to breakfast.

Junior high students requesting to work with a teacher should not arrive before 7:30a.m. and must stop by the office for approval.

Dismissal Times

3:10 PM - Kindergarten - 2nd Grade

3:13 PM - 3rd - 4th Grade

3:15 PM - 5th - 8th Grade

Students who are not picked up at dismissal time will be taken to Latchkey and assessed a fee. Students are only permitted to stay in the building until 3:25 p.m. unless supervised by an adult or supervised by a coach or sponsor, or attending the Latchkey After School Program. This includes those students who are staying after school for an activity. They must go to the Latchkey After School Program and will be assessed a fee. Students who are attending the After School Program need to make prior arrangements with the office at least 24 hours in advance.

Drop Off/Pick-Up Zone

BEFORE SCHOOL DROP OFF – South Doors on North Riverview Drive

Students arriving after 7:55 am must check-in at the front office. Students may be dropped off and enter through the grade school south end doors in the morning and must go directly to the Gym/Cafeteria. There is **NO PARKING** directly in front of this entrance. Please pull ahead to the end of the sidewalk so that many cars can drop

off at once. If you must park, please use the parking lot across from this entrance and park in a parking space.

AFTER SCHOOL PICK-UP - South Doors on North Riverview Drive

Students who are picked-up must exit through the grade school end doors. Students must wait inside these doors until their ride arrives. **Parking is not allowed in the fire lane.** Please park in a designated parking space while waiting to pick up students.

Playground Backdoor – Students who are walkers must leave the building through the back door and across the playground in order to walk home. **Parents are not allowed to pick their child up behind the school.** Vehicles should not be parked behind the school during drop off and pick up times.

During the School Day – Please schedule appointments before and after school. If a student must leave during the day, please enter the building through the office and sign your student out. When returning, please sign them back in.

RGS discourages changes to any daily routines for drop off and pick up of students. If a change needs to occur because of an emergency, we ask that you call the school office to make arrangements. **DO NOT EMAIL THE TEACHER.** Email may not be checked regularly throughout the day. **Please call NO LATER than 1 hour prior to dismissal time with changes.**

Please DO NOT email or send notes to the teacher directly, as changes need to be approved by the office, and then bus drivers/teachers will be notified. Due to overcrowding on the buses, students are not allowed to ride the bus with other students.

Behavior, Conduct, and School Rules



Book Bags and Purses

Students in grades 5-8 will be allowed to carry book bags or purses from class to class during the day. Students are allowed to bring them to and from school. Belongings can be stored in the student's locker during the school day. Riverview CCSD #2 is not responsible for lost, stolen, or damaged personal belongings. Privileges can be revoked at any time and subject to Search and Seizure Clause.

Cafeteria Rules

- Students shall not save seats for other students
- Students shall walk to lunch and shall be orderly and quiet during lunch
- Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria without permission.
- Loud talking, yelling, screaming, and other disruptions are prohibited
- Students shall not throw food, milk cartons or other items
- Students shall not trade food or take food from other students
- Students shall follow the instructions of the lunchroom monitors and show proper respect toward all cafeteria personnel
- Students shall remain seated while in the cafeteria except to return to the lunch line or return trays

- Students shall immediately become silent when staff or presenters make announcements in the cafeteria
- Students shall report spills and broken containers to cafeteria staff immediately
- Students shall be dismissed from the cafeteria by the lunchroom supervisor
- Students are expected to clean up after themselves and clean up any spills/messes they make.

Misbehavior will result in disciplinary action according to the school's disciplinary procedures.

Cellular Phones/Electronic Devices/Non-Academic Materials

K-4th Grade:

Materials brought to school are to be class related items only. Items such as cellular phones, smart watches, iPods, trading cards, electronic equipment, comic books, stuffed animals and other toys are **NOT** permitted unless requested by the teacher or permission was given by the Superintendent or Principal (Latchkey included).

Grades K-4 students are NOT to bring cellphones to school. The office may allow exceptions, with the understanding that the phones will be kept in the office.

5th-8th Grade:

The use of any cellular communication devices (i.e. cellphones, smart watches, etc...) by a student is restricted. All devices are to be turned off when entering the building and placed in their lockers and can be turned back on after exiting the building. In the event that these items are not stored as required, they will be confiscated, discipline will be assigned, and parents will be required to pick up the device. Cellular phones may be used with permission of a teacher, coach, or sponsor for a specific purpose.

Discipline Philosophy

The philosophy of discipline at Riverview CCSD #2 is to work directly with the students and parents to resolve conflict before it becomes problematic, as well as to work towards improving behavior. We intend to provide a strong incentive for students to demonstrate high personal standards and good citizenship at all times. We intend to encourage honesty and personal integrity in our students as a core value.

The faculty and staff of Riverview Grade School have the responsibility of maintaining discipline in the school. Students are expected to behave in an appropriate manner, displaying respect for their peers, school personnel, and themselves.

Students who violate RGS policies or rules will face disciplinary action. All disciplinary actions will follow procedure and guidelines consistent with district policy, behavioral intervention plans, IDEA, Illinois School Code, and current case law. All school personnel have the authority to stop misbehavior and to notify the Superintendent and/or Principal of violations of policies or expectations. A disciplinary record for all students is kept in the principal's office.

Any misconduct by a student not covered by this handbook will be handled by the Superintendent and/or Principal. The Superintendent and/or Principal and the Board of Education reserve the right to act in the best interest of the staff and students regarding safety and to change a disciplinary action based on circumstances.

Discipline - Students:

Prohibited Student Conduct

Students may be disciplined for misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials, including electronic cigarettes, or e-cigarettes
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages
3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish)
 - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision
 - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed
 - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
 - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance
 - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substance into the body; and (b) grow, process, store, or conceal cannabis or controlled substances

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession

4. Using, possessing, controlling, or transferring a firearm or "look alike," knife, brass knuckles, or other knuckle weapon regardless of its composition, a bully club, or any other object if used or attempted to be used to cause bodily harm.
5. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones, smartphones and similar electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction
7. Disobeying rules of student conduct or directives from staff members or school officials
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores
9. Bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct

specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct

10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property
11. Being absent without a recognized excuse
12. Recording video and/or audio at any time during school day (does include Google Meets).
13. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia
14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing
15. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation to a staff member; or (b) endanger the health or safety of students, staff, or school property
16. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting." Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, smartphone or cellular phone
17. Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois Association of High School Association's most current banned substance list, unless administered in accordance with a prescription
18. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psycho-stimulant medication to the student.

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;

2. Off school grounds at a school-sponsored activity or event, or any activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property

Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference
2. Withholding of privileges
3. Seizure of contraband
4. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds
7. Notifying juvenile authorities or other law enforcement whenever the conduct involved illegal drugs (controlled substances), "look-alikes," alcohol, or weapons
8. Notifying parents/guardians
9. Temporary removal from the classroom
10. In-school detention for a period not to exceed 5 school days
11. After-school study or Saturday study provided the student's parent/guardian has been notified

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense of property.

Firearms, Knives, Brass Knuckles & Other Objects Used or Attempted to be Used to Cause Harm

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year.

- (1) A firearm. For purposes of this Section, "firearm" means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
- (2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alike" of any firearm as defined

above the expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gang & Gang Activity

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing memberships or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies; (5) or incite other students to act with physical violence upon any other person.

Cross-reference: PRESS 7:190, Student Discipline

Disciplinary Actions:

Minor infraction consequences are issued by the classroom teacher, recess monitor, bus driver, cafeteria monitor/staff, secretary or principal. After 3 minor infractions have occurred the student is referred to the administration via Teacherease for disciplinary action under the major infractions consequence list.

Major Infractions

Consequences can include but are not limited to the following:

Class A Offense:

Mandatory written and/or verbal apology, plus;

- Suspension of recess privileges
- Time-out
- Writing assignments
- Cleaning assignments
- Academic consequences (as related to the violation)
- Parental involvement

Class B Offense:

Mandatory written and/or verbal apology, office referral and parental involvement, plus;

- Detention
- Loss of special privilege

Class C Offense:

Mandatory written and/or verbal apology, office referral and parental involvement, plus;

- Community service at the school
- In-school suspension
- Out-of-school suspension
- Possible law enforcement referral

Class D Offense:

Mandatory written and/or verbal apology, office referral and parental involvement, plus;

- In-school suspension
- Out-of-school suspension
- Expulsion

- Possible law enforcement referral

Class Step-up:

Students failing to take a penalty or repeat offenders will be subject to their penalty being stepped up to the next class of penalty. (i.e. Repeat Class A offenders will be subject to a Class B consequences or a student failing to fulfill a Class C consequence will be subject to a Class D consequences.)

Disciplinary Consequence Definitions:

A. Detention:

Any student may be assigned a detention from one hour immediately after school on Thursdays. This detention may be issued to students in order to encourage them to complete assignments, or simply as a consequence for misbehavior. Students that do not bring schoolwork will be assigned schoolwork to do during the detention. Parents will be notified at least one day prior to their child being assigned a detention.

B. In-School Suspension (ISS):

ISS is served during the regular school day. an administrator will contact the student's parent/guardian and the student will be given a suspension form to take home. The date, time and location for the suspension will be stated on the suspension form. The suspension form will be sent home with the student. A phone call will also be made to the parent to inform them of the suspension.

When a student must be removed from the classroom setting, he/she will remain in ISS rather than attending classes, thus not being permitted the usual peer associations. If the student completes the work he/she has been assigned during the ISS, the student will receive full credit for grades earned. Students serving suspension may not attend any school-sponsored activities **during the suspension**. This includes games, dances, plays, concerts, and other events.

C. Out-of-School Suspension (OSS):

OSS must be served off school grounds. an administrator will contact the student's parent/guardian and the student will be given a suspension form as well as a form mailed home to the parent. A phone call will also be made to the parent to inform them of the out of school suspension. The date(s) and time(s) for the suspension will be stated on the suspension form. Students serving a suspension may not attend any school-sponsored activities **during the suspension**. This includes games, dances, plays, concerts and other events.

The student will receive missed homework assignments. Out of school suspension days are considered unexcused absences, but the student will receive credit for all work completed and turned in upon returning to school.

D. Expulsion:

The School Board is authorized to expel students guilty of gross disobedience or misconduct for the remainder of the school term or a period of time. Gross disobedience or misconduct may occur on school grounds, on a school bus, at a school activity or activity reasonably related to school. The incident may have occurred outside the school grounds or scheduled hours, provided that a reasonable relationship exists between the conduct of the student and potential impact on the school, its processes, or student environment, as determined by the administration.

Gross disobedience or misconduct of students shall include, but not be limited to, the following:

1. Disobedience of directives from staff members or school officials and/or rules and regulations

governing student conduct.

2. Possession, use, distribution, purchase, sale or if found to be under the influence of controlled substances and look-alike substances and/or alcoholic beverages.
3. Injury or threat of injury to any school district employee, official, or student.
4. Destruction and/or defacement of any school property.
5. Possession, use or distribution of a dangerous weapon.
6. Other such conduct that poses a danger to person or property or disrupts the educational process.

Disciplinary Definitions:

Students may be suspended from participation in any extracurricular activity for infractions of school rules or regulations or other unacceptable conduct in or out of school. Specifically noted, but not limited to, the following:

Academic Dishonesty (Forgery/Cheating):

A student shall not in any way forge or alter any school documents and/or signatures. Any action intended to obtain or assist in obtaining credit for work that is not one's own. *Class A or B Offense (Based upon severity)*

Alcohol, Drugs, and Tobacco (Prohibited Substances):

A student will not use or possess prohibited substances in any form. These substances include, but are not limited to: alcoholic beverages, tobacco products, controlled substances as defined by Illinois Law (see 20 ILCS 570/102, Section 102(f)) except when prescribed for a student by a licensed physician, any drug paraphernalia as defined in Illinois Law (see for examples 720 ILCS 600/2 Section 2 (d)), anabolic steroids or any substance used to achieve an altered mental state or "high" or artificially boost performance and/or any look alike substances. *Class C Offense (With referral for counseling)*

Bullying, Harassing, Frightening, Intimidating, or Disgraceful Acts:

A student shall not engage in any acts which annoy or humiliate others, frightens, degrades, disgraces or tends to frighten, degrade, or disgrace any person by written, verbal, gestural, or sexual means or disrupt the educational process by using profanity or obscenity or verbal abuse. *Class B or C Offense (Based upon severity)*

Disruption:

A student shall not exhibit any behavior that disrupts classroom activities or inhibits the educational process. Includes but not limited to breaking classroom rules, lunchroom rules, hallway and school rules. (See Behavior Matrix for general classroom/school behavior expectations.) *Minor Infraction or Class A Offense (Based upon severity)*

Dress Code:

Students not abiding by the school dress code. *Minor Infraction or Class A Offense (Based upon severity)*

Gum and Food:

For health and safety reasons, a student shall not eat, chew gum, have beverages or candy in the classrooms, hallways, lockers, or on the playground, unless it is part of a special circumstance and is under proper supervision. *Minor Infraction or Class A Offense (Based upon severity)*

Gang Activity:

A gang is a group of two or more persons whose purpose includes the commission of illegal acts. Gang activity includes, but is not limited to wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, or badge that evidence or promotes gang affiliation, soliciting other people to join, and/or using verbal or non-verbal acts demonstrating such affiliation. *Class D Offense*

Insubordination and Disrespect:

A student will comply with directions of authorized school personnel during any period of time the student is

properly under the authority of the school. A student will not use any form of disrespect to others or fail to abide by established rules. *Minor Infraction or Class B Offense (Based upon severity)*

Improper use of Technology:

Refer to the Computer Usage, Internet Usage and Violations policy. *Minor Infraction or Class A, B, C or D Offense (Based upon severity)*

Involvement in Illegal Activities:

A student shall not be involved in any criminal act on or off school grounds. *Class C or D Offense (Based upon severity)*

No Homework:

Students must hand in or complete assignments on time as directed by the teacher. *Minor Infraction (see homework policy for further procedures)*

Physical Violence/ Aggressive Behavior:

A student shall not show signs of aggressive behavior towards anyone or anything anywhere on school grounds. *Class C Offense*

Public Displays of Physical Affection:

A student shall refrain from inappropriate displays of affection while on school grounds. Mature judgment shall be expected. *Minor Infraction or Class A Offense (Based upon severity)*

Sexual Harassment:

Everyone in this school district has a right to feel respected and safe. Sexual harassment is against district policy; it's against school rules, and it's against the law. The Board of Education has adopted the following sexual harassment policy to protect the district's students and staff from embarrassment.

Sexual harassment is inappropriate behavior or words of a sexual or gender-demeaning nature that is not welcome and makes a person feel uncomfortable. The harassment may be physical or psychological in nature. Examples of sexual harassment include but are not limited to: verbal harassment including sexual name-calling; spreading sexual rumors, unwelcome comments, subtle pressure for sexual activity; any sexually motivated, unwelcome touching and/or tugging at clothing; persistent and offensive sexually oriented jokes, comments, obscene gestures, staring; language that demeans gender; written harassment: dirty jokes, sexually explicit pictures, graffiti, etc.

All allegations of student sexual harassment will be handled by the Superintendent/Principal. *Class C or D Offense (Based upon severity).*

Tardy to Class:

Students are tardy to class if not in their seats when the bell rings after the passing period. Students are also tardy if not prepared for class (attending class without the proper prescribed materials). Note: Tardy to school is covered under the Tardy Policy. *Minor Infraction*

Theft, Vandalism or Destruction of Property:

A student will not steal, vandalize, or destroy school property or property belonging to another. *Class C Offense*

Weapons:

No student shall possess, control, or transfer a weapon or any object that can reasonably be considered or looks like a weapon at school, on the bus or at any activity taking place on school grounds or is sponsored by the school or which bears a reasonable relationship to school.

A weapon for the sake of this document and the school district shall be defined as any object which may be used to

cause bodily harm, including: but not limited to: firearms, explosives, knives, guns, rifles, shotguns, bb guns, pellet guns, brass knuckles, billy clubs, or look alike of such weapons, also chemical weapons such as tear gas, pepper spray, mace, or any other chemical used in such manner. Items such as: baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm. *Class D Offense*

Failure to Fulfill Consequence:

A student shall not fail to fulfill the consequence prescribed by the school district. *Class Step-up*

Disciplinary Due Process:

The student and/or parent(s) or guardian shall be due the following procedural protections:

1. Prior to expulsion, the student shall be provided written notice of the charges and the time and place of hearing. Whether the charges are denied or not, the student shall have an opportunity for a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board he shall report to the Board the evidence presented at the hearing and the Board shall take such final action, as it finds appropriate.
2. The Board shall provide written notice to the parent(s) or guardian of the time, place and purpose of the hearing by registered or certified mail and request the appearance of parents or guardian at the expulsion hearing.
3. During the expulsion hearing, the student and his/her parent(s) or guardian may be represented by counsel, present witnesses and other evidence on their behalf, and cross-examine adverse witnesses. The expulsion hearing shall be a two-part proceeding. First, the Board of Education or hearing officer shall hear evidence on the issue of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board of Education shall decide whether expulsion or some lesser form of discipline shall be imposed upon the student.

Dress and Appearance

The Riverview Board of Education has adopted a dress code policy that is necessary to maintain the orderly process of school function and/or prevent the endangerment of student health and safety. If at any time you have questions regarding this policy, please contact the main office **BEFORE** the item(s) in question is/are worn to school.

- Dress and appearance must be such that the entire body from the shoulders to the mid-thigh must be covered at all times. Shoulder straps must be at least two (2) of the student's finger's width wide. Length of the skirt, dresses and shorts may not be shorter than mid-thigh. Length of skirt requirement will still apply even if any type of legging is worn.
- Clothing that is cut or torn beyond normal wear, including ripped jeans and shorts, are not permitted.
- Undergarments should **NOT** be visible.
- Pajama pants are **NOT** permitted unless acceptable during special occasions approved by the office, such as Spirit Week.
- **No** bedroom slippers, cleats, taps, or shoes with retractable wheels allowed
- Students are required to wear appropriately fitted footwear.
 - o PreK-4 students are to wear appropriate footwear at all times.
 - Students are to wear shoes and socks at all times.
 - Socks and tennis shoes are **REQUIRED** for P.E. and recess.
 - Flip-flops or slides are not allowed under ANY circumstances or at any time throughout the school year.
 - For safety purposes, students should wear only shoes that have **flat soles**.
 - o 5-8 students are to wear appropriate footwear at ALL times.

- Flip-flops or slides are not allowed under ANY circumstances or at any time throughout the school year.
- Closed toed shoes are required for the second and third nine week periods.
- Sandals with backs may be worn the first and the last nine week periods of the school year.
- Socks and tennis shoes are **REQUIRED** for P.E.
- For safety purposes, students should wear only shoes that have **flat soles**.
- All students may wear shorts only during the first and last nine week periods of the school year so long as the length requirement is met.
- Hats, bandanas and/or any other head apparel are not to be worn in the building, this includes sporting events. Hats, bandanas and/or any other head apparel will **ONLY** be acceptable during special occasions approved by the office, such as Spirit Week.
- Students wearing jewelry deemed unsafe or causing distractions/disruptions, will be asked to remove those items.

Some examples of inappropriate dress would include fishnet-type and transparent attire, any reference to drugs, alcohol, weapons, occult/gang related symbols or activities, hair that covers the eyes or creates a distraction within the educational environment, or clothing that is sexually suggestive.

Where questions of health, safety, and decency arise, the school shall require adjustments to be made.

Anyone in violation will be sent to the office where a final determination will be made by the Superintendent/Principal and the office or student may call parents/guardians.

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols
- Hats, coats, bandanas, sweat bands, and sunglasses may not be worn in the building during the school day
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in laboratories and during physical education
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin, and/or undergarments may be not worn at school Clothing with holes or rips may be worn only if the skin is covered.
- The length of shorts or skirts must be appropriate for the school environment
- Appropriate footwear must be worn at all times
- If there is any doubt about dress and appearance, an administrator will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline

Cross-reference: PRESS 7:160, *Student Appearance*

Library Conduct and Rules

Library books must be checked out using the computer system. Do NOT remove books from the library without the librarian present. Library books are expected to be returned in the same condition they were in at the time of

checkout. Students must return books at the PROPER time so that others may enjoy them. Failure to return books on time will result in loss of library privileges until the missing books are returned. Any lost or damaged books will result in a letter being sent home requesting payment in the amount of the replacement value of the book. Report cards will not be issued to students with missing library books or library fees due from lost or damaged books.

At the end of library time – lineup and wait to be dismissed to return to your classroom. When traveling to and from the library students must be quiet and orderly, as others are still in their classes.

Preventing Bullying Intimidation & (Sexual) Harassment

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon a perceived race, color, nationality, sex, sexual orientation, gender-related identity or expression, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristic or any other distinguished characteristic. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Bullying means any severe or pervasive physical or verbal act or conduct, including communication made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; or (4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of prohibited conduct include, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronics school equipment, or other comparable conduct.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Nondiscrimination Coordinator:
Complaint Manager:

Mr. Tim Turner, Superintendent or Mr. Dalton Gorsuch, Teacher
1421 Spring Bay Road
East Peoria, Illinois 61611
309-822-8550

Cross-reference: PRESS 7:20, *Harassment of Students Prohibited*
PRESS 7:180, *Preventing Bullying, Intimidation, and Harassment*
PRESS 7:190, *Student Discipline*
PRESS 2:260, *Uniform Grievance Procedure*

Recess Conduct and Safety

Students are permitted onto the playground only when a supervisor is outside. In case of an accident, students are to notify a playground supervisor immediately.

- Under the playground supervisors' discretion, when the ground is wet, students may need to remain on the blacktop.
- Games that, in the judgment of the playground supervisor, will cause students to get hurt or injured will not be played.
- Students are not to jump from, or push and shove others off of ANY playground equipment.
- One student at a time is allowed on a swing.
- Swings can be pushed from the back only; students are not to run under the swings.
- Each swing is to be used separately and not hooked together in any way.
- Playground balls are the only objects to be thrown on the playground.
- Students are not to climb on the fence.
- Students are not to play near the building.
- Permission to retrieve balls that go off the playground must be obtained from the playground supervisor. Students will not, under any circumstance, enter a road area to retrieve balls.
- During recess, students are not to re-enter the building without the permission of the playground supervisor.
- Only one person may be on the slide at a time.
- Students are to sit down on the slide with feet first; no walking or crawling up the slide is allowed.
- All playground equipment is to be used properly and in the way it was intended. Playground supervisors will monitor and restrict student activity on all equipment.
- At the end of recess, students are to line up immediately and remain quiet while entering the building.
- Football is not allowed at recess.
- Students will not cross the gate blockage/at edge of playground

Safety Drills

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) fire/evacuation drills, a minimum of (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills may not be preceded by a warning to the students.

Fire Drills: The fire alarm is a shrill, constant buzzing alarm. Students should begin to exit immediately, according to procedures as outlined by the Principal/Superintendent. Students will be made aware of each room exit plan at the beginning of the school year.

Disaster (Tornado) Drills: The office will use an air horn to make short blasts over the intercom. Students

will follow classroom procedures as outlined by the Principal/Superintendent.

Lock-down Drills: A take cover lock-down drill will be announced over the intercom. Students will follow classroom procedures as outlined by the Principal/Superintendent.

Bus Drills: Students will follow bus evacuation instructions from their bus driver. Students will participate in bus evacuation drills as scheduled by the Principal/Superintendent.

Cross-reference: PRESS 4:170, *Safety*

Search and Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Cross-reference: PRESS 7:140, *Search and Seizure*

Social Networking Passwords and Website Access

School officials may not request or require a student or his or her parent/guardian to provide a password to other related account information to gain access to the student's account or profile on a social networking website. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Student Rights & Responsibilities

Riverview students deserve to learn and play in the best environment we can provide. Accordingly, all staff, students and parents will make every effort to observe the following.

Students Rights

Students have the right to:

- Learn in a safe, disruption-free environment.
- Know what is expected of them at all times in every area of the school.
- Have an interested and prepared teacher.
- Participate in extracurricular activities.
- Have their positive behavior recognized.
- Express their opinions and ideas.
- Be treated with courtesy and caring.

Students Responsibilities

Students are expected to:

- Be in school each day on time.
- Have materials and work prepared for class each day.
- Behave in a manner appropriate for school.
- Be respectful and cooperative with all staff members.
- Treat everyone and everything with respect.
- Observe all safety rules at all times.
- Work to make Riverview the best school it can possibly be.

Computer and Technology



The use of our computer labs and classroom computers, chromebooks, iPads or other electronic devices is a privilege at RGS. Technology allows our students to learn and share knowledge. All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Notification – Illinois Public Act 98-129 – As of January 1, 2014, Illinois Public Act 98-129 allows elementary and secondary schools to request or require students to provide social media passwords. Social media password information may be requested if the school believes the student's account on a social media networking site has evidence that the student has violated a school rule or policy.

Acceptable Use – Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges – The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Administrator will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. This decision is final.

Unacceptable Use – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are but not limited to:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked
- n. Bully others or attempt to cause psychological harm to others, students and staff, through use of the Internet, commonly known as "cyber-bullying", while using school equipment or during school time.
- o. Remove or install software (including downloads of photos, music, or games).
- p. Deliberately or carelessly damage equipment (including hardware and software).
- q. Use equipment without authorization (including hardware and software).
- r. Use a password or ID that does not belong to the student.
- s. Use personal email, blogs, and personal websites or unapproved websites.
- t. Gain access or "hack" into someone's file/account.
- u. Access materials that do not serve educational purposes or are considered inappropriate for school, such as **social networking websites**, material that is profane or obscene, anything that advocates illegal acts or advocates violence or discrimination towards other people (hate literature).
- v. Post personal information about themselves or other people, including address, telephone, school address, work address, pictures with names, or video bites, clips, etc., causing loss of privacy or potential physical or emotional harm to a person.
- w. Make connections that create "backdoors" to the District, other organizations, community groups, etc., that allow unauthorized access to the District's network.
- x. Use obscene, profane, lewd, vulgar, rude, inflammatory, hateful, threatening, or disrespectful language.
- y. Play Internet games, unless approved because of curricular or educational value.
- z. Plagiarize works found on the Internet or other resources.
- aa. Vandalizing a system, whether malicious attempt to harm or destroy data, the Internet, system software, any other network or computer hardware, or by creation of will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

bb. Network security is of high priority. If the user can identify a security problem or firewall problem on the Internet, the user must notify the teacher or administrator. Do not demonstrate the problems to others. Attempts to log in to the Internet as a system administrator of any other person will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

cc. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the District's private network.

Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette. These include, but not limited to, the following:

- a. Be polite. Do not become abusive in messages to others
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues
- d. **Recognize that email is not private.** People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities
- e. Do not use the network in any way that would disrupt its use by other users
- f. Consider all communications and information accessible via the network to be private property
- g. Do not change settings on a school purchased device(s)

No Warranties – The district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its service.

Indemnification – The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security – Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building administrator. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from the individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules – Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.

- b. Students engaged in producing web pages must provide the supervising teacher with email or hard copy permission before the web pages are published. Printed evidence of the status of “public domain” document must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

Use of Email – The District’s email system, and its constituent software, hardware, and data files, are owned and controlled by the School District.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the School District’s Internet gateway carry with them an identification of the user’s Internet domain. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.
- e. Use of the School District’s email system constitutes consent to these regulations.

Cross-reference: PRESS 6:235, Access to Electronic Networks

Extra-Curricular Activities and Sports



Extra-Curricular/Athletic Eligibility

The Athletic Code applies to all students who want to participate in athletics. Athletics includes competitive sports, extracurricular activities, and cheerleading. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders.

Participation in athletics/activities is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

Illinois Elementary School Association (I.E.S.A)

Eligibility for most athletics is also governed by the rules of the Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Athletic Code. In a case of a conflict between IESA and this Athletic Code, the most stringent rule will be enforced

Requirements and Eligibility:

Athletic Fee

There is a \$25 participation fee for each extra-curricular activity or athletic activity and a cap of \$75 per child. Fees for each extra-curricular activity will be paid prior to official participation. If the fee is not paid, the student will NOT be permitted to participate until the fee is paid. No refunds will be given to the parent if a student does not complete the session. If the fee is not paid, the student will NOT be permitted to participate in any activity until the fees are paid.

Written Permission

Obtain written permission from parent/guardian for participation by completing the form and waiver of responsibility for the risks involved. The waiver includes proof of insurance and concussion protocols and must be signed and on file in the district office. Both parent/guardian and student must sign I.E.S.A. Sportsmanship Agreement form and on file in the district office. Both parent/guardian and student signed an athletic permit card on file in the office before the child is allowed to **try out, practice or participate** in the activity.

Physical Examination Required

The I.E.S.A. requires a Certificate of Physical Fitness from a licensed medical professional no more than one (1) year prior to the first practice session for baseball, softball, basketball, volleyball, cross-country, cheerleading and track. Forms are available in the office or from licensed medical professionals. A certified copy of the student's birth certificate must be on file in the office.

Regular Attendance Record

In order for a student to participate in evening/weekend extra-curricular activities, athletic activities or activities sponsored by the school, a student must be IN attendance for a minimum of the last half of the school day the day of the event or last half of the school day prior to the weekend event. The Principal/Superintendent may grant exceptions for special or unusual circumstances. **Students that are considered remote or home-schooled may not participate in extracurricular activities.**

Academic Standard

To participate in any extra-curricular activity and/or athletics activity, students must maintain academic eligibility. On a regular school week, eligibility will be determined on Friday of the current week, using all grades entered for the current grading period (9 weeks), up/to and including Friday. On a regular school week, students and parents will be notified on Friday of the current week, via the coach of eligibility to participate during the next week, Monday through Saturday. Students with work outstanding for excused absences, may have their eligibility determined by the most recent eligibility check from the previous week.

Any of the following will make a student ineligible:

- One (1) failing grade in any subject
- Three (3) times ineligible per activity/athletic will result in removal of a student for the duration of that activity.
- Student Council eligibility is per semester.

Once eligibility has been run for the week, students will not have their eligibility changed. Eligibility status will stay the same throughout the week until a new eligibility is run. If a student is ineligible the week before a vacation he/she will be ineligible the entire vacation. They cannot participate, ride the bus, sit on bench, or dress on the same days.

Behavior Standard

To participate in any extra-curricular activity, students must demonstrate high personal standards and good citizenship at all times. Further disciplinary actions during extra-curricular activities resulting from detentions and suspensions will be at the discretion of the coach or sponsors.

Misconduct by student-athletes will not be tolerated. Misconduct shall include but shall not be limited to:

- A. Insubordination; or
- B. Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
- C. Any behavior which disrupts the appropriate conduct of a school program or activity; or
- D. Hazing, bullying, or harassment of any kind; or
- E. Use of profanity; or
- F. Exhibition of bad sportsmanship; or
- G. Misconduct on the bus; or
- H. Violation of any school rules or regulations or law.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials.

Loss or Abuse of Equipment and/or Uniforms

Participants in extra-curricular activities or athletics are responsible for the uniforms and/or equipment issued to them by the coach. Equipment/uniforms must be maintained and cleaned before returning to the coach. Loss or abuse of school items will result in the participant being assessed the replacement cost of the item. Participants will only be issued uniforms if the uniform from the previous season has been returned or paid for.

Rules in Effect

The rules set forth in this Athletic Code are in effect throughout the calendar year and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of the athlete's athletic eligibility in all sports.

Cross-reference: PRESS 6:190, Extracurricular and Co-Curricular Activities; PRESS 7:240, Conduct Code for Participants in Extracurricular Activities

Extra-Curricular Opportunities

A. Baseball

Tryouts are open to boys in grades 5-8.

Tryouts are held the first week of practice. The season will run from late July through early October. Team members who successfully complete the season may receive an award at the discretion of the coach. This sport is subject to the co-op agreement between St. Mary's Grade School and Riverview Grade School.

B. Basketball (Boys)

Tryouts are open to boys in grades 5-8.

Teams are divided into 5th-6th, 7th, and 8th. The season usually runs from October through late January. Team members who successfully complete the season may receive an award at the discretion of the coach. This sport is subject to the co-op agreement between St. Mary's Grade School and Riverview Grade School.

C. Basketball (Girls)

Tryouts are open to girls in grades 5-8.

Teams are divided into 7th, and 8th. The season usually runs from September through early December. Team members who successfully complete the season may receive an award at the discretion of the coach.

D. Cheerleading

Tryouts are open to boys and girls in grades 6-8.

Practices are held prior to the tryouts. Cheerleaders chosen will cheer for the basketball team. When a cheerleader is also competing on a school team in some other activity or performance, that competition takes precedence over cheerleading. Team members who successfully complete the season may receive an award at the discretion of the coach.

E. Scholastic Bowl

Tryouts are open to 5-8 grade students.

The teams are made up of five students who will compete with other junior high schools in scholastic competition. The season runs from January through April. The scholastic bowl team will compete in conference and county tournaments as well as the state tournament series sponsored by the IESA. Team members who successfully complete the season may receive an award at the discretion of the coach.

F. Softball

Tryouts are open to girls in grades 5-8.

Tryouts are held the first week of practice. The season will run from late July through early October. Team members who complete the season in good standing may receive an award at the discretion of the coach. This sport is subject to the co-op agreement between Riverview Grade School and St. Mary's Grade School.

G. Speech

Open to boys and girls in grades 5-8.

Beginning early in the year, students are assigned speech pieces to memorize and practice for presentation at the IESA State Speech Contest. Team members who complete the season in good standing may receive an award at the discretion of the coach. Season runs from September to late November.

H. Student Council

Open to boys and girls in grades 5-8.

The Council sponsors many activities during the school year. In May, elections are held for officers and members for the following school year. A constitution stipulates rules and regulations that the officers and representatives must follow. The student council member(s) who has contributed the most throughout the school year will receive an Outstanding Student Council Member Award. Members should be responsible, reliable, diligent, and eligible. The faculty advisor will make the final determination. Student council officers are elected from students in grades 4-7 in the spring of the prior school year.

I. Track and Field

Open to boys and girls in grades 5-8.

Teams are divided into 7th and 8th grade boys and girls. The season runs from March through May. Team members who complete the season in good standing may receive an award at the discretion of the coach.

J. Volleyball

Tryouts are open to girls in grades 5-8.

Teams are divided into 6th, 7th and 8th grades. The season usually runs from late November through March. Team members who complete the season in good standing may receive an award at the discretion of the coach.

K. Chess

Open to boys and girls in grades 5-8.

Students may participate in meets and/or the state tournament. Team members will be chosen to attend the state tournament series sponsored by the IESA. Season runs from November through February.

Sports/activities may be opened to younger grade levels if lack of participation occurs and the sport/activity is not a state series.

Student Athlete Concussions and Head Injuries

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois. A **signed concussion** information form must be on file annually in the school office prior to a student participating in any IESA sport.

Cross-reference: PRESS 7:305, Student Athlete Concussions and Head Injuries

Medical, Health, and Well-Being



Care of Students with Diabetes/Seizures

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school administrator. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed support so that your student can access his or her education as effectively as students without disabilities.

For further information, please contact the Building Administrator.

Communicable Diseases

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases or COVID-19.

1. Parents are required to notify the school if they suspect their child has a communicable diseases or COVID-19.
2. In certain cases, a student with communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
3. The school will provide written instruction to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Your child may return to school 24 hours after beginning treatment by a licensed medical professional and must show proof of treatment for either of the following diseases:

- **Pink Eye**
- **Impetigo**

Cross-reference: PRESS 7:280, Communicable and Chronic Infectious Disease

Guidelines for Not Attending School

If your child is not well, please use the following guidelines to determine whether or not they should be in school. If you think that your child might have a fever, please check before sending them to school. Your child should not return to school until they have been fever-free for at least 24 hours without medication.

RGS Health Guidelines

Symptom/Illness	Child should not be at school or in contact with other children:	If child feels well enough, he/she may attend school:
Cough	Frequent or uncontrollable or accompanied by fever	Infrequent or if has been antibiotics for at least 24 hours and no fever
Fever	If temperature is 100 or above	If temperature is below 100 for 24 hours without taking a fever reducing medication and there are no other symptoms
Diarrhea or vomiting	One episode of vomiting or diarrhea	It has been 24 hours since vomiting or having diarrhea
Strep Throat or Scarlet Fever	Sore throat, headache, nausea, fever The only way to rule out Strep is with a throat culture	After 24 hours on antibiotics and fever free for 24 hours
"Pink Eye" Conjunctivitis	Eye is red with complaint of burning or itching. Crusty, white or yellow drainage is occurring	Has been on antibiotics for 24 hours or symptoms have improved/or note from doctor stating no longer contagious
Rash/skin infection	Any child with rash or signs of skin infection not having been evaluated by doctor	Rash free, written release from doctor, or after 24 hours on antibiotic for skin infection
Flu	Fever of 100 and above with accompanying sore throat, cough, runny nose, congestion, body aches, extreme tiredness, vomiting or diarrhea	Fever free (less than 100) for 24 hours without having been given fever reducing medication or release from physician if diagnosed with any type of flu

Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school office if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide information to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent/guardian brings the student to school to be checked by the school designee or superintendent/principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Immunization, Health, Eye, and Dental Examinations

Required Health Examinations and Immunizations

All students are required to present appropriate proof that the student received a health examination and the immunization against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering Kindergarten or the first grade;
2. Entering sixth and ninth grades
3. Enrolling in an Illinois school for the first time, regardless of the student's grade,

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by the first day of school will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students

who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by the first day of school, the student must present, by the first day of school, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of the medical reasons must be signed by an appropriate medical professional.

Required Immunizations		
GRADE LEVEL	SHOT	REQUIREMENT
Kindergarten	DPT or DTaP	4 or more doses with the last dose having been received on or after the 4th birthday. The first 3 doses in the series shall have been received no less than 28 days apart. The interval between the 3rd and 4th or final dose shall be at least 6 months.
Kindergarten	POLIO	3 or more doses of polio vaccine (OPV) or (IPV). A child who received any combination of IPV and OPV shall show proof of having received at least 4 doses, with the last dose received on or after the 4th birthday. Doses in the series shall have been received no less than 28 days apart. A child who received IPV exclusively or OPV exclusively shall show proof of having received at least 3 doses, with the last dose received on or after the 4th birthday. Doses in the series shall have been received no less than 28 days apart.
Kindergarten	CHICKEN POX (Varicella)	2 doses on or after the first birthday, proof of prior varicella disease as described in Section 665.250(g), or laboratory evidence of varicella immunity.
Kindergarten	MEASLES	2 doses of vaccine, the 1st dose on or after the 1st birthday and the 2nd dose no less than 28 days after the 1st dose or other proof of immunity described in Section 665.250(c).
Kindergarten	RUBELLA	1 dose on or after the 1st birthday. Proof of disease is not acceptable unless laboratory evidence of rubella immunity is presented.
Kindergarten	MUMPS	1 dose on or after the first birthday. Proof of disease, if verified by a physician or laboratory evidence may be substituted for proof of vaccination.
6th	HEPATITIS B	3 doses of hepatitis B vaccine, or other proof of immunity. The first 2 doses shall have been received no less than 28 days apart. The interval between the 2nd and 3rd dose shall be at least 2 months. The interval between the 1st and 3rd dose shall be at least 4 months. Proof of prior or current infection, if verified by laboratory evidence, may be submitted for proof of vaccination.
6th	Tdap	Beginning with school year 2013-14, any child entering, advancing or transferring into 6th, 7th or 8th grade will be required to show proof of

		receipt of one dose of Tdap vaccine regardless of the interval since the last Dtap, DT or Td dose. Most students may have already received the vaccine and simply need to provide the school with verifying documentation from the health care provider.
6th	MENINGOCOCCAL CONJUGATE VACCINE (MCV4)	Beginning with school-year 2015 - 2016 school year, 6th graders must have 1 dose of MCV4--the first dose received on or after the 11th birthday.
6th	VARICELLA	Students entering 6th or 9th grade must have 2 doses of Varicella Vaccine, the 1st dose must have been received on or after the 1st birthday and the second dose no less than 4 weeks (28 days) later.

Eye Examination

All students entering Kindergarten or the school for the first time must present proof before the first day of school of an eye examination performed within one year prior to entry of Kindergarten or the school. Failure to present proof by the first day of school, allows the school to hold the student's report card until the student presents: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after the first day of school.

Dental Examination

All children entering Kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist by May 15 of the current school year. Failure to present proof allows the school to hold the child's report card until the student presents: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Vision and Hearing Screenings

Vision and hearing screenings are administered each year according to the Illinois State Public Health mandates (410 ILCS 205). Hearing screenings must be provided annually for all students in Preschool, Kindergarten, 1st, 2nd, and 3rd grades, students with IEPs or 504 Plans, students new to the district and students referred for a screening by a teacher or administrator. Vision screenings must be provided annually for all students in Preschool, Kindergarten, 2nd, and 8th grades, students with IEPs or 504 Plans, students new to the district and students referred for a screening by a teacher or administrator. This vision screening is not a substitute for complete eye and vision evaluation by an eye doctor. These screenings are held at school, beginning in October, and continue throughout the school year as necessary. Your child is not required to participate in this screening if a current optometrist or ophthalmologist report is on file at the school. Screening results will be shared with parents/guardians if a student does not pass either of these screenings.

Exemptions

A student will be exempted from the above requirements for:

1. Religious or medical grounds if the student's parent/guardian presents to the administration a signed form explaining the objection by the appropriate parties;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provide eye examinations or a licensed optometrist; or

4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Should such an objection be made, a written and signed statement from the parent or legal guardian detailing such objection must be presented to the principal and superintendent.

Cross-reference: PRESS 7:100, Health, Eye and Dental Examinations: Immunizations: and Exclusion of Students

Students with Food Allergies/Asthma

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the school office. A physician's note for the food allergies or other allergies must be on file.

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify an administrator at 309-822-8550.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed support so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. The school district also may be able to appropriately meet a student's needs through other means.

Cross-reference: PRESS 7:285, Food Allergy Management Program

Student Medication

It is the policy of the Board that all children's medication be administered by a parent at home if at all possible. Under exceptional circumstances, medication may be administered by the superintendent/principal, other administrative personnel, or voluntary school personnel under the appropriate rules and regulations.

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form (complete with doctor's signature) is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related functions other than as provided for in this procedure. Students may not transport medicine to and from school.

Parent must bring student medication to school and pick-up.

A student may possess an epinephrine auto-injector (EpiPen) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization

for Student Self-Medication Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of student's self-administration of an epinephrine auto-injector and/or the storage of any medication by school personnel. *Cross-reference: PRESS 7:270, Administering Medicine to Students*

Administering Medicine at School

If, under exceptional circumstances, a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, only the principal or, a certified designee will administer the medication in compliance with the following regulations:

For those students requiring *daily* medication that must be administered during school hours:

A medical authorization form from a physician/parent detailing the NAME OF THE STUDENT, DRUG, DOSAGE, AND THE TIME INTERVAL IN WHICH THE MEDICATION IS TO BE TAKEN must be on file in the school office. These forms are to be renewed annually.

- Medication must be brought to school by the parent/guardian in a container appropriately labeled by the pharmacist or physician.
- Medication will be administered to students in the office.
- Parents/guardians of the child must assume responsibility for informing the principal of any change in the child's health or change in medication.
- The school district retains the discretion to reject requests for administration of medication.

For those students requiring *non-prescription* medication that must be administered during school hours:

- Non-prescription medications shall be brought in with the manufacturer's original label with the ingredients listed and the child's name affixed to the label.
- A medical authorization form (copies are available from the office) is required for all non-prescription medication.

The school principal or certified designee will:

1. Inform appropriate school personnel of the medication.
2. Keep a record of the administration of the medication.

Nothing in this policy prohibits any school employee from providing emergency assistance to students, including administering medication.

If your student has a chronic illness or disease such as asthma, diabetes, seizures, severe allergies or food allergies, please contact the school office to complete an Emergency Action Plan (EAP) or Individual Health Care Plan (IHCP) to assist school personnel in caring for your child in the event of an emergency situation at school.

Administrative Policies and Notifications



Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building administrator in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Bus Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the office.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by an administrator.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

In the interest of the student's safety and in compliance with State law, students are expected to observe the following rules:

1. Find your assigned seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversations, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, the bus driver may add additional rules as necessary.
7. Use the emergency door only in an emergency.
8. In the event of an emergency, remain in your seat and await instructions from the bus driver.
9. Any behavior that will not distract the bus driver from operating the bus safely is required. Good behavior is required for bus safety. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open windows below the black line indicated directly beside the window.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes should not be worn on the bus.

13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Be waiting at your bus stop on time (buses can run up to five (5) minutes early or late).
15. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
16. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
17. Eating and drinking are not permitted on the bus.
18. Parents will be liable for any defacing or damage students do to the bus.
19. Students are not permitted to use cell phones on the bus unless approved by administration.

Students may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. *Cross-reference: PRESS 4:110, Transportation; PRESS 7:220, Bus Conduct*

For questions regarding school transportation issues, contact: Tim Turner, Superintendent

Bus Designated Stops:

Each student has **one permanently assigned bus stop for morning pick-up and one bus stop for afternoon drop-off.** (i.e. AM pick-up at home and PM drop-off at the babysitters-but every day should be the same.) These designated bus stops must be given prior to the beginning of the school year. If during the school year, permanent changes need to be made, please contact the office. If a change needs to occur because of an emergency, we ask that you call the school office to make arrangements. **Please call NO LATER than ONE (1) HOUR prior to dismissal of school.**

Please DO NOT email or send notes to the teacher directly, as changes need to be approved by the office, and then bus drivers/teachers will be notified.

Closed Campus

District #2 practices a closed campus policy. This means that students are not permitted to leave campus at any time during the school day. The parent/guardian will be required to sign the student out in the office, and the student must report to the office on returning to school. Students are NOT permitted to leave with other students or other students' parents/guardians.

Once a student arrives at school, the student will not be allowed to leave without a parent or guardian signing him/her out in the office.

Deliveries and Party Invitation

Deliveries of any kind, including floral arrangements or balloons will NOT BE made to the classroom nor should they be delivered to the school.

Party invitations or gifts for classmates will not be distributed at school. Items such as these are of a personal nature and should be mailed home using the list in the school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

Equal Opportunity and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Tim Turner, Superintendent or Dalton Gorsuch, Teacher.

Any student may file a sex equity complaint by using the Uniform Grievance Procedure, found. A student may appeal the Board's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of The School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/23.8 of The School Code).

Cross-reference: PRESS 7:10, Equal Educational Opportunities; PRESS 2:260, Uniform Grievance Procedure

Evening Events and After School Activities

- Parents should accompany students in grades K-5 who attend after-school activities. If a parent cannot be present, proper supervision by a person or a responsible person over 18 years old must be arranged. Parents retain responsibility for the conduct of the student.
- Students who leave an activity will not be allowed to re-enter.
- On a day of a scheduled school activity, a student must be present in school **at least a half day and illness free** in order to participate or attend as a spectator for that day. If the absence is due to an extraordinary circumstance not related to the student's personal illness, the Principal/Superintendent may grant permission to attend.
- Students attending activities after school who choose to stay after school, will need to attend the Latchkey After School Program and will be assessed a fee.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. In particular, students shall not:

1. Use, possess, distribute, purchase, or sell tobacco materials.
2. Use, possess, distribute, purchase, or sell alcoholic beverages.
3. Use, possess, buy, sell, barter, or distribute any illegal substance or paraphernalia;
4. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a "look alike" weapon.
5. Vandalize or steal;
6. Haze other students;

7. Behave in a manner that is detrimental to the good of the school; or
8. Be insubordinate or disrespectful toward teachers and chaperones.

Students who violate the school's discipline code will be required to leave the activity immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

Cross-reference: PRESS 6:190, Extracurricular and Co-Curricular Activities

Fines, Fees, and Charges

Book, Library, Extra-Curricular/Athletic Activity:

All textbooks, workbooks, and other required materials are rented or sold to parents at an annual fee as determined by the Board of Education. Book fees should be paid at the time of registration or special arrangements made at that time. Students will be assessed a fee for any damaged or lost library books and textbooks. Fee waiver or reduction information is available in the office.

Library books are expected to be returned in the same condition they were in at the time of checkout. Students must return books at the PROPER time so that others may enjoy them. Failure to return books on time will result in loss of library privileges until the missing books are returned. Any lost or damaged books will result in a letter being sent home requesting payment in the amount of the replacement value of the book. Report cards will not be issued to students with missing library books or library fees due from lost or damaged books.

There is a \$25 participation fee for the first extra-curricular activity or athletic activity and a cap of \$75 per child. Parents will be required to pay the fee prior to the official participation. If the fee is not paid, the student will NOT be permitted to participate until the fee is paid. No refunds will be given to the parent if a student does not complete the session. If the fee is not paid, the student will NOT be permitted to participate in any activity until the fees are paid.

Waiver of Student Educational Fees:

The school establishes fees and charges to fund certain school activities, including field trips, class fees, and sports. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parents or guardian to pay fees or certain charges. Parents or guardians of students, who are unable to afford student educational services or academic fees, may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, P.E. uniform, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

An administrator will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal employment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

Within 30 days, an administrator will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact an administrator at 309-822-8550. Any and all fees incurred by the school district associated with the collection of any fees will be the parents' responsibility.

Cross-reference: PRESS 4:110, Transportation, PRESS 4:140, Waiver of Student Fees

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

Field trips are an integral part of the school curriculum and contribute to the district's educational goals. For school events, the sponsor of the activity will supervise school field trips and after-school functions. Students who have repeated or severe behavior concerns may lose field trip privileges as a consequence. If any student exhibits severe misconduct before a field trip, parents will be notified of loss of field trip privileges.

Energy drinks (such as Red Bull, Monster, Rockstar, Venom, etc.) and soda of any kind are NOT allowed on field trips unless otherwise approved.

Students are to ride the school bus or school provided transportation to and from the field trip. The student must remain with their class during a field trip. They may not leave the field trip with a parent chaperone.

Based on the needs of the class, the teacher or sponsor determines the number and selects the individuals who will chaperone field trips. Only those asked to chaperone may accompany the class on the bus during the field trip. **Chaperones may not bring other children on the field trip.** Chaperone who does not follow the guidelines set forth by the teacher or the handbook may forfeit the chance to chaperone in the future.

Parents/guardians must sign the school's Handbook Acknowledgement and Consent Form to give permission for their child to attend field trips.

The 8th grade class trip is a privilege, not a right. Additional guidelines will be sent to 8th grade parents and forms must be signed and returned to the 8th grade class sponsor in order for the 8th grade student to be eligible to attend the field trip.

Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school

Guidelines for Student Distribution of Non-School-Sponsored Publications

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building administrator of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building administrator, such as, before the beginning or ending of classes at a central location inside the building.
3. The building administrator may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
 - c. Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are a personal nature and should be mailed home using the list in the school directory. The office is unable to release addresses and phone numbers of students.
 - d. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
 - e. Is reasonably viewed as promoting illegal drug use; or
 - f. Is primarily prepared by non-students.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, an administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or
5. Is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

Cross-reference: PRESS 7:310, Restrictions on Publications

Homeless Child's Rights to Education

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Assistance and support for homeless families includes:

Educational organizations and school:

Riverview Elementary

Food bank and meal programs:

Spring Bay Food Pantry

Other support:

RiversEdge Methodist Church

Cross-reference: PRESS 6:140, Education of Homeless Children

Kindergarten Registration

Children must be five years old by September 1st to enter Kindergarten. Pre-registration for the coming school year will be held in the spring of the present school year at a time to be announced. Certified birth certificates from the courthouse/health department should be presented at this time.

Lockers

Each student in grades 5th-8th will be issued a locker for his/her books and personal belongings. These lockers may change annually. Lockers are to be used only by the person that is assigned to that locker. The combinations should be kept private for the security of the individual's belongings. Students are not to place stickers or other permanent marks on lockers. Students shall keep the lockers clean and well-maintained.

Lost and Found

Any articles that are found should be turned into the office immediately. Please have your child check the "lost and found area" for missing articles. All items not claimed will be donated to a good cause of school's choice on the 1st of each month.

Meal Program

Riverview Grade School was able to apply and receive acceptance this year into a “free for all” food program for our students and families. In order to receive free breakfast or lunch, students are required to take the appropriate food and drink choices that are offered for it to qualify as an approved free meal. Students may also choose to bring their own lunch. An additional milk or milk for those that bring their own lunch is available for 35¢. Soda is not permitted during any breakfast or lunch period and all drinks must be in a sealed container. Glass containers of any kind should not be sent in cold lunches. Fast food is not allowed in the cafeteria during lunch or breakfast times. Energy drinks such as Red Bull, Monster, Rockstar, Venom, etc.) or coffee are NOT allowed on field trips or during school days unless otherwise approved.

Breakfast is served from 7:30 a.m. – 7:50 a.m.

Please check our website (www.rgsting.org) for lunch times.

All non-student individuals may purchase a breakfast for \$2.00 and a lunch for \$3.10 (subject to Board Approval).

Parent Notifications

Asbestos Notice:

To the best knowledge of District #2, all asbestos containing materials have been removed from all buildings in the District. However, in accordance with Illinois law, this notice is to inform building occupants of the potential hazard asbestos containing materials could pose. It has been determined by the Illinois Department of Public Health and the Federal Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials.

In the event any asbestos containing materials are located in any building in the future, any evidence of disturbance or change in condition will be documented in the Management Plan as required by law. Cleaning and maintenance personnel, who have been trained in identification of asbestos containing materials and recognize the danger of asbestos, would take any special precautions necessary to properly clean up asbestos debris and guard against disturbance of the asbestos containing materials, although no asbestos is believed to be present in any District building. If necessary, however, measures will be taken when needed to protect the health of building occupants.

Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) provides students certain rights with respect to their education records. These rights are available in the school office.

A record is maintained by the school district reflecting each student's academic achievement, attendance, and physical examination. Parents can review this record at any time by calling the building administrator requesting a conference to view their child's school record.

If you believe that the District has violated your rights under FERPA, you have the right to file a complaint with the US Department of Education. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202-4605.

Student Online Personal Protection Act (SOPPA):

The Student Online Personal Protection Act, or SOPPA, is the data privacy law that regulates student data collection and use by schools, the Illinois State Board of Education, and Riverview CCSD #2 vendors.

On August 23, 2019, Illinois Governor J.B. Pritzker signed into law a new version of SOPPA that gives parents/guardians greater control over student data. Among the changes is a new requirement to enact breach notifications that are available to the public.

SOPPA will also require Illinois school districts to provide additional guarantees that student data is protected when collected and that data is used for beneficial purposes only. The law is effective on July 1, 2021.

SOPPA requires that school districts must:

- **Enter into written agreements with all K-12 service providers who collect student data.** Covered data includes, but is not limited to: information in the student's educational record, first/last name, address, phone number, email address, grades, test results, socioeconomic information, photos, search activity, voice recordings, geolocation information, and more.
- **Implement and maintain reasonable security practices.** Student data is protected through comprehensive privacy policies and security measures such as firewalls, secure servers, intrusion detection software, and other methods. Written agreements with vendors require that the vendor also maintains security procedures.
- **Post a list of operators.** This list will include what data elements are shared, written agreements/contracts with the operator within 10 days of signing, & subcontractors for each operator.

Integrated Pest Management Plan:

Riverview CCSD #2 has adopted an Integrated Pest Management (IPM) Procedure for control of structural and landscape pests.

Mandated Reporters:

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Cross Reference: PRESS 5:90, Abused and Neglected Child Reporting

Pesticide Applications/Procedures:

See Policy 4:160AP. Any parent who would like to be notified if pesticides are to be applied at the school should send a note or call the school requesting that they be placed on the notification registry. The Superintendent/Principal shall notify the students and their parents/guardians on the notification registry and employees in this building at least two (2) business days before a pesticide application in or on school buildings or grounds.

To be added to the list, please contact:

Tim Turner, Superintendent
309-822-8550

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Parent Teacher Organization (RPTO & Boosters)

Purpose – The purpose of the Riverview Parent-Teacher Organization is to further the best interests of the students of Riverview Grade School by establishing and maintaining an attitude of friendship and cooperation between parents and teachers; to aid other organizations of the school to carry out any of their programs which directly benefit the students; to raise funds to purchase equipment and/or supplies which will benefit the students; to promote socialization with other members; to remain neutral as an organization in supporting and funding political issues. As well as support, promote, and maintain a high standard of integrity and good sportsmanship in all extra-curricular activities; to promote and encourage better attendance to all extra-curricular activities by the community; to raise funds to assist all extra-curricular activities without prejudice.

Parking

The school has two locations available for school visitor parking.

Those dropping off and picking up children may do so through the front office located on the east side of the building during school hours.

Vehicles **MAY NOT** be parked or located in the bus lanes or fire lanes at ANY TIME. Fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police. **At no time should you pass a school bus with the stop arm out even in the school parking lot.**

Phone Calls and Phone Usage

Phone Calls and Phone Use: Teachers have telephone access in all classrooms. Teachers and students will not be called out of class for phone calls. Messages will be relayed. Office personnel will make calls regarding student illnesses only. Students must ask permission to use the phone in the office or in a classroom. Students asking to use the office phone will be done on an emergency basis only. Example: forgetting your homework is not an emergency. This is building responsibility for the future.

Residency

In order to attend District #2 schools tuition free, a student must be a resident of District #2 within the meaning of the Illinois School Code or fall within the specific exceptions to the law. When registering students, two proofs of residency within the District must be presented in the form of a recent utility bill, voter registration, tax bill, occupancy permit, and/or legal housing contract or lease. Should it be determined at a hearing of the Board of Education that a student attending the District's schools is not a resident of the District, pursuant to Illinois law, the school must charge tuition for that student. Moreover, willfully and knowingly providing false information regarding a student's residency in order to avoid payment of tuition can constitute a criminal offense. Questions about student residency and tuition may be directed to the Superintendent.

RTI (Response to Intervention) – Reading/Math/Behavior

A Response to Intervention (RTI) model for Reading, Math, and Behavior applies a three-tiered system of support and a problem-solving process to enhance the capacity of schools to effectively educate all students.

Reduce use of reactive discipline measures in schools (e.g. office discipline, referrals, improvement period, Saturday school, suspensions, expulsions) for all students.

Implement effective intervention plans for students with the most comprehensive behavioral/emotional needs that

support and evaluate their success across home, school, and community.

RGS follows the PBIS model as a positive approach to reduce discipline referrals by rewarding the students for displaying positive behaviors. Daily, weekly, and quarterly rewards are given for following the RGS behavior matrix.

Positive Behavior Interventions and Supports (PBIS) is a proactive systems approach to establishing the behavioral supports and social culture needed for all students at RGS to achieve social, emotional, and academic success

School Supplies

Students are responsible for having school supplies readily available each day. School supply lists may be picked up in the school office and on the school website. **Note: laser lights, book bags or shoes with wheels are NOT allowed.**

School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

Cross-References: PRESS 4:170-AP2, Criminal Offender Notification Laws

Sex Offender & Violent Offender Community Notification Laws:

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/cmvo/>.

Social Work Services

The school provides social work services for students. The school's social worker is available to those students who require additional assistance.

Standardized Testing

Students and parents/guardians should be aware that students in grades 3-8 will take standardized tests each spring. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year
2. Ensure students get a good night's sleep the night before exams
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein
4. Remind and emphasize for students the importance of good performance on standardized testing
5. Ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils
6. Teach students the importance of honesty and ethics during the performance of these and other tests
7. Encourage students to relax on testing day.

Cross-reference: PRESS 6:340, *Student Testing and Assessment Programs*

Student Insurance

A supplemental student insurance plan is available. Information is available in the school office. The insurance company provides this insurance policy directly to students. The School District does not sponsor, finance or guarantee this insurance coverage or its benefits in any way.

Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and

juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. The right to prohibit the release of directory information.

Throughout the school year, the District may release directory information regarding students, limited to:

Name
Address
Gender
Grade level
Birth date and place
Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
Academic awards, degrees, and honors
Information in relation to school-sponsored activities, organizations, and athletics
Major field of study
Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

- 6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
- 7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

Cross-reference: PRESS 7:340, *Student Records*

Student Privacy Protections

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine program eligibility.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

Cross Reference: PRESS 7:15, *Student and Family Privacy Rights*

Treats and Snacks

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value. We ask families to refrain from sending birthday treats due to allergies and other food-related illnesses.

Video Cameras

A video and/or monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as

the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Cross-reference: PRESS 4:110, Transportation

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Cross-reference: PRESS 8:30, Visitors to and Conduct on School Property

Volunteers

Riverview Grade School welcomes parents/guardians to visit our school. Because of our concern for the safety of our students and staff, visitors and guests will follow the following procedures:

All visitors **MUST** enter through the east doors (by the office).

- Upon entering the building all visitors/guests must report to the office and sign the "Visitors Log".
- A visitor pass will be issued and must be returned to the office when leaving the building.
- The visitor will not be allowed to meet with the teacher unless the visitor has an appointment and is registered with the office.
- Children not enrolled in the school may be allowed to visit classes with Superintendent/Principal permission.

Parents are encouraged to visit their child's classroom. Please contact the school office to arrange an appointment. Any visitors/volunteers who violate this policy may be escorted from the building and local authorities may be contacted.

School Volunteers

All school volunteers must complete the "Volunteer Information Form" and be approved by the school superintendent/principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the superintendent/principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Cross-reference: PRESS 6:250 Community Resource Persons and Volunteers

Weather Conditions

On some occasions, school is canceled or dismissed early because of snow or excessive heat. It is impossible to contact all parents when this occurs. We will attempt to announce the cancellation or early dismissal at least one hour in advance via media, school website, and the Blackboard Connect system. Children should have alternate

places to go in the event of early dismissals and cancellations. The following media will be notified to broadcast information regarding school closings and early dismissals: WXCL 104.9 FM, WIRL 1290 AM, WMBD 1470 AM, WCBU 90 FM, WSWT 106.9 FM, WEEK 25 TV, WMBD 31 TV, and WHOI 19 TV.

School closings for any reason will be announced by 7:00 a.m.

If we dismiss early for an emergency, all after-school functions are automatically cancelled.

Cross-reference: PRESS 4:170, *Safety*

Winter Outdoor Recess

The administration will make the final decision concerning outside activities when weather is a concern. Students will remain indoors according to the DCFS guidelines, if it is raining or if there is lightning nearby. Current local temperature and wind chill readings will be taken when there is a concern. Students should be dressed appropriately for the weather. If students are not dressed appropriately at the Principal/Superintendent's discretion, students will be expected to sit in the office.

Parent/Guardian Handbook Acknowledgement

Dear Parent/Guardian,

Please complete the following form and return to the office by **Friday, September 3, 2021**.

Tim Turner, Superintendent

From: The Parent/Guardian of: (1) _____

To: Riverview Elementary School District

I have reviewed the Student/Parent Handbook with my child(ren) in an effort to promote a better understanding of Riverview Elementary School rules and expectations. My signature below acknowledges receipt of the Student/Parent Handbook.

I understand that this handbook may be amended during the year without notice. This handbook is the latest version and is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook.

Signature of Parent or Guardian

Date

Comments:

I have received a copy of the Student/Parent Handbook. I have read the handbook and understand all the rules and expectations. I agree to be responsible for following all of the rules and expectations of the school and understand the consequences for failing to follow the requirements.

I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents in writing, where possible, of any changes to the handbook as soon as practical.

Signature of Student

Date