

RIVERDALE COMMUNITY UNIT SCHOOL DISTRICT #100

Vision Statement

The Riverdale Community Unit School District #100 will enable all students to realize their highest potential for success, to be effective life-long learners, and to participate actively in our global community.

Mission Statement

The mission of the Riverdale Community Unit School District #100 is to provide each student a quality education in a safe, supportive environment that promotes self-discipline, motivation, and excellence in learning. Students are empowered to take a responsible role in their own education, home, and community through diverse learning experiences.

Goals

- Provide a safe and drug-free environment, which allows all students the opportunity to develop intellectually, emotionally, and physically.
- Challenge each student to reach his or her potential.
- Develop today's youth into mature, responsible, well-rounded citizens and leaders of the future.
- Emphasize the mastery of communication, technological, scientific, rational, creative and social skills.
- Uphold high standards in the academic, social/emotional, and physical components of their education.
- Prepare students to be productive members of a culturally diverse and democratic society; developing skills in human relations, self-responsibility, problem solving, and decision-making.
- Stimulate and maintain strong school pride and good morale among all in the Riverdale community (students, employees, parents, and community).

EMERGENCY CONTINGENCY PLAN

Riverdale Elementary School has a Unified Emergency School Contingency Plan in conjunction with the Illinois State Police Safe Schools.

School Violence Tip-Line: 1-800-477-0024.

The Illinois State Police will administer the School Violence Tip-Line for students to report threats of violence and weapon violations on school grounds.

COMPLAINT RESOLUTION

From time to time problems arise that require communication between home and school. **Please contact your child's teacher first to see if the problem can be handled there.** If the problem is not resolved at that level you may contact the building principal and finally the superintendent.

REGISTRATION PROCEDURES

Parents are requested to first fill out a "Transportation Registration" and then proceed to the elementary office where we will need: 1) parent to change registration card to reflect current information or fill out new student registration form (for new students to our school) 2) parent to pay book rental fee

UPDATE RECORDS

Please keep our office informed of any changes in name, phone numbers, addresses, emergency numbers and information that could have an effect on your student's records. It is imperative these records are maintained in case of illness or emergency. Please help us by keeping your records current and accurate.

SCHOOL DAY AND ARRIVAL

The schedule for a normal school day is **8:00AM-3:00PM** for students in K-5. PreK classes run from 7:45AM-10:45AM and 12:00PM-3:00PM. Students transported to school by means other than school district provided busses should;

1. Contact the district bus director (**523-3185**) if they will not be using school transportation.
2. **Arrive no earlier than 7:45** and drop students off in the front of the building after bus departure. A staff member will be inside the door to check them in. It is important to note these students may not have time for school breakfast.
3. **Students should not arrive prior to 7:40.** Students who do arrive early are to remain in the main foyer until the bus-transported students begin entering the building.
4. Students wishing to eat breakfast will first report to class then go to the gym. **Breakfast serving time will end at 7:50.**

STUDENTS ARE NOT ALLOWED TO USE THE PLAYGROUND PRIOR TO THE REGULAR SCHOOL DAY.

SCHOOL EARLY DEPARTURE

If, for some reason, a child must leave before the end of the school day, parents should send a note to the teacher and to the bus driver indicating that you will be transporting the student and indicating the time. Parents must enter the building through the Main Entrance and sign the yellow "Checking Student In/Out" form in the Main Office.

If you are picking up your child at dismissal you will need to do so no earlier than 2:55. Pick up is in the front of the building, after bus departure. Prior to bus departure you will need to park in the gravel lot and come in to the building. Unless there is an emergency we prefer not to call students from the classroom as this causes a disruption to the learning atmosphere.

SNOW DAY EARLY DISMISSAL

Every family should provide a plan with a neighbor, friend or relative on the same bus route so that your child will have a place to go should you be away from your home when school is dismissed early. Let your child know the plan and discuss it frequently.

SNOW DAY RADIO and TELEVISION STATIONS

School cancellations, delayed starts and early dismissals will be broadcast on the following TV channels: 4, 6, 8, 18 Radio Stations: WOC (1420 AM), WGEN (1500 AM)(104.9), WKBF (1270 AM), KMXG (96.1), KUUL (101.3), WHTS (98.9), KCQQ (106.5), WLLR (103.7), KJOC (1170 AM), WXLN (96.9), KBOB (99.7), KORB (93.5), KBEA (99.7) WVIK (90.3). In addition notification of these and other important events will be communicated by telephone with our parent communication system.

Please remember to discuss your emergency plan for early dismissals with your child in case you are not home.

ATTENDANCE PROCEDURE/DEFINITION STUDENT ATTENDANCE

Regular daily attendance, completing assignments and contributing in class are directly related to success in school. There is no way to duplicate the classroom experience after a student has been absent. Excessive absences jeopardize the student's chances for academic achievement. It also costs the school district valuable dollars in state aid.

The Illinois School Code states, "A child is subject of compulsory attendance and shall attend school on a regular basis in the district where the custodial parent resides." Parents are reminded the Illinois School Law places full responsibility on parents or guardians of having students in regular attendance at school.

STEPS IN REPORTING AND CONFIRMING ABSENCES

- (a) Parent, please call before 8:30 A.M. 523-3186. There is a 24 hour answering service to record parent contact.
- (b) School will contact you after 8:30 to confirm non-attendance. This will include contacts at work or residence.
- (c) Students leaving the building for doctor, dental, or parent request will be asked to produce a parent note and sign out/in when leaving or upon returning.
- (d) Students may be asked to verify doctor and dental appointments in writing by doctor or designee.
- (e) Students who do not have a phone in their household will be expected to produce a written note from the parent explaining their absence upon returning to school. Failure to produce a note will result in student being designated a truant.
- (f) Students absent for an extended period beyond three consecutive days will be required to provide doctor verification upon request to receive an excused absence.

EXCUSED ABSENCE-UNEXCUSED (TRUANCY)

- (a) Excused absences granted for:
1. Illness
 2. Death in family
 3. Doctor or dental appointments
 4. Family emergency
 5. Prearranged parent request*
 6. School sponsored activity
 7. Religious Holiday observance
- (b) Unexcused Absences (Truancy)

A student will be considered truant from school when that student misses any or all of the school day without a valid cause. Oversleeping and car trouble are not considered a valid excuse. Truancies also include being tardy more than 10 minutes or unaccountable for 10 or more minutes.

Chronic or Habitual Truant – A child subject to compulsory attendance and who is absent without valid cause from such attendance for 10% or more of the previous 180 regular attendance days.

*see Prearranged Absence

Pattern forming absences/truancies will be reported to the Rock Island County Prevention Services.

Truant Minor – A chronic truant to whom supportive services, including prevention, diagnostics, intervention and remedial services, alternative programs and other school and community resources have been provided to have failed to result in cessation of chronic truancy, or have been offered and refused.

EXCESSIVE ABSENCES

After nine (9) days of absences each semester from school, the building administrator may require a doctor's excuse for each absence thereafter. Failure to return to school with a doctor's excuse will result in an unexcused absence. Each time student has a doctor appointment, the student should bring in the doctor's note immediately on return. Prearranged absences are included in the 9 days. Suspension, in-school or out, count toward the 9 days of absence. Exception to the 9 days would be extended illnesses such as surgery, mono or review on a case by case basis by the administration.

STUDENT RESPONSIBILITY REGARDING HOMEWORK

All students are responsible to obtain their homework. The responsibility is the student's, not the teacher's.

MAKE UP POLICY FOR ABSENCES

(a) Excused Absences

A student absent from school with a valid excuse is entitled, upon returning to class, the same number of days they are absent to turn in all homework missed. (example – 2 days absent, 2 days to turn in work.) Failure to meet deadline will result in a "0".

(b) Unexcused absence/Truancy

A student unexcused/truant from school for any part of the day will receive zero (0) credit for that day(s). Students should still do the work for their benefit. Exception: any major work, unit/chapter test, book report, research papers will receive credit. Teachers have the option to give different tests.

ABSENCES DUE TO SCHOOL ACTIVITIES

- (a) All work is made up in advance if possible or same as excused absences.

*PREARRANGED ABSENCE – PARENT REQUEST

Any student knowing he/she will be absent for an extended period of time (3 days or longer) must have a written parent request. Request, with reason, must be made three (3) school days in advance. The student is to obtain from the principal's office an assignment sheet and assignments are to be completed within two

(2) school days upon return. Total excused prearranged absences will be five (5) days.

PARTICIPATION IN ACTIVITIES

When a student is absent from school all day or goes home because of an illness, the student may not attend or participate in that night's activities.

SUSPENDED STUDENTS

Students suspended in or out-of school shall turn in their assignments on the day of their return.

Students' suspended in-school shall turn in their work the next day. All regular daily work will be 0% credit. Regular work means quizzes, worksheets, and homework. Only major assignments and tests will receive credit. Major assignments means chapter and unit tests, research papers, book reports, etc.

VISITORS

We certainly encourage visitors to our school. However, we do request no visits to the classrooms during the first and last weeks of the school year. We would also like to request that the parents notify the teacher in advance of a visit.

All visitors are required to check in at the office upon entering the building. This is to protect your children from unauthorized people being in our school, as well as being state law. **Visitors must sign in and wear a visitors badge if they leave the office area.** We request your car keys in exchange for the visitor badge. Anyone wishing to visit a classroom other than their child's should notify the office in advance. A principal escort will then be provided to answer any questions.

Our teachers believe that children need to become independent from their parents within the classroom setting, and though we welcome parents visiting, we do not encourage it on a regular basis.

If your family has out-of-town guests who wish to attend school with your child, they may do so with the consent of the classroom teacher and administrators. Visitors may NOT ride the bus.

HOMEWORK/ASSIGNMENTS

The curriculum does require regular or periodic homework. Homework assignments may vary from one teacher to another. It is best to conference with your child's teacher if you are concerned about the amount of homework your child is receiving.

ATTENDANCE GUIDELINES

These are the state mandated guidelines based on **classroom instructional time:**

If a student leaves before 1:00PM he/she will be considered absent half a day.

TARDY

Students go directly to the classroom from the bus when they unload at 7:40 A.M. If you are transporting your children, it is important that they arrive in their classroom before 8:00 A.M. or they will be considered tardy.

EMERGENCY PLAN IF CHILD BECOMES ILL

If your child becomes ill or has an accident at school, the nurse will become involved and every effort will be made to contact you or the emergency contact person supplied by you. In any case, we will administer first aid and take every step necessary for the safety of the child.

MEDICINE

Only in cases where failure to take prescribed medication would jeopardize the student's health and/or education, will be administered in school. Children are not allowed to bring cough drops, aspirin, throat lozenges, etc., unless authorization is received from a parent. All other medication needs to have the form signed by both parent and physician. Forms are available at registration and in the elementary office.

- 1) Medication must be in a plastic container if transported on the bus.
- 2) Medication shall be in a container appropriately labeled by pharmacist/physician.
- 3) Written orders shall be received from the physician.
- 4) Written permission shall be received from the parent/guardian.
- 5) Notification shall be received when drug is to be discontinued.

All kindergarten and fifth grade students must have a physical for entrance to school. Immunizations must also be up to date at these grade levels. A dental examination is required for all children in Kindergarten and 2nd grades. If you have a problem, please contact the school nurse.

If you must schedule a doctor or dental visit, please arrange to have them outside the school day.

If appointments must be scheduled during the school day, please make every effort to minimize the amount of class time missed. Ideally, appointments should be scheduled after 2:30 p.m. Be aware that our heavy academic time is during the morning sessions.

Parents must notify school nurse if child has any medical problems such as bee sting allergies, allergies to food, asthma, diabetes, etc. This is very important to your child's total well being!

If your child was sent home with vomiting, diarrhea or a temperature of 100 or above, please keep your child home until his/her temperature is normal and has had no vomiting or diarrhea for 24 hours. This rule also applies if the child was home when the illness began. If your child was diagnosed with strep infection, please keep him/her home for 24 hours after the first dose of medication.

HEARING AND VISION SCREENING

Hearing and Vision screening will be done yearly for state mandated grades and teacher and parent requests, unless a letter stating otherwise is received from the student's parent or guardian.

RECESS

We will have all students go out for recesses every day except in extreme weather. We firmly believe the children need this outdoor activity time. We do reserve the right to request a medical excuse for children who are to be kept in repeatedly. Generally we have no provisions for students to remain inside during recess.

Please send appropriate clothing for recesses. Boots, sweaters, coats, scarves, hoods or hats, and gloves during the winter months is recommended. If you have a problem providing warm clothes for your child, please let us know. We are often able to help provide these items. **Our playground is always colder due to the wind chill, therefore, we require students to wear a coat to recess on a cool day**

LUNCH & MILK MONEY COLLECTION

The cost of breakfast and hot lunch will be published before the beginning of the school year. We have a computerized lunch program. We need you to pay for breakfast, lunch and/or milk by the **month or week**.

Please enclose payments in an envelope clearly marked with the child's name, teachers name, amount, and what the money is for. We prefer that you pay for each child separately as each teacher keeps his/her own records. If you do send a check for more than one child, the check must be in an envelope labeled with **each** child's name, teacher, and amount to be deposited for that child. We will have the cost of the month's lunches on the monthly lunch menu. The computerized lunch program allows you to deposit \$10 or \$20 or more into your child's account. When the child's account gets below \$3, a notice is sent home with the child. Damaged or lost cards will cost \$1.00 for the first card, \$2.00 for the second, etc. This charge must be separate from the lunch account.

We do allow up to three breakfast or lunch charges on EMERGENCY basis, but all charges **MUST** be cleared on the following Monday. Milk must **NOT** be charged.

If you think you qualify for free or reduced lunches, please inquire in the office.

FIELD TRIPS

When a worthwhile field trip presents itself to one or more of our classrooms, we hope the students can participate.

Please return the permission/waiver slips as soon as possible to the classroom teacher. The slips will contain details of the trip and will be sent home approximately one week in advance of the day the student will be away from the school.

In special cases we reserve the right to deny a student's participation in a field trip or to require he/she be accompanied by a personal chaperone.

DAMAGE TO SCHOOL

Students and/or their parents are responsible for replacement or repair of any object damaged during an act of vandalism. Textbooks, walls, windows and washrooms are things most usually vandalized.

Pencils, pens and other sharp objects should not be taken into washrooms.

BIRTHDAY CELEBRATIONS

Party invitations may **not** be passed out at school unless the entire class is invited.

Classroom treats are for the classroom only. Other teachers' classrooms should not be interrupted.

We encourage "store bought" treats.

Flowers and/or balloons should not be sent to school. The student can not have them in the classroom and they are not allowed on the bus.

HOLIDAY PARTIES

A child may not attend holiday classroom parties or any other school activity if he/she did not attend school due to illness. Siblings are not allowed to attend holiday parties (ie: High School/M School students). The lead room parent is in charge of arranging for help, treats and games for all parties. All arrangements should be made prior to the party.

SELLING AT SCHOOL

We ask that students not sell items to other students or teachers at school (cookies, candles, oranges, etc.)

ASSERTIVE DISCIPLINE

Every teacher and administrator at Riverdale Elementary participates in the assertive discipline philosophy. Each student will bring home the discipline plan of their grade level for signature by parents.

Assertive discipline includes the principles:

- 1) Planning – those behaviors the teachers will not tolerate in their rooms
- 2) Setting limits & consequences for breaking rules
- 3) Setting positive consequences for appropriate behaviors

The administrative team's disciplinary plan for unacceptable behaviors by students may follow the steps listed below or include any of the following consequences:

- 1) Warning and parent notification
- 2) One hour in-school detention and parent notification
- 3) Multiple hours of in-school detention and parent conference
- 4) In-school suspension and parent conference
- 5) ***Saturday School**
- 6) One to ten days out-of-school suspension and parent conference
- 7) Expulsion hearing with Board of Education

Detention will be during the student's lunch hour and/or recess. Student may be required to do additional work during the detention. (i.e. math practice)

Severe disruptions include: (any of these will constitute a more severe consequence on the discipline list.)

- 1) Injury or threat of injury to any school district employee, official, or student.
- 2) Intentional destruction of school property
- 3) Open defiance to school personnel
- 4) Any behavior which stops the class from functioning

***SATURDAY SCHOOL**

The assignment to Saturday school is the result of disciplinary action. It is intended to keep the student in regular classes during the week and still allow enforcement of school regulations. This assignment will be considered a school day and all rules and procedures will apply including specific Saturday school rules. Saturday school will be held twice a month. Saturday school will be from 8:00 a.m. to 12:00 p.m. (noon). It will be broken up into two periods; Part A, 8:00 a.m. to 10:00 a.m. and Part B, 10:00 a.m. to 12:00 p.m. If a student is assigned one-half (1/2) a Saturday school it will be Part A. Students assigned a Saturday school will be responsible for attending the first available Saturday following the notice. If prior commitment exists (1 time only), a parent must submit a written request in advance for the student to serve on the next available Saturday. Students who do not serve an assigned Saturday will be suspended out of school. All schoolwork missed during that out of school suspension will receive zero credit. Students who attend a Saturday school may not participate in any school activities on that Saturday. If there is no school on Friday because of weather, there will be no Saturday school detention.

Un-served Saturday schools at the end of the year will carry over to the next year.

GENERAL SCHOOL RULES

1. NO weapons, illegal drugs, alcohol, tobacco products, matches, lighters, gum
2. Do not damage school property.
3. No clothing or personal grooming which is a disruption to the classroom (teacher/principal opinion) – i.e.: colored hair gel

4. No toys unless used for school projects and/or at the discretion of the teacher.
5. Call all staff members, Mr., Mrs., Miss, Ms. and be courteous—say, “please”, “thank you”, “you’re welcome”, etc.
6. NO running in school (except gym class)
7. Keep hands and objects to yourself.
8. Hats/Bandannas are not to be worn in the building
9. Coats/Jackets should not be worn in the classroom.
10. Necklaces, bracelets, and dangling earrings may NOT be worn in PE class.
11. NO cell phones or beepers are allowed on school property.
12. Please do not wear strong perfumes, colognes or hair spray (because of asthma problems)
13. Pet Allergies - Before a parent brings a pet to school, permission must be obtained from the teacher.

BULLYING

Using any form or type of aggressive behavior that does physical or psychological harm to someone else, and/or urging other students to engage in such conduct is prohibited. Unacceptable aggressive behavior includes pushing, hitting, threatening, name-calling, or other physical or verbal conduct of a belittling or browbeating nature.

PLAGIARISM POLICY

According to the Merriam-Webster Dictionary, to “plagiarize” means:

1. to steal and pass off the ideas or words of another as one's own,
2. to use another's production without crediting the source,
3. to commit literary theft,
4. to express as new and original an idea or product derived from an existing source.

Plagiarism refers to a form of cheating that has been defined as the false assumption of authorship which is the wrongful act of taking the product of another person's mind and presenting it as one's own. To use another person's ideas or expressions in your writing without acknowledging the source is to plagiarize.

We acknowledge that plagiarism may be unintentional; however, all students will be held

accountable for violations of the plagiarism policy. Plagiarism includes, but is not limited to :

- Lack of documentation for information as brief as a phrase, sentence or idea taken from another source (often referred to as “Cut and Paste Plagiarism.”)
- Electronic reproduction, audio, visual, verbal and written media whether published or unpublished in whole or part without proper acknowledgement that it is someone else’s.
- Falsification of documentation – purposefully citing incorrect source information.
- Double Submission (submitting the same work for credit in more than one course) unless approved beforehand by course instructors.
- Allowing another student to use your work as his/her own. In such cases, both students will be held accountable.

SCHOOL RESOURCE OFFICERS

School Resource Officers are members of the school staff and work closely with the school staff, students and parents. School Resource Officers may interview students at school about routine police matters or investigations.

Illegal Activities – Any illegal activity may be turned in to the police.

SECURITY

Electronic door access and video surveillance are in use in and around our facility to promote student safety and to encourage proper student behavior.

CELL PHONE/ELECTRONIC COMMUNICATION DEVICES

Students may bring cell phones to school under the following guidelines:

1. All cell phones must be left with the teacher during the course of the school day.
2. All cell phones must be turned off while at school during the course of the school day.
3. Students needing to make phone calls during school hours must use the office phone. Students may not use cell phones during school hours.
4. Any student carrying a cell phone or using a cell phone during regular school hours will be assigned

disciplinary consequences and the cell phone will be confiscated.

- a. First offense – cell phone will be confiscated. Student may pick up after school.
- b. Second offense – cell phone will be confiscated and discipline will be assigned. Parents must pick up.

CAMERAS AND PICTURE CELL PHONES

No cameras and/or picture cell phones will be allowed to be used within the school building without approval from the administration.

Use of a picture taking device without administrative approval could result in discipline up to, and include, suspension from school.

POP/CAFFEINE

Pop and caffeine beverages are not allowed at school for lunch or classroom parties. An exception to this rule will be the three PTA holiday parties (Halloween, Christmas, Valentines Day), and BOOK-IT parties.

DRUGS AND ALCOHOL

1st possession or use – 10 days suspension pending school board hearing for possible expulsion.
2nd possession or use – 10 days suspension pending school board hearing for possible expulsion.
1st sale or delivery of drugs and/or alcohol on school grounds – 10 days suspension pending expulsion.

The school suspension and related restriction for first time offenders may be reduced at the option of the school administrator if the student and parent voluntarily submit the student to participate in formal evaluation and subsequent prescribed treatment by a local substance abuse agency counselor. Contact with the agency by the student must be made within 24 hours or the next working day of the notification of this option. The described program must be followed to its conclusion or the school district retains the option of implementing full disciplinary recommendations. Parent refusal for treatment may result in referral to the Department of Children and Family Services, as well as implementation of school disciplinary policy. The treatment plan will follow the District #100 substance abuse program. Students involved

in co-curricular activities will also be dealt within the guidelines of the co-curricular handbook.

DRUG LOOK ALIKES – Police will be notified
Look a-likes – Items that are represented as drugs for use or sale will be dealt with under the same procedural rules as the drug/alcohol policy requires. Punishments and procedure will be utilized as listed. Students will be required to submit to a drug test and the school must be presented proof of this test.

PARAPHERNALIA ITEMS – Police will be notified. Students in possession of drug paraphernalia will be considered in violation of the drug policy. Discipline will be issued according to procedure for drug violations. Students will be required to submit to a drug test and the school must be presented proof of the test.

WEAPON FREE SCHOOL

Students shall not bring a weapon to, or be in possession of a weapon at school. Violation of this policy shall result in the student being expelled from school for at least one year. However, the Board may, on a case by case basis, modify the minimum expulsion requirement of this policy. The term “weapon” means possession, use, control or transfer of any object which may be used to cause bodily harm, including but not limited to knives, guns, clubs, bottles, pencils, etc. Note Board of Education Policy Manual – Sequence #718.

SPECIAL EDUCATION BEHAVIORAL INTERVENTIONS

Behavioral interventions will be used by teachers and administrators to promote and strengthen desirable adaptive student behavior and reduce inappropriate behaviors. Positive, non aversive interventions will be used whenever possible. If positive interventions alone do not succeed in assisting students who have difficulties conforming to acceptable behavioral patterns in order to provide an environment in which learning can occur, more restrictive behavior interventions may be used in a temporary and cautious manner.

Procedures and methods used will be consistent with generally accepted practices in the field of behavioral intervention. Restrictive interventions will be used only in conjunction with adequate assessment, planning, supervision, evaluation, documentation and protective measures.

Procedures used will reflect consideration of the Illinois State Board of Education Behavioral Interventions Guidelines which will be used as a reference.

CAFETERIA

1. While in the lunchroom, remain quiet and walk with your tray.
2. When requested to, line up quietly in an orderly manner.
3. Clean up your area (on and under the table) and your tray.
4. Once you are seated you must stay put unless permission to move is obtained by raising your hand and permission is granted by the supervisor.
5. Talk to only close neighbors at your table.
6. Finish eating before leaving cafeteria -- no eating outside!
7. Throwing or playing with food is considered a severe disruption.

BUS ARRIVAL AND DEPARTURE RULES

1. Stay back of the yellow line after unloading and before loading.
2. Go directly into the building by the assigned door and go straight to your homeroom. Do not stop to visit other teachers or go to the restroom. Don't stop at the nurse's room or at the office.
(Exception: band students may put their instruments in the band room and proceed to their homerooms)
3. At dismissal time, go directly to your bus. No loitering
4. NEVER go between the buses for any reason. Ask your supervisor for help if you drop something.

PLAYGROUND RULES

1. Respectful play and behavior is expected at all times.
2. Do not throw sticks, rocks, or snowballs
3. Swings
 - a. One person in swing
 - b. No jumping out of swing
 - c. Do not swing sideways or twirl swing
4. No running or tag games on wood chips.
5. No tackle football, gang pile games, or fighting type games
6. No playing tag around playground equipment

7. Do not climb or shake tether ball poles, soccer cages, or funnel ball pole
8. Any non-school related items must have playground supervisory approval.
9. Boots must be worn during wet weather (or the student will be restricted to the blacktop). Snow pants and boots are required to go off the blacktop when snow is on the ground.
10. When playing on the blacktop --
 - a. No running (skipping is allowed) unless it's an "organized activity" (i.e. races, catch, etc.)
 - b. Ropes are for jumping only (No horses, etc.)
 - c. Keep all ball games (catch, kicking) in a VERY SMALL AREA – no kickball games on the blacktop.
 - d. No bats or baseball type games
 - e. **Balls will be restricted to "school provided" or nerf footballs.**
11. When the whistle blows, the children line up immediately and enter the building quietly and in line.

DRESS

Each student should dress in a manner which is appropriate for school. The manner in which one dresses reveals a great deal about the student and leaves a distinct impression. Appearance must not disrupt the educational process or present a health or safety hazard.

Students should not wear clothing that has any advertising, that mentions beer or cigarette products, or that promotes illegal acts of violence. This includes shirts with suggestive slogans or inappropriate language.

Shirts should cover to the waist and at no time should undergarments show. Halter tops, spaghetti straps or tank tops unfitted under the arms are not permitted.

Jeans and pants should have no holes above the knee and should sit at the waist. Shorts and skirts should be an appropriate mid-thigh length.

For safety reasons wallet chains and excessive jewelry should not be worn to school. Shoes should be fastened securely. Sandals should have a back and heels should be a moderate height. Tights and hose for girls in skirts are encouraged in the winter.

Appropriate outerwear for recess is very important. Boots and snow pants are required off the blacktop area where there is snow.

Any hair/dress the principal feels is disruptive to class will be asked to change.

IF YOU ARE IN DOUBT ABOUT WHETHER TO WEAR SOMETHING THEN DON'T WEAR IT!!!!!!

NONSCHOOL RELATED ITEMS

Items such as radios, jamboxes, etc. that may cause distractions are not allowed at school. Expensive jewelry, toys or other items are also discouraged. As a rule of thumb, consider whether the item is potentially dangerous, bulky, expensive or distracting to the educational process. If you are in doubt as to whether an item is appropriate for school, please call the office or your child's teacher. The school is not responsible for broken, lost or stolen articles.

NOTE: All rules that apply to student conduct are applicable to extracurricular functions (as well as field trips).

NO CORPORAL PUNISHMENT

The state of Illinois has mandated as of January, 1994, that no form of corporal punishment will be administered. (Legislative Mandate SB 127)

5TH GRADE BAND

Beginners are started in the 5th grade on the band instrument of their choice at the beginning of the school year. All students who join must remain in the band until Thanksgiving, when they have the option of dropping band or continuing to the end of the year. Each student will receive one 30 min. lesson and attend two 30 min. band rehearsals each week. The lesson is given during class time on a rotating schedule so the effect on class work is very small. The rehearsals take place during their noon recess or study period. Attendance is required at 2 or 3 concerts each year.

LEARNING RESOURCE CENTER

The Learning Resource Center contains about 20,000 print and nonprint items. You will visit the LRC regularly to check out books and/or magazines. Please return your checked-out items by the date stamped on the date-due slip. Magazines are checked out and returned in special plastic bags.

We do not charge fines for overdue materials. We do charge for damage to materials and charge replacement cost for ruined or lost

items. Handle your library materials with care and keep them in a safe place, away from toddlers and pets, at home.

The LRC and the classrooms have access to the Internet. In order to use the Internet, you and your parents must sign an AUP, or Acceptable Use Policy, in which you agree not to engage in inappropriate behavior or visit inappropriate sites. This signed agreement will be reviewed by your teacher each year. It stays in your permanent student folder as long as you are a student in the Riverdale school system.

Please be considerate of other people, including those in adjoining classrooms, and use quiet voices in the LRC and in the halls, which surround it. Feel free to ask the media specialist or assistant if you need help in the LRC. If you need material which we do not have, we will try to get it for you from other libraries in the area.

STUDENT RIGHTS AND PRIVACY

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

(1) The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school 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 school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent 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 school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

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

FERPA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to: *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law.

Riverdale has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Riverdale will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Riverdale will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Riverdale will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents

will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution
- Administration of any protected information survey not funded in whole or in part by ED
- Any non-emergency, invasive physical examination or screening as described above.

GRADING

DISTRICT GRADING SCALE:

A	100-95	D+	72-70
A-	94-93	D	69-67
B+	92-90	D-	66-65
B	90-86	F	64
B-	85-84		
C+	83-80		
C	79-75		
C-	74-73		

KINDERGARTEN: Kindergarten does not use a letter grading scale. They use a "Satisfactory/unsatisfactory" system.

FIRST GRADE: Letter grades are not given. The grading system consists of "M" – Meeting Expectations, "P" – Progressing or "N" – Needs more progress

SECOND - FIFTH GRADE: The regular grading scale is used with a grade of "C" indicating average work.

TRANSPORTATION

Parents of Elementary Students:

Students will ride their assigned bus only. A parental note is needed in order for a student who is riding their assigned bus to get on and/or off at a different stop. Any parent picking up a student during or after school should send notes with the student; one for bus driver and one for their teacher. **DO NOT PARK OR UNLOAD STUDENTS IN**

THE BUS ZONES during or close to the beginning or dismissal times

Emergency request: Please call the transportation office if any emergency necessitates your elementary student to ride a different bus. A note is not sufficient. (523-3185)

Non emergency request for elementary student to ride a different bus:

1. A parental written request must be received by the transportation office 5 days prior to needed change.
2. Request will be granted if there is room on the bus and if it does not create another stop for the bus.
3. This privilege will not be granted again, if the student is a discipline problem on the requested bus.
4. A parental note with information as to who will be responsible for student during change period must be included with request and a duplicate sent to the elementary principal. Please include phone number and address of responsible person.
5. Staying overnight with a friend, scouts, lessons, etc. are not justifiable reasons to change buses. Such requests will be denied.

If a student is not riding the bus in the morning and he/she is the only one at that stop, call the transportation office so the bus will not make a needless stop. Buses will not wait for habitually late students or at any highway stops.

Bus Safety Rules:

1. The driver is in full charge of students.

At Bus Stop:

2. Students are to be at the designated bus stop 5 minutes before the scheduled pick up time. Buses will not wait for habitually late students or at any highway stops.
3. Students will remain off the road when waiting for the bus. Do not approach the bus until it has completely stopped. Students crossing the road must wait for the bus. Students not crossing (P.M.) must wait back away from the bus and wait until the bus has pulled away before proceeding home.

On the Bus:

4. Students will go directly to a seat, sit facing forward, and stay seated. Seats will be assigned as needed on Middle/Sr. high routes

– all elementary will have assigned seats.
Students must stay on the bus once they have boarded.

5. Students will keep all parts of body and belongings inside the bus. Do not lower windows below black line.
6. Throwing anything in or out of the bus is prohibited. Please use trash containers provided on the bus. Keep all belongings securely in your lap.
7. Normal conversation is permitted. No loud talking, yelling or any whistling is allowed. Interior bus lights will be activated to indicate to students that they have been too noisy and are not allowed to talk or make any noise for as long as necessary. Refrain from unnecessary conversation with the bus driver when the bus is in motion.
8. Absolute quiet is required at all railroad crossings and those intersections, which are considered dangerous. Please remain quiet until the bus has cleared the area.
9. No eating or drinking on the bus. (**This is a state law**) All food or beverage must be packaged (lunch sacks, box, or duffel bags). No glass of any kind is allowed on the bus. **Gum chewing is not permitted.** **This law applies to all trips as well.**

Things you can't take on the bus:

Below are items not permitted:

skate boards	
Radios	weapons
Tape recorders	sharp objects
CD Players	matches
<u>Cell Phones</u>	fireworks
Beepers – T.V. sets	balloons
<u>Laser pointers</u>	lighters
Animals-fish (alive, dead or fake)	

All these will be confiscated

and must be claimed by a parent within 30 days

10. No tobacco, cigarettes or alcohol is allowed on the bus. No spitting of any kind will be tolerated. Students may be required to wash the floor, interior, sit in assigned seat, serve a suspension, or all of the above if warranted.
11. Students may not wear plastic or metal-cleated shoes on the bus or place them on the floor or seat. Shirt and shoes must be worn by anyone riding the bus.

12. No fighting, harassing of others, obscene or unacceptable language, writings, pictures, gestures, reading material or similar behaviors are permitted.

Other general rules:

13. Do not ask driver to stop at places other than a designated bus stop or receiving school. The bus driver is prohibited from doing this.
14. Do not tamper with equipment on bus-do not lean or touch outside of bus, crossing arm, stop arm, or mirrors. Any damage to the bus or equipment will result in disciplinary action, suspension and student/parents are responsible for repair costs of any damage.
15. Visitors to our district are **NOT** allowed to ride the buses. This is prohibited by our insurance carrier and state law. Any student assisting an illegal person to ride the bus will serve a suspension.
16. Students riding a fan bus must ride to and back from the event. Students may go home with their parents if their parent notifies the chaperone personally that they are taking their own child/children home. Notes and/or phone calls are not acceptable.
17. Students participating in a school activity must ride school transportation when provided, in order to participate in the activity.
18. The aisle and exits must be clear at all times. Emergency exit doors are only used during drills and actual emergencies. Please, always request driver's permission to load special equipment through the emergency door.
19. Students are not to talk between or on left side of buses in loading areas. Cars are not to drive past buses in loading zones-buses will be using stop arms while loading.
20. Parents are asked to contact the transportation department about bus related concerns. Please do not contact bus drivers directly – they are to direct all concerns to this department.
21. Conduct slips are to be signed by parents and returned to the driver the next day. Those students not returning a conduct slip will be issued an additional conduct, which will result in a bus suspension for failure to return the first. (This will be effective for Middle School/High School students). Students will be allowed to ride the bus at the time of the non-return and parents will be contacted about the suspension or the non-returned conduct.

Disciplinary Actions:

Minor Misconduct:

The driver shall attempt to correct all cases of student misconduct at the time of the incident. If misconduct continues, the student will be issued a notice of misconduct. This notice must be signed by the student's parent and returned to the bus driver the next school day.

Gross Misconduct:

Continued acts of minor misconduct or acts that jeopardize the safety and well-being of others shall constitute gross misconduct.

Elementary: Misconduct will be addressed taking into consideration the age and maturity levels of individual students and the severity of the situation. Continued acts of misconduct may result in the suspension of riding privileges and/or school discipline appropriate to the circumstances.

Middle School & Senior High: Students involved in acts of gross misconduct may have riding privileges suspended and/or school discipline, school suspension after administrative review. Suspensions of 1 to 10 days may be issued for but not limited to the following:

Accumulation of misconduct notices – 3rd conduct will result in bus suspension. One day added for each additional conduct such as:

3rd Conduct – 1 day suspension

4th Conduct – 2 day suspension

5th Conduct – 3 day suspension etc.

Swearing, off color stories, obscene materials – gestures.

Fighting (Automatic 3 days for first offense)

Use of matches, lighters or other flammables

Use of tobacco

Possession of or use of illegal drugs or alcohol

Defiance/insubordination of transportation personnel. (Automatic 3 days for first offense)

The length of suspensions may be reduced after a parent conference. In some cases, misconduct may result in a recommendation to the Board of Education that riding privileges be suspended permanently and/or expulsion from school. Actions such as:

Use of fireworks

Possession of a weapon

Striking transportation personnel

Use of illegal drugs or alcohol

On accumulation of 4 suspensions (6 conduct notices)

– A parent conference is to be held at second suspension with explanation of above policy and discussion of student behavior.

Transportation suspensions are not school suspensions. Students are required to attend class or be counted as truant. Students who do not attend school, for whatever reason, will have that bus suspension extended until served on days the student is in school. School policy does reflect the fact that gross misconduct on any transportation provided by the school district is considered to be an extension of the school building and thus students may incur suspensions from school which may be in addition to suspension of transportation privileges.

Transportation rules extend to the bus stops when observed by the driver or when the physical emotional condition of the student warrants school involvement. The transportation director, consulting with the school administration, will handle these situations. Bus suspensions, as well as school suspensions, will be used as needed to correct the situation.

Placement of bus stops and assignment of routes are done by the transportation director. All concerns regarding bus stops and discipline are to be brought to the transportation director's attention.

Please call: (523-3185) between hour of 6:00 & 11:00 A.M. and 2:00 & 4:00 P.M.

Thank You!