

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 citizen 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 RESOLUTIONS

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 will receive an email from the school indicating that they may register online. Parents not receiving an email or Parents of students new to Riverdale School district will need to report to the school during the scheduled registration times (reference the school calendar). Parents of any student needing to turn in medical, dental or residency paperwork will also have to report to the school during the registration period.

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 DATE AND ARRIVAL

The schedule for a normal school day is 8:00AM-3:00PM for students K-5

Pre-K classes run from 7:40AM-10:40AM 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 7:35 and drop students off **on the walking path that leads to the back of the gym**. A staff member will be inside the door to check them in until 7:50. After 7:50, you will need to drop off your child **at the front doors**. It is important to note these students may not have time for school breakfast.
3. Students should not arrive prior to 7:35. 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 7:55.

ASSIGNMENT BOOKS

Each student in grades 2-5 will receive an assignment book, which will contain the student handbook, bus conduct rules, and a daily assignment planner. These books must be carried with every student each day. Intentional damage to them will result in payment for a new book.

KEYS TO SUCCESS IN THE CLASSROOM

- Be prepared.
- Be on time.
- Be organized.
- Complete your work.
- Participate and ask questions.
- Be a good listener.
- Challenge yourself.
- Don't be afraid to try something new.

SCHOOL DAY

School begins at 8:00a.m. daily. Students not riding the bus will not be admitted to the classrooms prior to the busses unloading unless special arrangements have been made in the office. Students are to be out of the building by 3:00p.m. unless they are involved in an activity sponsored by the school or scheduled by a teacher.

INSURANCE

Student insurance may be purchased through the school. Please check with the office for the current fees and benefits for school time, 24-hour, and dental insurance.

SPECIAL EDUCATION BEHAVIOR INTERVENTIONS

Behavior 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 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.

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).

STUDENT RECORDS

PERMANENT

- (1) Identifying Information
 - (a) Birth Date and Place
 - (b) Parents' Names
 - (c) Gender
- (2) Academic Transcript
- (3) Attendance Record
- (4) Accident Record
- (5) Health Record
- (6) Record of Release of Permanent Records
- (7) Honors and Awards Received
- (8) Participant in Extra-Curricular Activities

TEMPORARY

- (1) Family Background Information
- (2) Intelligence Test Scores; Group-Individual
- (3) Aptitude Test Scores
- (4) Psychological Reports - Observation on Intelligence Testing Information
- (5) Elementary and Secondary Achievement Test Results
- (6) Teacher Anecdotal Records
- (7) Discipline Records
- (8) Special Education Information Miscellaneous

MAINTENANCE OF STUDENT RECORDS

Record of transcript, health, and driver education are kept indefinitely. All other information in the student's permanent and temporary records will be disposed of within two weeks of the last day of the school year following graduation, transfer, or permanent withdrawal.

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 are 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 notification 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

(NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.)

PPRA 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 students 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 to 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.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

DIRECTORY INFORMATION

"Directory Information" may be released to the general public, unless a parent requests that any or all such information not be released on his/her child.

Information that may be designated as directory information shall be limited to:

1. Identifying information: name, address, grade level, birth date and place, and parent's name and address.
2. Academic awards, degrees, and honors.

3. Information in relation to school-sponsored activities, organizations, and athletics.
4. Major field of study.
5. Period of attendance in the school.

GUARANTEE OF RIGHTS

No person may condition the granting or withdrawing 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 the 23 Illinois Administrative Code, CH.I 5.375, Subtitle A, Subchapter K.

HONOR ROLL

Every nine weeks, a list of students who have achieved Honor Roll for the grading period will be published in the local newspaper. Students may achieve recognition for one of the following categories:

STRAIGHT "A" HONOR ROLL:

A student earns an "A" in every learning area.

HONOR ROLL:

A student who earns an "A" or "B" in every learning area with no grade lower than a "B".

HONORABLE MENTION:

A student who earns a "B" average with no grade lower than a "C".

A	100 - 95%	C	79 – 75%
A-	94 – 93%	C-	74 – 73%
B+	92 – 90%	D+	72 – 70%
B	89 – 86%	D	69 – 67%
B-	85 – 84%	D-	66 – 65%
C+	83 – 80%	F	64 below

GRADING SCALE

The scale of percentages will be used. Grades will be based upon the total points per quarter. Semester grades will be determined by averaging the two nine week's percentages. The final grade for the year will be determined by averaging the two semester percentages. Flexibility will be allowed to individual teachers in dealing with students requiring special assistance. Such assistance could be in the form of extra credit or tutoring before and/or after school.

- **K-SECOND GRADE:** Letter grades are not given. The grading system consists of "M" – Meeting Expectations, "P" – Progressing or "N" – Needs more progress, "NE" – Not evaluating at this time.
- **THIRD – FIFTH GRADE:** The regular grading scale is used with a grade of "C" indicating average work.

LATE WORK

Late work will be addressed at the discretion of the grade level teams. Students routinely turning in late assignments may be penalized.

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. 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. All pattern forming absences/truancies will be reported to Rock Island County Prevention Services.

STEPS IN REPORTING AND CONFIRMING ABSENCES

- (a) Parents please call before 8:30am, 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/sign in when leaving or upon returning.
- (d) Students will 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

Truant Minor – A chronic truant who has been referred to Rock Island County Prevention Services for diagnostics, intervention, remedial services, alternative programs and other school and community resources. All pattern forming absences/truancies will be reported to Rock Island County Prevention Services.

EXCESSIVE ABSENCES

After nine (9) days of absence 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 a 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. Out of school suspensions count toward the 9 days of absence. Exception to the 9 days would be extended illness 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. Parents may call in to request homework for students missing more than one day due to illness. MAKEUP

POLICY FOR ABSENCES

(a) Excused Absences

A student absent from school with a valid excuse is entitled upon returned to class, the same number of days they were absent to turn in all homework missed. (example – 2 days absent, 2 days to turn in work).

(b) Unexcused Absence/Truancy

A student unexcused/truant from school for any part of the day may receive zero (0) credit for that day(s)

PREARRANGED ABSENCE – PARENT REQUEST

Any student knowing he/she will be absent for an extended period of time must have a written parent request. Request, with reason, must be made three school days in advance. All missed work must be completed within two school days upon return.

SUSPENDED STUDENTS

Students' suspended out-of-school will be allowed to make-up all work. Students' will have a day for a day to make up missed daily work, worksheets, tests, quizzes, reports, or projects. Students will be required to check with teachers for due dates on work.

SIGN IN / SIGN OUT

Parents are to sign students in at the office when they arrive at school after 8:00am. Students leaving school are to have a parent sign them out of school with the secretary. Students will be asked to provide a note from their parents.

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. 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, candies, 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 teams' 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) Loss of free and social time- parent notification
- 3) Environmental changes, loss of free and or social time, and parent notification.
- 4) In-school suspension and parent notification.
- 5) One to ten days out-of-school suspension and parent notification.
- 6) Expulsion hearing with Board of Education.

SUSPENSIONS

In-school or out-of-school suspension – It will be the discretion of the Administrator to designate whether the suspension will be in- or out-of-school suspension.

PROCEDURE FOR SUSPENSION

- (1) Student conference with Administrator
- (2) Parent notification by phone
- (3) Letter sent to parents on Rule Violation and Procedure for Review and Due Process
- (4) It will be the discretion of the administrator to designate whether the suspension is an in or out of school suspension.

DUE PROCESS FOR STUDENTS

To ensure that the student receives fair treatment consistent with the fundamental requirements of due process, student suspension or recommendations for expulsions are made in accordance with the following procedures for out – or in-school suspension.

- (a) A student must be given the opportunity to present information on his/her own behalf prior to suspension. The suspension shall be reported immediately by phone to parent or guardians of each suspended students, and to the Board of Education through the Superintendent of Schools.
- (b) The suspension letter shall give full statement of the reasons for the suspension and notice to the parents or guardian of their right to review. The procedure to review, if requested, shall be as follows:
 1. All requests for review shall be made by the parent or guardian within five days after receipt of notice of suspension and shall be made to the person ordering the suspension;
 2. The parent or guardian requesting the review shall appeal and discuss the suspension with the hearing officer appointed by the Board. Hearings shall be held within five days after receipt of the request for review.
 3. Thereafter, the hearing officer shall report to the board by written summary, the evidence heard at the meeting;
 4. Upon receipt of the report, the Board may take such actions as it finds appropriate; provided, however, any hearings thereon shall be held in executive session for the procedure of the student involved.

A student shall be reinstated after suspension by the principal or his/her representative only. Further continuance of school is contingent upon the conduct of the student being consistent with that, which is expected of good school citizens. Reinstatement should occur only after a parental conference involving appropriate school personnel.

IN-SCHOOL SUSPENSION

In-school suspension will be used sparingly and only for special reasons as determined by the administration. Students must report by 8:05am. Parents will be notified in all instances of in-school suspension.

OUT OF SCHOOL SUSPENSION

A student will not be allowed to attend school for a given period of time. Parents are notified when their son/daughter is suspended out of school. Students who are placed in out-of-school suspension may not participate in any school-sponsored activities during the time of their suspension. This will include any practices or regularly scheduled events. The administration retains the right to require a parental conference before readmitting a student completing OSS.

EXPULSION

Expulsion shall take place only after the parents have been notified by certified mail to appear at a meeting of the Board of Education to discuss their child's behavior. The Board, at such meeting, shall state the reasons for dismissal and date on which the expulsion is to become effective. A pupil may be readmitted to school after expulsion only by official action of the Board or Education. Reinstatement should occur only after a parental conference involving appropriate school personnel. An expulsion shall prohibit the student from attending school for the designated period assigned.

GROSS DISOBEDIENCE / MISCONDUCT / CONSEQUENCES

1. Teachers have the right to remove students from the classroom for severe misconduct.
2. Detentions or in-school suspension may be assigned by the administration, and teachers may assign detentions for any of the following reasons:
 - Classroom disruption
 - Inappropriate conduct in the hallway
 - Inappropriate language
 - No show at assigned detention
 - Truancy from class or school (administration only)
 - Any misbehavior which in the judgment of the principal requires disciplinary action less than suspension or expulsion.
 - Any situation where a detention would be appropriate.
3. Suspension will be issued to a student by the administration for one of the following reasons:
 - Misconduct to any school staff member
 - Vandalism
 - Theft or possession of stolen property
 - False fire alarm
 - Fighting
 - Use or possession of tobacco
 - Use or possession of alcohol or drugs
 - Repeated occurrence of inappropriate behavior
 - Any act that endangers the health and welfare of the staff or student population
 - Any situation where a Saturday school would not be appropriate
4. Expulsion hearings will be called for by the administration for any of the following reasons:
 - Gross insubordination or misconduct for which suspension is not adequate remedy
 - Third suspension (in or out of school) in a quarter
 - Sixth suspension (in or out of school) in current school year
 - Any act that endangers the health and welfare of the staff or student population.

This includes the possession of any weapon, ammunition or exploding device.

5. Any damage that is done to school property and/or equipment will be replaced or fixed at replacement costs.

TOBACCO

1st possession or use – 1 day suspension

2nd possession or use – 3 day suspension

3rd possession or use – 5 day suspension

*Rock Island County Ordinance may be imposed

DRUGS AND ALCOHOL

1st possession or use – 10 days suspension or possible expulsion

2nd possession or use – 10 days suspension pending possible expulsion

1st sale or delivery of drugs and 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 with in the guidelines of the co-curricular handbook.

DRUG LOOKALIKES – Police will be notified

Lookalikes – 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.

CHEATING

Cheating in any form will not be tolerated nor accepted. Anyone guilty of cheating in any form will receive a zero for the assignment or test.

CONTROL OF STUDENTS OUTSIDE HOURS AND PREMISES

The principle is well established that the power of school authorities over students does not cease absolutely at the close of the day and/or when the students leave the premises. Any student conduct, even though it occurs outside school hours and off school property, which threatens to be damaging to the general welfare of the school or of school programs and activities, or which is detrimental to the regulations, welfare, or professional standing of the employee is considered gross misconduct.

1. Such acts include, but are not limited to:
 - (a) Threatening, verbally abusing, or physically abusing other students on their way to or from school, or school programs and activities;
 - (b) Verbally or physically interfering with school programs or activities;
 - (c) Insulting or ridiculing a teacher or other school employee, intentionally defacing or damaging the property or person of a teacher or other school employee, or verbally or physically abusing a teacher or other school employee.
 - (d) The use of technological devices to perform the acts listed above in sections (a), (b), and (c).
2. The student is subject to disciplinary action and this discipline could range up to, and include, expulsion from school.

SEXUAL / ETHNIC / RELIGIOUS HARASSMENT

Riverdale schools shall provide an environment free from sexual, racial, ethnic, and religious slurs or harassment. This may include any type of initiation to any school club, team or activity. Consequences for this offense are:

1. The first offense is up to five (5) day suspension from school.
2. The second offense is up to a ten (10) day suspension from school, and possible expulsion.
3. The third offense is a suspension from school for not more than ten (10) days. At the next regular Board of Education meeting by the administration for possible expulsion from school.
4. Report all harassment to administration.

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.

Consequences may be somewhat different for students in Pre-K - 2nd grades. School personnel will deal with discipline on a case by case basis but will generally follow these steps:

1. The first offense will begin with a conference with teacher and/or administrator. Warning and parents are notified. A "Bullying Form" will be filled out for each incident of reporting bullying. Each report of bullying will be investigated.
2. The second offense will result in the student being sent to the office and will be investigated by the principal or designee. The person referring the student will complete a "Bullying Form" and send it with the student to the office. Pending the outcome of the investigation the student will receive 2 lunch detentions and parents will be notified.
3. The third offense will result in the student being sent to the office and assigned one day of Saturday detention and the parent will be notified.
4. The fourth offense will result in suspension from school for 1-10 days depending on the situation. Parents will be notified.
5. Report all Bullying to an adult!

CELL PHONE / ELECTRONIC COMMUNICATION DEVICES

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

1. All cell phones must be left in the student's book bag 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 the school hours must follow the regular procedures for using a school phone. Students may not use cell phones during school hours.
4. Any student having their cell phone out or using a cell phone without authorization/ permission will be assigned consequences and the phone will be confiscated. This includes any function made available on the device: photos, gaming, music, etc.
 - a. First Offense - Warning will be given and the parents will be notified.
 - b. Second Offense - Cell phone will be confiscated, parents will be contacted and phone will be kept in office until parents can pick up.

INCITING OTHERS TO MISCONDUCT

The term inciting shall be defined as knowingly encourage another person to commit an act of misconduct. If a student invites another person to perform an act of misconduct, that student shall be subject to the same disciplinary action as the person who committed the act.

GANGS

Student involvement in gangs or gang related activity on school grounds or at school-related events, including the display of gang symbols or paraphernalia, is strictly prohibited. Any student who participates in gang activities or solicits another student to become a member of a gang, which engages in, any gang-related activities on school grounds or at school-related events shall be subject to suspension or expulsion by the Board of Education.

GENERAL APPEARANCE

Good taste in dress and grooming is an important part of the classroom environment, and it shows one's individual maturity. The manner in which one dresses reveals a great deal about the person and leaves a distinct impression. Students shall have the freedom of grooming and of dress if they are clothes from the top of the shoulders to mid-thigh and are wearing appropriate footwear. Their appearance must also not disrupt the educational process or present a health or safety hazard to the educational community. Any extremes that could be disruptive, dangerous, or unhealthy may result in a student being sent home to change his/her mode of dress.

The following guidelines are clarifications of the GENERAL APPEARANCE DRESS CODE:

1. No hats, head coverings, sun visors, bandanas or sunglasses.
2. Any article of clothing that advertises or advocates the use of drugs or alcohol will not be allowed.
3. No dress which is immoral or immodest will be allowed.
4. Any dress that creates a classroom disruption is not allowed.
5. Any article of clothing with suggestive slogans or language is not allowed.
6. Low cut blouses, half shirts, tube tops, halter tops, sleepwear, and beachwear are not acceptable attire from school. (Midriff must be covered).
7. No wallet, pocket chains, or excessive jewelry.
8. Coats must be kept on hooks in hallway.
9. NO SHORT SHORTS (Must be at least mid-thigh in length and not rolled at the waist).
10. Pants and shorts must be kept on or above the hips. Excessively baggy clothes will not be allowed.
11. Students may not play on playground equipment in flip-flops or sandals.

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

1ST OFFENSE - One will be asked to change

2ND OFFENSE - One will be removed from class and asked to change. Parents will be contacted.

3RD OFFENSE - One will be removed from class, asked to change and Parents will be asked to come to school for a conference.

4TH OFFENSE - One will receive In-school or Out of school Suspension.

SECURITY

Video surveillance is in use in our facility to provide for security of school facilities and property to promote student safety, and to encourage proper student behavior.

DOOR SECURITY

Our schools are locked during school hours for the safety of our students. Students and guests must enter the building through the front door at all times. A school safety system is in place. Please press the call button to request entry. While looking at the camera, identify yourself and state your business upon request. When admitted, please report to the office. A photo ID may be requested.

SCHOOL RESOURCE OFFICERS

1. 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 of investigations.
2. Illegal Activities - Any illegal activity may be turned into the police.

PE EXCUSES / DRESS

1. Medical Excuses - Excuses from doctors will be honored.
2. Notes from Home - The same policy for medical excuses will be followed for one day only. After the one day, a medical excuse from a doctor is required.
3. Jewelry - No one will be allowed to wear jewelry during P.E. classes. This includes watches, necklaces, and earrings.
4. Students must wear tennis shoes for P.E.

CAFETERIA

The following rules will be enforced during lunch:

1. Upon entering the cafeteria students will line up quietly and stand in row until they get their lunch.
2. When done eating, ALL trash should be placed in the proper container. It is NOT the custodian's job to clean up unnecessary messes.
3. When the supervisor raises her hand (or blows a whistle), total silence is required. Generally speaking, this will happen only at the end of the lunch period or when it is necessary to make an announcement to the entire group.
4. Students will NOT be allowed to talk with (or yell at) students at other tables.
5. Throwing or "playing" with food is not tolerated. If this happens, the offending student may be sent to the office and a parent notified.
6. Any food purchased in the cafeteria should be eaten there. Food may not be traded or shared with others. The following consequences will be utilized:
 1. Warning/conference
 2. Removal from cafeteria
 3. Permanent removal from cafeteria
 4. Suspension

We use a pay-ahead ID number lunch system. Every student will receive an ID number. Lunch money is collected every day. Money should be sent in an envelope with the student's name clearly marked. Lunch should be paid in advance by the week, month or semester. Students will not be allowed to purchase extras if they have a negative balance in their lunch account.

RIDES HOME

Should it be necessary to ride with someone other than by a parent, a note is required and the bus driver should be notified. Pick up is in the gym. Students will not be released until all bus traffic has cleared the parking lot.

APPOINTMENTS

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.

VISITORS

We certainly encourage visitors to our school. 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. Parents and guardians are encouraged to visit classes and meet with teachers. Appointments may be made through the office and would be greatly appreciated. Under normal circumstances, the visiting of school by student's friends and relatives is NOT permissible.

TRANSFERS

Students transferring to another school should consult the office in advance of the moving date.

CHANGE OF ADDRESS OR PHONE NUMBER

Any change of address or phone number should be reported to the office immediately.

BOOK LOSS OR DAMAGE

If a student loses or damages a book (library or textbook) beyond repair, he/she will be responsible for payment of the book. The cost incurred will be the price of a new book.

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.

PURSES AND BOOKBAGS

Purses, book bags and similar carrying devices are for the purpose of carrying books and materials to and from school. These items must be kept on shelf/hook outside the classroom during the school day. Exceptions may be granted by the administration.

TAPE / CD PLAYERS / RADIOS / IPODS / MP3 / IPADS / KINDLE

Radios, Tape, CD players, IPODS, or MP3 players (including those with individual headsets, etc) are not allowed unless they are to be used for special classroom situations approved by the teacher. These items will be confiscated and brought to the office. The school is not responsible for lost or stolen equipment.

BEVERAGE CONTAINERS

Beverages brought to school are to be for lunch time only, and contained in the student's lunch bag/box. Only sealed cans, plastic bottles and juice boxes are acceptable. Glass containers and carbonated soft drinks are not allowed. Water is the only beverage allowed in the classroom.

LIBRARY RESOURCE CENTER

1. About the Library -
Riverdale Elementary School Library Resource Center offers students a collection of books, periodicals, and technology to meet their academic and recreational reading needs. All materials are selected with the student in mind. Our librarian is available to assist each student in locating resources for research or a book for recreational reading.
2. Borrowing Rules -
Most materials may be checked out. Exceptions include certain reference books, current periodicals, videos and software. Books are checked out for a one week period. Fines are charged to the student for the following reasons:
 - overdue materials at the rate of 10¢ per day
 - the replacement cost of a lost book
 - magazine or book damage
 - \$2.00 will be charged for damaging or destroying the book barcodes

A student owing a fine cannot check out another book until the fine is paid.

3. Technology -
Our library resource center offers students the opportunity to access the Internet and search the Electric Library database. New electronic resources are continually added to keep library services at their best. Every effort is made to help the student use the appropriate technology to locate the resources needed.

PLAGIARISM

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 sources
3. To commit literacy 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.

Description of Infractions & Possible Consequences:

Level One: The majority of the work is original; however, the student failed to document at least one phrase, sentence or idea.

Typical disciplinary actions that can occur:

- Parent notification by teacher
- Grade reduction

Level Two: Significant portions of the work are proven not to be the student's own and lack documentation.

Typical disciplinary actions that can occur:

- Conference between parent, teacher, student and administrator
- Zero on the assignment with an opportunity to re-submit for a maximum of half credit.

Level Three: Most of all of the work is proven not to be the student's own.

Typical disciplinary actions that can occur:

- Conference between parent, teacher, counselor, student and administrator
- Zero on the assignment and no opportunity to resubmit
- Required administrative actions such as: detention, suspension

AUTHORIZATION FOR INTERNET ACCESS

Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted access. All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. This Authorization does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow the Terms of the Authorization for Internet Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

1. Terms and Conditions

- a. Acceptable Use - Access to the District's Internet must be for the purpose of education or research and be consistent with the educational objective of the District.
- b. Privileges - The use of the District's Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The principal will make all decisions regarding whether or not a user has violated this Authorization and may deny, revoke, or suspend access at any time; the principal's decision is final.

- c. Unacceptable Use - You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:
- 1) using the network for any illegal activity, including violation of the copyright or other contracts, or transmitting any material in violation of any U.S. or state regulation;
 - 2) unauthorized downloading of software, regardless of whether it is copyrighted or de-licensed;
 - 3) downloading copyrighted material for other than personal use;
 - 4) using the network for private financial or commercial gain;
 - 5) wastefully using resources, such as file space;
 - 6) gaining unauthorized access to resources or entities;
 - 7) invading the privacy of individuals;
 - 8) using another user's account or password;
 - 9) posting material authored or created by another without his/her consent;
 - 10) posting anonymous messages;
 - 11) using the network for commercial or private advertising;
 - 12) accessing, submitting posting, publishing or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
 - 13) using the network while access privileges are suspended or revoked; and
 - 14) altering security or altering the computer hardware or software.
2. Network Etiquette - You are expected to abide by the generally accepted rules or network etiquette. These include, but are not limited to, the following:
- a. be polite; do not become abusive in your messages to others;
 - b. use appropriate language; do not swear or use vulgarities or any other inappropriate language;
 - c. do not reveal the personal address or telephone numbers of students or colleagues;
 - d. recognize that electronic mail (e-mail) is not private; people who operate the system have access to all mail; 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; and
 - f. consider all communication and information accessible via the network to be private property.
3. No Warranties - The District makes no warranties on any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer.

This includes loss of data resulting from delays, non-deliveries, missed deliveries or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

4. 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 breach of this Authorization.
5. Security - Network security is a high priority. If you can identify a security problem on the Internet, you must notify the Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without permission from that 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 network.
6. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined and 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.
7. 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.

I acknowledge that I have no expectation of privacy in my use of the district technology system and that the district has the right to and does monitor use of the system.

MEDICATION

Medication Administration in School:

Parents have the primary responsibility for the administration of medication to their children. Therefore, medication required by the students shall not be administered at school unless proper guidelines are followed.

It shall be the policy of the State of Illinois that administration of medication to students during regular school hours and during school related activities should be discouraged unless absolutely necessary for the critical health and well-being of the student. Under no circumstances are teachers or other non-administrative school employees, except certified school nurses, required to administer medication to students. This section shall not prohibit any school district from adopting guidelines for self-administration or medication by students. This section shall not prohibit any school employee from providing medical attention.

The Riverdale School District recognizes, however, that individual situations or emergency circumstances which occur at school or during school sponsored activities may

require that the student receive medical attention immediately. The Board recognizes also that a student may be on a long-term management program, which requires the student to self-administer a drug. In such cases, the school nurse or appropriate administrator shall observe the following:

1. All medication must be in the original container bearing:
 - Student's Name
 - Prescription Number
 - Medication Name
 - Medication Dose
 - Administration protocol/direction
 - Name or ordering Physician
 - Pharmacy name and phone number
2. Non-Prescription medication (over-the-counter) must be in the original container with the student's name.
3. All medication must be accompanied with a completed and signed medication order sheet. **NO EXCEPTIONS!** Medication order sheets are available online and at the nurse's office. Administration of the medication will be started when the nurse reviews the medication and orders.
4. A new order will be needed each school year or whenever there are changes in medication or the health of the child. Orders are kept on file in the nurse's office.
5. It is the parent / guardian's responsibility to ensure that the licensed prescriber's order, written request and medication are brought to the school.
6. At the end of the school year or the end of the treatment regime, the student's parent / guardian will be responsible for removing from the school any unused medication. If the parent/guardian does not pick up the medication by the end of the school year, the nurse will dispose of the medication(s) and document that it was discarded.
7. In the absence of a school nurse, such as on a field trip, medication may be administered by a parent or school personnel.
8. If the medication is to be carried with the student on school grounds, it must be approved by the physician, parent and nurse.

Illness

Please ensure that the office has up to date contact numbers. Sick or injured children should be picked up promptly. Ill children should stay home until they are symptom free without the use of medication for 24 hours. All nurse visits are recorded and viewable on the student's parent portal. Contact will be made with the parent if medical follow up is required.

Health Requirements

PreSchool- Illinois physical and up to date immunizations.
Return preschool students are exempt.
Kindergarten- Illinois physical and up to date immunizations, dental and physical exams.
Second Grade- Dental exam

Out of state students- meet the above requirements if applicable, all out of state students must have a physical on the Illinois form and a vision exam. Students who transfer from out of state are required to submit a health exam with immunizations within 30 days of starting school. The student is permitted to attend school if he or she has proof that an appointment for the

required health exam and vaccines has been scheduled.

If the required exam and immunization records are not submitted within 30 days of starting school, then the student is not allowed school until the required documentation has been submitted.

Exams performed within the past year will be accepted. All exam information must be on the correct form. Copies of the forms are available under the school nurse page on the school website. Waivers are available for dental and vision exams for those who qualify. All forms should be submitted at time of registration. Failure to produce up to date immunizations and a school physical will result in exclusion from school October 15th and remain excluded until requirements are met.

FIELD TRIPS

Each grade level is given the opportunity to take field trips as a means of enriching the curriculum.

Trips must be approved by the administration and permission slips will be sent for any trip the student will be removed from the Riverdale campus. Any cost or special items needed for the trip will be included on a field trip permission slip. If there is a financial hardship in attending a field trip please contact the office. Students will not be allowed the leave the campus without a parent's written consent.

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.

In order to further enhance our curriculum, we reserve the right to use other District facilities. These could include use of the track, outdoor classroom and Middle School Auditorium. These trips could be taken by bus or by walking to the designated area.

BUS RULES

Students are allowed to ride only their assigned bus route. Parents may request their student ride another bus route for emergency situations by calling the transportation department in advance. Changes will be allowed as space permits - last minute requests will be denied. This privilege will be denied if discipline problems occur.

Students are not allowed to ride their afternoon route bus to the high school in order to ride home with anyone in a car without a parental permission note that has been signed by the school administrator. Once transportation by the school has begun, it must be completed to the students' bus stop or school. This is state law!

Please drop students off in the back of the building between 7:35 and 7:50. Do not park or unload/load students in the bus zones during the start or close of school. If you will be arriving after 7:50, please drop off your student in the front of the building. If student is not riding the bus in the morning, 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 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 class. Do not stop to visit other teachers or go to the restroom. Don't stop at the nurse's room or at the office.
3. At dismissal time, go directly to the bus.
4. NEVER go between the buses for any reason. Ask your supervisor for help if you drop something.

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 driver to signal them to cross. They must cross 10 feet in front of 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 and stay seated. Seats will be assigned to all Elementary students. 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. All food or beverage must be packaged (lunch sacks, box, or duffel bags). No glass of any kind is allowed on the bus. Gum is not permitted.

Things you can't take on the bus:

Below are examples of items not permitted:

weapons balloons
sharp objects lighters
matches 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 cleats on 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 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 is the State Law. Any student assisting an illegal person to ride the bus will serve a suspension.
16. Students participating in a school activity (field trip) must ride the bus when provided.
17. 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.
18. Students are not to walk 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.
19. 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.
20. 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. Students will be allowed to ride the bus at the time of the on 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 which jeopardize the safety and well being of students 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 and Senior High:

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

Accumulated of misconduct notices - 4

Swearing, off color stories, obscene materials - gestures
Fighting

Use of matches, lighters or other flammables

Use of tobacco

Possession of or use of illegal drugs or alcohol

Defiance / insubordination of transportation personnel

The length of suspension 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 or accumulation of 4 suspensions (7 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 that student is in school.

School policy does follow that gross misconduct on any transportation provided by the school district is considered to be an extension of the school building. Students may incur suspensions from school which may be in addition to suspensions 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. These situations will be handled by the transportation director and consulting with the school administration. 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 attentions:

Please call: (523-3185) between the hours of 6:00 to 11:00 a.m. and 2:00 to 5:00 p.m.

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 into 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.

EMERGENCY (SNOW) DAYS EARLY DISMISSALS

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.

Parents will be notified of snow days, late starts or early dismissals by the Parent Communication System. Please make sure you keep phone numbers current and inform the office of any changes.

In the event of a one hour delay Pre-K will still have classes. Pre-K will not have classes on days with a two hour delay. If

there is an early dismissal for emergency reasons afternoon Pre-K classes will be cancelled. (This does not include the bi-monthly early out days).

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.

PHYSICAL ACTIVITY

We will have all students go out for physical activity 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 are 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.

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 (of 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. No flip-flops or sandals allowed on the equipment.
10. When playing on 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.

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. "Treats" brought to school must be pre-packaged or baked in a professional kitchen. We encourage healthy snacks whenever possible.

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. 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.