

## I. SCHOOL INFORMATION AND PROCEDURES

### DEAR STUDENT AND PARENT,

It is your responsibility to review and become familiar with the rules, regulations and other facts contained in the student handbook. Lack of knowledge is not a justifiable excuse for violation of a rule. Rules apply in the building, on school grounds and at all activities home and away.

Riverdale School District's handbook cannot be, nor even presume to be, all-inclusive. Each administrator within his or her school may establish certain written rules and regulations that are consistent with those already established by the Board of Education.

Assignment books must be carried with you each period. The book serves as your hall pass. Assignment books are school property. Any damage to them will result in discipline up to possible suspension and payment for the book.

### BOOK BAGS AND LIKE CARRYING CASES

**Students will not be allowed to carry book bags and like carrying cases which includes large purses during the regular school day. These must be kept in the student's locker during the school day. Only with administrative approval may they be used during the school day.**

### PHILOSOPHY AND GOAL

We believe that each student is unique in needs, interests, abilities, and potential for contributing to society. In keeping with that assumption, all students will be provided equal access to the requirements for successful adult living as deemed appropriate by continual monitoring of the programs and services of the district.

The goals of the district, therefore, are to:

1. Develop basic skills in the language arts, mathematics, sciences, and other curricular areas according to individual needs for college or vocational preparation.
2. Teach the principles of a democratic society and promote personal and interpersonal relations skills such as citizenship, decision-making, responsibility, and problem solving.
3. Provide opportunity to pursue the fine arts in various forms.
4. Maintain activities that provide opportunity for competitive challenge, sportsmanship, and physical development.

### KEYS TO SUCCESS IN THE CLASSROOM

1. Don't hesitate to stay after class and ask your teacher questions whenever you are confused.
2. Take notes in class and on your reading; keep notes organized.
3. Complete all assignments; write down all assignments when they are given in class.
4. Participate in class; force yourself to think about questions and volunteer each time you think you know an answer.
5. If you are positive that you cannot handle a course, talk to a counselor about arranging for a tutor.
6. Ask to sit in the front row.
7. In preparing for tests, try to anticipate what the teacher will ask; put yourself in the teacher's place and consider what you would ask students on a test.
8. If you find your grades slipping, take the opportunity to talk with your teacher to see what you should work on to raise the grade.
9. Set aside at least an hour each night to study; if you are a TV addict, you might study from 6:00-7:00 for instance.
10. Attend every class and don't be late.
11. If you are hesitant to ask your own teacher for help, don't hesitate to ask another. Riverdale teachers have reputations for wanting to help students.
12. Confer with counselors if you are having problems.

### THE MOST IMPORTANT KEY TO SUCCESS IN THE CLASSROOM

Students who attend class every day, do assignments, and have a positive attitude seldom fail at Riverdale.

### GENERAL SCHOOL DAY

Students must enter the building through the front doors at all times. All other doors are locked. A school safety system is in place which includes being buzzed in after being identified through a camera and intercom.

### ANNOUNCEMENTS

1. Will be read over p.a. system after the Pledge of Allegiance at the start of first period.
2. Teachers are to write announcements, not students.

## **BELL SCHEDULES**

### Daily Schedule:

1 <sup>st</sup> bell	-	8:05
1 <sup>st</sup> period	-	8:10 – 8:56
2 <sup>nd</sup> period	-	9:00 – 9:43
3 <sup>rd</sup> period	-	9:47 – 10:30
4 <sup>th</sup> period	-	10:34 – 11:17
5 <sup>th</sup> period	-	A: 11:17 – 11:47 B: 11:47 – 12:17 C: 12:17 – 12:47
6 <sup>th</sup> period	-	12:51 – 1:34
7 <sup>th</sup> period	-	1:38 – 2:21
8 <sup>th</sup> period	-	2:25 – 3:10

### One Hour Early Dismissal:

1 <sup>st</sup> bell	-	8:05
1 <sup>st</sup> period	-	8:10 – 8:47
2 <sup>nd</sup> period	-	8:51 – 9:26
3 <sup>rd</sup> period	-	9:30 – 10:05
4 <sup>th</sup> period	-	10:09 – 10:44
5 <sup>th</sup> period	-	A: 10:44 – 11:14 B: 11:14 – 11:44 C: 11:44 – 12:14
6 <sup>th</sup> period	-	12:18 – 12:53
7 <sup>th</sup> period	-	12:57 – 1:32
8 <sup>th</sup> period	-	1:36 – 2:10

### 11:30 Dismissal

1 <sup>st</sup> bell	-	8:05
1 <sup>st</sup> or 5 <sup>th</sup> period	-	8:10 – 8:57
2 <sup>nd</sup> or 6 <sup>th</sup> period	-	9:01 – 9:48
3 <sup>rd</sup> or 7 <sup>th</sup> period	-	9:52 – 10:39
4 <sup>th</sup> or 8 <sup>th</sup> period	-	10:43 – 11:30

### 1:45 Dismissal Schedule:

1 <sup>st</sup> bell	-	8:05
1 <sup>st</sup> period	-	8:10 – 8:44
2 <sup>nd</sup> period	-	8:48 – 9:19
3 <sup>rd</sup> period	-	9:23 – 9:54
4 <sup>th</sup> period	-	9:58 – 10:29
6 <sup>th</sup> period	-	10:33 – 11:04
5 <sup>th</sup> period	-	A: 11:04 – 11:34 B: 11:34 – 12:04 C: 12:04 – 12:34
7 <sup>th</sup> period	-	12:39 – 1:10
8 <sup>th</sup> period	-	1:14 – 1:45

### One Hour Delay Start

1 <sup>st</sup> bell	-	9:05
1 <sup>st</sup> period	-	9:10 – 9:47
2 <sup>nd</sup> period	-	9:51 – 10:26
3 <sup>rd</sup> period	-	10:30 – 11:05
5 <sup>th</sup> period	-	A: 11:05 – 11:35 B: 11:35 – 12:05 C: 12:05 – 12:35
4 <sup>th</sup> period	-	12:39 – 1:14
6 <sup>th</sup> period	-	1:18 – 1:53
7 <sup>th</sup> period	-	1:57 – 2:30
8 <sup>th</sup> period	-	2:34 – 3:10

### Two Hour Delay Schedule:

1 <sup>st</sup> bell	-	10:05
1 <sup>st</sup> period	-	10:10 – 10:38
2 <sup>nd</sup> period	-	10:42 – 11:08
5 <sup>th</sup> period	-	A: 11:08 – 11:38 B: 11:38 – 12:08 C: 12:08 – 12:38
3 <sup>rd</sup> period	-	12:42 – 1:08
4 <sup>th</sup> period	-	1:12 – 1:38
6 <sup>th</sup> period	-	1:42 – 2:08
7 <sup>th</sup> period	-	2:12 – 2:38
8 <sup>th</sup> period	-	2:42 – 3:10

## FIRE AND DISASTER DRILL POLICY

All schools are required by law to conduct drills regularly. The object of the drill is to see how quickly and orderly the students can be sent to the appropriate area. Students should be alert at all times for exits, which may be blocked so that other exits may be used. At the sound of the alarm pupils will clear the area according to the drill plan. Each room will have a posted chart indicating the exit directions for the class using the room. Pupils are to walk at a rapid pace, but are not to push. All pupils should conduct themselves in a manner that would be responsible in an emergency.

## INSURANCE

Through School Time Coverage, all students are covered against medical expenses for accidents that occur while attending regular school session. Coverage also extends to the travel time on the school bus, up to one hour before or after regular classes. Additional optional coverage for football and 24-hour coverage is available. Any student planning to participate in football must carry the minimum school insurance or have a signed waiver on file. If a student should have an accident while at school or on the bus it must be reported within 90 days of the accident or injury. Prices for coverage vary yearly according to company requirements.

### LOST AND FOUND

A lost and found will be maintained in the Principal's office. All items unclaimed at the end of the school will be donated to charity. It is the student's responsibility to check the lost and found.

### STOLEN ITEMS

At any time an item is stolen, report the incident to the supervising teacher. The teacher will then send the student to the office to fill out a theft form and conference with the Principal. Due to possible theft opportunities that may exist, students are encouraged to keep items in their locker of minimal value. Any theft report will be forwarded to the local police by the Principal's office. Anyone caught stealing will be turned over to local authorities. Do not share hall or p.e. lockers.

### 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.

### 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 or investigations.
2. Illegal Activities - Any illegal activity may be turned into the police.

### 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. Students who fall under Public Law 94-142 (those having IEP) may receive alternative disciplinary

consequences other than those listed in this handbook.

### ASSISTANCE IN SCHOOL

The list below indicates the most frequent problems encountered by students and the place where help is obtained.

Absenteeism	Principal's Office
Activity Ticket	Principal's Office
Change of Address/Phone #	Guidance Office
Changing Schools	Guidance Office
College Information	Guidance Office
Dropping School	Guidance/Principal Office
Employment	Principal's Office
Illness	Principal's Office
Locker Problems	Principal's Office
Lost & Found	Principal's Office
Personal Problems	Guidance Office
Schedule Change	Guidance Office
Insurance	Principal's Office
Class Problems	Principal/Guidance Office
Tardiness	Principal's Office
Truancy	Principal's Office
Early Graduation	Guidance Office
Summer School	Guidance Office
Scholarship/ Financial Aid	Guidance Office
Graduation Requirements	Guidance Office
Review of Credits	Guidance Office
Peer Tutoring Program	Guidance Office
Transcript Request	Guidance Office
Withdrawal from school	Guidance/Principal Office
Honor Roll	Guidance Office

### HEALTH & MEDICATIONS

All students must be up to date on their immunizations to register for school. Requirements are:

**9<sup>th</sup> Grade:** A completed health examination within the 1 year from the start date of school; proof of up-to-date immunizations.

**New Students (In-State):** The school shall contact the previous school for transfer of current health records. As long as those records are up to date, no action is required.

**New Students (Out of State):** A completed Illinois health exam. Please check with the school nurse, the out of state exam may or may not meet IL requirements; proof of up to date immunizations; completed eye exam.

**These forms must be completed and present to register for school.**

#### **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 will 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 a school district from adopting guidelines for self-administration of 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 of 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 nurses' 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.

## **II 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 absence jeopardizes 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.

### **ONE HOUR OF ABSENCE IS EQUAL TO ½ DAY AS REQUIRED BY THE ILLINOIS SCHOOL CODE.**

### **STEPS IN REPORTING AND CONFIRMING ABSENCES**

- (a) Parents, please call before 8:30 a.m. 523-3181, 523-3182, or 523-3183. 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

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

#### 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 a student has a doctor appointment, the student should bring in the doctor's note immediately on return. Prearranged absences are included in the nine days. Out of school suspensions count toward the nine days of absence. Exception to the nine 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 for obtaining their homework. The responsibility is the student's, not the teacher's.

#### MAKE UP POLICY FOR ABSENCES

- (a) Excused Absences  
 A senior high 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 senior high 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 of giving 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 or she will be absent for an extended period of time must have a written parent request. Request, with reason, must be made three (3) school days in advance. The student is responsible for all work missed and has a day for a day up to 5 days to complete work, tests, or quizzes. Total excused prearranged absences will be five (5) days per school year.

#### 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 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. Students suspended in-school will be required to have all assigned work ready to turn in as assigned. No credit will be given for any homework if the suspension is for failing to serve Saturday School.

#### ILLNESS AT SCHOOL

Any student becoming ill during school is to report to the office. Any student missing class due to illness and not checked in the office will be reported truant.

#### SIGN IN/SIGN OUT

Students are to sign in with the receptionist when they arrive at school after 8:10 a.m. They should be prepared to provide the receptionist with a note or reason for their late arrival. Students leaving school are to sign out of school with the receptionist. Students will be asked to provide a note from their parents. Failure to sign in or out could result in disciplinary action.

#### TARDIES

Students will be counted tardy to school or class(es) when they arrive within 10 minutes after the final bell. (After 10 or more minutes, will be considered truant.)

#### HALLWAY TRAFFIC

No student is to be in the hallway outside of passing periods without a pass from a teacher. No permanent

passes will be issued to any student for any reason. Students will not be allowed to return to lockers for homework or textbooks, as it is their responsibility to be prepared for each class. Students must have a passbook to leave the classroom.

#### STUDYHALL RELEASE (Waiver)

1. For juniors and seniors only, must have required credits. First or last period only - not both.  
**MAY NOT WAIVE 8<sup>TH</sup> HOUR ON WEDNESDAYS.**  
Responsibilities include:
  - a. Reading announcements and being on time when there are announced schedule changes.
  - b. Being out of the building within 5 minutes after the tardy bell.
  - c. This is a permanent agreement for the semester but can be revoked at any time.
  - d. If a student is failing a class, the waiver will be revoked.
  - e. First period must remain in the front lobby until the bell ending first period rings.

### **III DISCIPLINE PROCEDURES**

The following is a listing and explanation of the various administrative consequences to be followed in disciplinary cases:

**Note:** When students are attending any school activity away from the Riverdale campus, all rules still apply.

#### STUDENT RIGHTS PROCEDURE

##### Explanation

A grievance is a difference of opinion raised by a student or group of students involving: (1) the meaning, interpretation or application of established policies; (2) difference of treatment; or (3) application of the legal requirements of civil rights legislation. This procedure is not intended to limit the option of the district and a grievant(s) to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place which will afford a fair and equitable opportunity for all persons.

The grievance procedure is not required if the grievant(s) prefers other alternatives such as the Office of Civil Rights (OCR) or the courts. Due process shall exist throughout the procedure with the right to: (1) representation; (2) present witnesses and evidence; (3) confidentiality; (4) review relevant records; and (5) proceed without harassment and/or retaliation.

This procedure, along with explanations, due process

and directions are available for inspection in the offices of: Superintendent, Building Principal, Counselors, and in the learning resource center. Time limits refer to days when school is in session.

#### Step 1

The student(s) and other parent(s) should discuss the matter with the person(s) directly responsible for the grievance issue within fourteen (14) days of the time when a reasonably alert person should have been aware of the even giving rise to a grievance. An oral response must be made within five (5) days.

#### Step 2

If the problem is not resolved, the grievance should be referred informally to James Boyd, Principal. A meeting must be held within five (5) days from notification of referral and an oral response made within five (5) days.

#### Step 3

If the grievance is still not resolved, it should be submitted in writing within ten (10) days to Ron Jacobs, Superintendent, Coordinator for Title IX and Section 504, and Equal Opportunity Coordinator. The grievance should be described as specifically and completely as possible. A thorough investigation of the issue will be documented. Extra time, if needed, can be mutually agreed upon. A meeting must be held between the grievant and district representative within ten (10) days and a written response made within five (5) days.

#### DETENTION

Detentions will be thirty minutes in length. Detentions are assigned to be served at Saturday School. Detentions received on Thursday or Friday prior to Saturday School will be served at the next Saturday School. Parents and students are responsible for making arrangements for transportation to and from Saturday School. No school transportation will be provided for detention students. Detention time may be served Thursday 3:15-3:45 after school if the pupil's parents or guardian have agreed to provide the necessary transportation. Teachers may have students serve their detention in that teacher's room if the pupil's parent or guardian has agreed to provide the necessary transportation.

#### DETENTION REFERRAL ACCUMULATION

Any student who accumulates four (4) detention referrals in a quarter will begin the following progression of additional discipline:

5<sup>th</sup> detention referral - ½ Saturday school, parent notification

6<sup>th</sup> detention referral - Saturday school, parent

notification

7<sup>th</sup> detention referral - two days Saturday school, parent notification

8<sup>th</sup> detention referral - three days out-of-school suspension

When a student accumulates more than four (4) discipline referrals (tardy referrals are excluded) during the quarter, it becomes apparent that detentions have failed to change unwanted behaviors and, hence, more severe measures must be applied.

#### FAILURE TO SERVE DETENTIONS

Failure to serve detentions during the semester will result in the following:

1<sup>st</sup> failure to serve - one additional detention for each detention that was to be served, parent notification, principal conference. This is for the first offense.

2<sup>nd</sup> failure to serve - full Saturday school, parent notification, principal conference.

3<sup>rd</sup> failure to serve - suspension, parent notification, principal conference

4<sup>th</sup> failure to serve – two days out-of-school suspensions, parent notification, principal conference

\* Unserved detentions will carry over to the next year. Seniors must serve before graduation.

#### 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. School rules and procedures will apply including specific Saturday school rules. Saturday school will be held every Saturday unless notified. Saturday school will be from 8:00 a.m. to 12:00 p.m. 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 (½) 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 a 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. Failure to serve an assigned ½ Saturday School will result in a full Saturday School. Failure to serve an assigned full Saturday School will result in a suspension from school. All schoolwork missed during that out of school suspension would receive zero credit. Students who attend a Saturday school may not participate in any school activities on that Saturday.

When school has been cancelled on Friday because of weather, there will not be Saturday school or

Saturday detention.

Unserved Saturday schools at the end of the year will carry over to the next year.

#### **SATURDAY DETENTION REGULATIONS**

1. In order for a student to be excused from Saturday detention, he or she must have a medical excuse from a doctor stating that the student saw the doctor on the date of the detention.
2. Students or the parents of students are responsible for transportation to and from Saturday detention.
3. The side library door by the flagpole at Riverdale High School will be open from 7:55 to 8:05 a.m. Students arriving after 8:05 a.m. will not be allowed to participate. A full Saturday detention is from 8:00 a.m. to 12:00 p.m. A short Saturday detention is from 8:00 to 10:00 a.m.
4. Students need to bring homework material on which to work during the detention time. Reading material that would be acceptable in study hall is acceptable for Saturday detention. Students should take such items home with them the day before the Saturday detention, as lockers will not be accessible on Saturday morning. Students who do not bring study materials will not be allowed to stay.
5. Students will receive short breaks to the restrooms. No one will be allowed to leave the building. Students who are late in returning from break will not be allowed to finish the Saturday detention. No gum, snacks, or drinks will be allowed.
6. Students who are disruptive during the Saturday detention will be escorted out of the building by the supervisor. Students will not be allowed to sleep, eat, talk or listen to headsets during the time of the Saturday detention. All school rules apply during Saturday detention. No radios, cell phones or electronic devices will be allowed.
7. If a student assigned to Saturday detention session does not attend, arrives late or disobeys the rules, he or she will be suspended following parent notification.
8. Students may not attend or participate in co-curricular and/or extracurricular events on the day of a Saturday school. Co-op students may not participate in the co-op work assignments on the day of a Saturday detention.
9. The Saturday detention may be used in conjunction with out-of-school suspensions depending upon the nature of the incident that led to the assignment.

10. If the total number of Saturday detentions left in the semester is not sufficient to fulfill the student's discipline, a combination of Saturday detentions and out of school suspensions will be used.
11. The students recognize that the Saturday Detention supervisor is the authority and has the right to establish his/own additional rules at the beginning of the detention time. He or she has the authorization to ask students to leave. Students asked to leave must leave the school building and grounds.
12. If a prior commitment exists (one time only), a parent must submit a written request in advance for the student to serve on the next available Saturday.
13. If an emergency arises, please call 523-3181 and leave a message before 8:00 a.m. Saturday.

parent or the guardian within five days after receipt of notice of suspension and will be made to the person ordering the suspension;

2. The parent or guardian requesting the review will appeal and discuss the suspension with the hearing officer appointed by the Board. Hearings will be held within five days after receipt of the request for review;
3. Thereafter, the hearing officer will report to the board by written summary, the evidence heard at the meeting;
4. Upon receipt of the report, the Board may take such action as it finds appropriate provided, however, any hearings thereon will be held in executive session for the protection of the student involved.

### SUSPENSIONS

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

A student will 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 that 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 8:10 a.m.

### 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 or an in-school suspension may not participate in or attend any school-sponsored activities or be on school grounds 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 will 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, will 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 of Education. Reinstatement should occur only after a

### STUDENT DUE PROCESS

To ensure that the student receives fair treatment consistent with the fundamental requirements of due process, student suspensions 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 will be reported immediately by phone to the parent or guardians of each suspended students, and to the Board of Education through the Superintendent of Schools. The report to the parents will be made by letter through the U.S. Mail. A copy of this letter will be sufficient notification to all others. The suspension will begin immediately with parent notification.
- (b) The suspension letter will 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, will be as follows:
  1. All requests for review will be made by the

parental conference involving appropriate school personnel.

An expulsion will prohibit the student from attending school for the designated period assigned or being on school grounds.

#### GROSS DISOBEDIENCE/MISCONDUCT/ CONSEQUENCES

1. Teachers have the right to remove students from the classroom for that period they teach.
2. Detentions may be assigned by the classroom teacher or administration for any of the following reasons:
  - classroom disruption
  - in hallway without pass or misuse of pass
  - inappropriate conduct in hallway
  - inappropriate language
  - no show at assigned detention
  - tardies to class or school
  - truancy from class or school (administration only)
  - in vehicle or school parking lot during school hours
  - any misbehavior which in the judgment of the principal, requires disciplinary action less than suspension or expulsion
  - students who fail to bring a note from home as requested by the office after second request will be assigned one detention
  - public displays of affection after warning issued
  - chewing gum (if requested not to by teacher or administration)
  - any situation where a detention would be appropriate
3. Saturday school will be issued to a student by the Administration for one of the following reasons: (variable days may be assigned)
  - forging note from a parent
  - forging a pass from a teacher
  - tardies from class or school (5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> tardies)
  - truancy from class or school (2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> truancy)
  - failure to serve detention (2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>)
  - any situation where a detention would not be appropriate
4. 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
5. Expulsion hearings will be called for by the Administration for any of the following reasons:
    - gross insubordination or misconduct for which suspension is not an 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.
  6. Any damage that is done to school property and/or equipment will be replaced or fixed at replacement costs.

#### SEQUENCES OF DISCIPLINE

TARDIES (class or school) by semester:

- 1<sup>st</sup> tardy - teacher records tardy - student warned  
2<sup>nd</sup> tardy - teacher records tardy - parents notified – one teacher detention assigned  
3<sup>rd</sup> tardy - teacher records tardy - two teacher detentions assigned  
4<sup>th</sup> tardy - teacher records tardy - principal conference, 2 detentions assigned, parents notified  
5<sup>th</sup> tardy - teacher records tardy - principal conference, ½ Saturday school, parents notified  
6<sup>th</sup> tardy - teacher records tardy - principal conference, Saturday school, parents notified  
7<sup>th</sup> tardy - teacher records tardy - principal conference, 2 Saturday schools, parents notified  
8<sup>th</sup> tardy - teacher records tardy - principal conference, 3 days out of school suspension, parents notified, student may be referred to Board of Education for an expulsion hearing

TRUANCY OR UNEXCUSED (class or school) by semester: (see page 4)

- 1<sup>st</sup> truancy - ½ Saturday school, administrator conference, parent notification, and counselor conference  
2<sup>nd</sup> truancy - Saturday school, administration conference, parent notification, counselor conference - attendance contract developed

- 3<sup>rd</sup> truancy - two Saturday schools, administrator conference, parent notification, notification Rock Island County Attendance Project
- 4<sup>th</sup> truancy - five day suspension, administrator/parent/counselor
- 5<sup>th</sup> truancy - ten day suspension, conference administrator/parent/counselor/ Rock Island County Attendance, possible expulsion

TOBACCO

- 1<sup>st</sup> possession or use - 3 day suspension
- 2<sup>nd</sup> possession or use - 5 day suspension
- 3<sup>rd</sup> possession or use - 5 day suspension

\* Rock Island County ordinance may be imposed.

DRUGS AND ALCOHOL - Police will be notified.

- 1<sup>st</sup> possession or use - 10 day suspension or possible expulsion
- 2<sup>nd</sup> possession or use - 10 day suspension pending possible expulsion
- 1<sup>st</sup> sale or delivery of drugs and alcohol on school grounds – 10 day 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.

DRUGS-LOOK ALIKE - Police will be notified.

Look alike - 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. The school must be presented proof of this drug 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. The school must be presented proof of this drug test.

FIGHTING

- 1<sup>st</sup> offense - 5 day suspension
- 2<sup>nd</sup> offense - 10 day suspension pending expulsion

CHEATING

Cheating in any form will not be tolerated nor accepted at Riverdale High School and will be turned into the Administration. Anyone guilty of cheating in any form will receive the following punishment:

1. 1<sup>st</sup> violation - a zero for the assignment or test, possible suspension, may take all finals
2. 2<sup>nd</sup> violation - suspension, zero credit, take all finals
3. 3<sup>rd</sup> violation - zero credit, 10 day suspension pending expulsion

SEXUAL/ETHNIC/RELIGIOUS HARASSMENT

Riverdale Schools will provide an environment free from sexual, racial, ethnic, and religious slurs or harassment. This may include any verbal conduct, physical conduct, or communication, and does include any type of initiation to any school club, team or activity. Consequences for this offense are:

1. This first offense is up to a 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, or a special meeting of the Board, the student will be recommended by the administration for possible expulsion from school.
4. Report all harassment to the administration.

BULLYING

Repeated use of 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 for this offence – See Sexual/Ethnic/Religious Harassment.

ELECTRONIC SIGNALING DEVICES

The personal use or possession of electronic signaling devices and a cellular radio telecommunication device by a student will be prohibited on the school premises

unless the device is authorized and approved for use by the Building Principal in accordance with school district administrative procedures. "Electronic signaling devices" as used in this policy include pocket and all similar electronic paging devices/laser pointers.

Unauthorized electronic signaling devices and cellular radio telecommunication devices found on the school campus will be confiscated by the Building Principal or his designee. The presence of an unauthorized and unapproved device will be cause for further search for possession of drugs. Furthermore the student owner and the student(s) user will be disciplined according to School Board policy and administrative procedures.

#### 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 assigned school locker 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. Student may not use cell phones during school hours.
4. Any student have their cell phone out 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 and Addition Offenses - Cell phone will be confiscated and student will be assigned ½ Saturday School. Student may pick up phone after school. Failure to serve ½ Saturday School will result in a full Saturday School and take all finals.
  - c. If use during school becomes chronic (more than 2), full Saturday assigned and student will take all finals.

#### 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 administration approval could result in discipline up to, and include, suspension from school.

#### PETS

Students are not allowed to bring any pets or animals to school during the school day or to activities without prior approval from the administration.

#### CRIMINAL ACTS

The commission of, or participation in, criminal acts in the school building, on school grounds, on school buses or at school-sponsored events is prohibited. Disciplinary action will be taken by the school district regardless of whether criminal charges result. Proper juvenile authorities will be contacted.

#### INCITING OTHERS TO MISCONDUCT

The term inciting will be defined as knowingly encouraging another person to commit an act of misconduct. If a student incites another person to perform an act of misconduct, that student will 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 that engages in any gang-related activities on school grounds or at school-related events will be subject to suspension or expulsion by the Board of Education.

#### INTERVENTION SERVICES FOR TRUANTS

These services will be offered depending upon the individual needs of each situation:

1. Parent phone calls
2. Parent letters
3. Counseling
4. Peer tutoring
5. Parent conferences
6. Student conferences
7. Attendance contracts
8. Referrals to community agencies

#### CONTROL OF STUDENTS OUTSIDE SCHOOL 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 and activities; and
  - 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.
2. The student is subject to disciplinary action and this discipline could range up to, and include, expulsion from school.

#### **IV GENERAL RULES AND GUIDELINES**

##### **ASSEMBLY SEATING ASSEMBLY PROGRAMS**

All students and faculty will attend assemblies. There will be regularly scheduled assembly programs held throughout the school year. These assemblies will include both programs by "paid" entertainers and by various organizations and departments within the school. These assemblies will be chosen by the Student Council and Principal. The assemblies are held only for the benefit and entertainment of the students. Only the support and cooperation of all students will make them successful. There is required attendance at all school assemblies, unless special permission not to attend is granted by the Principal. Teachers will sit throughout the student seating area.

Freshmen - Upper left bleachers  
 Sophomores - Upper right bleachers  
 Juniors - Lower left bleachers  
 Seniors - Lower right bleachers

##### **FOREIGN EXCHANGE STUDENT PROCEDURE**

The Riverdale Community School District #100 acknowledges the importance and high educational value of hosting foreign exchange students within their schools. It is, however, increasingly important the communication and procedural guidelines become written so that the school can effectively and efficiently work with approved Illinois High School Association programs.

Procedures:

1. Approved programs will contact the school administration and receive permission to enroll a student through their agency no later than March
2. The HOST family or host agency will complete the school district placement form which will include the necessary information needed by the school for scheduling and other pertinent areas by May 1.

3. The Riverdale School District will limit the number of foreign exchange students to four (4) per year, one student being selected from each of the following agencies:

AFS International Intercultural Programs  
 Educational Resource Development  
 Trust  
 International Student Exchange of Iowa  
 Cultural Home Stay International

If for one reason or another one of the following agencies cannot find a host family or student by May 1, one of the other agencies will be able to place an additional student for that said year.

4. The administration reserves the right to deny any or all requests due to financial, academic, or other pertinent complications that arise in hosting foreign exchange students.

##### **FIELD AND ACTIVITY TRIPS**

1. Students must stay on the bus once they board, unless loading equipment. All bus rules are to be observed on these trips. Confiscate and dispose of any food items, if being eaten, and also glass containers. DO NOT ALLOW CLEATS OF ANY KIND TO BE WORN OR PLACED ON FLOOR OR SEAT.
2. Buses will travel approved trip routing with NO STOPPING unless authorized in advance by Transportation Director. There MUST be a coach, teacher or chaperon on ANY trip bus.
3. FAN BUSES: Chaperon will take roll before leaving and before returning. It will be the driver's responsibility to remind the chaperon to do this as many chaperons are doing this for the first time. Mark the list of students as to who rode there, who returned with their parents, who did not ride either way and who did not ride back and failed to have their parent personally notify chaperon that their child/children was going home with them. STUDENTS MAY NOT RIDE FAN BUS HOME IF THEY DID NOT RIDE THE FAN BUS TO THE EVENT. Remind the students of the policy for not riding home before unloading them at the game site. The student name list will be turned into the Transportation Director on the next working day by the driver.

##### **LIBRARY RULES**

The library is a quiet area. All students must have a pass. There is no gum or food allowed. Check out materials before leaving the library. You are responsible for materials checked out in your name. Improper behavior will result in the loss of library privileges.

### CAFETERIA - LUNCH RULES

All food and drink must be consumed in the cafeteria. No pop bottles or similar glass containers used for drinking purposes are allowed in the building. The lunch period in which you eat is determined by your fifth period teacher. Each student will have 30 minutes for lunch. During the lunch period, students will remain in the cafeteria unless given permission to leave. Use the restrooms next to the cafeteria. Do not go to lockers or walk down any of the halls. Classes are in session during lunch period. The halls must be kept quiet so as not to disturb these classes.

### STUDY HALL RULES

1. No talking
2. A student who has a question on schoolwork may talk about that question for a short time at the teacher's desk with only one other student.
3. No group studies
4. Put desks in neat rows at the end of period and pick up
5. If room has been quiet, students may talk quietly the last five minutes
6. No games
7. Any other rules teacher may see appropriate

### STUDY HALL ATTENDANCE

1. All students must attend study hall when not scheduled for a class.
2. All study halls are quiet, supervised areas.
3. Students having study hall are expected to be in their seats when the tardy bell rings.

### STUDY HALL PASSES

1. After study hall attendance has been taken, students with passes from a classroom teacher are to hand the passes to the study hall supervisor before being dismissed. Students may NOT leave the study hall to get a pass.
2. Misconduct by the student will result in the loss of privileges and/or other appropriate disciplinary action.

### STUDENT LOCKERS

Each student will be assigned a locker. You will keep the same locker for the four years you are in the school. Students having locker trouble are to come into the office and report the problem.

Students will be held responsible for damages that occur to their locker during the school year.

Student lockers are the property of the school. School personnel may search lockers at any time, with or without the knowledge and consent of the student. There is to be no writing or sticker decals on the inside or outside of the locker. You will be required to clean your locker if writing or sticker decals are found on it.

You may use magnets to hang pictures in the inside of your locker.

Students will be asked to use good judgment and not hang photos of nudes, drug related material or alcohol related material or rude and crude jokes. If these items are found, they will be removed immediately and detentions may be assigned.

### PHONE USAGE

The office phone will be available to students who have to take care of office or school business. Permission must be granted by office personnel prior to using this phone. Phone calls are to be made during lunch, not during class time.

### VISITOR POLICY

As required by Illinois law, all visitors must report directly to the main office to secure a pass. Visitors who do not comply with this regulation will be prosecuted for trespassing.

1. Any persons wishing to visit classes and/or teachers must obtain permission in advance from the principal.
2. Students will not be allowed to bring visitors to attend classes.
3. Parent classroom visitations are encouraged. Parents are requested to give adequate prior notice, and visitations should be kept to a reasonable number and length of times. The staff will schedule these visits at times, which will minimize the disruption of classroom teacher to schedule a mutually convenient time. When entering District #100 schools, it is required that you visit the principal's office before proceeding to the classroom.
4. The district board, administration, and staff encourage parents and citizens to discuss their children's education with district staff. If you have specific comments or concerns regarding programs or instruction, discuss them directly with your child's teacher. If the matter continues to be a concern, contact the building principal directly. Finally, you are welcome to contact the district superintendent or his designee for resolution. Your support is necessary and required to allow your child to fully benefit from the program.

### TRESPASSING ON SCHOOL PROPERTY

1. Entering upon or in District property without justification or without implied or actual permission.
2. Entering or remaining upon or in school property without justification after being notified or requested to abstain from entering either by written or verbal communication.

## DANCES

1. Non-RHS students to be admitted will be dates of RHS students and have a signed form from their school. No middle school, junior high or younger will be allowed to attend RHS dances. No dates over 21 years old.
2. The sponsoring organization, its advisors, students and guests are responsible for seeing that the rules are carried out at all dances. Ignorance of the rules is not an acceptable excuse.
3. The "no smoking" rule applies to guests as well as to students.
4. The dance must end at 11:00 p.m. and the building cleared by 11:15 p.m. You are to make prior arrangements for transportation home.
5. Any student absent from school the day of a dance cannot participate in the dance that evening unless granted permission from the building principal.
6. Each student is responsible for his guest's conduct and must assume the responsibility to see to it that the guest understands the rules of the school.
7. Each student bringing an outside guest must sign up the guest in advance. Your signature indicates that you understand the rules and will see that they are followed.
  - A graduate of RHS or any other high school may attend the dance with a member of RHS. No one over 21 years old.
  - No high school dropout may attend a RHS dance.
  - Students from another high school must attend with a RHS student.
8. Violation of any rule or misconduct will result in the student or the student and his guest being immediately expelled from the dance. The student or guest will be denied the right to attend any of the dances for the remainder of the school year.

## TICKETS

1. Tickets will be sold prior to the dance during the lunch periods.
2. Members of the sponsoring organization selling tickets are responsible for having a printed list of all guests.

## STUDENT PARKING

Any student who chooses to drive to school will be asked to park their vehicle in the parking area anywhere other than the first two rows reserved for staff. No student may park in front of the building. This area is reserved for the office staff and visitors.

All students must register their car in the office and purchase a \$10.00 parking tag which must be displayed on the inside rearview mirror for identification. Continued failure to park in designated area could result in loss of driving privileges.

## PARKING LOT

Students are not allowed to be in the parking lot during the school day. Students will be allowed only one parking lot pass per semester. The student must check in and out of the high school office.

## CAR MISUSE

No driving on school grounds, without administrative permission, other than parking lots or driveways.

## RECKLESS DRIVING

Local law enforcement will be called and legal ramifications will be enforced. Loss of driving privileges may result.

## SNOWMOBILES

No snowmobiles are allowed at school during regular school days or school activity for any reason.

## DISPLAY OF AFFECTION

Will be limited to hand holding. Over display of affection will result in a conference with teacher or administrator and parent notification. If continued, each student will be assigned detention time.

## INAPPROPRIATE TOUCHING

Any student who willfully pinches, grabs or fondles another student's body in sexual connotation will be considered acting in a form of gross insubordination. A suspension of three (3) days, not more than five (5) days will be assigned. This could also include sexual harassment and will be dealt with according to Board policy.

## PARTIES

Parties are not allowed during the school day unless the Principal grants permission for special circumstances.

## RADIOS, HEADSETS, TAPE PLAYERS, BEEPER, ETC.

Are not allowed during the school day in the hallways. Teachers have the discretion to allow use in their classroom.

## NO GUM/CANDY/DRINKS IN SCHOOL

During the school day students may only have water in clear water bottles to drink. No other cups or containers, including pop, will be allowed.

### CONFISCATION OF CONTRABAND

Tobacco, knives, weapons or other items, which are causing a disruption of the educational process, may be confiscated by the classroom teacher. The items should be turned into the Principal's office as soon as possible following the incident. Based on information received by administrators and/or the school Resource Officer, students are subject to search of their personal property, i.e., clothing, book bags and any item/container that could contain any contraband. If they refuse, it will be considered insubordination and the student will be suspended from school and the police will be contacted.

### DAMAGE OR VANDALISM TO SCHOOL PROPERTY AND/OR EQUIPMENT

Student will be charged replacement cost or actual cost for repairs. Local law enforcement will be called.

### GENERAL APPEARANCE DRESS CODE

Good taste in dress and grooming is an important part of the classroom environment, and shows one's individual maturity. The manner in which one dresses reveals a great deal about a person and leaves a distinct impression.

Students will have the freedom of grooming and of dress if they are clothed from top of the shoulders to mid thigh and are wearing some sort of footwear, and so long as their appearance does not disrupt the educational process or present a health or safety hazard to the educational community. **Shoulders must be completely covered (considered to be 2") and no midriff skin showing.** Any extremes that could be disruptive, dangerous or unhealthy as determined by the administration may result in student being sent home to change his/her mode of dress. No coats may be worn during the school day. You may wear hooded sweatshirts or zip up fleece.

The following guidelines are clarifications of the above rule:

#### GENERAL

1. No hats, head coverings, scarves or bandanas allowed.
2. No dress, which is immoral or immodest.
3. Any dress creating a classroom disruption is not allowed.
4. No t-shirts with suggestive language and/or advertising of drugs, alcoholic beverages or tobacco products will be permitted.
5. No sunglasses unless prescribed by doctor.
6. No underwear showing such as undershorts or bra straps.
7. No dress, which is immoral or immodest, will be allowed. (This includes holes in jeans, pants and/or shorts.)

8. No chains, which include wallet chains, or others that hang loose.
9. At school activities (example: football, basketball, etc.) students that have body paint must have at least a tank top type of shirt on that is worn appropriately. (Discretion of administration.)

#### BOYS

1. For health and safety reasons, hair and facial hairs should be groomed and cleaned and not a safety hazard.
2. Pants, shorts, or cutoffs may be worn. Beachwear and athletic wear are inappropriate except in PE classes. Tank tops are not allowed.
3. Shoes and sandals will be acceptable footwear.

#### GIRLS

1. Low-cut blouses, half shirts, tube tops, tank tops, spaghetti strap tops and halter tops are not acceptable.
2. Dresses, skirts, slacks, shorts, and cutoffs are acceptable if appropriate length (mid thigh).
3. Shoes and sandals will be acceptable footwear.

#### PROM ATTENDANCE RULES

1. **Students must have junior-senior credit standing at the beginning of their junior year to attend prom; underclassmen may not attend prom.**
2. Junior-senior prom may be attended twice while enrolled in high school.
3. Outside guests:
  - A graduate of RHS or any other high school may attend prom with a member of RHS's junior or senior class. No one over 21 years old.
  - A high school dropout must be out of school at least one year before they may attend prom and then they must be accompanied by a RHS junior or senior currently enrolled in school. No one over 21 years old.
  - Students from other high schools must attend with a RHS junior or senior and must be a junior or senior standing in the high school they attended and have a signed form.
4. Chaperones are the junior class sponsors.
5. Administration, Board of Education, and the other high school faculty and staff are invited to attend.
6. Drinking Policy: NO drinking allowed during the hours of prom, EVEN IF YOU ARE OF AGE. This includes guests and sponsors.
7. Early graduates may attend as long as a Riverdale junior or senior invites them.

## **V. ACADEMIC INFORMATION**

### **STUDENT RECORDS**

Upon graduation, transfer or permanent withdrawal of a student, permanent records will be retained no less than sixty (60) years. Temporary records will be retained for five (5) years. Notification of disposal dates of temporary records will be published in the area newspaper. The student may request a copy of such records at any time prior to their destruction. Notification must be sent to the school with parent and students signatures.

### **GUARANTEE OF RIGHTS**

No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under the 23 Illinois Administrative Code, CH I. 5.375, Subtitle A, Subchapter K.

### **PERMANENT**

- Identifying information
  - birth date & place
  - parents' name
  - gender
- Academic Transcript
- Attendance Record
- Accident Record
- Health Record
- Record of Release of Permanent Records
- Honors & Awards Received
- Participation in extracurricular activities
- Driver Education

### **TEMPORARY**

- Family background information
- Intelligence Test Scores, Group & Individual Aptitude test scores
- Psychological Reports - Observation on intelligence, testing information
- Elementary and secondary achievements test results
- Teacher Anecdotal Records
- Discipline Records
- Special Education Information

### **STUDENTS' 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 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

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 parents;
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 privilege 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 to 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 adapted 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

#### HONOR SOCIETY SELECTION METHOD

Membership in the Riverdale Chapter of the National Honor Society is based upon scholarship, leadership, service, and character. The minimum cumulative grade point average for scholastic eligibility is 3.300 on the 4.000 scale.

Each scholastically eligible student will receive an activity information form to complete. It includes sections for co-curricular activities, leadership positions, community activities, work experience, and awards. The form is not an application and does not guarantee selection.

Members of the faculty will receive copies of the

descriptions of leadership, service, and character. They will give their recommendations as to which of the scholastically eligible students fulfill the criteria for membership.

The five members of the faculty committee (appointed by the principal) will meet to go over the activity forms and the faculty recommendations. A majority vote of the committee is required for selection.

Students will be notified by letter of their selection into the Riverdale Chapter of the National Honor Society. They will be inducted at a formal induction ceremony.

### DIRECTORY INFORMATION

Pursuant to Section 9528 of the No Child Left Behind Legislation, Riverdale High School will provide, on a request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone listings. A secondary school student or the parent of the student may request that the student's name, address, and telephone listing described above not be released without prior written parental consent, and the local educational agency or private school shall notify parents of the option to make a request and shall comply with any request.

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

1. Identifying information: name, address, gender, 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.

### CLASS STANDING

Students must meet the following credit guidelines to advance to the next higher class. These minimums must be earned by the BEGINNING of a school year. Class standing WILL NOT BE CHANGED in the middle of a school year.

\*If a student applies for and is granted permission to graduate at the end of the third year of high school, he or she will be considered a member of the senior class.

### CLASS STANDING

3 Units	End of first semester - Freshman
6 Units	Prior to the start of Sophomore
9 Units	End of first semester - Sophomore
12 Units	Prior to the start of first semester - Junior
15 Units	End of first semester - Junior

18 Units	Prior to the start of first semester - Senior semester Senior
21 Units	End of first semester - Senior
24 Units	End of second semester - Senior

### FINALS AND SEMESTER GRADES

#### **All students take finals.**

1. Taking finals early must be approved by the Principal in advance.
2. The scale of percentages will be used. This scale will be based upon total points per quarter/per semester. Flexibility will be allowed to individual teachers dealing with students requiring special assistance. Forms of each assistance could be extra credit, peer tutoring, etc. Every student's grades for the quarter and semester will be based upon this scale. The only exception will be special education classes.
3. Grades given at the first and third nine-week grading period are the mid-semester grades. These grades do not go on the student's permanent record. Only semester grades are recorded on the permanent record.
4. Finals will be given in every class. This, although somewhat difficult in several courses, will provide consistency in overall grading procedure. Final class grades for semester and yearlong courses will use the following scale:  
Semester - 80%  
Final - 20%  
The only exempt class from finals will be special education classes.
5. Finals will be comprehensive of the semester's work. Exception must be approved by the administration. All students are expected to take finals during period assigned. Students who have unexcused absences for finals will be considered truant. Students who have excused absences from tests must make arrangement to retake test.
6. Incentives for waiving finals: A student may waive 2 finals if the student has all C's or better. The student may waive 1 final if passing all classes. Any discipline truancy, suspension, full Saturday or cheating will result in the student taking all finals.

### SENIOR FINALS

Any senior who scored at least a meets or exceeds in two of the three areas on the PSAE, is within 4 points of meets in the third area and attended all three sessions of the preparation session may waive all finals for their senior year. However, they still cannot have any trancies, suspensions, failing grades, Saturday School or been caught cheating during the

current academic year or they must take finals.

PHYSICAL EDUCATION REQUIREMENT

Exemption of students from physical education instruction 11<sup>th</sup> and 12<sup>th</sup> grades: Students who meet the following requirements may be exempted from physical education upon making a request for exemption to counselor:

1. Any 11<sup>th</sup> or 12<sup>th</sup> grade student who participates in an inter-scholastic athletic program.
2. Any 11<sup>th</sup> or 12<sup>th</sup> grade student who completes a specific academic course in order to be granted admission to a specific institution of higher learning.
3. Any 11<sup>th</sup> or 12<sup>th</sup> grade student who lacks sufficient course and local graduation requirements. In all cases the counselors, in consultation with other staff members as needed, will decide each case on an individual basis and retain documentation.

PROCEDURE FOR P.E. WAIVER

1. Obtain waiver form from counseling office.
2. Waivers must be turned in by the fifth day of that student's participation.
3. Complete form and return to guidance office for verification.
4. Completed form and verification forwarded to principal for Board of Education hearing.
5. Written notification to student from principal on Board of Education decision.
6. If approval is granted, student will be assigned a study hall during regular scheduled physical education class depending upon particular request. The guidance counselors will complete this as soon as possible.
7. Must be in 6 classes; only 2 study halls in 8 period day.

Amended 6-29-89

HB 730 1985

GRADUATION/CREDITS

Students must earn 24 credits, which include the following requirements to graduate from Riverdale High School.

- \*English (9,10,11,12) 4 credits  
(12<sup>th</sup> may be other English classes)
- \*Math (1 year Algebra 1, 1 year Geometry content) 3 credits
- Social Studies
  - World History (9) 1 credit
  - US History (11) 1 credit
  - \*\*Government (12) .5 credits
- \*Science 2 credits

(A physical science and a biological science)

- \*\*\*Physical Education 3.5 credits  
(Physical Education each semester except the semester in Health)
- Health (10) .5 credits
- Driver's Education (2<sup>nd</sup> semester 9,10,11,12) .5 credits  
(unless waived by an Administrator)
- Consumer Education (12) .5 credits
- Fine Arts/Vocational 1 credit
- Electives 6.5 credits

\*Freshmen assigned to appropriate level.

\*\*Students must also pass both Illinois and Federal Constitution tests.

\*\*\*Students must be enrolled and pass a physical education class each semester they are enrolled except the semester in Health.

CREDITS

Courses meeting daily for one period earn .5 credit per semester or 1.0 credit per year.

CREDIT EXCEPTIONS

Area Career Center courses earn 1.25 credits per semester or 2.5 credits per year. Interrelated Co-Op course earns 1 credit per semester or 2 credits per year.

DUAL ENROLLMENT

Procedure for taking college credit:

1. A student must have completed all required graduation courses as approved by the Riverdale Board of Education.
2. A student must be approved by the administration to be on course for graduation.
3. The classes taken will count toward college credit. High school elective credits with Board approval only.
4. A student is responsible for all fees, textbook, and transportation.
5. If a class has been approved by the Board for high school credit, the following conversion will be used:
  - a. A 3-semester hour course equals ½ high school credit.
  - b. A 2-semester hour course equals 1/4 high school credit.

EARLY GRADUATION PROCEDURE

STUDENTS MAY GRADUATE EARLY IF THEY RECEIVED APPROVAL OF PRINCIPAL AND BOARD OF EDUCATION. A SPECIFIC SEQUENCE OF STEPS MUST BE FOLLOWED TO ENSURE THIS:

1. Conference with principal and obtain proper

- forms.
2. Conference with counselor - complete proper forms.
  3. Request to graduate early form returned before the first Friday in November.
  4. Parent/Principal/Student conference must be held before the second Friday in November.
  5. Students must have valid reason for graduation
    - a. Entrance college - two year or four year
    - b. Entrance trade school
    - c. Entrance armed services
    - d. Marriage
    - e. Entrance into apprenticeship work program
  6. All credits must be earned equivalent to four year graduate
  7. Early graduates will not be allowed to attend the Prom unless invited by a Riverdale High School junior or senior.

The student should be aware they need to register for second semester courses in case the early graduation is denied. Denial for early graduation may be done by the parents, principal, Board of Education or student request.

#### LATE GRADUATION POLICY

THIS PROGRAM IS FOR ANY INDIVIDUALS WHO PREVIOUSLY ATTENDED RIVERDALE HIGH SCHOOL, DROPPED OUT DURING THEIR SENIOR YEAR AND HAVE ATTENDED NO OTHER HIGH SCHOOL SINCE. AN INDIVIDUAL WILL BE GRANTED A DIPLOMA THROUGH RIVERDALE HIGH SCHOOL FOR LATE GRADUATION UPON COMPLETION OF THE FOLLOWING REQUIREMENTS:

- Written request for late graduation must be received before the start of the courses being taken to complete requirements.
- Credits taken must not be repeat courses of those taken in high school.
- Credits taken must not exceed two credits outside Riverdale High School unless approved by the Principal. (This includes college, correspondence courses, and summer school while enrolled in any public high school.)
- Student may request for granting of credits only be written letter and furnishing transcript of course(s) completed.
- Student must be enrolled in the course prior to their 21<sup>st</sup> birthday.
- Student will receive their diploma by mail.
- Official High School Transcript will reflect that graduation was achieved through late graduation program.

#### ATTENDANCE AT GRADUATION CEREMONIES

In order for you to attend graduation ceremonies and receive a diploma from Riverdale High School, you must meet all requirements set forth by the Board of Education. There will be no exceptions to this policy. Early graduates must attend Class Night and Graduation practice.

Early graduation students are required to complete all graduation requirements on the Monday before Friday ending the first semester. Failure to do so will result in NO EARLY GRADUATION.

#### COLLEGE INFORMATION

College Catalogs and Bulletins - Riverdale High School maintains a large library of college catalogs. They may be borrowed over night or during study hall period and used for evaluation and comparison. College Admission Requirements - These vary so greatly that the best source of information is the current issue of the catalog of the particular college under consideration. Note specific subject requirements, entrance examinations and required dates, the date that applications must be on file, and other special admission or entrance requirements that may exist. Since most of Riverdale's students will attend universities in Illinois or Iowa, their high school course requirements are listed.

For admission to public Illinois Universities, the law requires students to complete at least fifteen units of high school course work distributed as follows:

- four years of English (emphasizing written and oral communication and literature)
- three years of social studies (emphasizing history and government)
- three years of mathematics (introductory through advanced algebra, geometry, trigonometry or fundamentals of computer programming)
- three years of science (laboratory sciences)
- two years of electives chosen from music, art, foreign language (which will be deemed to include up to one year of American Sign Language per PA 86-0623) or Vocational Education.

Iowa Universities - For admission to public Iowa Universities, the following are the present requirements:

- four years of English with an emphasis on the analysis and interpretation of literature, composition and speech.
- three years of math, including two years of Algebra, one year of Geometry (4 years for engineers)

- three years of science, including one year each of any two of the following: biology, chemistry, and physics.
- three years of social studies with United States and World History recommended.
- two years of one foreign language.

#### College Visitation

Each senior may be excused from two days of classes during the year to visit schools or colleges he or she is interested in attending.

This request must be on file in the counseling office at least THREE days prior to the visitation date requested, unless approved by an administrator. Students must bring verification from the college that they were there.

#### FIFTH YEAR AND BEYOND STUDENT POLICY

Students attending Riverdale beyond four years (including transfer students) must plan their schedule with a counselor. Many different situations result from students not meeting graduation requirements their senior year. Often students will have to make a choice between completing requirements in either one or two semesters which will affect the length of their school day. Whatever the choice, it is recommended that the student enroll in the minimum number of credits needed to graduate. A counselor will help arrange a schedule that is best for the student. The school board has agreed to release 5-year students after the final class in the student's day. This policy affects only those students choosing to attend school beyond 12<sup>th</sup> grade.

#### RE-ENTERING STUDENTS AFTER DROPOUT

Students may re-enroll at the beginning of the next semester within the same academic year under the following conditions:

- Parent(s) or guardian(s) must attend conference with Principal and/or counselor to discuss student's re-enrollment and status.
- Student will face expulsion hearing upon reaching their 6<sup>th</sup> accumulated suspension, including any suspension acquired before dropping out.

#### HONOR ROLL

An Honor Roll will be developed for each quarter of school and an Honor Roll for each semester. There will be three honors developed using the following criteria with no grade lower than a "C":

Straight A Honor Roll	Must have all A's
High Honor Roll	3.5 or better all classes
Honor Roll	3.0 to 3.49 in all classes

Grades are awarded the following points in determining grade point:

A	-	4.33	-	100-95
A-	-	4.0	-	94-93
B+	-	3.67	-	92-90
B	-	3.33	-	89-86
B-	-	3.0	-	85-84
C+	-	2.67	-	83-80
C	-	2.33	-	79-75
C-	-	2.0	-	74-73
D+	-	1.67	-	72-70
D	-	1.33	-	69-67
D-	-	1.0	-	66-65
F+	-	.33	-	64-60
F	-	.0	-	59-

Incomplete grades are counted as a 0 credit. Should the incomplete be made up later, the grade reflection, if any, will be only from the semester the course is completed.

#### 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 source.
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 & 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
- At high school – levels 2,3,4 infraction – no exam waiver

Level Three:

Most or 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 with an opportunity to re-submit for a maximum of half credit
- Administrative actions such as: detention, suspension

Level Four:

Student has violated the plagiarism policy on more than one occasion and/or in more than one course.

Typical disciplinary actions that can occur:

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

**“2011-12 P.E. Policies”**

1. GENERAL PHILOSOPHY

Physical education classes at Riverdale High School are aimed at teaching our students the physical and social aspects of physical education. The activities to be covered relate to the students' leisure time activities rather than activities that they will not be able to indulge in once they complete their high school education.

2. CLASS ROUTINE

Each teacher is responsible for establishing a

routine. We feel that the students should have ample time to dress before class and shower/dress after class. With this in mind the student will be allowed 5 minutes to dress for class and approximately ten minutes to shower/dress after class.

3. LOCK AND LOCKERS

Each student will be assigned a locker and the school will furnish the locks. You will not be allowed to use your own personal lock. Each student is required to pay a \$10.00 lock/locker rental fee, whether you choose to use a lock or not. This covers the cost of the lock plus the wear and tear on the lockers. We cannot accept the responsibility for items lost or stolen, especially if they were not locked up. We provide this service for your protection.

4. UNIFORMS

- A. All RHS students will be required to comply with the P.E. dress code, which consists of:
1. A gold t-shirt, approved by the p.e. department. In cold weather a gold sweatshirt is acceptable.
  2. Black shorts
    - A. One layer only
    - B. No cutoff pants/sweat pants; black sweat pants acceptable in cold weather
  3. White socks and tennis shoes are required
  4. Proper undergarments are required
  5. No coats/jackets to be worn in class
- B. Failure to comply with dress code will result in a zero for the day (a loss of 10 pts.).
- C. Any student not dressing for p.e. will be assigned the following for a semester:
1. "0" for the day
  2. Sent to the office on 3<sup>rd</sup> no dress for a conference with the principal
  3. Be assigned two detentions for the 4<sup>th</sup> no dress
  4. Be assigned four detentions on the 5<sup>th</sup> no dress
  5. Receive an "F" on the 6<sup>th</sup> no dress

5. SHOWERING

Because most physical education classes and teachers promote hard work and exercise, your bodies will perspire. In the interest of good health practices we encourage you to shower. Also, be sure to take your towel and clothes home to launder weekly. Once you have finished showering and dressing, you are to remain in the locker room until the bell rings. If water is needed, you must get your drink before you enter the locker room.

6. MEDICAL EXCUSES

If a student misses physical education due to the medical excuse, the teacher in concurrence with the principal will compute the grade on a pro rata basis. Nothing in this policy precludes the right of the student to voluntarily make up the classes missed. If a student is medically excused on a semester or yearly basis, the student will be required to take another class. If the school personnel do not receive a written verification from a medical physician, he or she must make up all periods missed or receive the appropriate grade as determined by the teaching staff and principal.

7. NOTES FROM HOME

Excuses from parent/guardian will be honored for one day only, or within reason when you are unable to see a doctor. This must also be made up.

8. ABSENCES/MAKE-UP

Each student will be allowed two (2) absences per semester without make-up. On the third absence, the student will be required to make-up the days missed. The student must make arrangements with his/her instructor within five (5) school days and make up their absences.

9. GRADES

A student must pass physical education to graduate. It is a State requirement and no other course may be substituted. The entire physical education department will use a uniform grading system. Your grades will be based on daily attendance, proper dress, attitude, effort, skill testing, and written testing.

To figure the grades we will use the following formula:

- 1. 80% of grade = effort in class, attendance in class, and appropriate dress
- 2. 15% of grade = written tests
- 3. 5% of grade = skill tests

Each day the student dresses out and actively participates in the activity he or she will receive 10 daily points.

Parents will be notified if a student is not participating in Physical Education classes. A form letter will be sent home describing the problem and possible consequences.

10. Damage to school equipment - will be charged replacement cost or actual cost for repairs.

day of the event. Exceptions to this rule must be approved by administration.

- 2. All coaches and sponsors will be responsible for administration and enforcement of this rule.
- 3. Travel to athletic events - Members of interscholastic teams are required to use school-sponsored transportation when provided. A student may ride home only with his/her parents if parents request in writing from coach.

ELIGIBILITY POLICY

The staff and coaches of Riverdale feel that the most important element of high school is obtaining a solid educational instruction base for personal growth. With this philosophy the eligibility policy will be as follows:

- 1. The first two full weeks of each semester's eligibility will be based on the IHSA weekly standard.
- 2. A student must pass all classes in which they are currently enrolled. A failing grade in any class will result in ineligibility for that week.
- 3. Semester - If a student passes less than 5 classes a semester he or she will be ineligible. If a student is not progressing toward graduation in equal segments as determined below he or she will be ineligible.

A student must pass:

- 3 Units - End of first semester - freshman
- 6 Units - Prior to the start of first semester - sophomore
- 9 Units - End of first semester-sophomore
- 12 Units - Prior to the start of first semester - junior
- 15 Units -End of first semester - junior
- 18 Units -Prior to the start of first semester - senior
- 21 Units -End of first semester - senior
- 24 Units -End of second semester - senior

Transfer students' eligibility will be based upon grades received in the previous school when enrolling.

Eligibility standards will involve any and all extracurricular activities listed below:

- 1.Boys and girls sports
- 2.Cheerleaders
- 3.Drama/Speech
- 4.Student Council
- 5.Academic Bowl
- 6.Library/Office Workers
- 7.Band & Choir
- 8.All clubs and organizations

ELIGIBILITY FOR EXTRA-CURRICULARS

IHSA Handbook

3.021 . . . eligibility and ineligibility are affective

EXTRA CURRICULAR ELIGIBILITY AND RULES

PARTICIPATION IN EXTRA CURRICULAR ACTIVITIES/AND ATTENDANCE

- 1. Students participating in an extracurricular activity must be in attendance periods 5,6,7,8 the

on Monday following the date of the check

#### PROCEDURE

1. Check eligibility on Wednesday
2. Teachers give eligibility sheets to the secretary on Thursday a.m.
3. Administration reports ineligible students to principal on Thursday p.m.
4. Administration informs student and coaches on Friday a.m.
5. Administration sends letter to parents on Friday

#### IHSA Handbook

3.021 . . . the student is ineligible for one (1) week beginning the Monday following the date of the check. The student may play in the contest that evening or Saturday, the next day. However, the next week he or she is ineligible.

Note: A student declared ineligible Thursday will not be given an opportunity pass the class by Friday. The status of their grade on Thursday will be their eligibility grade.

#### PROHIBITIVE CONDUCT FOR STUDENTS IN EXTRACURRICULAR ACTIVITIES

1. Theft-the act of participating in or aiding in the crime of stealing, larceny, burglary, or robbery.
2. Alcoholic Beverages-the use or possession of any beverage containing alcohol prohibited by state law for an individual under the age of twenty-one.
3. Illegal Drugs-the use or possession of any controlled substance under state or federal jurisdiction. (Prescription drugs assigned for use by a licensed doctor are allowed.)
4. Tobacco-the use or possession of any tobacco product for use by smoking or chewing.
5. Vandalism-the act of participating in or aiding in the destroying or defacing or unjustified harm to ones person and property.
6. Repeated misconduct or violation of school rules-the chronic abuse of school policy after proper notification to parent and student.
7. Any conduct that resulted in an arrest and conviction of the student by a court of law for a criminal offense.

#### EVIDENCE FOR VIOLATION

1. The student is penalized by the Riverdale School Administration under other school policy for violation of one of the prohibitive conducts listed. This will serve as evidence that the student is guilty of violating the extracurricular policy.
2. The student is observed any time during the school year by faculty member or administrator.

3. The student is considered in violation of the code of conduct based upon a report of a law enforcement officer, court officer, or newspaper account.
4. The student is considered in violation if said student admits his violation to any staff member or school administrator and if reported by their parents to any staff member or administrator.

#### POLICY FOR WITHDRAWING FROM CLASSES

The administration recognizes that schedule changes are sometimes necessary to make during the school year. Listed below are acceptable reasons for making schedule changes:

1. Teacher recommendation due to inadequate background and/or lack of ability.
2. Previous semester failure in prerequisite course or graduation requirement.
3. A change in marital status or family responsibilities.
4. The need to take a specific course for acceptance into college or career school.
5. Any other reason, the student should see their counselor.

#### PROCEDURE FOR WITHDRAWAL FROM CLASS

A student may withdraw up through the first ten (10) days of each semester with an automatic WP (withdraw passing). Any student requesting to withdraw from the class after this ten (10) day period will be given a WP (withdraw passing) or a WF (withdraw failing). A student who withdraws with a WF+/- will have this computed into their grade point average. A student with a WF (withdraw failing) will be declared ineligible for the remainder of that semester. The purpose of this policy should be to discourage extracurricular student from simply dropping a class to avoid eligibility. Students must have a conference with the teacher, parent and counselor before withdrawing from a class after the 10 days. If disagreement results, administrator will make the final decision.

#### PROCEDURE FOR CHANGING COURSES

1. Drop request form completed
2. Specific reasons for request cited
3. Teachers' signatures obtained
4. Parent signature obtained
5. If a disagreement results from a disapproved change, parents may schedule a conference with the counselor and teacher. If an impasse is reached, the building principal will make the final decision. The textbook must be returned before finalized.

## INFORMATION ABOUT YOUR 2011-2012

### SCHEDULE

1. Check your schedule for mistakes. Some of the common problems are listed below:
  - a. You put the wrong computer number on your selection sheet.
  - b. Counselor entered erroneous course number.
  - c. Yearlong course appears only one semester.
  - d. Two study halls one semester, none the other.
2. Schedule changes may be made for the following reasons:
  - a. Error or mistake you or counselor made
  - b. Addition of a college prep course that cannot be added at a later time in high school
  - c. Drop and/or add due to a requirement you failed at Riverdale or made up in summer school
  - d. Inadequate background or lack of ability; depending on the circumstances, student will be placed in lower ability class, assigned to study hall, or allowed to take a new class. A new class is possible within approximately the first ten days of a semester.
  - e. Schedule changes are sometimes necessary for special programs such as child care/elementary, independent study, etc.
  - f. Changes may be made to accommodate married students and/or those with children
  - g. Your schedule may be changed if you were assigned two consecutive study halls (does not apply to driver's ed students).
  - h. Teacher determines that student has inadequate background and/or lack of ability; student may transfer to a lower ability class, take a study hall, or enroll in a new class, depending on circumstances.
  - i. Failure during the previous semester warrants the adding of classes to fulfill requirements and/or catch up on credits.
  - j. A change in marital status or family responsibilities may warrant changing a student schedule.
2. Check all of your personal data such as address, phone number, guardian, etc. Please report any changes to the guidance office as soon as possible.

### SCHOOL SONG

We're loyal to you Riverdale  
We'll always be true Riverdale  
Our team it is grand

It's the best in the land  
So we'll fight on for you tonight

RAH! RAH! RAH!

So Rams fight on we're for you  
We know just how much you can do  
We'll fight and we'll win,  
So Rams let's begin  
To fight for Riverdale High!

### SCHOOL SPIRIT

School spirit is defined as loyalty to the best traditions and ideals of the school and is an unwillingness to do anything that might prove injurious to the school's name and character.

A student that enters enthusiastically into school life has the school spirit. Students should join as many clubs as they have time for, provided they are interested in them. Attending the activities and games as regularly as possible is another essential part of school spirit.

The student full of school spirit will do his utmost to maintain an orderly, decent, happy school. He will respect and uphold its high ideals and he will leave school a better place because he has been a member of the student body.

It is the spirit that you put into things you do that helps make you a success. You, the students, must constantly strive to become representative ladies and gentlemen. Strive to keep your school's name clean and when you leave school you can say, "I have done my best." If you have, you are a credit to the school and to yourself.

### AUTHORIZATION FOR INTERNET ACCESS

Each student must sign this Authorization as a condition for using the District's Internet connection. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted access.

All use of the Internet will 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 actions. 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 objectives 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 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 devirused;
  - 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 authorized or created by another without his/her consent;
  - 10. Posting anonymous messages
  - 11. Using the network for commercial or private advertising;
  - 12. Assessing, 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;
  - 14. Altering security or altering the computer hardware or software.
  - 15. Discipline for violation will range from warning to expulsion.

- 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;
  - F. Consider all communication and information accessible via the network to be private property.
- 3. No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages 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 service.
  - 4. Indemnification - The user agrees to indemnify the School District for any losses, costs or damages, including reasonable attorneys 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 onto 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 as any malicious attempt to harm or destroy data of another user, the Internet or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
  - 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.

Students, parent(s)/guardian(s) and teachers need only sign this Authorization for Internet Access once while enrolled or employed by the school district.

#### **AUTHORIZATION FOR INTERNET ACCESS**

I understand and will abide by the Authorization for Internet Access. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's Internet connection and having access to public networks, I hereby release the school district and its Board members, employees and agents from any claims and damages arising from my use or inability to use the Internet.

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.

\_\_\_\_\_  
Date

\_\_\_\_\_  
User Signature

(Required if user is a student.)

I have read this Authorization of Internet Access. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, and Board members for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if any when my child's use is not in a school setting. I have discussed the terms of this Authorization with my child. I hereby request that my child be allowed access to the District's Internet.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name (Please print)

\_\_\_\_\_  
Signature

It is the parent/guardian's decision as to allowing student access to the Internet. The refusal of this permission will not affect the student's grade for this assignment.

### **Bus Rules**

High School students are not allowed to ride the elementary route buses. They may ride a different high school route with a parental permission note, which is to be given to driver at time of change. This privilege will be denied if discipline problems occur. A parental permission note is required in order to get on or off the bus at a different bus stop. This note must be given to the driver at the time of the request. High school students will not be dismissed or given an excused late slip to transport anyone to the Middle School.

Please do not park or unload/load students in the bus zones during the start or close of school. Use the north lots.

### **Bus Safety Rules:**

1. The driver is in full charge of students.

### **At Bus Stop:**

1. Students are to be at the designated bus stop five minutes before the scheduled pick up time. Buses will not wait for habitually late students or at any highway stops.
2. 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 must wait back away from the bus and wait until the bus has pulled away before proceeding home.

### **On the Bus:**

1. Students will go directly to a seat, sit facing forward, and stay seated. Seats will be assigned as needed. **Students must stay on the bus once they are boarded.**
2. Students will keep all parts of body and belongings inside the bus. Do not lower windows below black line.
3. Throwing anything in or out of the bus is prohibited. Please use trash container provided on the bus. Keep all belongings securely in your lap.
4. 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.

5. 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.
6. 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 examples of items not permitted:

- |                                    |               |
|------------------------------------|---------------|
| radios                             | skate boards  |
| tape recorders                     | weapons       |
| CD players                         | sharp objects |
| beepers                            | matches       |
| t.v. sets                          | fireworks     |
| laser pointers                     | balloons      |
| cell phones                        | lighters      |
| animals-fish (alive, dead or fake) |               |

**All these will be confiscated and must be claimed by a parent within 30 days.**

- 1 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.
- 2 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.
- 3 No fighting, harassing of others, obscene or unacceptable language, writings, pictures, gestures, reading material or similar behaviors are permitted.

**Other General Rules:**

- 1 Do not ask driver to stop at places other than a designate bus stop or receiving school. The bus driver is prohibited from doing this.
- 2 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.
- 3 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.

- 4 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.
- 5 Students participating in a school activity must ride school transportation when provided in order to participate in the activity.
- 6 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.
7. 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.
8. 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.
9. 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 non return and parents will be contacted about the suspension or the unreturned conduct.

**Disciplinary Actions:**

Minor Misconduct:

The driver will 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 others will constitute gross misconduct. 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 - 3<sup>rd</sup> conduct will result in bus suspension. One day added for each addition conduct such as: 3<sup>rd</sup> conduct, 1 day

suspension; 4<sup>th</sup> conduct, 2 day suspension; 5<sup>th</sup> 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 flammable
- 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
- an 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 suspension, 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 hours of 6:00 & 11:00 a.m. and 2:00 & 5:00 p.m. Thank you!

## Notice to Parents/Guardians

Parent(s) or legal guardian(s) who must provide transportation to and from school because free transportation is not available for their children may be eligible to receive money from the state to help offset

some of the cost, for example bus fares, or mileage reimbursement for private automobiles.

If you can answer yes to the following questions and wish to file a claim, see the Transportation Department at school before the end of the school year.

1. Was the pupil under the age of 21 at the close of the school year?
2. Was the pupil a full-time student in grades kindergarten through 12?
3. Did the pupil either live 1 ½ miles or more from school or live less than 1 ½ miles but must be transported due to a serious safety hazard approved by the Illinois Department of Transportation?
4. Did the pupil attend a school within Illinois, which meets Illinois compulsory attendance laws? Did the parent/guardian incur transportation expenses resulting from transporting the pupil to and from school?