

## **I. SCHOOL INFORMATION AND PROCEDURES**

### **ASSIGNMENT BOOKS**

Each Middle School student will receive an assignment book, which will contain the student handbook, bus conduct rules, and a daily assignment planner. These books must be carried with every student each period of the day. Assignment books are school property. Intentional damage to them will result in discipline and payment for a new book.

### **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 in an assignment notebook 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. Ask to sit in the front row.
6. 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.
7. 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.
8. Set aside at least an hour each night to study; if you are a TV addict, you might study from 6:00 to 7:00 for instance.
9. Attend every class, and don't be late.
10. 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.

**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.

### **SCHOOL DAY**

School begins at **8:07** a.m. daily. Students not riding the bus will not be admitted to the classrooms prior to the busses unloading unless special arrangements have been made in the office. Students are to be out of the building by 3:12 p.m. unless they are involved in an activity sponsored by the school or scheduled by a teacher.

### **INSURANCE**

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

### **HEALTH SERVICES**

Riverdale School District employs a full time nurse. All immunization and health records are directed through the district nurse. Any school medical problems or medication needs are to be directed through the school nurse. Procedure for issuing medication will be worked out by the school nurse. Generally, the administration of medication is not a function of education. Only in cases where failure to take certain medications would jeopardize the students' health and/or education will medication be administered in school. Parents must notify the school nurse if a child has any medical problems such as bee sting allergies, allergies to food, asthma, diabetes, etc. All medications are to be turned into the office, both prescription and non-prescription.

### **LOST AND FOUND**

All articles that are found should be turned into the office. Lost and found articles are located in the office and in the cafeteria.

### **EXTRA CURRICULAR ACTIVITIES**

Riverdale Middle School offers a variety of activities for students outside of the regular school day. Throughout the school year, students have the opportunity to participate and compete in interscholastic contests and competitions. Any student who wishes to participate in athletic extra-curricular activities will be required to have a current athletic physical on file. Also, students will be required to pay a \$40.00 participation fee. There is a maximum of four per family for those families with more than one child participating.

### **PRACTICE TIMES**

All athletic practices generally run from 3:15–5:00 P.M. Students will be notified in advance of any change. Students who miss school due to illness are not permitted to participate in or attend after-school activities. Students must be in attendance a minimum of the last four periods of the school day unless an exception is granted in advance by the principal.

### **ELIGIBILITY**

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. Grades to the semester are cumulative.

Procedure

- a. Eligibility sheets are run by the secretary on Friday A.M.
- b. The Athletic Director will inform student and coaches on Friday.
- c. The ineligibility will be determined on Thursday. No change after this date. IHSA 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/she is ineligible." Eligibility standards should involve any and all extra-curricular activities.

**TRAINING RULES FOR EXTRA-CURRICULAR PARTICIPANTS**

A student who commits, uses, and/or is in possession of any of the following at any time during the academic year or while participating in school-sponsored activities shall be penalized as outlined in this section: (1) theft; (2) alcoholic beverages; (3) illegal drugs; (4) tobacco; (5) malicious acts of violence or vandalism.

Definitions: For the purposes of this policy, the following definitions will apply:

- 1. Theft – participating or aiding in the crime of stealing, larceny, burglary, or robbery.
- 2. Alcoholic Beverages - shall include any alcoholic beverage, the use or possession of which is prohibited by school board policy.
- 3. Illegal Drugs – those drugs prohibited or controlled by State or Federal law. The use of a prescription drug prescribed for the student by a doctor shall not constitute an offense under this policy.
- 4. Tobacco – the leaves of the annual plant of the nightshade family (commonly referred to as the tobacco plant) as prepared in any way or form, as for smoking, chewing, or other use by a person.
- 5. Malicious Acts of Violence or Vandalism – deliberate intention of doing unjustified harm to a person and/or property.

The disciplinary actions outlined in this policy will be taken on the basis of any one of the following kinds of evidence:

- 1. If penalized by the Riverdale School Administration under other policies for violation of one of the above named acts, this shall serve as evidence that the student is guilty of violating the extra-curricular rules.
- 2. Conviction by a court of law if the offense occurs during the academic year while the student is participating in school-sponsored activities.

- 3. The student is penalized by the Riverdale School personnel.
- 4. The student is observed any time by appropriate faculty.

The following penalties will apply for the first offense:

- 1. A student in athletics under suspension for the first offense shall be required to attend all practice sessions and will not be allowed to participate in any contests. This two-week suspension must occur during the competitive season.

In the case of alcohol or drug possession or use, the school suspension and related restrictions 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 of the notification of this option. The prescribed 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. The plan is in accordance with the District substance abuse policy and is in effect for all students, co-curricular or not.

- 2. If a student is not presently involved in an extra-curricular activity, the disciplinary action enforced for the offense shall take effect the first weeks upon entering the next activity in which they become involved. (Occurring with one calendar year from the offense, thereafter, the statute of limitations takes effect)

The following penalties will apply for the second offense:

- 1. If within one calendar year from the date of the first offense, a student commits a second offense he/she will be suspended for one calendar year from the date of this second incident.
- 2. A second tobacco violation occurring within the same academic year will warrant a year's suspension from the date of the second offense.

**ATTENDING AFTER SCHOOL EVENTS**

If you wish to stay after school to attend an athletic event, you must have parental permission. Someone must be available to take you home immediately following the event. Inappropriate behavior at the

event will result in loss of this opportunity. After school, students should report to cafeteria. Students must be in attendance the last four periods unless, permission is granted by administration.

### **STUDENT COUNCIL DANCE CRITERIA**

There will be three dances during a school year:

1. October (Halloween) – date to be announced – 3:15-5:00 p.m.
2. February (Valentine's Day) – date to be announced – 3:15-5:00 p.m.
3. May – (Spring/End of Year) – date to be announced – 6:00-8:00 p.m. – Only 7<sup>th</sup> and 8<sup>th</sup> grade students.

In order to attend a middle school dance you must:

- a. Serve ALL detentions before the dance date.
- b. Be passing ALL classes with a 66% or have a written teacher excuse if failing a class.
- c. Not have had an in-school suspension, an out-of-school suspension or have been expelled since last dance.

\*Only Riverdale Middle School students are allowed to attend middle school dances.

### **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 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.

### **CHOIR / BAND**

7<sup>th</sup>/8<sup>th</sup> Choir meets every day at the Middle School. 6<sup>th</sup>/7<sup>th</sup>/8<sup>th</sup> Band and 6<sup>th</sup> Choir meets every other day. We are proud of both of our music programs, and expect participation to be fun, yet taken very seriously. Both groups will participate in concerts and contests

throughout the school year. Participation in these events will be considered as part of the student's grade for the class. Students can only withdraw from band or choir at the end of first quarter or at the end of first semester. A written request must be turned into the office that is signed by the student, parents, and instructor.

### **STUDENT RECORDS**

#### **PERMANENT**

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

#### **TEMPORARY**

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

### **MAINTENANCE OF STUDENT RECORDS**

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

### **STUDENT RIGHTS AND PRIVACY**

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

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

inspected.

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

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

(NOTE: In addition, a school may want to include its directory information public notice, as required by

§ 99.37 of the regulations, with its annual notification of rights under PERPA.)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

● *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

● *Receive notice and an opportunity to opt a student out of-*

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

● *Inspect*, upon request and before administration or use-

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

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

State law.

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

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

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

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

### **DIRECTORY INFORMATION**

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

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

1. Identifying information: name, address, 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.

### **GUARANTEE OF RIGHTS**

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

### **HONOR ROLL**

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

**STRAIGHT "A" HONOR ROLL:**

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

**HONOR ROLL:**

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

**HONORABLE MENTION:**

A student who earns a "B" average with no grade lower than a "C". (Any "C" received must be balanced with an "A")

Tri-mester classes will be averaged and included in the **final** grade on student's report cards.

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

### **GRADING SCALE**

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

### **Late Work**

Students will be given an incomplete if they do not have their assignment completed and in class when the teacher asks for it. Students will have one day to turn the incomplete assignment into the teacher for 65% of the grade they would have earned had the assignment been completed on time.

Example: If students would have received a 100% they now receive a 65% D-. If students would have received an 85% B they now receive a 55% F. If students would have received a 75% C they now receive a 49%.

A student will be issued a lunch detention for each incomplete assignment. Lunch detentions will be served during that student's lunch period and will continue until the assignment is completed and turned in for credit.

## **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 absences jeopardize the student's chances for academic achievement. It also costs the school district valuable dollars in state aid.

The Illinois School Code states, "A child is subject of compulsory attendance and shall attend school on a regular basis in the district where the custodial parent resides." Parents are reminded the Illinois School Law places full responsibility on parents or guardians of having students in regular attendance at school. All pattern forming absences/truancies will be reported to Rock Island County Prevention Services.

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

- (a) Parents please call before 8:30 a.m., 523-3131. There is a 24 hour answering service to record parent contact.
- (b) School will contact you after 8:30 to confirm non-attendance. This will include contacts at work or residence.
- (c) Students leaving the building for doctor, dental, or parent request will be asked to produce a parent note and sign out/sign in when leaving or upon returning.
- (d) Students will be asked to verify doctor and dental appointments in writing by doctor or designee.
- (e) Students who do not have a phone in their household will be expected to produce a written note from the parent explaining their absence upon returning to school. Failure to produce a note will result in student being designated a truant.
- (f) Students absent for an extended period beyond three consecutive days will be required to provide doctor verification upon request to receive an excused absence.

### **EXCUSED ABSENCE- UNEXCUSED (TRUANCY)**

- (a) Excused absences granted for:
  1. Illness

2. Death in family
  3. Doctor or dental appointments
  4. Family emergency
  5. Prearranged parent request\*
  6. School sponsored activity
  7. Religious Holiday observance
- (b) Unexcused Absences (Truancy)

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

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

\* See Prearranged Absence

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

### **EXCESSIVE ABSENCES**

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

### **HOMWORK REQUESTS**

Parents may stop in at any time during the day to pick up homework for their child on the day that they are absent. Homework and accompanying books will not be sent home with other middle school students.

### **STUDENT RESPONSIBILITY REGARDING** **HOMWORK**

All students are responsible to obtain their homework. The responsibility is the students, not the teacher's. Homework sheets from the previous day are available in the office.

### MAKE UP POLICY FOR ABSENCES

- (a) Excused Absences  
A middle school student absent from school with a valid excuse is entitled upon returning to class, the same number of days they were absent to turn in all homework missed. (example – 2 days absent, 2 days to turn in work.) Failure to meet deadlines will result in a “0”.
- (b) Unexcused Absence/Truancy  
A middle school student unexcused/truant from school for any part of the day will receive zero (0) credit for that day(s). Students should still do the work for their benefit. Exception: any major work unit/chapter test, book report, research papers will receive credit. Teachers have the option to give different tests.

### ABSENCES DUE TO SCHOOL ACTIVITIES

All work is made up in advance if possible or same as excused absences.

### \*PREARRANGED ABSENCE – PARENT REQUEST

Any student knowing he/she will be absent for an extended period of time must have a written parent request. Request, with reason, must be made three school days in advance. The student is to obtain from the principals’ office an assignment sheet and assignments are to be completed within two school days upon return. 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 – must be present the last four periods, unless permission is granted in advance by principal.

### 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 into the office will be reported truant.

### SIGN IN/SIGN OUT

Students are to sign in at the office when they arrive at school after **8:07** a.m. They should be prepared to provide the secretary with a note or reason for their late arrival. Students leaving school are to have parents sign them out of school with the secretary. 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 pass when in the hallway during class time.

### 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 from the Riverdale campus, all rules still apply.

### DETENTION

Detentions will be thirty minutes in length. Detentions are assigned to be served at Saturday School. Detentions received on Wednesday, Thursday, or Friday prior to Saturday School will be served at the next Saturday School. Parents and students are responsible to make arrangements for transportation to or from Saturday School. No school transportation will be provided for detention students. Detention time may also be served on Tuesday after school from 3:12 p.m. to 3:42 p.m. if the pupil’s parents or guardian have agreed to provide the necessary transportation. Teachers may have students serve their detentions in that teacher’s room if the pupil’s parent or guardians have 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

2<sup>nd</sup> failure to serve – full Saturday School, parent notification, principal conference

3<sup>rd</sup> failure to serve – two Saturday Schools, parent notification, principal conference

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

\*Unserved detentions will carry over to the next year.

### **SATURDAY SCHOOL**

The assignment to Saturday School is the result of disciplinary action. It is intended to keep the student in regular classes during the week and still allow enforcement of school regulations. This assignment will be considered a school day and all rules and procedures will apply including specific Saturday School rules. Saturday School will be held 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 (1/2) 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 1/2 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 will receive zero credit. Students who attend a Saturday School may not participate in any school activities on that Saturday. If school is canceled on a Friday, there will be no Saturday School.

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/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 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 School is from 8:00 a.m. to 12:00 p.m. A one half (1/2) Saturday School is from 8:00 a.m. to 10:00 a.m.
4. Students must 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 or electronic devices will be allowed.
7. If a student assigned to a half or full Saturday detention session does not attend, arrives late or disobeys the rules, he/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.
9. The Saturday detention may be used in conjunction with out-of school suspensions depending upon the nature of the incident, which 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/her own additional rules at the beginning of the detention time. He/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.

### **SUSPENSIONS**

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

#### **PROCEDURE FOR SUSPENSION**

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

### **DUE PROCESS FOR STUDENTS**

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

- (a) A student must be given the opportunity to present information on his/her own behalf prior to suspension. The suspension shall be reported immediately by phone to parent or guardians of each suspended students, and to the Board of Education through the Superintendent of Schools. The report to the parents shall 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 shall give full statement of the reasons for the suspension and notice to the parents of guardian of their right to review. The procedure to review, if requested, shall be as follows:
  1. All requests for review shall be made by the parent or guardian within five days after receipt of notice of suspension and shall be made to the person ordering the suspension;

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

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

### **IN-SCHOOL SUSPENSION**

In-school suspension will be used sparingly and only for special reasons as determined by the administration. Students must report by 8:07 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. School work for suspension, see page 7. Students who are placed in out-of-school suspension may not participate in any school-sponsored activities during the time of their suspension. This will include any practices or regularly scheduled events. The administration retains the right to require a parental conference before readmitting a student completing OSS.

### **EXPULSION**

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

## **GROSS DISOBEDIENCE / MISCONDUCT / CONSEQUENCES**

1. Teachers have the right to remove students from the classroom for 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 the hallway
  - inappropriate language
  - no show at assigned detention
  - tardies to class or school
  - truancy from class or school (administration only)
  - in unauthorized parts of the school
  - 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 a 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> )
  - cheating
  - 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 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.

## **SEQUENCE 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 – student warned
- 3<sup>rd</sup> tardy – teacher records tardy – one teacher detention assigned
- 4<sup>th</sup> tardy – teacher records tardy – 2 teacher detentions assigned
- 5<sup>th</sup> tardy – teacher records tardy – principal conference, 2 detentions assigned, parents notified
- 6<sup>th</sup> tardy – teacher records tardy – principal conference, ½ Saturday school, parents notified
- 7<sup>th</sup> tardy – teacher records tardy – principal conference, Saturday school, parents notified.
- 8<sup>th</sup> tardy – teacher records tardy – principal conference, 2 Saturday schools, parents notified
- 9<sup>th</sup> tardy – teacher records tardy – principal conference, 3 days out of school suspension, parents notified, student may be referred to the 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/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 days suspension or possible expulsion

2<sup>nd</sup> possession or use – 10 days suspension pending possible expulsion

1<sup>st</sup> sale or delivery of drugs and alcohol on school grounds – 10 days suspension pending expulsion

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

#### **DRUG LOOK ALIKES** – 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 and the school must be presented proof of this test.

#### **PARAPHERNALIA ITEMS** – Police will be notified

Students in possession of drug paraphernalia will be considered in violation of the drug policy. Discipline will be issued according to procedure for drug violations. Students will be required to submit to a drug test and the school must be presented proof of this 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 Middle School. Anyone guilty of cheating in any form will receive the following punishment:

1. A zero for the assignment or test
2. 1<sup>st</sup> violation – detention
3. 2<sup>nd</sup> violation – ½ Saturday School
4. 3<sup>rd</sup> violation and any additional violations – Full Saturday School

#### **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 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.

- (d) The use of technological devices to perform the acts listed above in sections (a), (b), and (c).
- 2. The student is subject to disciplinary action and this discipline could range up to, and include, expulsion from school.

**SEXUAL / ETHNIC / RELIGIOUS HARASSMENT**

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

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

**BULLYING**

Using any form or type of aggressive behavior that does physical or psychological harm to someone else, and/or urging other students to engage in such conduct is prohibited. Unacceptable aggressive behavior includes pushing, hitting, threatening, name-calling, or other physical or verbal conduct of a belittling or browbeating nature. Consequences: Administration will deal with discipline on a case by case basis.

**ELECTRONIC SIGNALING DEVICES**

The personal use or possession of electronic signaling devices and cellular radio telecommunication device by a student shall 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, cell phones, and Ipods. Unauthorized electronic signaling devices and cellular radio telecommunications devices, found on the school campus, shall be confiscated by the building Principal or his designee. The presence of an unauthorized and unapproved device shall be cause for further search for possession of drugs. Furthermore the student owner and the student(s) user shall 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. Students may not use cell phones during school hours.
- 4. Any student **having 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 – Warning - Cell phone will be confiscated. Student may pick up after school.
  - b. **Second and any Additional Offense – 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.)**

**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.

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

**CRIMINAL ACTS**

The commission of, or participation in criminal acts in the school buildings, on school grounds, on school buses and 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 shall be defined as knowingly encourage another person to commit an act of misconduct. If a student incites another person to perform an act of misconduct, that student shall be subject to the same disciplinary action as the person who committed the act.

## **GANGS**

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

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

### **GENERAL APPEARANCE**

#### **GOALS:**

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

Students shall have the freedom of grooming and of dress if they are clothed from the top of the shoulders to mid-thigh and are wearing appropriate footwear. Their appearance must also not disrupt the educational process or present a health or safety hazard to the educational community.

Any extremes that could be disruptive, dangerous, or unhealthy may result in a student being sent home to change his/her mode of dress.

The following guidelines are clarifications of the

#### **GENERAL APPEARANCE DRESS CODE:**

1. No hats, head coverings, sun visors, bandanas or sunglasses.
2. Any article of clothing that advertises or advocates the use of drugs or alcohol will not be allowed.
3. No tank tops, spaghetti strap shirts, or sleeveless shirts.
4. No dress which is immoral or immodest will be allowed (this includes holes in jeans, pants, and/or shirts).
5. Any dress that creates a classroom disruption is not allowed.
6. Any article of clothing with suggestive slogans or language is not allowed.
7. Low cut blouses, half shirts, tube tops, halter tops, sleepwear, and beachwear are not acceptable attire for school. (Midriff must be covered)
8. No wallet, pocket chains, or excessive jewelry.
9. Coats must be kept in the locker.
10. NO SHORT SHORTS (Must be at least mid-thigh in length and not rolled at the waist.)

11. Pants and shorts must be kept on or above the hips. Excessively baggy clothes will not be allowed.

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

**1ST OFFENSE** - One will be asked to change or to have someone bring appropriate attire.

**2ND OFFENSE** - One will change and receive a detention.

**3RD OFFENSE** - Change and 2 detentions.

**4TH OFFENSE** – Full Saturday School.

### **LOCKERS**

Each student will be assigned a locker, and it is the student's responsibility to keep his/her locker locked at all times, to keep the locker combination to one's self, and to maintain a neat and clean locker. **Nothing will be affixed to the outside of lockers. Only items with a magnetic backing may be affixed to the inside of lockers. Absolutely no adhesives should be used anywhere on or in lockers.**

All lockers are school's property, and they may be opened and checked by school personnel at any time. Tampering with the locks will be considered an act of vandalism and/or theft of property.

### **SECURITY**

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

### **DOOR SECURITY**

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

### **SCHOOL RESOURCE OFFICERS**

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

2. Illegal Activities – Any illegal activity may be turned into the police.

### **PE EXCUSES / DRESS**

1. Medical Excuses- Excuses from doctors will be honored; however, the students will not be dismissed from class. The P.E. teacher will

assign some form of modified physical education or make an alternative available for the excused day's grade. Forms for the doctor to use in assigning alternative activities are available from the P.E. department.

2. Notes from Home-The same policy for medical excuses will be followed for one day only. After the one day, a medical excuse from a doctor is required.
3. Dress- Gold T-shirt, black shorts, and white socks. Black soled tennis shoes are not preferred.
4. Jewelry- No one will be allowed to wear jewelry during P.E. classes. This includes watches, necklaces, and earrings.
5. Beverages purchased in the locker room will be consumed there except clear water.

### **STUDY HALL**

The purpose of a study hall is to study. With that in mind, the following rules will be enforced in ALL study halls:

1. No social talking (discussion about an assignment will be permitted only with the permission of the teacher).
2. No sleeping.
3. No games of any kind (i.e. chess, checkers, cards, etc.).
4. Students are expected to spend the entire period working on assignments or reading.

The following consequences will be utilized:

1. Warning
2. Teacher/student conference
3. Detention
4. Saturday School

### **CAFETERIA**

The following rules will be enforced during lunch.

1. Upon entering the cafeteria students will take a seat and sit quietly until dismissed to get their lunch. Conversation is permitted with the other students at the table.
2. When done eating, ALL trash should be placed in the proper container. It is **NOT** the custodian's job to clean up unnecessary messes.
3. When the lights are turned off, total silence is required. Generally speaking, this will happen only at the end of the lunch period or when it is necessary to make an announcement to the entire group.
4. Students will NOT be allowed to talk with (or yell at) students at other tables.
5. Throwing or "playing" with food is not tolerated. If this happens, offending student moves to

consequence #2 for 1st offense. More serious offenses of this nature may result in suspension from school.

6. Any food purchased in the cafeteria should be eaten there. If it is not, it is to remain sealed and **Not** opened during the school day.

**The following consequences will be utilized:**

1. Warning/conference
2. Detention(s) and/or removal from cafeteria
3. Saturday School
4. Permanent removal from cafeteria and suspension

RMS uses a pay-ahead ID number lunch system. Every student will receive an ID number. Lunch money is collected every day. Money should be sent in an envelope with the student's name clearly marked. Lunch should be paid in advance by the week, month or semester. Students will not be allowed to purchase extras if they have a negative balance in their lunch account. Students with a negative balance will have an assigned seat until the balance is no longer negative.

### **RIDES HOME**

**One may not ride home with anyone but your parents!!** Should it be necessary to ride with someone other than your parents a note from your parents is required (pick up is at the north entrance, outside by the gym and cafeteria).

### **APPOINTMENTS**

If you must schedule a doctor or dental visit, please arrange to have them outside the school day. If appointments must be scheduled during the school day, please make every effort to minimize the amount of class time missed. Ideally, appointments should be scheduled after 3:07 p.m.

### **VISITORS**

We certainly encourage visitors to our school. However, we do request no visits to the classrooms during the first and last weeks of the school year. All visitors are required to check in at the office upon entering the building. This is to protect your children from unauthorized people being in our school, as well as being state law.

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

### **TRANSFERS**

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

### **CHANGE OF ADDRESS OR PHONE NUMBER**

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

### **BOOK LOSS OR DAMAGE**

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

### **PURSES and BOOK BAGS**

Purses, book bags and similar carrying devices are for the purpose of carrying books and materials to and from school. These items must be kept in their locker during the school day. Exceptions may be granted by the administration.

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

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

### **BEVERAGE CONTAINERS**

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

### **PHONE USAGE**

The office phone will be available for students' use before school, after school, and during lunch. Students may be asked to use their personal cell phones, under office supervision, to make long distance phone calls.

### **LIBRARY RESOURCE CENTER**

#### 1. About the Library -

Riverdale Middle School Library Resource Center offers students a collection of books, periodicals, and technology to meet their academic and recreational reading needs. All materials are selected with the student in mind. Our librarian is available to assist each student in locating resources for research or a book for recreational reading. Students are welcome to visit the library during the school day.

#### 2. Borrowing Rules -

Most materials may be checked out. Exceptions include certain reference books, current periodicals,

videos and software. Books are checked out for a two-week period.

Fines are charged to the student for the following reasons:

- overdue materials at the rate of 5¢ per day
- the replacement cost of a lost book
- magazine or book damage
- \$2.00 will be charged for damaging or destroying the book barcodes

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

#### 3. Technology

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

### **PLAGIARISM**

According to the Merriam-Webster Dictionary, to "plagiarize" means:

1. To steal and pass off the ideas or words of another as one's own
2. To use another's production without crediting the 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

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

Typical disciplinary actions that can occur:

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

**AUTHORIZATION FOR INTERNET ACCESS**

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

1. Terms and Conditions

- a. Acceptable Use - Access to the District's Internet must be for the purpose of

education or research and be consistent with the educational objective of the District.

- b. Privileges-The use of the District's Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The principal will make all decisions regarding whether or not a user has violated this Authorization and may deny, revoke, or suspend access at any time; the principal's decision is final.

- c. Unacceptable Use - You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:

- 1) using the network for any illegal activity, including violation of the copyright or other contracts, or transmitting any material in violation of any U.S. or state regulation;
- 2) unauthorized downloading of software, regardless of whether it is copyrighted or 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 authored or created by another without his/her consent;
- 10) posting anonymous messages;
- 11) using the network for commercial or private advertising;
- 12) accessing, submitting posting, publishing or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
- 13) using the network while access privileges are suspended or revoked; and
- 14) altering security or altering the computer hardware or software.

2. Network Etiquette - You are expected to abide by the generally accepted rules or network etiquette. These include, but are not limited to, the following:

- a. be polite; do not become abusive in your

- messages to others;
  - b. use appropriate language; do not swear or use vulgarities or any other inappropriate language;
  - c. do not reveal the personal address or telephone numbers of students or colleagues;
  - d. recognize that electronic mail (e-mail) is not private; people who operate the system have access to all mail; messages relating to or in support of illegal activities may be reported to the authorities;
  - e. do not use the network in any way that would disrupt its use by other users; and
  - f. consider all communication and information accessible via the network to be private property.
3. No Warranties - The District makes no warranties 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 services.
  4. Indemnification -The user agrees to indemnify the School District for any losses, costs or damages, including reasonable attorney fees, incurred by the District relating to or arising out of any breach of this Authorization.
  5. Security - Network security is a high priority. If you can identify a security problem on the Internet, you must notify the Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to network.
  6. Vandalism -Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined 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.

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

### MEDICATION

#### **Medication Administration in School:**

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

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

## **BUS RULES**

### **Parents:**

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

### **Middle School Students Getting a ride:**

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

Students riding in a car to the high school in the morning must be dropped off at the middle school. 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 at high school and middle school. **If student is not riding the bus** in the morning and he/she is the only one at that stop, call the transportation office so the bus will not make a

needless stop. Buses will not wait for habitually late students or at any highway stops.

## **BUS SAFETY RULES**

1. The driver is in full charge of students.

### **At Bus Stop:**

2. Students are to be at the designated bus stop 5 minutes before the scheduled pick up time. Buses will not wait for habitually late students or at any highway stops.
3. Students will remain off the road when waiting for the bus. Do not approach the bus until it has completely stopped. Students crossing the road must wait for the bus driver to signal them to cross. They must cross 10 feet in front of the bus. Students not crossing (P.M.) must wait back away from the bus and wait until the bus has pulled away before proceeding home.

### **On the Bus:**

4. Students will go directly to a seat and stay seated. Seats will be assigned as needed on Middle/Senior High routes- all Elementary will have assigned seats. Middle School students are to go directly to and from shuttle buses- No delays.

### **Students must stay on the bus once they have boarded.**

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

### **Things you can't take on the bus:**

Below are examples of items **not** permitted:

radios                      weapons                      balloons

tape recorders            sharp objects  
lighters            CD players            matches  
animals-fish (alive, dead or fake)

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

10. No tobacco, cigarettes or alcohol is allowed on the bus. No spitting of any kind will be tolerated. Students may be required to wash the floor, interior, sit in assigned seat, serve a suspension, or all of the above if warranted.
11. Students may not wear plastic or metal cleats on shoes on the bus or place them on the floor or seat. Shirt and shoes must be worn by anyone riding the bus.
12. No fighting, harassing of others, obscene or unacceptable language, writings, pictures, gestures, reading material or similar behaviors are permitted.

**Other general rules:**

13. Do not ask driver to stop at places other than a designated bus stop or receiving school. The bus driver is prohibited from doing this.
14. Do not tamper with equipment on bus- do not lean or touch outside of bus or mirrors. Any damage to the bus or equipment will result in disciplinary action, suspension and student / parents are responsible for repair costs of any damage.
15. Visitors to our district are **Not** allowed to ride the buses. This is prohibited by our insurance carrier and is the State Law. Any student assisting an illegal person to ride the bus will serve a suspension.
16. Students riding a fan bus must ride to and back from the event. Students may go home with their parents if their parent notifies the chaperone personally that they are taking their own child/children home. Notes and/or phone calls are not acceptable.
17. Students participating in a school activity must ride school transportation when provided, in order to participate in the activity.
18. The aisle and exits must be clear at all times. Emergency exit doors are only used during drills and actual emergencies. Please, always request driver's permission to load special equipment through the emergency door.
19. Students are not to 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.
20. Parents are asked to contact the transportation department about bus related concerns. Please do not contact bus drivers directly –

they are to direct all concerns to this department.

21. Conduct slips are to be signed by parents and returned to the driver the next day. Those students not returning a conduct slip will be issued an additional conduct, which will result in a bus suspension for failure to return the first. Students will be allowed to ride the bus at the time of the non return and parents will be contacted about the suspension or the non-returned conduct.

**DISCIPLINARY ACTIONS**

**Minor Misconduct:**

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

**Gross Misconduct:**

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

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

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

- Accumulated of misconduct notices - 4
- Swearing, off color stories, obscene materials-gestures
- Fighting
- Use of matches, lighters or other flammables
- Use of tobacco
- Possession of or use of illegal drugs or alcohol
- Defiance / insubordination of transportation personnel

The length of 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
- or accumulation of 4 suspensions (7

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

Transportation suspensions are not school suspensions. Students are required to attend class or be counted as truant. Students who do not attend school, for whatever reason, will have that bus suspension extended until served on days 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. Students may incur suspensions from school which may be in addition to suspensions of transportation privileges.

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

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

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

### **VISION**

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

### **MISSION**

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

### **GOALS**

- Provide a safe and drug-free environment, which allows all students the opportunity to develop intellectually, emotionally, and physically.
- Challenge each student to reach his or her potential.
- Develop today's youth into mature, responsible, well-rounded citizens and leaders of the future.

- Emphasize the mastery of communication, technological, scientific, rational, creative and social skills.
- Uphold high standards in the academic, social/emotional, and physical components of their education.
- Prepare students to be productive members of a culturally diverse and democratic society; developing skills in human relations, self-responsibility, problem solving, and decision-making.
- Stimulate and maintain strong school pride and good morale among all in the Riverdale community (students, employees, parents, and community)

### **REGULAR BELL SCHEDULE**

<b>PERIOD 1</b>	<b>8:07 – 8:53</b>
<b>PERIOD 2</b>	<b>8:56 – 9:39</b>
<b>PERIOD 3</b>	<b>9:42 – 10:25</b>
<b>PERIOD 4</b>	<b>10:28 – 11:11</b>
<b>PERIOD 5A</b>	<b>11:14–11:44</b>
<b>PERIOD 5B</b>	<b>11:47–12:17</b>
<b>PERIOD 6</b>	<b>12:20 – 1:03</b>
<b>PERIOD 7</b>	<b>1:06 – 1:49</b>
<b>PERIOD 8</b>	<b>1:52 – 2:35</b>
<b>ADVISORY</b>	<b>2:38 – 3:07</b>

### **HOUR EARLY OUT SCHEDULE**

<b>PERIOD 1</b>	<b>8:07 – 8:49</b>
<b>PERIOD 2</b>	<b>8:52 – 9:31</b>
<b>PERIOD 3</b>	<b>9:34 – 10:13</b>
<b>PERIOD 4</b>	<b>10:16 – 10:55</b>
<b>PERIOD 5A</b>	<b>10:58–11:28</b>
<b>PERIOD 5B</b>	<b>11:31–12:01</b>
<b>PERIOD 6</b>	<b>12:04 – 12:43</b>
<b>PERIOD 7</b>	<b>12:46 – 1:25</b>
<b>PERIOD 8</b>	<b>1:28– 2:07</b>