

Riverview Grade School

Community Consolidated School District #2

2011-2012 Student/Parent Handbook



“Home of the Yellowjackets”

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River New Grade School Handbook
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Introduction:



Welcome to Riverview Grade School,

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

We are pleased to have you as partners in this educational process. This handbook contains the information regarding procedures and policies under which we operate at Riverview CCSD #2. These policies are necessary for the health, safety and education of your student. Feel free to call the school with your questions and/or concerns throughout the school year. If you have questions regarding the contents of this handbook, you are encouraged to direct those questions to the administrator. Your interest and concern for your child are vital parts of the educational process.

Students, we sincerely hope that your years here will be enjoyable and educationally profitable. Our anticipation is that you attend regularly, complete all assignments and behave appropriately. We also hope that the students and parents feel at home at Riverview Grade School.

While every attempt has been made to make this handbook complete, it is impossible to address every situation that may occur during the school year. The administration has the authority within the policies of the Board of Education and the School Code of Illinois, to make decisions not specifically covered by the handbook.

Communication is a vital component of a successful educational experience. We will make every attempt to keep you informed via our monthly newsletter, ALERT NOW phone system and school website. We ask for your continued assistance to ensure academic and social/emotional success for your son or daughter.

Please refer to this handbook as often as necessary.

Sincerely,

Joseph Blessman,
Principal/Superintendent

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

Absence Policy:



Students with poor attendance risk losing class credit and falling behind in the educational process. Parents/Guardians are required to call and report an absence. Riverview requests that parents call the school (822-8550) before 8:45 a.m. You may call the evening before the absence and record your message or in the morning after 7:30 a.m. a secretary will take your call. The call and the note should provide the following information: Parent's name, Student's name, Teacher's name (K-5)/grade level, reason for absence, and date(s) of absence. At that time, a parent can be informed whether the absence will be excused or unexcused. A parent can request any homework that the student may miss for that day. The available homework will be ready, in the office, after 3:00 p.m. in the afternoon. There is no guarantee that the classroom teacher will be able to have work ready for your student.

If you fail to contact the office, school personnel are required to contact parents/guardians to inform them of their child's absence. An explanation of an absence is required.

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

- | | |
|---------------------------|--|
| 3 consecutive days absent | • Parents may be asked to provide a doctor's note. This will be at the discretion of the Principal/Superintendent |
| 5 unexcused days absent | • Letter to parents/guardians informing them of the attendance policies and procedures |
| 10 days absent | • Maximum allowed for the school year
• Letter sent to parents explaining that further absences need to be accompanied by a doctor's note in order to excuse the absence. Along with the letter will be a request for a parent conference with the Principal/Superintendent
• Notice will be sent to the Truancy Officer at the Regional Superintendent's office notifying them of possible chronic truancy. Contact will be made with both the student and the parents/guardian by the Truancy Officer. |

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

Absences – Excused and Unexcused:



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

Excused Absences:

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

Students who have an excused absence may make up the homework he or she missed according to the Make Up homework policy.

Parents are discouraged from taking students out of school. Their absence not only affects your student's education, but it also affects the amount of revenue our school receives from the state. We would strongly encourage you to consider this when selecting vacation dates

Unexcused Absences include but are not limited to:

- Failure to provide phone contact for a student absence
- Truancy
- Suspension
- Unapproved trips

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

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



Academic Promotion Policy:

Retention in the current grade level is the final intervention that Riverview Grade School will utilize. Only when all other interventions have been unsuccessful and the student has not met academic requirements, will retention be considered.

Retention guidelines:

Anyone in grades 2-8 who fails ANY subject in a 9-week grading period will be required to make up the deficiency. If a student fails to follow the Academic Remedial/Recovery Program, he/she will be retained or required to attend summer remediation. If a child does not follow the Academic Remedial/Recovery Program for a 9 week period failed and there is a possibility that

he/she could be retained, the parents will be notified in writing at the end of the third marking period. Those who fail classes during the final marking period will be required to attend summer remediation. The school board and faculty reserve the right to make the final decision on retention of a student.

During the two parent teacher conferences, students' progress will be evaluated. If the students are not making sufficient progress, they will be placed on a weekly progress report until requirements are met.

At the beginning of the 8th grade school year, students will be provided a contract that lists the requirements for graduation. The contract should be signed and returned, and a copy placed in the student's file. If the terms of the contract are not fulfilled, students will not be allowed to graduate, attend the final dance, or attend the 8th grade field trip.

Anyone in K-1 grade who is not meeting the promotional requirements for the specific grade level will be retained. A list of the requirements will be provided at the beginning of the school year. If the child is not meeting the promotional requirements, the parent will be notified in writing at the end of the third marking period.

Academic Remedial/Recovery Program:



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

1. Conference to evaluate the student's strengths, concerns, and a plan of action to improve progress
2. Re-teaching sheets, study guides, peer tutors
3. Referral to After-School Tutorial or Remediation Program
4. Consideration for Special Education/Inclusionary service
5. Referral to Student Assistance Program for intervention plan in one or more of these areas:
academics, behavior, health, and/or attendance concerns.
6. Private tutoring and/or other
7. Saturday Remediation

When a student receives a failing grade for a nine-week grading period, he/she will be required to participate in remedial sessions in that subject area. These remedial sessions will be scheduled before or after school during the current or following grading period, or during one of the 7 options at the teacher's discretion. Students who successfully complete a remedial session will have their grade and/or credits adjusted. This adjustment will depend on the work done by the student during the remedial sessions. Any student that is failing will be restricted from all extracurricular participation and attendance until such work is remediated. Students who fail the nine-week grading period will be required to meet with their teacher, principal and/or parent(s) to begin improvement in the subject area. In the event that a final grading period failure occurs during the eighth grade year, or a remedial plan is not followed during this final grading period, he/she will not participate in graduation ceremonies, will not attend the graduation dance, and will not attend the eighth grade class.



Arrival and Dismissal:

Arrival time:

No later than 8:05 a.m. in their classrooms/homerooms. Students may not enter the building before 7:30 a.m. Exceptions will be made for those students who have been requested to come in early by a teacher, and who are under the direct supervision of the teacher.

Dismissal times:

K-4	3:05-3:10 p.m.
5-8	3:15 p.m.

Students are only permitted to stay in the building until 3:40 p.m. unless supervised by school personnel.

Drop off/pick-up zone:

Riverview Drive Door – Students may be dropped off and enter through the grade school end doors in the morning and must go directly to the Gym/Cafeteria. There is **NO PARKING** directly in front of this entrance. Please pull ahead to the end of the sidewalk so that many cars can drop off at once. If you must park, please use the parking lot across from this entrance.

Riverview Drive Door – Students who are picked-up must exit through the grade school end doors. Students must wait inside these doors until their ride arrives.

Playground Back Door – Students who are walkers must leave the building through the back door and across the playground in order to walk home.

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

RGS discourages changes to any daily routines for drop off and pick up of students. If a change needs to occur because of an emergency, we ask that you call the school office to make arrangements. Please call NO LATER than 2:00 p.m. with changes.

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

Assessments/Report Cards/Progress Reports:



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

1. **Progress reports** – sent home at the midpoint of each nine weeks. Parents are to examine, sign and return the progress reports to the homeroom teacher.
2. **Report Cards** – issued at the end of each nine-week period for K-8 students. Parents are to examine, sign and return the report card to the homeroom teacher.
3. **Local and State Testing** – Students are assessed through local (including but not limited to daily work, quizzes, tests, etc.) and state testing. Students in grades 3-8 participate in the ISAT (Illinois State Achievement Tests).
4. **RTI** – Students in grade K-8 are assessed through local-normed, State-normed, nationally-normed and/or scientifically based/standardized measures. These reports are sent home by mail three (3) times per year for parents to review.

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

Board of Education:



The Board of Education is the legal authority of the School District. The Board meets at school monthly, in the school Library, on the second Tuesday at 6:30 p.m. Meetings are open to the public.

Book Bags and Purses:



Students in grades 6-8 will NOT be allowed to carry book bags or purses from class to class during the day. Students are allowed to bring them to and from school. Book bags and purses should be stored in the student's locker during the school day. Riverview CCSD #2 is not responsible for lost or stolen purses or book bags or their contents.

Bus Designated Stops:



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

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

Bus Conduct and Safety:



Bus Rules:

A school bus driver must devote 100% of his/her time to driving the bus, and therefore, should not be distracted by the conduct of the students. The following list should provide a basis for student conduct and safe transportation:

- Students must be on time at the designated stops.
Arrival approximately five minutes early helps keep the bus on schedule.
- Students must wait until the bus comes to a complete stop before attempting to board the bus.
- Students must remain in their seats while the bus is in motion.
The bus must come to a complete stop before students leave a seat.
- All body parts must be kept inside the bus at all times.
- Students are to refrain from loud talking or unnecessary distractions that may divert the driver's attention
from the road.
- Books, band instruments and all other objects must be kept out of the aisle.
- Students are not to eat, drink, or chew gum on the bus.
- Each student should assist in keeping the bus clean and sanitary by not dropping paper, etc. on the floor.
- Students should NEVER THROW any article outside or inside the bus.
- Students boarding or exiting the bus should do so in an orderly fashion, refraining from pushing and shoving.
- Students waiting for the bus should be off of the road out of danger from passing vehicles.
- All talking, etc. must stop when a bus approaches and crosses a railroad crossing.
- Drivers will not stop at places other than the student's regular drop off point without office approval.
- If students must cross the road at a discharge point, each student should wait on the shoulder until the driver
signals the students to cross.
- Students should NEVER change seats while the bus is in motion.
- Students are to obey the driver's requests promptly.
- Students may not change buses to ride a different destination unless prior office approval.
- Students should refrain from any other conduct the driver/monitor deems inappropriate.

Bus consequences:

The following procedure will be used for enforcing bus safety rules:

- The bus driver has the option to assign seats.
- Bus drivers will issue a verbal warning and a written note to the parent(s), which must be signed by the parent(s) and
returned to the office. If the student continues to misbehave or displays a disrespectful attitude toward the driver, the
bus driver will assign the student to sit in the front seat. The student may be suspended from riding the bus for a
period of time up to five (5) days for first offense.
- Bus drivers will report incidents of misconduct in written form to the school office.
- The student will be called to the office to review the incident.
A copy of the reported violation will be mailed to the parent(s).

- Should a student be involved in misconduct on the bus a second time within the same school year, the bus driver will move the student to the front seat. The bus driver has the option to bring the student back to the school for immediate review of the incident, or he/she may bring the student to school at the end of the bus route. The student's parent(s) will be called to take his/her child home, and bus-riding privileges may be suspended up to ten (10) days.
- A third offense within the same year will result in a suspension of bus riding privileges for ten (10) or more days, up to the remainder of the school year.
- Bus riding privileges, either temporary or permanent, may be suspended as a result of any serious or flagrant violation of rules.

Cellular Phones/Electronic Devices/Non-Academic Materials:



K-4th Grade

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

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

5th-8th Grade

The use of any cellular communication devices by a student is restricted to before or after school hours (7:45 a.m.-3:15 a.m.). All devices are to be turned off during the normal school day and kept in the student's locker. In the event that these items cause a disturbance, they will be confiscated and returned to the parents.

Communicable and Infectious Diseases Policy:



For everyone's protection, sick children should not attend school. Do not send children to school if they have a fever of 100 degrees or higher, have vomited recently, have diarrhea, a rash, infectious disease, head lice or any other illness that may be transferred to other students.

Your child may not attend school if he/she has either of the following diseases:

- **Chicken Pox** - excluded until all lesions are scabbed.
- **Pediculosis (Lice)** - excluded until students has received treatments and all evidence of nits (eggs) are gone.

LICE Procedure:

1. Any individual with lice/nits will be excused from school and will not be re-admitted until the person is free of lice/nits as determined by an examination by authorized school personnel.
2. Individuals being re-admitted after treatments for lice/nits will be subject to a weekly recheck until nit free and will be excluded should they become re-infected with lice.
3. Students that are sent home because of lice/nits:
 - A. Cannot ride the school bus until inspected by school personnel and declared free of lice/nits.
 - B. Must have a parent accompany them for inspection by school personnel before re-admittance to school.
4. The school reserves the right to inspect some or all of the students for lice/nits at various times during the school year.

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

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

Computer Usage, Internet Usage and Violations:



The use of our computer labs and classroom computers is a privilege at RGS. This resource allows students to utilize another learning tool as well as various other resources. Parent/Guardian authorization is required before students are allowed to use this resource.

The use of the Internet may be required through some classes; RGS uses a filter system to keep our staff and students safe while online. Signing the authorization to use the computer systems acknowledges that you understand and are legally responsible for your child's actions.

The computers at RGS, whether in the classroom or in the computer labs, are the property of the school. All computer usage is monitored for Internet website usage. NO student is allowed to be on a computer or on the Internet without staff permission and supervision.

A violation of any of the following could result in a suspension, parent/guardian conference, detention, and/or loss of computer privileges.

The violations of the Internet and Computer Usage Policy include but are not limited to:

- Removal or installation of software (including downloads of: inappropriate photos, music or games)
- Deliberate or careless damage of equipment (including hardware and software)
- Unauthorized use of the equipment (including hardware and software)
- Using a password or ID that does not belong to the user
- Use of personal email, Facebook, Twitter or other social media not approved by a teacher or staff member
- Gaining access or “hacking” into someone’s file/folder to alter the files or assignments

Discipline Philosophy:



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

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

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

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

Disciplinary Actions:



Minor Infractions:

Consequences can include but are not limited to the following:

- Student/Teacher conference
- Suspension of recess privileges
- Loss of special privileges
- Time-out
- Writing assignments
- Cleaning assignments
- Academic consequences (as related to the violation)
- Peer mediation
- Parent/Teacher conference

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

Major Infractions:

Consequences can include but are not limited to the following:

Class A Offense:

Mandatory written and/or verbal apology, plus;

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

Class B Offense:

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

- Detention
- Loss of special privileges
- Peer mediation when appropriate

Class C Offense:

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

- Saturday detention
- Community service at the school
- In-school suspension

- Out-of-school suspension
- Possible law enforcement referral

Class D Offense:

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

- In-school suspension
- Out-of-school suspension
- Expulsion
- Possible law enforcement referral

Class Step-up:

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

Disciplinary Consequence Definitions:



A. Detention:

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

B. Saturday School:

Any students may be assigned a Saturday School for one to four hours in length. This Saturday School may be issued to students in order to encourage them to complete assignments, or simply as a consequence for misbehavior. Students that do not bring schoolwork will be assigned schoolwork to do during the Saturday School. Parents will be notified at least one day prior to their child being assigned a Saturday School.

C. In-School Suspension (ISS):

ISS is served during the regular school day. A staff member will contact the student's parent/guardian and the student will be given a suspension form to take home for parent/guardian's signature. This form is to be returned to the office the next day. The date, time and location for the suspension will be stated on the suspension form. Students who do not return the form will be asked to call their parent/guardian immediately upon arrival at school that morning.

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

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

OSS must be served off school grounds. A staff member will contact the student's parent/guardian and the student will be given a suspension form to take home for parent/guardian's signature. The date(s) and time(s) for the suspension will be stated on the suspension form. A parent/guardian must return the signed form to school. Students serving suspension may not attend any school-sponsored activities **during the** suspension. This includes games, dances, plays, concerts and other events.

The student will receive missed homework assignments and the grading will follow the guidelines of "unexcused make-up work".

E. Expulsion:

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

impact on the school, its processes, or student environment, as determined by the administration.

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

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

Disciplinary Definitions:



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

A. Academic Dishonesty (Forgery/Cheating):

A student shall not in any way forge or alter any school documents and/or signatures. Any action intended to obtain or assist in obtaining credit for work that is not one's own.

Class A or B Offense (Based upon severity)

B. Alcohol, Drugs, and Tobacco (Prohibited Substances):

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

Class C Offense (With referral for counseling)

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

A student shall not engage in any acts which annoy or humiliate others, frightens, degrades, disgraces or tends to frighten, degrade, or disgrace any person by written, verbal, gestural, or sexual means or disrupt the educational process by using profanity or obscenity or verbal abuse.

Class B or C Offense (Based upon severity)

D. Disruption:

A student shall not exhibit any behavior that disrupts classroom activities or inhibits the educational process. Includes but not limited to breaking classroom rules, lunchroom rules, hallway and school rules. (See Behavior Matrix for general classroom/school behavior

expectations.)

Minor Infraction or Class A Offense (Based upon severity)

E. Dress Code:

Students not dressing for Physical Education class according to expectations. Students not abiding by the school dress code.

Minor Infraction or Class A Offense (Based upon severity)

F. Gum and Food:

For health and safety reasons, a student shall not eat, chew gum, have beverages or candy in the classrooms, hallways, or on the playground, unless it is part of a special circumstance and is under proper supervision.

Minor Infraction or Class A Offense (Based upon severity)

G. Gang Activity:

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

Class D Offense

H. Insubordination and Disrespect:

A student will comply with directions of authorized school personnel during any period of time the student is properly under the authority of the school. A student will not use any form of disrespect to others or fail to abide by established rules.

Minor Infraction or Class B Offense (Based upon severity)

I. Improper use of Technology:

Refer to the Computer Usage, Internet Usage and Violations policy.

Minor Infraction or Class A, B, C or D Offense (Based upon severity)

J. Involvement in Illegal Activities:

A student shall not be involved in any criminal act on or off school grounds.

Class C or D Offense (Based upon severity)

K. No Homework:

Student must hand in or complete assignments on time as directed by the teacher.

Minor Infraction (see homework policy for further procedures)

L. Physical Violence/ Aggressive Behavior:

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

Class C Offense

M. Public Displays of Physical Affection:

A student shall refrain from inappropriate displays of affection while on school grounds. Mature judgment shall be expected.

Minor Infraction or Class A Offense (Based upon severity)

N. Sexual Harassment:

Everyone in this school district has a right to feel respected and safe. Sexual harassment is against district policy; it's against school rules, and it's against the law. The Board of

Education has adopted the following sexual harassment policy to protect the district's students and staff from embarrassment.

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

All allegations of student sexual harassment will be handled by the Principal/Superintendent.

Class C or D Offense (Based upon severity)

O. Tardy to Class:

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

Minor Infraction

P. Theft, Vandalism or Destruction of Property:

A student will not steal, vandalize or destroy school property or property belonging to another.

Class C Offense

Q. Weapons:

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

A weapon for the sake of this document and the school district shall be defined as any object which may be used to cause bodily harm, including but not limited to, firearms, explosives, knives, guns, rifles, shotguns, bb guns, pellet guns, brass knuckles, billy clubs or look alike of such weapons, also chemical weapons such as tear gas, pepper spray, mace or any other chemical used in such manner. Items such as, baseball bats, pipes, bottles, locks, sticks, pencils and pens may be considered weapons if used or attempted to be used to cause bodily harm.

Class D Offense

R. Failure to Fulfill Consequence:

A student shall not fail to fulfill the consequence prescribed by the school district.

Class Step-up

Disciplinary Due Process:



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

1. Prior to expulsion, the student shall be provided written notice of the charges and the time and place of hearing. Whether the charges are denied or not, the student shall have an opportunity for a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board

he shall report to the Board the evidence presented at the hearing and the Board shall take such final action, as it finds appropriate.

2. The Board shall provide written notice to the parent(s) or guardian of the time, place and purpose of the hearing by registered or certified mail and request the appearance of parents or guardian at the expulsion hearing.
3. During the expulsion hearing, the student and his/her parent(s) or guardian may be represented by counsel, present witnesses and other evidence on their behalf, and cross-examine adverse witnesses. The expulsion hearing shall be a two-part proceeding. First, the Board of Education or hearing officer shall hear evidence on the issue of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board of Education shall decide whether expulsion or some lesser form of discipline shall be imposed upon the student.

Dress and Appearance:



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

- Dress and appearance must be such that the entire body from the shoulders to the mid-thigh must be covered at all times. Shoulder straps must be at least two (2) of the student's finger's width wide. Length of the skirt, dresses and shorts may not be shorter than mid-thigh.
- Clothing that is cut or torn beyond normal wear is not permitted.
- Undergarments should **NOT** be visible.
- Pajama pants are **NOT** permitted unless acceptable during special occasion approved by the office, such as Spirit Week.
- **No** bedroom slippers, cleats, taps or shoes with retractable wheels allowed
- Students are required to wear appropriately fitted footwear.
 - K-4 students are to wear appropriate footwear at all times.
 - Students are to wear shoes or sandals closed toed with backs. (Sandals are only permitted the first and last nine week periods of the school year.)
 - If sandals, dress shoes or shoes without socks are worn then the student **MUST** have a pair of socks and appropriate shoes for P.E. Socks are **REQUIRED** for P.E.
 - Flip-flops are not allowed under ANY circumstances.
 - 5-8 students are to wear appropriate footwear at ALL times.
 - Students are not required to wear socks.
 - Closed toed shoes are required the second and third nine week periods.
 - Sandals maybe worn the first and the last nine week periods of the school year.
 - If sandals or dress shoes without socks are worn then the student **MUST** have a pair of socks and appropriate shoes for P.E. Socks are **REQUIRED** for P.E.
- All students may wear shorts or capris during the first and last nine week periods of the school year so long as the length requirement is met.
- Hats, bandanas and/or any other head apparel are not to be worn in the building, this

- includes sporting events. Hats, bandanas and/or any other head apparel will **ONLY** be acceptable during special occasions approved by the office, such as Spirit Week.
- Visible pierced jewelry is acceptable only in ears.

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

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

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

Educational Programs:



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

K-4th grade consists of self-contained classrooms. This means that one teacher services the basic subject offerings in those grade levels (Math, Reading/Literature, Social Studies, Science, and Language Arts). Students also receive supplemental instruction that may include Music, Art and some computer education. Students in grades K-4 also have a weekly library time when books can be checked out. 4th grade will be introduced to recorders in music class. Student in grades K-4 will have instruction in Physical Education, 3 to 5 days a week.

5th-8th grade students are part of the Junior High. The Junior High is departmentalized, and the students travel to each subject/class. Each core class lasts 43 minutes, with 3 minutes in between to get materials and move to their next class. The junior high teachers are a dedicated TEAM whose ultimate goal is to provide students with the highest level of academic skills in order to become life long learners. Students in 5th-8th grade attend core classes: Math, Science, Literature, Language Arts, and History. Refer to the Junior High Core Course Descriptions for more information. The students must pass the Constitution Test before graduation.

5th grade students have the opportunity to be introduced to a band instrument and be part of Beginning Junior High Band and participate in chorus. 5th grade students also receive supplemental instruction that may include Music, Art and some computer education. 6th grade students receive supplemental instruction that may include Art, Computers (keyboarding), and Writing. 7th and 8th grade students receive supplemental instruction that may include Art, Current Events, Health and some computer education. 6th-8th students have the opportunity to join the school Band and Choir. 5th-8th grade students receive instruction in Physical Education and Music Appreciation 2 to 3 times per week. 5th-8th grade students also have a daily study hall.

Band and Choir meet during the study hall period. Band and Choir are graded and dropping out is not an option once the student enrolls. The band and choir teacher gives a deadline for dropping out of those classes. Those deadlines will be enforced by the administration. Students are advised to plan their study halls very carefully.

Students at Riverview are expected to pass all courses. At the end of each nine week periods, students that are not passing all courses must remediate the work. A semester grade is computed

by the average of the two nine-week grading period grades. If a semester exam is given, the semester average is computed: 40% for each nine-week grade and 20% for the semester exam.

Junior High Course Descriptions:



History

6th Grade – World History: We study the increase of human activity and the rise and fall of civilizations from the Stone Age to the Fall of Rome. Civilizations include but are not limited to the Sumerians, Babylonians, Assyrians, Persians, Hebrews/Judaic peoples, the Egyptians, Phoenicians, Greeks, and Romans. There is a special emphasis placed on the geography, technology, art, early laws and government, war/disease, social classes, culture, religious systems, and economic systems. This introduction to civilization provides a ground work and a frame of reference for seventh and eighth grade History.

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

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

The Constitution Test is taken in this year of study, so a civics unit that includes Constitution material is given. We also cover Illinois History and government. The student must pass the Constitution test to graduate from eighth grade. The first time the test is given, it is counted as a grade. If subsequent attempts are made to pass the test, they do not count towards the grade for that nine weeks.

Literature

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

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

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

8th Grade: In addition to the above, eighth grade students explore the works of Edgar Allen Poe, and World War II literature. Eighth grade students also use literature circles and

blogging for discussion of novels. Additional literary elements included in eighth grade instruction include irony, tone/mood and flashback.

Language Arts

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

Mathematics

5th Grade: Emphasis in usage of decimal, fraction and whole number mathematical operations. Other topics investigated include but are not limited to probability, ratios, and measurement.

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

7th Grade: Emphasis in statistics, equations with integers, number theory, extensive study of 2-dimensional geometry and its properties, and 3-dimensional objects. Other topics investigated include but are not limited to prime factorization, writing equations, 3-dimensional measures, and functions. 7th grade also gives an opportunity for students to earn a course of study in Pre-Algebra, which could entail a year long or partial year in a Pre-Algebra text.

8th Grade: Emphasis in multi-step equations, inequalities, uses for exponents, rational and irrational numbers, graphing functions and equations, polynomials, and relationships among geometric measures. Other topics investigated include but are not limited to simple and compound interest, similarity and transformations, trigonometry, and solving systems of equations. 8th grade also gives an opportunity for students to earn a course study in Algebra, which could entail a year long or partial year in an Algebra text. This can be earned with a strong performance and extensive study in Pre-Algebra during 7th grade mathematics.

Science

5th Grade – General Science: Emphasis in light and sound, space, health, plants, matter and elements, ecology, weather, and ecosystems.

6th Grade – General Science: Emphasis in cells, matter and elements, forces and motion, energy, electricity and magnetism, space, and bridge building.

7th Grade – Physical Science: Emphasis in energy and motion, types of energy, matter and elements, interactions of matter, waves, light and sound.

8th Grade – Life Science: Emphasis in cells, heredity and evolution, classification of living things, plants, animals, ecology and the human body.

Evening Events and After School Activities:



- Parents should accompany students in grades K-4 who attend after-school activities. If a parent cannot be present, proper supervision by a person or a responsible person over 18 years old must be arranged. Parents retain responsibility for the conduct of the student.
- Students who leave an activity will not be allowed to re-enter.
- Students who have an "F" in any subject on a 9-week report card will be excluded from attending all extra-curricular activities until the work is remediated. Any member of an activity will follow the Code of Conduct for that activity.
- On a day of a scheduled school activity, a student must be present in school **at least a half day and illness free** in order to participate or attend as a spectator. If the absence is

due to an extra-ordinary circumstance not related to the student's personal illness, the Principal/Superintendent may grant permission to attend.

Extra-Curricular/Athletic Eligibility:



Participation in extra-curricular activities and athletics is a privilege, not a right. Student participation in school-sponsored extra-curricular activities and athletics activities is contingent upon following Board Policy and is governed by the Illinois Elementary School Association (IESA) regulations.

Requirements and Eligibility:

Athletic Fee

There is a \$20 participation fee for each extra-curricular activity or athletic activity. Fees are to be paid by the first day of practice of that season. There is an opportunity each year to earn fee waivers. If interested in getting the activity fees waived, please contact the school office.

Written Permission

Obtain written permission from parent/guardian for participation by completing the form and waiver of responsibility of the risks involved. The waiver includes insurance information that needs to be signed and on file in office. Both parent/guardian and student signed I.E.S.A. Sportsmanship Agreement form on file in office. Both parent/guardian and student signed athletic permit card on file in the office.

Physical Examination Required

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

Regular Attendance Record

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

Academic Standard

To participate in any extra-curricular activity and/or athletics activity, students must maintain academic eligibility. On a regular school week, eligibility will be determined on Thursday of the current week, using all grades entered for the current grading period (9 weeks), up/to and including Thursday. On a regular school week, students and parents will be notified on Friday of the current week, via a letter sent home with the child to be signed by the parent(s) and student and returned on Monday of the following week, of their eligibility to participate during the next week, Monday through Saturday. Students with work outstanding for approved and excused absences are excluded from eligibility determination and may attend extra-curricular activities and/or athletics activities.

Any of the following will make a student ineligible:

- One (1) failing grade in any subject

- Two (2) or more “D” grades in any subject
- One (1) incomplete grade in any subject

Ineligibility Policy:

First Week – Student is allowed to practice with the team but may NOT participate in a game/meet/match/meeting.

Second Week – Student is NOT allowed to practice with the team and may NOT participate in a game/meet/match/meeting.

Third Week – Student is REMOVED from the team.

Behavior Standard

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

Loss or Abuse of Equipment and/or Uniforms

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

Extra-Curricular Opportunities:



A. Baseball

Tryouts are open to boys in grades 6-8.

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

B. Basketball (Boys)

Tryouts are open to boys in grades 5-8.

Teams are divided into 5th-6th, 7th, and 8th. The season usually runs from September through late January. Team members who successfully complete the season may receive an award at the discretion of the coach.

C. Basketball (Girls)

Tryouts are open to girls in grades 5-8.

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

D. Cheerleading

Tryouts are open to boys and girls in grades 5-7.

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

E. Cross Country

Open to boys and girls in grades 5-8.

Teams are divided into boys and girls. The season runs from late July through early October. Team members who complete the season in good standing may receive an award at the discretion of the coach.

F. Scholastic Bowl

Tryouts are open to 6-8 grade students.

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

G. Softball

Tryouts are open to girls in grades 6-8.

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

H. Speech

Open to boys and girls in grades 5-8.

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

I. Spelling Bee

Open to students in grades 5-8

Students may participate in the classroom Spelling Bee. Classroom winners may participate in the school wide Spelling Bee. Awards will be given to those students who place First, Second, and Third in the school wide Spelling Bee. Students who place may continue on to further Spelling Bee competitions.

J. Student Council

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

The Council sponsors many activities during the school year. In May, elections are held for officers and members for the following school year. A constitution stipulates rules and regulations that the officers and representatives must follow. The 8th grade member who has contributed the most throughout the school year will receive the Outstanding Student Council Member Award. Nominated by council officers, the member should be responsible, reliable, diligent, and eligible. The

faculty advisor will make the final determination.

K. Track and Field

Open to boys and girls in grades 5-8.

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

L. Volleyball

Tryouts are open to girls in grades 5-8.

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

Fees – Book, Library, Extra-Curricular/Athletic Activity:



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

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

There is a \$20 participation fee for each extra-curricular activity or athletic activity. Fees are to be paid by the first day of practice of that season. There is an opportunity each year to earn fee waivers. If interested in getting the activity fees waived, please contact the school office.

Field Trips:



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

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

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

Based on the needs of the class, the teacher or sponsor determines the number and selects the individuals who will chaperone field trips. Only those asked to chaperone may accompany the class on the trip. Chaperones may not bring other children on the field trip unless approved by the Principal/Superintendent. Any chaperone who does not follow the guidelines set forth by the teacher may forfeit the chance to chaperone in the future.

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

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

Grading System, Honor Roll and Awards:



Report Cards/Progress Reports

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

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

Grading scale varies by grade level:

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

2nd – 8th grade: A=(100-93%), B=(92-85%), C=(84-77%), D=(76-70%), F=(69-0%)

M=Outstanding (90%), S=Satisfactory (70%), NM=Not Mastered (0%)

I=Incomplete – Must be completed in order to pass

Class Rank:

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

Grade	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
Points	12	11	10	9	8	7	6	5	4	3	2	1	0

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

Attendance Recognition for K-8th grade:

- Perfect Attendance – Students who attended every day with NO absences and NO tardies the entire nine week grading period.
- Perfect Attendance All Year – Students who attended every day with NO absences and NO tardies the entire school year.

Honor Recognition for 4-8th grade:

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

Honor Recognition for 8th grade:

- **President’s Award for Educational Excellence** – Recognizes and honors outstanding educational achievement. Students who earn a grade average of at least an A- (A minus) and place about the 85th percentile on the ISAT (Illinois Standard Achievement Test).
- **American Legion Award** – Presented by Spring Bay American Legion Post 1115 to the top male and female Riverview graduates in the area of Courage, Honor, Leadership, Patriotism, Scholarship and Service.

Health Information/Medicine Distribution:



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

Administering Medicine at School

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

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

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

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

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

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

The school principal or certified designee will:

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

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

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

Homework Policy:



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

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

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

An unexcused absence will result in the student receiving a "0" for any/all work that cannot be made up or is not made up. (Examples of work that cannot be made up include the following: announced test, a speech or classroom participatory activities.) If work is not made up within the specified time period, refer to the Junior High Missing Work Policy.

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

Any time that a student knows in advance that he/she will be absent from school for an extended period of time due to unavoidable reasons, parents must contact the Principal /Superintendent. Requests for advance assignments may be made. Students will be given the opportunity to complete all missed assignments upon their return. Students receiving an advanced absence shall be given no more than 2 school days upon return to complete assignments.

Junior High (5-8) Homework Policy:

- Assignments will be due at the time designated by each individual teacher, For example, in math class, assignments are due at the time when the teacher picks up assignments at the start of the class period. Other teachers may request that assignments are turned in by the conclusion of the class period.
- If an assignment is turned in late and within one day of being due, it will be worth a maximum of 77% of the original value. For example, if an assignment is due at the start of class and is turned in at the conclusion of class, it will be worth 77% of the total grade if all expectations are met. Similarly, an assignment would be worth a maximum of 77% if turned in the following day (e.g. due Monday, turned in Tuesday)
- If an assignment is two days late, it will be worth a maximum 50% of the original value. For example, if an assignment is due Monday and is turned in on Wednesday, it will be worth 50% of the total grade if all expectations are met.
- If an assignment is three or more days late, it will become a 0% in the grade book, For example, if an assignment is due Monday and turned in on Thursday, it will be worth 0% of the total grade, regardless if it meets expectation.

- The only exception would be for a student's excused absence. For every one day of excused absence, the student will have 2 school days to turn in the completed assignment(s). For example, if student A is absent on Monday and back at school Tuesday, student A will have until Thursday to turn in his/her assignment(s).
- For unexcused absences any assignments due that day will be expected to be turned in the day the student returns. Assignments given the day of the unexcused absence will be due on the original stated due date.
- Finally, the 3 missing/late assignments minor infractions behavior policy per classroom will still be intact. This does not have any effect on the "missing work policy." It is a completely separate policy.

Equivalent Instruction:

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



Immunizations and Health Requirements:

Students must fulfill the following medical requirements prior to the first day of school unless noted otherwise, or they will be excluded from school until proof of these medical requirements or proof of an appointment signed by a licensed medical professional is brought to the office.

Immunizations

The Illinois School Code requires all students to be immunized against chicken pox, measles, rubella, polio, mumps, and DPT before entering kindergarten. All students entering preschool, kindergarten and sixth grade must have started the three-series injections for Hepatitis B vaccine, and must complete that series.

Lead Test

Students entering kindergarten must show proof of a lead test being administered or a note from a licensed medical professional stating none was needed.

Dental Examinations

Dental examinations are required for all students entering kindergarten, second (2nd) grade, and sixth (6th) grade and must be on file in the school office by May 1 of the current school year.

Physical Examinations

Physical examinations are required of all students prior to entering kindergarten and sixth (6th) grade, and immediately upon entrance into any public school, irrespective of grade, if the student has not previously been examined prior to or upon entrance into another

school. Objections to this ruling must be made in writing to the school by the parents or legal guardian of the student or by the student's licensed medical professional. A copy of the physical examination and other immunizations as law requires must be placed on file in the school office. For questions regarding examinations or immunizations, contact your physician or the Woodford County Department of Public Health at 467-3064.

Students in grades 5-8 participating in any organized athletic activity through the school are required to have a physical on file before the first day of tryouts for that activity. This is an IESA rule that Riverview Grade School is required to enforce for the health and safety of each student.

Vision and Hearing Screening Tests

Vision and hearing screening tests are administered each year according to Illinois State Public Health mandates. Vision screening is mandated each year for the following student groups: preschool, kindergarten, second grade, eighth grade, special education, new students, transfer students, and all teacher referrals. Vision screening is not a substitute for complete eye and vision evaluation by an eye doctor. The screenings are held at school, beginning in October, and continue through the school year as necessary. Your child is not required to participate in this vision screening if a current optometrist or ophthalmologist report is on file at the school. Screening results will be shared with parents/guardians if a student does not pass the exam.

A hearing screening is mandated for all students in preschool, kindergarten, first grade, second grade, third grade, and all students in special education classes or teacher referrals. Screening results will be shared with parents/guardians if you child failed the screening test or tests.

Vision examinations

Public Act 95-671 requires that all children enrolling in kindergarten in a public school shall have an eye examination. (A) Each such child is to present proof of having been examined by a physician licensed to practice medicine in all its branches or a licensed optometrist within the previous year before October 15 of the school year. If the child fails to present proof by October 15, the school will hold the child's report card. (B) This requirement may be waived for children who show an undue burden or a lack of access to a physician licensed to practice medicine in all its branches who provides eye examinations or to a licensed optometrist.

Library Conduct and Rules:



Library books must be checked out using the computer system. Do NOT remove books from the library without the librarian present. Library books are expected to be returned in the same condition they were in at the time of checkout. Students must return books at the PROPER time so that others may enjoy them. Failure to return books on time will result in loss of library privileges until the missing books are returned. Any lost or damaged books will result in a letter being sent home requesting payment in the amount of the replacement value of the book. Report cards will not be issued to students with missing library books or library fees due from lost or damaged books.

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

Lockers:

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

Students in grades 6th – 8th will be furnished, at no charge one locker for their P.E. articles). Combination locks will be issued for the PE lockers by the school and **MUST** be used on the lockers. If a student loses or damages a lock a replacement fee of \$5.00 will be assessed. There should be no expectation of privacy in these lockers.

Lockers are school property, district owned, and therefore they may be examined at any time by authorized personnel.

Lost and Found:

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

Meal Program:

Breakfast

Breakfast will be served in the cafeteria between 7:45–7:55 a.m. The cost will be \$1.50. Students qualifying for free or reduced lunches will also qualify for the breakfast program. Cost for the reduced breakfast is (\$0.30) thirty cents per meal. If ala cart is available, it will be open to 5th-8th graders. If extras are available, it will be open to K-4th grade students and 5th -8th grade students.

Lunch

Lunch is served in the cafeteria between 11:50 a.m.-12:30 p.m. (K-4) and 12:30-1:10 p.m. (5-8). Riverview has a closed campus for lunch. Students may choose to bring their own lunch, or they may purchase a hot lunch at the school for \$1.75. The price for reduced lunches is (\$0.40) forty cents per meal. All students, whether bringing or buying lunch, will eat in the gym **unless otherwise arranged by a staff member for a special event.** Lunch tickets are sold daily in the gym. Since the lunch program is a non-profit program, students must pay for their lunches daily/weekly. Charging of hot lunches is discouraged. Parents are responsible for any charged lunches. Students who bring their own lunch may purchase milk for 25 cents. Soda is NOT permitted during any lunch period within the cafeteria. If ala cart is available, it will be open to 5th-8th graders. If extras are available, it will be open to K-4 and 5-8.

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

Applications for free or reduced breakfasts/lunches are available in the school office.

Miscellaneous Information:



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

Deliveries and Party Invitation: Deliveries of any kind, including floral arrangements or balloons will NOT BE made to the classroom. Invitations to social events should be mailed unless an entire class is invited.

Phone Calls and Phone Use: Teachers have telephone access in all classrooms. Teachers and students will not be called out of class for phone calls. Messages will be relayed. A phone is located outside the school office for emergency situations. Office personnel will make calls regarding student illnesses *only*. Students must ask permission to use the phone.

School Supplies:



Students are responsible for having school supplies readily available each day. School supply lists may be picked up in the school office. **Note: White out, permanent markers (ex. Sharpies), laser lights, or book bags with wheels are NOT allowed.**

Parent Notifications:



Family Educational Rights and Privacy Act (FERPA)

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

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

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

Integrated Pest Management Plan

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

Pesticide Applications/Procedures

See Policy 4:160AP. Any parent who would like to be notified if pesticides are to be applied at the school should send a note or call the school requesting that they be placed on the notification registry. The Principal/Superintendent shall notify the students and their parents/guardians on the notification registry and employees in this building at least two (2) business days before a pesticide application in or on school buildings or grounds. This notification will include when and where it will be applied and by what company. The notification must be written and may be included in newsletters, bulletins, calendar or other correspondence currently being published.

Parent Organizations:

RPTO

Purpose – The purpose of the Riverview Parent-Teacher Organization is to further the best interests of the students of Riverview Grade School by establishing and maintaining an attitude of friendship and cooperation between parents and teachers; to aid other organizations of the school to carry out any of their programs which directly benefit the students; to raise funds to purchase equipment and/or supplies which will benefit the students; to promote socialization with other members; to remain neutral as an organization in supporting and funding political issues.

Membership – All parents and/or guardians and teachers of Riverview Grade School students are members of this organization and are entitled to vote. Administration will not be allowed membership, unless they meet other membership requirements, due to a possible conflict of interest regarding employer/employee relationship. Administration may bring proposals to a meeting but may not be present during the final discussion or voting regarding any topic.

Room Parents – Parents or Guardians who wish to volunteer to be room parents should either sign-up at registration time or contact the teacher at anytime during the school year.

Fundraising – The RPTO has been instrumental in providing major improvements to our school facility and curriculum. As school funding is decreased through state and federal levels it leaves limited options to pay for our children's education. The BEST option is the RPTO FUNDRAISER. RPTO will sponsor a minimum of 2 fundraisers per school year. Please help our efforts to support our school.

YJ Booster Club

Purpose – The purpose is to support, promote, and maintain a high standard of integrity and good sportsmanship in all extra-curricular activities; to promote and encourage better attendance to all extra-curricular activities by the community; to raise funds to assist all extra curricular activities without prejudice.

Membership – All parents and/or guardians of Riverview students involved in extra-curricular activities are members of this organization and are entitled to vote. The School Administration, Athletic Director, and all active coaches shall automatically be considered ex-officio members of the club. All regular active members must have activity fees for their student/students paid or waived according to the “Activity Fees” as approved by the School Board.

Fundraising – YJ Booster club has been instrumental in providing major improvements to our school facility and our extra-curricular programs. As program funding has decrease through state and federal level it has left limited options to pay for improvements to the school facilities and programs. The BEST option is the YJ Booster fundraisers. YJ Boosters has co-sponsored the IESA State Track and Field Meet concession stands, and hosts the concession stands at all YJ athletic events as fundraisers. YJ Boosters also hosts the sales of YJ shirts and YJ apparel each year.

Physical Education Requirements:



K-5th grade requirements:

Dress – Students in grades K-5 must supply gym shoes with shoelaces or Velcro. Slip-on shoes and “skater” shoes are not appropriate for P.E. **Socks are required for P.E.**

Participation – A written parental excuse will be accepted for a student who cannot participate in physical education class. If a student misses more than three (3) consecutive classes a licensed medical professional’s excuse must be provided. The note must be given to the P.E. teacher.

Students not participating (unless excused) in class will receive a lower grade for the class period. Students may also receive further disciplinary action for those infractions.

6th – 8th grade requirements:

Dress – Students in grades 6-8 are required to purchase a P.E. shirt. The shirt should be purchased at registration and will be issued during the first day of class. Students must supply gym shoes with shoelaces or Velcro. Slip-on shoes and “skater” shoes are not appropriate for P.E., shorts/pants, socks, towels, and **non-aerosol deodorants** and/or hair spray. **Socks are required for P.E.**

Participation – A written parental excuse will be accepted for a student who cannot participate in physical education class. If a student misses more than three (3) consecutive classes a licensed medical professional excuse’s must be provided. The note must be given to the P.E. teacher.

Students not dressing in the appropriate prescribed PE uniform or not participating (unless excused) in class will receive a lower grade for the class period. Students may also receive further disciplinary action for those infractions.



Recess Conduct and Safety:

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

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

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



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

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

Implement effective intervention plans for students with the most comprehensive behavioral/emotional needs that support and evaluate their success across home, school, and community.

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

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

Safety Drills:



Periodic fire, disaster (tornado), lock-down, and bus drills will be held throughout the year for all students. Students should remain quiet during all drills so they may hear direction from teachers.

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

Disaster (Tornado) Drills: A take cover drill will be announced over the intercom. Students will follow classroom procedures as outlined by the Principal/Superintendent.

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

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

Search and Seizure:



In accordance with Illinois law, students have no reasonable expectations of privacy on school property or equipment owned or controlled by the school, including, but not limited to, lockers, desks, buses, and parking lots. Students also have no reasonable expectation of privacy in their personal property left in such places and areas. To maintain authority and security in the school,

school authorities may inspect and search school owned property, such as lockers, desks, buses and parking lots, as well as student personal property left in those places and areas, without notice to or the consent of the student, and without a search warrant. School authorities may request the assistance of law enforcement officials for the purpose of conducting such inspections and searches.

Authorized school district employees with a Type 75 administrative endorsement may search students, themselves, and their belongings on their person, if there are reasonable grounds to believe that evidence of a violation of school rules or laws may be found on this particular student or with his/her possessions. All student searches will be in compliance with Board of Education policy.

Student Assistance Program:



The mission of the Riverview Student Assistance Program (SAP) is to identify students who have a concern with their behavior, academics, attendance or health and plan appropriate intervention strategies. An individualized action plan is developed, implemented and monitored to provide appropriate intervention to assist the child in dealing with that concern. A parent, teacher, student, or community member may refer a student by contacting the office or an SAP member through the school office. Any student disciplined for drug or alcohol related incidents will be automatically referred to the SAP.

Student Insurance:



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

Student Rights & Responsibilities:



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

Students Rights

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

Students Responsibilities

- Being in school each day.
- Having materials and work prepared for class each day.
- Behaving in a manner appropriate for school.
- Being respectful and cooperative with all staff members.
- Treating everyone and everything with respect.
- Observing all safety rules at all times.

- Working to make Riverview the best school it can possibly be.

Tardy Policy:

A student is considered tardy when the student arrives in his/her homeroom class after 8:05. Late arrival is disruptive to the educational process. The 5th-8th grade tardy policy is as follows:

- 3rd unexcused tardy in a semester = 1 Detention
- 4th unexcused tardy in a semester = 1 Detention
- 5th unexcused tardy in a semester = 1 Saturday School (8 a.m.-noon)
- 6th unexcused tardy in a semester = Referral to the Truancy Office

If the student receives a sixth tardy, the student may be considered truant. The Police Department may investigate such cases. In addition, it should be known that according to Illinois School Code (105 ILCS 5/26-10), the person in custody of a minor child could be subject to a Class C misdemeanor and subject to imprisonment and/or fines for failure to enforce a minor's attendance.

Truancy Policy:

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

Video Cameras:

Video cameras are used within our hallways and buses to help insure the health and safety of our students. Videotapes of any activity may be used to help the school district maintain order, safety and discipline or determine innocence or guilt.

Visitors and Volunteers:

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

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

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

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

Weather Conditions:



On some occasions, school is canceled or dismissed early because of snow or excessive heat. It is impossible to contact all parents when this occurs. We will attempt to announce the cancellation or early dismissal at least one hour in advance via media, school website, and the ALERT NOW system. Children should have alternate places to go in the event of early dismissals and cancellations. The following media will be notified to broadcast information regarding school closings and early dismissals: WXCL 104.9 FM, WIRL 1290 AM, WMBD 1470 AM, WCBU 90 FM, WSWT 106.9 FM, WEEK 25 TV, WMBD 31 TV, and WHOI 19 TV.

Winter Outdoor Recess:



The administration will make the final decision concerning outside activities when weather is a concern. The guidelines are that students will remain indoors if the **wind chill is below twenty (20) degrees Fahrenheit**, if it is raining or if there is lightning nearby. Current local temperature and wind chill readings will be taken when there is a concern. Students should be dressed appropriately for the weather. If students are not dressed appropriately at the Principal/Superintendent's discretion, students will be expected to sit in the bleachers.