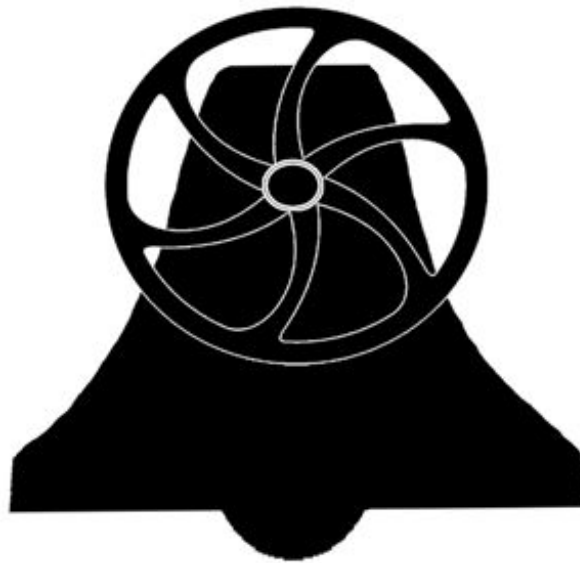

River Grove School District 85.5 Parent-Student Handbook 2017-2018



Vision Statement

Prepare students for success in life.

Mission Statement

Provide a comprehensive and high quality education for all students.

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General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website (www.rivergroveschool.org) or at the Board office, located at:

2650 Thatcher Avenue
River Grove, IL 60171

The School Board governs the school district, and is elected by the community. Current School Board members are:

Mrs. Marlene A. Flahaven, President
Mr. Stephen J. Boisse Vice-President
Mr. Roger Glass, Secretary
Ms. Leticia Cano, Member
Ms. Ruth Johnson, Member
Mr. Kurt Kuras, Member
Ms. Monica Perez, Member

Administration:

Dr. Jan Rashid, Superintendent
Mrs. Lisa Skelly, Principal
Ms. Denise Nero, Coordinator of Students Services

The school is located and may be contacted at:

2650 Thatcher Avenue
River Grove, IL 60171

School Hours

	Kindergarten	Grades 1-4	Grades 5-8
Enter - First Bell	8:25 am	8:25 am	8:25 am
Start - Late Bell	8:30 am	8:30 am	8:30 am
Announcements	8:30 am	8:30 am	8:30 am
Lunch	11:00 - 11:45 am	11:47 am - 12:32 pm	11:00 - 11:45 am
Dismissal	3:22 pm	3:22 pm	3:22 pm

Staff Directory - School Telephone Number - 708-453-6172

STAFF MEMBER	POSITION	DIRECT DIAL #	EXTENSION	ROOM #
Allen, Briana	Technology Director	708-453-6172	272	Conf Rm C
Bono, Shannon	Reading Specialist	708-437-3170	270	206
Brodowska, Malgorzata	ESL Teacher	708-437-3132	232	316
Brown, Katie	Second Grade	708-437-3165	265	215
Burns, Maryellen	Jr High	708-437-3138	238	204
Chmura, Jessica	Special Education	708-437-3110	210	320
Craig, John	Jr High	708-437-3148	248	202
Cullum, Laura	Technology Support	708-437-3120	220	Media Center
Current, Candace	Special Education	708-437-3119	219	220
Diedenhofen, Julie	Fifth Grade	708-437-3173	273	318
Dodero, Carolyn	Interventionist	708-437-3156	256	103
Doering, Matthew	Third Grade	708-437-3151	251	314
Duran, Jean	First Grade	708-437-3142	242	213
Durante, Anastasia	Fourth Grade	708-437-3123	223	218
Ellis, Katie	Special Education	708-437-3177	277	104
Farrowe, Olga	Special Education	708-437-3171	271	220
FitzGerald, Deborah	Jr High	708-437-3137	237	201
Fleming, Mary	Speech/Language	708-437-3117	217	Conf Rm B
Floto, Debbie	Kindergarten	708-437-3164	264	108
Gbur, Kari	Fifth Grade	708-437-3176	276	319
Gootee, Jinette	ESL Teacher	708-437-3152	252	315
Gorski, Andrea	Special Education	708-437-3139	239	203
Greene, Sydnie	Jr High	708-437-3144	244	207
Hahn, Janet	Fourth Grade	708-437-3146	246	217
Harris, Kathy	Fourth Grade	708-437-3169	269	219
Heide, Jennafer	Kindergarten	708-437-3140	240	107

Howard, Jessica	Special Education	708-437-3124	224	216
Iovinelli, Judy	School Secretary	708-437-3108	208	School Office
Jasinski, Hannah	Social Work	708-437-3131	231	221
Jockl, Peter	Jr High	708-437-3180	280	200
Klamo, Katie	Jr High	708-437-3145	245	208
Klimek-Gagor, Romana	ESL Teacher	708-437-3154	254	308
Landridge, Lori	Music/Choir	708-437-3121	221	110
Loconti, Kathy	Technology Support	708-437-3120	220	Media Center
Loftus, Sharon	Special Education	708-437-3135	235	210
Maize, Karen	First Grade	708-437-3133	233	212
Mann, Maureen	Accounts Payable/Payroll	708-437-3103	203	District Office
Maurer, Carly	Kindergarten	708-437-3153	253	105
McCarthy, Ashley	Third Grade	708-437-3143	243	311
Montalbano, Jessica	Art	708-437-3127	227	101
Naidnur, Meghan	First Grade	708-437-3134	234	211
Nero, Denise	Student Services Coordinator	708-453-6172	263	2nd Flr Office
O'Connell, Deana	Health/PE	708-437-3118	218	102/Gym
Przybyszewski, Alicija	Bilingual Teacher	708-437-3155	255	309
Raimondi, Ana	Receptionist	708-437-3106	202	School Office
Rashid, Jan	Superintendent	708-453-6172	200	District Office
Rudnick, Scott	Band Director	708-437-3122	222	111
Scaletta, Francesca	Bilingual Teacher	708-437-3160	260	310
Sharwell, Virginia	Second Grade	708-437-3136	236	209
Siracusa, Gina	Third Grade	708-437-3150	250	313
Skelly, Lisa	Principal	708-453-6172	206	School Office
Soulias, John	PE	708-437-3162	262	Gym
Sparano, Lauren	Jr High	708-437-3126	226	109
Suba, Maryann	Lunchroom Supervisor	708-437-3166	266	Lunchroom

Tackes, Leslie	Media Center Director	708-437-3116	216	Media Center
Turocy, Jenny	PE/Jr High	708-437-3181	281	100
Wilson, Renee	Fifth Grade	708-437-3179	279	317
Wolf, Carrie	Second Grade	708-437-3147	247	214
Wrobel, Cheryl	Third Grade	708-437-3149	249	312
Wyda, Virginia	Health Aide	708-437-3104	204	School Office
Zentner, Sherri	Superintendent's Secretary	708-437-3107	200	District Office

Contact staff through email: first initial followed by last name @rivergroveschool.org

For example, to email Mrs. Zentner, szentner@rivergroveschool.org

Calendar

River Grove School Calendar 2017-2018

July 2017						
S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
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30	31					

August 2017						
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September 2017						
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November 2017						
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December 2017						
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January 2018						
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May 2018						
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June 2018						
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Important Dates to Remember

- August**
 14 Teacher Institute - No School
 15 No School
 16 First Day of Student Attendance
 16 ½ Day Teacher In-Service
- September**
 4 Labor Day – No School
 15 ½ Day School Improvement
 22 Teacher Institute - No School
- October**
 9 Columbus Day – No School
 13 End of 1st Quarter
 26 ½ Day School Improvement
 26 Parent Teacher Conferences (evening)
 27 No School -PT Conferences
- November**
 21 ½ Day School Improvement
 22-24 Thanksgiving Holiday – No School
- December**
 22 ½ Day School Improvement
 22 End of 2nd Quarter
 23-30 Winter Break
- January**
 1-7 Winter Break
 12 ½ Day School Improvement
 15 Martin Luther King Day – No School
- February**
 2 ½ Day School Improvement
 15 ½ Day School Improvement
 15 Parent Teacher Conferences (evening)
 16 Teacher Institute - No School
 19 President's Day – No School
- March**
 5 Casimir Pulaski Day – No School
 9 End of 3rd Quarter
 23 ½ Day School Improvement
 24-31 Spring Break – No School
- April**
 2 No School
 13 ½ Day School Improvement
- May**
 11 ½ Day School Improvement
 23 Kindergarten Graduation
 24 8th Grade Graduation
 25 ½ Day School Improvement
 25 Last Day of School/End of 4th Quarter
 28 Memorial Day
 29-31 Emergency Days If Needed
- June**
 1,4 Emergency Days If Needed

- Holiday-School Closed
- Teacher Institute-No Student Attendance
- School Improvement-12:10 Dismissal
- Parent Teacher Conferences (evening)
- Parent Teacher Conferences-No Student Attendance
- Emergency Days If Needed
- End of Quarter
- Kindergarten Graduation
- 8th Grade Graduation

River Grove School Student Responsibilities

Students are guaranteed certain individual rights and have corresponding individual responsibilities. A right automatically imposes a responsibility. Parents, teachers and administrators have a duty to protect the rights of students while maintaining an educational atmosphere conducive to the teaching and learning process. There are certain responsibilities required of all River Grove School students:

Respect

Everybody in our community has individual rights that should be respected. You should treat others as you would expect them to treat you. Keep your hands, feet and objects to yourself.

Courtesy

Whenever you interact with people, you should be courteous. This includes:

- Wait in line
- Avoid name calling
- Talk to people, not about them
- Use proper greetings such as Mr., Mrs. or Ms.

Communication

If you need something or don't understand, you must ask for help. Don't assume that people will know how you yell unless you tell them. Communication should always be carried out in a respectful way so that people are more willing to offer help. Always make sure to exchange information on the original school forms, i.e., Field Trip Permission, Detention, Student Planners, etc.

Truthfulness

Lying and cheating are not admirable qualities, if you want people to respect you, always tell the truth.

Care of School Property

We are proud of our school. Show your pride by keeping your lockers clean. Students are expected to help keep hallways and classrooms free from litter. Students caught littering may be subject to disciplinary consequences. Students are to keep their textbooks and library materials clear and free of marked or torn pages. A collection/replacement fee will be assessed for lost or damaged materials.

Production

You are responsible for the quality of the work you turn in. Take pride in everything you do.

Attendance/Punctuality

When you are absent from school, you are responsible for making up the work that was missed. Be absent only when you are sick, avoid unnecessary absence and be on time to school.

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment

Asbestos Management Plan

The Board of Education has adopted an asbestos management plan that has been approved by the Illinois Environmental Protection Agency. The Asbestos Management Plan is available for review in the Superintendent's Office.

Bicycle Racks

Bicycle racks are available for students in grades 6-8 to ride their bikes to school. The school will not be responsible for lost, stolen or vandalized equipment. It is recommended that all bicycles be registered with the Village of River Grove. We strongly encourage students to use locks to secure their bicycle rack.

Students must obey local traffic laws and walk their bicycles across intersections within the crosswalk. Students that choose not to follow these guidelines may have their permission to ride revoked. Crossing guards are on duty between 8:00 am to 8:30 am and 3:20 pm to 3:30 pm at the corner of Grand and Thatcher Avenues. The bicycle rack will be unavailable between November 15 and March 15 due to the onset of winter weather.

Breakfast Program

A cold breakfast program is available for a daily, weekly or monthly fee. Families may qualify for free or reduced priced breakfast as determined by their total family income, and in accordance with federal income guidelines. Milk is available for a fee.

Bullying

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;

3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or by submitting a form on the district website: www.rivergroveschool.org

Complaint Manager:

Student Services Coordinator
2650 Thatcher Avenue
River Grove, IL 60171
708-453-6172

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Students and parents/guardians are also encouraged to read the following school district policies: #6.50, #6.55

Bus Transportation

Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved **no less than one day in advance** by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the school administration.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.

Video and audio cameras are active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

Cellular Phones

Cell phones are permitted at River Grove School under certain conditions:

- Cell phones are to be stored in the homeroom teacher's classroom or the student's locker during the day and must remain off
- The school assumes no responsibility for the loss or damage of any cell phone that is brought to school by students
- Should a student use a cell phone without authorization during the school day or on the school grounds, a school employee can confiscate the phone to be delivered to the school office and an administrator will be notified of the incident. As a result, the student's privilege to have access to a cell phone at school may be limited or revoked.
- Students with multiple violations, may be subject to disciplinary consequences

Communication

Regular communication between home and school helps you stay informed and involved in your child's education. Please feel free to contact your child's teacher if you have any concerns about your child's academic or behavioral progress at school. Your child's teacher is the best source of information and should be your first contact.

A good working relationship between home and school helps children succeed at school.

Educational Records - Right to Privacy

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to

any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first

The right to prohibit the release of directory information.

Throughout the school year, the District may release directory information regarding students, limited to:

Name

Address

Gender

Grade level

Birth date and place

Parent/guardian names, addresses, electronic mail addresses, and telephone numbers

Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs

Academic awards, degrees, and honors

Information in relation to school-sponsored activities, organizations, and athletics

Major field of study

Period of Attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

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

Eighth Grade Graduation and Privileges

During the school year, the eighth grade class will be provided certain privileges during the second semester. These privileges include a class trip, dinner dance, blast off and the graduation ceremony. Students must be present and attend school the day of the event (dinner dance, blast off, graduation), including the day before the eighth grade class trip, no exceptions will be permitted. These privileges are available to the students provided that they adhere to the rules and regulations that are illustrated and described in this handbook and School District Policy. The administration reserves the right to deny and or all of these privileges to any eighth grade student that has violated the rules and regulations of the school.

From each class of eighth grade graduates a valedictorian and salutatorian will be determined based on the following:

- GPA from sixth grade through mid-4th quarter of eighth grade
- Regular school attendance (does not meet the truancy criteria from the State of Illinois)
- Participation in the school community (i.e. at least one extracurricular or sports activities)

Emergency School Closing

In cases of bad weather and other local emergencies, it may be necessary to close the school. All school closings for any reason will be announced as River Grove School District 85 ½. School closing information will be available on the district website (www.rivergroveschool.org) and on the following radio and television stations: WGN Radio 720, WBBM Newsradio 780, CBS 2, NBC 5, ABC 7, WGN Morning News, Fox 32 and CLTV News. You can also visit www.emergencyclosings.com to search River Grove School District 85 ½.

A reverse directory system will deliver an automated recording of the school closing to the phone number provided by the household. Please provide the most current phone number in order to receive automated calls by the District.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically canceled.

Equal Opportunity and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact:

River Grove School District 85.5
Student Services Coordinator
2650 Thatcher Avenue, River Grove, IL
708-453-6172

Exemption from PE

Students may also be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request. Excusal requests based on religious

prohibitions must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for the request. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal law.

Students who receive medical or religious exemption will receive alternate instructional activities that will provide the opportunity to access the State standards.

Extracurricular and Athletic Activities

Students who participate in extracurricular and athletic activities are expected to attend school at least ½ day of school on the date of an event in order to participate in the extracurricular or athletic event. This shall include practices, games, tournaments or any other activities related to the extracurricular or athletic team.

Students who participate in extracurricular activities are expected to abide by all school policies during the activity and transportation portion of the activity. Failure to abide by school rules during an extracurricular may subject the student to discipline.

Requirements for Participation in Athletic Activities

A student must meet all academic eligibility requirements and have the following fully executed documents on file with the athletic activity sponsor before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois Elementary School Association's "Pre-participation Examination Form".
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. A signed insurance declaration form signed by the student's parent/guardian.
4. Signed documentation agreeing to comply with the District's policies and procedures on student athletic concussions and head injuries.
5. The Athletic Code of Ethics signed by both student and the student's parent/guardian.

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate classwork;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

Grading and Promotion

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

Grading Scales

Primary (Grades K-2)			Intermediate/JR High (Grades 3-8)	
95-100%	E (Exceeds)		A (Excellent)	90-100%
75-94%	M (Meets)		B (Above Average)	80-89%
65-74%	A (Approaching)		C (Average)	70-79%
64% and below	B (Below)		D (Below Average)	60-69%
			F (Below)	59% and below

The primary grade scale represents student demonstration of understanding the learning standards for the grade level which they are enrolled in.

The intermediate and JR High grade scale represents the percentage students have scored in the core content areas along with the corresponding traditional grade associated with the percentage.

Health and Safety

Required Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Communicable Disease

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. **When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, *the parent/guardian must request that the school dispense the medication to the child by completing a School Medication Authorization Form.***

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a

completed and signed School Medication Authorization Form is submitted by the student's parent/guardian.

No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Home and Hospital Instruction

A student who is absent from school, or whose physician anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

For information on home or hospital instruction, contact the Student Services Coordinator.

Invitations and Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be handled as such. The office is unable to release addresses and phone numbers of students.

Lunch

A hot lunch program is available for a daily, weekly, or monthly fee. Families may qualify for free or reduced lunch by their total family income and in accordance with federal income guidelines. Students may also bring their lunch from home. Milk is available for a fee or students may bring a beverage from home. **No energy drinks are permitted.** Beverages from home must be in

cans, plastic containers or cartons. Glass bottles are a safety issue and are not allowed at school. Students without money needing to charge their meals may do so up to the limit of ten times.

Lunch ticket replacement will be allowed up to three times per school year. If a child loses their lunch ticket twice, the cafeteria supervisor will warn the student and parent in writing. The loss of the third card will result in a child having to bring their own lunch or purchase one from the serving line. Exceptions will be made for students in primary grades or for students with special needs.

Lunchroom Behavior

All school rules are in effect during lunch and while at recess. Students are expected to respect the authority of lunchroom personnel and supervisors at all times. In addition, students are expected to:

- Put books and purses in lockers before coming to lunch. Returning to lockers is not permitted during lunch.
- Remain seated until your grade level is called to purchase your lunch
- Walk in the lunchroom
- Talk quietly
- Help keep the cafeteria clean by throwing away garbage and cleaning up spills
- Use the washroom and take care of personal needs at this time
- Remain quiet and seated until your group or table is dismissed by a lunchroom supervisor
- Attend Quiet or Academic Lunch, if assigned

Media Center

Our media center is a facility designed for student use. Each student will encounter a library skills unit of varying lengths during the school term. The media center is not only a nice place to visit, it can also be a very useful tool in the pursuit of knowledge. Media Center hours are 8:45 am through the end of the school day.

Parental Right Notifications

Teacher Qualifications

Parents/guardians may request information about the qualifications of their student's teachers and paraprofessionals, including:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subjects areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State qualification licensing criteria have been waived;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

Standardized Testing

Students and parents/guardians should be aware that students in grades kindergarten through eighth grades will take standardized tests (ACCESS, NWEA MAP, PARCC). Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Assistance and support for homeless families is available by contacting the student services coordinator or school social worker.

Sex Education

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

Parent Involvement Compact

The school annually has a meeting for all Parents/Guardians at a time determined by the superintendent.

At the meeting, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

School programs, in addition to the standard educational curriculum, in which Parents/Guardians may wish to become involved include:

- PTA
- Literacy Nights
- RGMO
- Athletic Club
- Bilingual Parent Advisory Committee
- River Grove Foundation

The school provides Parents/Guardians with access to:

1. school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
2. a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
4. timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves. In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to the building principal at 708-453-6172.

Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to the district office at 708-453-6172.

The state's resources on parental involvement can be located at <http://illinoisparents.org/>. The state's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

English Learners

The school offers opportunities for resident English Learners to achieve at high levels of academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assessing their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

For questions related to this program or to express input in the school's English Learners program, contact the school office at 708-453-6172.

School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

River Grove School District 85 ½
2650 Thatcher Avenue
River Grove, IL
708-453-6172

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Mandated Reporter

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.

3. To attend conferences to discuss issues concerning their child, such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

Religious Instruction and Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Safety Drills

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

School Attendance

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already

graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Search and Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Special Education

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the coordinator of student services office.

Discipline of Students with Disabilities

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Access to a classroom for Special Education Observation or Evaluation

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

For further information, please contact the student services coordinator.

Student Absences

If a child is going to be late or absent from school, **the parent must call** the school office at 708-453-6172, x204 before 8:30 am to report the absence. You may call anytime, day or night and leave a message for the school staff on the voicemail system. Failure to call the office will result in an unexcused absence or an unexcused tardy.

Excused Absences - are absences for the following reasons: illness, medical appointment, family emergency, attending a military honors funeral to sound TAPS, wake of funeral for family member of religious holiday. A written note or phone call from the parent is required by the school in order for the absence to be considered excused. Absences for extended illness (out of school for 5 or more days) or communicable disease will require a note from your doctor upon your child's return to school.

Unexcused Absences - If a student is absent for a reason other than illness, medical appointment, family emergency, wake or funeral for a family member, or religious holiday, this is an unexcused absence.

When a student is absent or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit.

Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the Student Services Coordinator.

Parents/guardians are responsible for and must:

1. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the Diabetes Care Plan.
4. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Student Services Coordinator.

Student Discipline

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
4. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
5. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
6. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
7. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
8. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
9. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
10. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
11. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

1. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
2. Using or possessing an electronic paging device.
3. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
4. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
5. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
6. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
7. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
8. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
9. Engaging in teen dating violence.
10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
11. Entering school property or a school facility without proper authorization.
12. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.

13. Being absent without a recognized excuse.
14. Being involved with any public school fraternity, sorority, or secret society.
15. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
16. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
17. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
18. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
19. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or

4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. **Potential disciplinary measures include, without limitation, any of the following measures:**

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons Prohibition

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alike" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gang & Gang Activity Prohibited

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and

shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

Student Dress Code

Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols/gang affiliation.
- Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- Leggings, yoga pants and tights may only be worn under a skirt, shirt or shorts that are fingertip/mid-thigh length.
- The length of shorts or skirts must be fingertip/mid-thigh length and appropriate for the school environment.
- Appropriate footwear must be worn at all times. Flip-flop sandals may not be worn.
- If there is any doubt about dress and appearance, the building administration will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

Parents will be notified if your child's appearance is unacceptable and asked to bring suitable replacement attire to school. If parents cannot be contacted, gym uniforms will be made available to students to wear during the school day.

Students with Food Allergies

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at 708-453-6172.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed upon parent request or doctor's recommendation and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

Student Privacy Protections

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine program eligibility.
- 9.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

Student Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the coordinator of student services office.

Technology

The River Grove School District Acceptable Use Policy is available online. If you wish to have a hard copy, please contact your child's teacher.

Treats and Snacks

Any snacks provided to students *for snack time* must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging.

Parents who choose to recognize their child's birthday may do so by providing a non-food item for each student in the child's classroom. Food items will not be distributed and will be held in the school office until picked up by a parent.

Video and Audio Monitoring Systems

A video and/or audio monitoring system are in use on school busses. This system have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Visitors

All visitors, including parents and siblings, are required to enter through Door #3 of the building and proceed immediately to the school office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a lanyard and/or a badge identifying themselves as a guest and place the lanyard/badge to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the school office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Volunteers

All school volunteers must complete the "Volunteer Information Form" and be approved by the school principal prior to assisting at the school. Forms are available in the school office. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the school office and receive a visitor lanyard/badge before going to their destination.

All PTA volunteers, including homeroom parents in grades K-5 are expected to attend the PTA Parent Volunteer meeting, adhere to the expectations outlined at the meeting as well as all school procedures and policies.

Waiver of Student Fees

Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

Within 30 days, the school district will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the district office at 2650 Thatcher Avenue, River Grove, 708-453-6172.