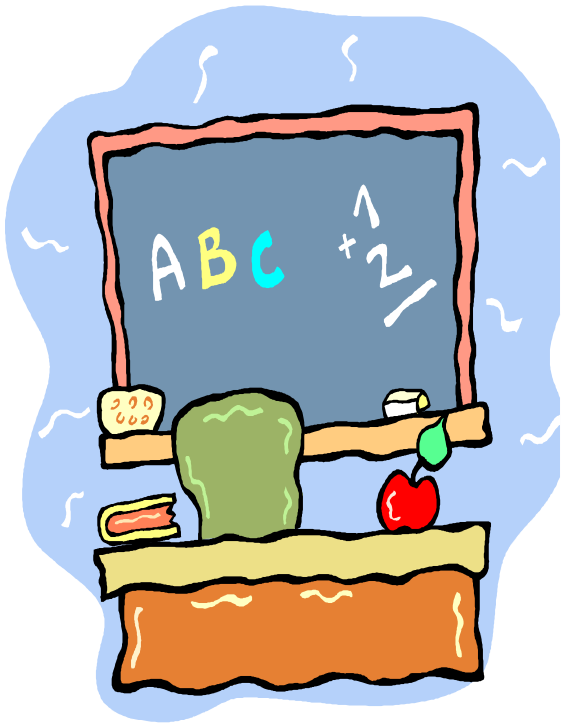


# 2011-2012

## River Grove School District 85.5

### Parent – Student Handbook



#### **Board of Education**

Marlene Flahaven – President

Lucia Rudy – Secretary

James Binder

Steve Boisse

Linda Hankins

Kurt Kuras

Michele Obaya

#### **Administration**

Dr. Jon Bartelt, Superintendent

Mr. Glenn Grieshaber, Principal

Ms. Denise Nero, Coordinator of Student Services

#### ***Mission Statement***

*River Grove School District #85.5, in cooperation with our parents and community, is dedicated to providing the opportunity for all children to learn and develop to their fullest potential intellectually, socially, emotionally, and aesthetically, thus enabling the potential for success in all aspects of life.*

River Grove School  
2650 N. Thatcher Avenue  
River Grove, IL 60171  
(708) 453-6172

[www.rivergroveschool.org](http://www.rivergroveschool.org)

# River Grove School Parent – Student Handbook

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# River Grove School Parent – Student Handbook

## School Telephone Number – (708) 453-6172

Staff Member	Position	Room #	Extension	Email Address
Dr. Jon Bartelt	Superintendent		201	jbartelt@rivergroveschool.org
Mr. Glenn Grieshaber	Principal		206	ggrieshaber@rivergroveschool.org
Ms. Denise Nero	Coordinator, Student Services	103	263	dnero@rivergroveschool.org
Miss Floto	Kindergarten	108	264	dfloto@rivergroveschool.org
Ms. Rzewnicki	Kindergarten	106	234	lrzewnicki@rivergroveschool.org
Mrs. Carlson	First Grade	211	233	acarlson@rivergroveschool.org
Mrs. Lanzito	First Grade	212	232	dlanzito@rivergroveschool.org
Mrs. Kenney	First Grade	213	246	mkenney@rivergroveschool.org
Ms. Godziszewski	Second Grade	215	236	kgodziszewski@rivergroveschool.org
Mrs. Sharwell	Second Grade	209	247	vsharwell@rivergroveschool.org
Mrs. Wolf	Second Grade	214	248	cwolf@rivergroveschool.org
Ms. Peel	Third Grade	311	249	apeel@rivergroveschool.org
Mrs. Maize	Third Grade	312	250	kmaize@rivergroveschool.org
Mrs. Siracusa	Third Grade	313	269	gsiracusa@rivergroveschool.org
Miss Hebel	Fourth Grade	219	270	khebel@rivergroveschool.org
Ms. LaFalce	Fourth Grade	217	265	alafalce@rivergroveschool.org
Ms. McCabe-Plapp	Fourth Grade	218	273	tba@rivergroveschool.org
Mrs. Diedenhofen	Fifth Grade	318	276	jdiedenhofen@rivergroveschool.org
Mrs. Gbur	Fifth Grade	319	279	kgbur@rivergroveschool.org
Mrs. Wilson	Fifth Grade	317	238	rwilson@rivergroveschool.org
Ms. Burns	Jr. High	202	237	mburns@rivergroveschool.org
Mrs. FitzGerald	Jr. High	201	245	dfitzgerald@rivergroveschool.org
Mrs. Glon	Jr. High	208	226	nglon@rivergroveschool.org
Mrs. Hodges	Jr. High	109	281	lhodges@rivergroveschool.org
Mr. Jockl	Jr. High	200	244	pjockl@rivergroveschool.org
Ms. Susek	Jr. High	207	243	jsusek@rivergroveschool.org
Mr. Wermers	Jr. High	206	252	twehmers@rivergroveschool.org
Ms. Myrda	Special Education	315	242	jmyrda@rivergroveschool.org
Ms. Current	Special Education	206	243	ccurrent@rivergroveschool.org
Mrs. Farrowe	Special Education	206	256	ofarrowe@rivergroveschool.org
Mrs. Sanders	Special Education	310	277	rsanders@rivergroveschool.org
Ms. Speziale	Special Education	320	239	aspeziale@rivergroveschool.org
Mrs. Gorski	Special Education	203	251	agorski@rivergroveschool.org
Mrs. Wrobel	Special Education	314	227	cwrobel@rivergroveschool.org
Mrs. Berkowitz	Fine Art	101	222	aberkowitz@rivergroveschool.org
Mr. Rudnick	Band Director	110	221	srudnick@rivergroveschool.org
Mrs. Trout	General Music / Choral	111	216	ltrout@rivergroveschool.org
Mrs. Stankiewicz	LRC Director	LRC	220	mstankiewicz@rivergroveschool.org
Mrs. Cullum	Technology Support	LRC	262	lcullum@rivergroveschool.org
Mr. Soulias	Physical Education	PE Office	281	jsoulias@rivergroveschool.org
Mrs. Turocy	PE/Jr. High	100	263	jturocy@rivergroveschool.org
Mrs. O'Connell	PE/Health	PE Office	253	doconnell@rivergroveschool.org
Ms. Chamberlain	Title I Reading	316	272	mchamberlain@rivergroveschool.org
Mrs. Terrell	Social Worker	221	217	sterrell@rivergroveschool.org
Ms. Fleming	Speech Therapist	Conf. B	254	mfleming@rivergroveschool.org
Mrs. Klimek-Gagor	ESL Teacher	308	255	rklimekgagor@rivergroveschool.org
Mrs. Lantgen	TPI Teacher	309	252	klantgen@rivergroveschool.org
Mrs. Brodowska	ESL Teacher	315	200	mbrodowska@rivergroveschool.org
Mrs. Mann	Accounts Payable/Payroll	Office	202	mmann@rivergroveschool.org
Mrs. Meger	Supt. Secretary	Office	204	jmeger@rivergroveschool.org
Mrs. Zentner	Health Aide	Office	208	szentner@rivergroveschool.org
Mrs. Iovinelli	Principal Secretary	Office	266	jiovinelli@rivergroveschool.org
Mrs. Suba	Lunchroom Supervisor	Lunchroom	213	msuba@rivergroveschool.org

# River Grove School Calendar 2011-2012

August 2011						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2011						
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25	26	27	28	29	30	

October 2011						
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23	24	25	26	27	28	29
30	31					

November 2011						
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20	21	22	23	24	25	26
27	28	29	30			

December 2011						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2012						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2012						
S	M	T	W	T	F	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March 2012						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2012						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2012						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2012						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2012						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## Important Dates to Remember

- August**
- 15 Teachers' Institute – No student attendance
  - 16 First Student Day – (1/2 Day)
  - 17 First Full Day of School
  - TOTAL DAYS - 12
- September**
- 5 Labor Day – No School
  - 14 Open House
  - 16 1/2 Day School Improvement AM attendance
  - TOTAL DAYS – 21
- October**
- 7 Midterm Trimester 1 (38 Days)
  - 7 Teacher's Institute – No student attendance
  - 10 Columbus Day – No School
  - 21 1/2 Day School Improvement AM attendance
  - TOTAL DAYS - 19
- November**
- 11 Veterans' Day – No School
  - 11 End Trimester 1 (60 Days)
  - 18 1/2 Day School Improvement AM attendance
  - 22-23 Parent Teacher Conferences
  - 24 Thanksgiving – No School
  - 25 Holiday – No School
  - TOTAL DAYS - 18
- December**
- 16 1/2 Day School Improvement AM attendance
  - 21 Winter Break Begins
  - TOTAL DAYS – 14
- January**
- 4 Teacher's Institute – No student attendance
  - 5 Classes Resume
  - 13 1/2 Day School Improvement AM attendance
  - 16 Martin Luther King Jr. Day – No School
  - 20 Mid-term Trimester 2 (35 days)
  - TOTAL DAYS - 18
- February**
- 2 Parent Teacher Conferences – No School
  - 17 1/2 Day School Improvement AM attendance
  - 20 Presidents' Day – No School
  - 24 End Trimester 2 (59 Days)
  - TOTAL DAYS - 19
- March**
- 5 Casimir Pulaski Day – No School
  - 6-16 ISAT Testing Dates
  - 23 1/2 Day School Improvement AM attendance
  - 26 Spring Break Begins
  - TOTAL DAYS – 16
- April**
- 2 Classes Resume
  - 6 Non Student Attendance Day - No School
  - 9 Teacher's Institute – No student attendance
  - 13 Mid-term Trimester 3 (27 days)
  - 20 1/2 Day School Improvement AM attendance
  - TOTAL DAYS - 19
- May**
- 11 1/2 Day School Improvement AM attendance
  - 18 3rd Trimester Grades Due – 3:30 PM
  - 24 Graduation
  - 25 Last Day (if no emergency days used)
  - 28 Memorial Day – No School
  - 29-31 Emergency Days (if needed)
  - TOTAL DAYS - 19
- June**
- 1,4 Emergency Days (if needed)
- Teacher Institute – No Student Attendance  
No School - Holiday  
1/2 Day a.m. Attendance only  
Staff Meeting

# River Grove School Parent – Student Handbook

## Positive Behavioral Interventions and Supports (PBIS)

The main focus of Positive Behavioral Interventions and Supports (PBIS) is to provide a clear system for all expected behaviors at River Grove School. Through PBIS we work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understandings of their role in the educational process.

PBIS focuses on taking a team-based system approach and teaching appropriate behavior to all students in the school. All behavioral expectations are defined in positive, simple rules. River Grove School's Royal Rules are:

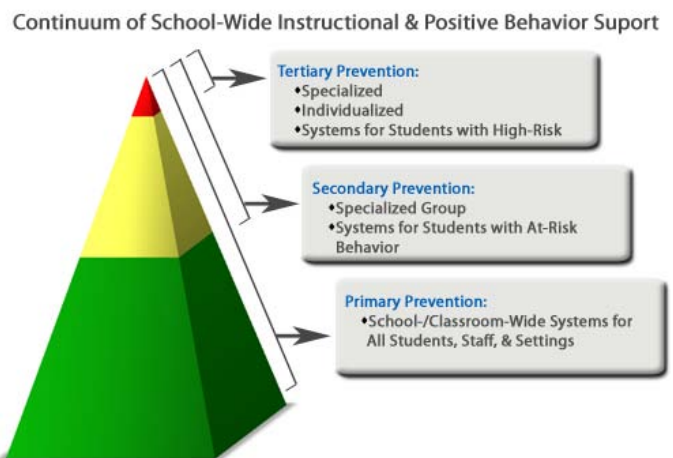
- Be Respectful
- Be Responsible
- Be Safe

### What is Primary Prevention (Green Team)?

As a system-wide primary prevention effort, PBIS consists of building a social culture that is predictable and focused on student success. Our Royal Rules are transformed into specific, observable terms. These expectations are then taught in the actual settings where behaviors are to occur. This may consist of rules, routines, and physical arrangements that are developed and taught by school staff to prevent initial occurrences of problem behavior. There is a formal system that rewards positive behaviors with Royal Rewards. Royal Rewards are the tickets used by River Grove Staff as a tool of encouragement and a student motivator.

### What is Secondary Prevention (Yellow Team)?

Secondary Prevention is designed to provide intensive or targeted interventions to support students who are not responding to Primary Prevention efforts. Interventions within Secondary Prevention are more intensive since a smaller number of students within the yellow part of the triangle are at risk for engaging in more serious problem behavior and need a little more support. Individual PBIS plans at the Secondary Prevention level involve a simple assessment to identify the function or problem behavior series and a support plan comprised of individualized, assessment-based intervention strategies.



### What is Third Level (Tertiary) Prevention (Red Team)?

Third level (Tertiary) Prevention focuses on the needs of individuals who exhibit chronic behavior problems. Tertiary Prevention involves a comprehensive approach (in a collaborative manner) to understanding and intervening with the behavior, and should use multi element interventions. The goal of Tertiary Prevention is to diminish problem behavior and, also, to increase the student's adaptive skills and opportunities for an enhanced quality of life.

River Grove School Parent – Student Handbook

**RIVER GROVE SCHOOL BEHAVIOR EXPECTATIONS**

**(Insert Here)**

# River Grove School Parent – Student Handbook

## Student Discipline Plan

Level 1 Misconduct	DISCIPLINARY ACTION
<ul style="list-style-type: none"> <li>• Late or missing assignment; late to class</li> <li>• Running, shoving, rough housing, or loud talking</li> <li>• Food, in an area other than the lunchroom</li> <li>• Gum chewing</li> <li>• Failure to return requested parent signature</li> <li>• Possession of distractions – (<i>skateboards, roller blades, bikes, toys, trading cards, video games, ipods or other electronic devices</i>)</li> <li>• Swearing, teasing, or abusive language</li> <li>• Attire that is not appropriate for school</li> <li>• More than five (5) quiet or ten (10) academic lunch referrals</li> <li>• Unprepared for student activity</li> </ul>	<p style="text-align: center;">minimum</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">maximum</p> <p>The teacher or supervisor, at their discretion, may:</p> <ol style="list-style-type: none"> <li>1. Give a verbal correction</li> <li>2. Implement an individual classroom behavior plan</li> <li>3. Contact parents to assist in correcting the problem</li> <li>4. Assign a 30 minute after school classroom detention</li> </ol>
<ul style="list-style-type: none"> <li>• Repeated Level 1 offenses without correction</li> <li>• Inappropriate behavior on the bus</li> <li>• Fighting for any reason</li> <li>• Being in an unauthorized area</li> <li>• Inappropriate public displays of affection</li> <li>• Racial/Ethnic/Gender slur in any language</li> <li>• Skipping a detention</li> <li>• Failure to follow adult directions</li> <li>• Creating a classroom disturbance</li> <li>• Disrespect of a school adult (<i>including substitutes</i>)</li> <li>• Truancy (unexcused absence or tardy)</li> <li>• Throwing or propelling object(s)</li> <li>• Dishonesty including cheating on assignments</li> <li>• Inappropriate use, or possession, of a cell phone</li> <li>• Threats against another person</li> </ul>	<p style="text-align: center;">minimum</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">maximum</p> <p>Disciplinary Referral to the administration who will:</p> <ol style="list-style-type: none"> <li>a. Restrict the student from all school privileges and arrange a conference which includes the parent, teacher, student and administrator</li> <li>b. Assign a 5:00 detention</li> <li>c. Assign multiple 5:00 detentions</li> <li>d. Assign the student to an In-School suspension for 1-10 days</li> <li>e. Assign the student to an Out-of-School suspension for 1-4 days</li> </ol> <p><i>When a student is assigned an In-School or Out-of-School suspension, he/she is not allowed to participate in, or attend, extracurricular activities, and may be restricted from participation for up to 9 school days following the suspension.</i></p>
<ul style="list-style-type: none"> <li>• Repeated Level 1 or Level 2 offenses without correction</li> <li>• Using, possessing, or passing over the counter drugs</li> <li>• Vandalism, theft or damage of school or personal property</li> <li>• Forgery of parental signature</li> <li>• Unauthorized use of school images</li> </ul>	<p style="text-align: center;">minimum</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">maximum</p> <p>Disciplinary Referral to the administration, who will notify the parent and:</p> <ol style="list-style-type: none"> <li>a. Assign the student to an In-School suspension for 1-10 days;</li> <li>b. Assign the student to an Out-of-School suspension for 1-10 days.</li> </ol> <p><i>When a student is assigned Out-of-School suspension, he/she is not allowed to participate in, or attend, extracurricular activities, and may be restricted from participation for up to 9 school days following the suspension.</i></p>
<ul style="list-style-type: none"> <li>• Repeated Level 1, 2 or 3 offenses without correction</li> <li>• Pulling a fire alarm (false alarm)</li> <li>• Physical assault of a staff member</li> <li>• Racial slur in any language used as a threat</li> <li>• Behavior that is a danger to self or others               <ul style="list-style-type: none"> <li>○ Possession of a weapon or object with potential use as a weapon</li> <li>○ Displaying gang representation of any type</li> <li>○ Using, possessing or passing alcohol, illegal drugs, cigarettes or any smoking related or incendiary object</li> <li>○ Leaving school grounds without permission</li> </ul> </li> <li>• Sexual harassment, sexting, or bullying of another individual or adult</li> </ul>	<p style="text-align: center;">minimum</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">maximum</p> <p>Disciplinary Referral to the administration, who will notify the parent and:</p> <ol style="list-style-type: none"> <li>a. Assign the student to an Out-of-School suspension for 5-10 days.</li> <li>b. Student is referred to the administration, which will make a recommendation to the Superintendent and the School Board for expulsion.</li> </ol> <p><i>Most Level 4 Behaviors are violations of local and/ or state law, and students who commit Level 4 offenses will be reported to the River Grove Police Department when appropriate.</i></p>

# River Grove School Parent – Student Handbook

## RIVER GROVE DISCIPLINE PROGRAM

### Philosophy

Discipline has been defined as: *Controlled behavior to develop within an individual responsibility for his/her own action in accordance with socially accepted conduct.*

All students are expected to follow these guidelines unless identified as a special education student with an individualized behavior management plan. Those identified special education students will be governed by district policy.

### General Guidelines for Discipline

It is expected that the student, parent and school assume necessary responsibility to ensure a healthy, safe, learning environment.

#### The student must:

- Become familiar with and obey school rules.
- Respect the rights of others and be responsible for one's own actions.
- Attain the best possible level of academic achievement.

#### The parent must:

- Recognize that in matters relating to the discipline and conduct of all students, the teacher and school administration act in place of the parent/guardian of the child.
- Cooperate with the school in carrying out disciplinary actions taken in the best interest of their child
- Stress the importance of students accepting the responsibility to complete all academic requirements

#### The school must:

- State and enforce rules consistently and deal with misconduct quickly, firmly, and impartially
- Be sensitive to the behavior of students and alert to changes that require additional assistance

Students who maintain good standing by fulfilling their responsibilities and avoiding disciplinary consequences are eligible for a variety of positive experiences. Participation in field trips, athletic teams, school service groups, and attendance at after school events are available to students in good standing. Multiple suspensions will lead to a loss of privileges. Reinstatement of privileges will only be granted via an administrative conference. Disciplinary action may be merited if information from web logs, instant messaging, or email is presented to the Administration and the content can be interpreted as a violation of the discipline policy of the District.

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 per School District Policy 6.40.

#### River Grove Public School students are prohibited from engaging in behavior that will:

- **Endangers, or threatens to endanger, the health and safety of any person;**
- **Infringes on the rights of others;**
- **Causes the loss or destruction of personal or school property;**
- **Violates federal, state, and/or local laws, including the policies and regulations of School District 85 1/2.**

So that students may clearly understand those behaviors that are expected and those that are unacceptable, specific responsibilities, rules and consequences for not meeting these requirements are listed on the following pages. Since these guidelines are not intended to be exhaustive, the school and the administration reserve the right to discipline a student for an offense not set forth in this handbook. It will be at the discretion of the Administration to administer disciplinary action as appropriate to each student's circumstances that requires such action.

Each teacher may have their own behavior management plan with rules and consequences particular to their classroom. **Students who do not successfully control their behavior and develop responsibility for his/her actions will be subject to the consequences outlined in this handbook.**

# River Grove School Parent – Student Handbook

## 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. Expected common courtesies include:

- 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 feel 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, SMART Books, 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 will 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. Book covers are mandatory for all students using school issued textbooks.

### **Production**

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

### **Attendance / Punctuality**

When you are absent from school, you are responsible for making up whatever work was missed. Be absent only when you are sick. Avoid unnecessary absence. Be on time.

# River Grove School Parent – Student Handbook

## Accidents or Illness

The classroom teacher has a supply of band-aids, and may treat minor injuries. When a more serious accident or illness occurs, the school's health aide will give your child first aid and parents/guardians will be notified immediately.

## Asbestos Management Plan

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

## Attendance and Tardy

Daily, punctual school attendance is important! A child's academic success depends on full participation in all academic classes and activities. Parents will send a clear message about the importance of education in their child's life when they expect their child to attend school every day, and set a home schedule that assures that their child is at school for the beginning of the school day. If a child is going to be late, or absent from school, **the parent must call** the school office at (708) 453-6172 X 204 before 9:00 A.M. to report the absence. You may call at any time day or night and leave a message for the staff on the answering machine. Failure to call the office will result in an unexcused absence or an unexcused tardy.

**Excused Absence** – are absences for the following reasons: illness, medical appointment, family emergency, wake or funeral for family member, or religious holiday. A written note, from the parent, is required by the school in order for the absence to be considered excused. Up to ten (10) parental notes will be allowed before requiring a doctor's excuse.

*(Note: absences for extended illness or communicable disease will require a note from your doctor upon your child's return to school.)*

**Unexcused Absence** – are absences for the following reasons: vacation (see Vacations), inclement weather, car trouble, etc.

*(Note: Truancy will be reported upon the 19<sup>th</sup> unexcused absence, and may result in involvement with the Illinois Department of Children and Family Services. In addition, if a child accumulates more than 30 unexcused absences or 50 total absences, they will be required to attend summer school in order to be promoted to the next grade level. In addition, Village of River Grove Ordinance 2006-01, effective beginning February 16, 2006, allows the River Grove Police Department to issue a ticket to the student or responsible parent of a child who is absent from school without valid cause. The District will assist in the enforcement of all local ordinances in the Village of River Grove.)*

In the event of an absence, make-up work may be requested through the classroom or homeroom teacher. All homework requests should be made in the morning, and may be picked up in the Principal's office at 3:15.

**Awards** – The staff of River Grove School is strongly committed to providing opportunities for everyone to excel, and awards may be earned for both academic achievement as well as non-academic accomplishments.

Awards are issued in the following categories:

1. Achievement Award – This is the foremost recognition award issued each marking period. Students (5th-8th) must maintain a minimum 3.5 average for the marking period.
2. Honor Roll Award – Those students (5th-8th) maintaining a 3.0 average for the marking period are eligible for the honor roll.
3. Royal Rewards – These are awards given to students that demonstrate mastery of the PBIS goals of respect, responsibility, and safety. These awards will be conferred throughout the year to all those students identified by the faculty and staff in all areas of the building.
4. End-Of-Year Awards – A wide variety of end-of-the-year awards are also issued to students who have earned them through active involvement and participation including behavior in River Grove School.

# River Grove School Parent – Student Handbook

## Breakfast

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 is a form of aggressive behavior which:

1. Is intended to harm, disturb, exclude or intimidate;
2. Occurs repeatedly over time, and;
3. There is an imbalance of power, with a more powerful person or group attacking a less powerful group or individual.

Bullying will not be tolerated at school, on school grounds, at school-sponsored activities, on the bus, using the Internet, or on the way to or from school.

On August 7, 2001, the Illinois General Assembly approved *Public Act 92-0260* to include provisions in our student discipline policy to address students that demonstrate behavior that put them at risk for aggressive behavior, which may include bullying.

The following characteristics have been identified as warning signs of potential student aggression and considered to be behaviors that are likely to signal future aggression:

- Past history of aggressive behavior including defiance, bullying, lying, cheating, vandalism and fire setting;
- Uncontrolled anger, particularly if it is frequent and intense and in response to what should be minor irritants;
- Mild patterns of hitting, intimidating and bullying;
- Intimidation through electronic means, such as blogs, email, instant messages, or text messages;
- Serious threats of violence;
- Access to, or possession of a firearm;
- Expression of violence in writings and / or drawings;
- Affiliation with gangs;
- Expression of prejudicial attitudes and intolerance for differences.

A student that is bullying is subject to serious disciplinary consequences, which are outlined on page 8 in this Parent-Student Handbook under Level 4 misconduct.

## Bus

Many parents will be asked to indicate in writing whether your child **will or will not** ride the bus. Students, whose parent/guardian has indicated their eligible child will ride the bus, are expected to ride the bus to and from school each day. Due to safety issues, if your child is riding a different bus for any reason, please call, or send a note to, the school office. In the event of a bus accident, it is important that we can quickly identify all students who were on the bus at the time of the incident.

**Bus Behavior** – Riding the bus is a part of your school day. In addition, appropriate bus behavior is expected for all school athletic events and school field trips as well as daily bus rides to and from school. All school rules are in effect while riding the bus to and from school. You are expected to respect the driver at all times and are expected to:

- Be on time at the bus stop.
- Respect the rights and property of those living at or around the bus stop.
- Keep the bus clean. There should be no food, gum or drinks on the bus at anytime.
- Keep open windows at the safety mark, and do not put head, feet, hands, arms or objects outside the window.
- Talk in a calm and quiet voice at all times.
- Remain in your seat at all times, and wait until the bus has come to a complete stop before standing to exit.
- Board and exit the bus at your stop only.
- After exiting the bus, cross in front of the bus and do not stand near the bus as it continues on its way.

(**Note:** *Misbehavior may result in after school detention and/or loss of bus privileges.*)

# River Grove School Parent – Student Handbook

## **Cellular phones**

Cellular “Cell” phones are permitted at River Grove School under certain conditions. They are to be stored in a student’s locker or book bag during the day and must remain off. The school assumes no responsibility for the loss or damage of any cell phones that are brought to school by students. Should a student use a cell phone unauthorized during the school day or on the school grounds, a school employee can confiscate the phone to be delivered to the main office and an administrator should be notified of the incident. Depending on the number of violations, students, or their parents may pick up the phone from the office or a student may forfeit the privilege of having a cell phone at the school.

## **Communication**

Regular communication between home and school helps you stay informed and involved in your child’s education. You will find all regular communications: newsletters, PTA information, school and community notices in the *Wednesday Envelope*. Please look for this envelope each Wednesday, review the contents, sign and return the envelope to school the next day.

In addition, teachers frequently request your signature on schoolwork. This procedure is to help you see how your child is doing before progress reports or report cards. Please take the time to review these papers with your child, sign the paper(s) and return on the next school day. Teachers will also have a website attached to the school’s web address to share important information. If you have a child in grades 3-8, you can also access your child’s grades online. Please contact the school for additional details and instructions. If you would rather communicate through email, please make sure we have your email address.

Please make sure that the school always has the most current contact numbers for the responsible parent or guardian and those on your emergency contact list for your children. It is very important that the home and school have good communications, and these communications often help eliminate academic or behavior problems.

Finally, if you have any questions or concerns about your child’s academic progress or behavior, please feel free to contact your child’s teacher. The 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.

## **Dental Exams**

Dental exams are now required for all students entering kindergarten, second and sixth grade. According to Illinois School Code, Students who do not have a dental exam on file in the school office on or before May 11, 2012 may not receive the final report card.

## **Discipline**

See the Discipline plan in the *Student Responsibility* section of this handbook, and review the information with your child.

## **Due Process**

The administration of River Grove School will exercise due process procedures in any disciplinary matter. An investigation of the incident will take place. The student will have an opportunity to offer his/her perspective of the incident. Consequences will be at the discretion of the administration, but as outlined in the Parent – Student Handbook. Parents will be notified of the incident, results of the investigation, and appropriate consequences.

## **Educational Records – Right to Privacy**

The Board of Education has established a policy insuring the privacy of student educational records as required by federal law. (*See Rights and Privacy of Student Educational Records attachment*)

# River Grove School Parent – Student Handbook

## **Eighth grade privileges**

During the school year, the eighth grade class will be provided certain privileges in the latter part of their final year at River Grove School. These privileges include a class trip to Springfield, the eighth grade dinner dance, eighth grade blast off, and the eighth grade graduation ceremony. 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 in School District Policy. The Administration reserves the right to deny any or all of these privileges to any eighth grade student that has violated the rules and regulations of the school. Any eighth grade student that has committed a Level 4 violation (see page 8) at any time during the school year will forfeit their opportunity to attend the closest available privileged activity. Unpaid fees owed the school by the eighth grade student's parents will result in the student being removed from the graduation ceremony at the end of the year. Parents who owe money to the school need to make final payment prior to the end of the eighth grade year for their child to be included in the ceremony. Payment to the school in the final month of the eighth grade year will only be accepted in cash.

## **Emergency closing procedures**

Due to weather or emergency conditions, it may be necessary to close the school. All school closings will be announced as River Grove School District 85 1/2. School closing information will be available on the District website, [www.rivergroveschool.org](http://www.rivergroveschool.org), and on the following radio and/or television stations: WGN – at 720 AM, WBBM – at 780 AM, WLS – at 890 AM. A reverse directory system will deliver an automated recording of the school closing to the phone number provided by the household. In addition, the PTA room representatives have a telephone chain established for each homeroom or classroom in the event of an emergency closing.

**Emergency Drills** – Periodically during the year, the school will practice emergency drills. These drills include Code Red (intruder in the building), Code Yellow (threat outside the school), fire, tornado, and bus evacuation. These drills will be practiced to ensure all students know what to do in the event of a real emergency.

## **Emergency Information**

Please make sure the school office always has up-to-date emergency contact information. Included in this information should be your home and cell telephone number, and two friends, neighbors or relatives that can act on your behalf in the event of a school emergency, or an accident or illness involving your child. This information is for office use only and is used only for the safety and well being of your child.

## **Energy Drinks**

River Grove School does not endorse or condone the consumption of “energy drinks”, like 5 Hour Energy, Monster, or other brands based on the lack of research on the effects such drinks have on children. Labels on these drinks contain the warning, “Not recommended for children, pregnant women, or people sensitive to caffeine.” As a result, students in possession of energy drinks will have them taken away immediately. The Administration respectfully requests parents to not allow their children to bring these products to school.

## **Fees**

The Board of Education has set school fees at \$130.00 for all students in grades K-8 for the 2011-2012 school year. These fees are for consumable workbooks and supplies that your child will use during the school year. All school fees are due at the time of registration.

**Field Trips** – Throughout the school year students may have the opportunity to participate in school field trips. Students participating in school field trips must have all of their work current by the specified deadline. **Written permission slips must be signed by parents and returned to school. No phone permission will be allowed.** Students not participating in the school field trip will attend school as a normal school day and work will be provided. Parents may be invited to accompany field trips as chaperones. For insurance reasons, chaperones may not bring other children on field trips, and attend field trips at their own expense.

# River Grove School Parent – Student Handbook

## Grade Point Averages

For the purpose of determining grade point averages, the following grade points have been assigned to the report card letter grades:

Grade 1            + = 2    S = 1    O = 0  
Grades 2-8        A = 4    B = 3    C = 2    D = 1    F = 0

## Grading Scale

2 <sup>nd</sup> through 8 <sup>th</sup> Grade			1 <sup>st</sup> Grade		
Grade	Percentage	Rating	Mark	Percentage	Description
A	92-100%	Excellent	+	92-100%	Mastered
B	83-91%	Good	S	74-91%	Working toward mastery
C	74-82%	Average	O	Below 74%	Needs improvement
D	65-73%	Poor	No Mark		Not introduced
F	Below 64%	Failure			
I		Incomplete			
P		Pass			

## Grooming and Attire

All children are expected to dress and groom themselves in a manner that does not disrupt the educational process. Parents, please consider the following when making decisions with, or for, your child:

- o **No extreme hair styles.**
- o **No temporary hair dyes.**
- o **No clothing that is too tight, baggy (like pajama pants), or revealing clothes including camisole tops and leggings.**
- o **No large jewelry, flip-flop sandals, chain belts or chain wallets because they pose safety issues.**
- o **No clothing that contains reference to drugs, alcohol, gang affiliation (like red and black from head to toe) or obscenities.**
- o **No body piercing or tattoos,**

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

## Health Aide

The school has a full time health aide who is responsible for:

- Maintaining accurate attendance records;
- Administer medications according to physician’s prescription and/or written direction from parents;
- Treating minor injuries due to accidents;
- Performing annual vision and hearing screenings;
- Head lice exams when necessary.

Parents should consult a licensed medical professional in the event their child is sick or injured. Please **do not** send a sick child to school. The child will not be in position to learn, may infect others, and we will have no choice but to call you to pick up the child. Guidelines used by River Grove School to send students home due to illness include:

1. Temperature of 100 degrees or higher;
2. Vomiting – one episode;
3. Diarrhea – three episodes;
4. Any undetermined rash (unless a doctor’s note is received showing a non-contagious condition);
5. Severe nasal discharge (green or yellow);
6. Eye redness or discharge;
7. Head lice or nits found on hair shafts.

# River Grove School Parent – Student Handbook

Parents, please make standby arrangements in case your child becomes sick during the school day. Have alternate pick-up arrangements if you know you will not be able to leave work when sickness arises. Children should be picked-up within an hour of being identified as sick. Please contact the school office to be sure your emergency contact numbers are current and correct.

## Homework

Teachers will assign homework on a regular basis, and will adhere to these responsibilities:

- Record all daily and long term assignments on the *Smart Chart* (grades 3-8);
- Teach age appropriate study skills, personal goal setting and time management skills;
- Give clear, concise directions regarding assigned homework;
- Coordinate homework assignments with other teachers and major school activities;
- Assign meaningful homework that compliments daily lessons and reinforce necessary skills;
- Collect and assess homework assignments which may include: self correction, peer correction and/or teacher assessment;
- Communicate with parents when a student is not completing homework regularly and/or satisfactorily;
- Inform students and parents of homework expectations and management plans;

Your child spends only a portion of his/her day at school and much more of their time is spent at home; therefore, much can and should be done at home to increase their child's learning. Homework is assigned everyday, and your support is essential for school success. Please expect your child to complete all daily homework assignments. Check over the assignment for both accuracy and quality, and then be sure it is in the backpack for the next school day. In addition, you should expect your child to read at home everyday. **If your child repeatedly tells you they have no homework, contact the teacher immediately.** In the Junior High, students need to develop organizational and study skills that will help them through life. For some students, this is more of a challenge than for others. Keeping the Smart Book up-to-date and respecting clear deadlines are needed to help students stay organized. Allowing students to hand in late, sloppy, incomplete, or homework without a name is not an option. All homework is due on the due date. It will be collected or checked within the first fifteen minutes of class. Specific guidelines for junior high students are enclosed as a page in the rear of the Handbook entitled "Homework Guidelines".

## Hours

	Kindergarten	Grades 1-4	Grades 5-8
Enter – First Bell	8:25	8:25	8:25
Start – Late Bell	8:30	8:30	8:30
Announcements	8:35	8:35	8:35
Lunch	11:00-11:45	11:47-12:32	11:00-11:45
Dismissal	3:22	3:22	3:22
<b>(Note: Half Day Kindergarten – 8:35 – 11:00) The playground is not supervised before 8:00 A.M. You are not to be on school grounds prior to 8:00 A.M.</b>			

## Internet Access

River Grove School has Internet access on all computers in the building. Students must have signed parent permission to use the Internet at school. The Internet is provided for educational purposes only, and students who misuse either the equipment or the Internet may lose their computer privileges at school. Please see the District's Acceptable Use Policy included in this book for any further clarification.

## Learning Center

Our learning center is an exemplary facility designed for maximum student use. Each student (K-8) will encounter a library skills unit of various lengths during the school term. The learning center is not only a nice place to visit; it can also be a very useful tool in the pursuit of knowledge. Library hours are 8:45 A.M. thru the end of day.

# River Grove School Parent – Student Handbook

**Lockers and Locks** – Students in grades 4-8 are assigned a locker. Students in 6-8 grades will also be assigned a lock. These lockers are for storing your personal property. Personal property stored in the locker is done so at your own risk. You are responsible for keeping the locker locked and clean. Permanent markings or damage will be treated as vandalism. Locker combinations are on file with the homeroom teacher and in the school office. The lockers are the property of River Grove School District 85.5 and may be opened by school administrators if necessary.

**Lost and Found** – Students should regularly check lost and found for their personal property. Lost and found is located in the hallway behind the kitchen. Lost glasses, key and jewelry are kept in the Principal's office. If you need help locating a lost item, ask your teacher or a lunchroom supervisor.

## Lunch

A hot lunch program is available for a daily, weekly, or monthly fee. Families may qualify for free or reduced lunch as determined 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. Beverages brought from home must be in cans, plastic containers or cartons. Glass bottles are a safety issue, and are not allowed at school.

Students may remain at school for lunch or go home. You will be asked to indicate in writing whether your child is to remain at school or go home for lunch everyday. There is no crossing guard on duty and it is important to know that for safety reasons, students are not to go to the various fast food restaurants in the area. Students who stay for lunch are not allowed to leave school grounds for any reason.

**Lunchroom Behavior** – All school rules are in effect during lunch and while at recess. You 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 your locker before coming to lunch. You will not be permitted to go to your locker 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 your garbage, and cleaning up any 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.

Alternative lunch programs have been created for students in grades 1-8 to re-establish the importance of the lunchroom expectations when those expectations are not met and to assist in classroom management efforts.

- The Quiet Lunch is designated for students that express a need to be separated from their peers through demonstrated noncompliant behavior.
- The Academic Lunch can be used either by teacher or pupil referral, utilizing the lunch hour to receive additional academic assistance from a certified teacher or to engage in homework, reading, or another academic activity independently.

Students are limited to five (5) Quiet lunch referrals and ten (10) Academic lunch referrals for a combined total of fifteen (15) per trimester. Any need for additional referrals beyond the limitations listed above may result in a formal disciplinary referral.

*(Note: violations of lunchroom procedures may result in referral to the alternative lunch program, possible disciplinary action and/or loss of lunchroom privileges.)*

# River Grove School Parent – Student Handbook

## Medication

We realize that there are times when your child will need medication during the day. The school policy regarding dispensing of medications is:

- Prescription medication must be labeled with the child's name, the name of the medication, directions about administering the medication, the date, the physician's name, prescription number and the pharmacy name and telephone number.
- Non-prescription medications will only be administered with written authorization from a parent or guardian. The parent or guardian's note must contain the child's name, the name of the medication, directions about administering the medication, the date, the length of time the medication should be administered and the parent or guardian's phone number.
- Authorization to Administer Medication Form must accompany any request to administer medication. The authorization will be deemed valid for one week. One form is needed for each medicine to be administered. New forms may be completed for succeeding weeks. Forms can be acquired from the Health Aide.

Please discuss any health concerns or special needs with the school's health aide.

Students with asthma may self medicate if:

- The medication pertains to the student's asthma;
- A doctor's prescription for the medication is on file;
- Parent(s) or guardians have provided written authorization for self-administration of the medication.

## Parent Teacher Conferences

Parent teacher conferences are held twice a year at the end of the first and second trimesters. Dates for the 2011-2012 school year are: November 22 and 23, 2011 and February 2, 2012. Please mark your calendar now, but if any changes should be made, it will be communicated home as soon as possible. Conferences are an important opportunity to discuss your child's academic progress with the teacher(s). All River Grove School parents are expected to meet with the teachers for conferences. Report cards will be distributed at the time of the first parent teacher conference.

**Personal Property** – Students are not allowed to bring personal property to school. These items include toys of any kind, trading cards, ipods, electronic games and devices, bicycles, scooters, heeilies, skateboards and roller blades. River Grove School District 85.5 is not responsible for the loss, theft or damage to personal property brought to school.

## Physical Education

All students in grades K-8 have a daily physical education class. Students must wear appropriate gym shoes at all times. Sandals, boots, and shoes with hard soles are not acceptable. In addition, girls should wear shorts or pants to participate in PE class. Without proper shoes and clothing students may not be able to participate in PE class. Failure to participate in PE will affect your grade. A parent may excuse a student from PE for up to three days with a written request. An illness or injury that requires longer than a three-day excuse requires a physician's note. PE is a very important aspect of the educational program, and we do not expect parents to abuse the excuse privilege.

Students in grades 6-8 are required to have proper gym clothing. The fee for gym clothes includes \$5.75 for a shirt and \$8.50 for shorts or a total of \$14.25 for the gym uniform. In addition, sweatpants will be available as a uniform option for \$9.00 a pair. These are available at school and may be purchased through the gym teachers. Jr. High students are responsible for taking their gym clothes home weekly to be washed. You will not be allowed to participate in PE class unless you are properly dressed. Failure to dress will be reported to the principal, and your grade will be affected.

## Physical Exams and Immunizations

Students entering school for the first time at either kindergarten or first grade, sixth grade students, and transfer students need a physical examination and proof of proper immunization. Transfer students who have health records on file in another district may be exempt from re-examination. Students who do not have proper proof of physical examination or immunization on file will be excluded from school.

# River Grove School Parent – Student Handbook

**Playground Supervisors** – These adults can be found wearing yellow jackets in the lunchroom and playground to provide additional supervision and promote student safety. Their role is to maintain a peaceful environment, not to make final decisions on the discipline of students. Important matters relating to violation of the District discipline policy will be referred to the Administration for action. A supervisor can withhold a student from interaction with others if their behavior merits such a response.

## **Project Success Program**

Students who have difficulty completing homework, require additional assistance and/or would benefit from additional academic support may be referred to the Homework Assistance Program. This is a voluntary resource, and available through teacher referral. Students who participate in the Project Success program are required to attend Monday through Thursday and make good use of the time and available resources. Absences may be grounds for termination from the program. Students are dismissed from Project Success at 4:30 P.M. and no bus transportation is available at that time.

**Promotion and Retention** – The professional staff of River Grove School believe all students can succeed academically, and will initiate the following steps when a student fails to make appropriate academic progress:

1. At the conclusion of the each academic trimester, students who are experiencing serious academic difficulties are to be identified by the teacher and referred to the principal. Candidates for retention must:
  - a. Not have been retained previously;
  - b. Not be more than one and one half years above the average age for the grade level;
  - c. Have the potential to do passing work, as determined by such evidence as scholastic aptitude, standardized test data, adaptive behavior scale and/or teacher judgment.
2. Complete the Report for Potential Student Retention for each child under consideration.
3. The principal will review each retention report and consult with the teacher(s) making the referral to design a remediation plan.
4. If retention is likely, the principal will send a letter to the parents identifying the school's concerns and arrange a parent conference as soon as possible. Written acknowledgement of receipt of this letter is required.
5. The parent teacher conference will identify the child's academic strengths and weaknesses as well as a course of action to remediate academic difficulties.
6. Midway through the next grading period (mid-term date) a parent / teacher conference will be held to determine the status and effectiveness of the remediation plan. The plan may be continued or modified at this point. The teacher will inform the principal of actions or decisions of this conference. If parents do not respond to the request for conference, and/or do not cooperate with the staff of River Grove School, the matter will be turned over to the principal.
7. At the end of the second trimester, the report card will be reviewed with the principal. A decision must be made at this time to determine if the child should continue to be considered for retention. If the child remains under consideration for retention, the student will be referred to the Student Support Team. A review will be initiated which may include a records review, a formal case study, or informal screenings to determine if the child may have a specific learning disability, which contributes to the student's academic failure.
8. Following review by the Student Support Team, a conference will be held with the parents to determine whether the student would benefit from retention.
9. If an agreement cannot be reached with the Student Support Team and/or the parents, the decision will be the responsibility of the principal.
10. The retention decision will be made after May 1 and before May 21 to allow the child every opportunity to succeed.

# River Grove School Parent – Student Handbook

## Possible actions taken to relieve the child of additional work and/or to monitor the student’s progress:

### Intermediate and Jr. High Students

- a. Student restricted from attendance at school sponsored extracurricular programs and/or activities.
- b. Student assigned additional class time during the school day with the teacher(s) of subject area where progress is unsatisfactory.
- c. Student withdrawn from one or more non-required elective course and assigned a study period.
- d. Student recommended to the Project Success program if space is available.
- e. Schedule additional follow-up administrative / teacher conferences with parent(s) and student. (These conferences may be home or school initiated.)
- f. Participation in summer school with daily attendance required should two (2) failing grades in the same subject be achieved in two (2) trimesters. Failure to successfully complete summer school will result in the retention of the student in the grade level in the ensuing school year.

## Promotion and Retention – Rules and Regulations

**Students are expected to make academic progress each year. Students who fail to demonstrate appropriate academic progress are in jeopardy of retention in the current grade level.**

1. Students who might be in jeopardy of retention are those students who demonstrate serious academic difficulties defined as a **grade point average of 1.0 or below**.
2. Have not met grade level requirements and standards for the completion of assigned work.
3. Two or more “0’s” or “F’s” in the academic areas of language arts, mathematics, science and social studies.
4. The following may also be used in identifying students who will be considered for retention:
  - a. Excessive unexcused absences (18 or more);
  - b. Social, emotional or physical immaturity;
  - c. Written parental request.
5. Students being considered for retention should:
  - a. Must not have been retained previously;
  - b. Must not be more than one and one half years above the average age for the grade level;
  - c. Have the potential to do passing work, as determined by such evidence as scholastic aptitude, standardized test data, adaptive behavior scale and/or teacher judgment.

**Reporting Student Progress** – The philosophy of River Grove School is to foster complete communication between home and school. In the spirit of this communication, we have devised a grade reporting system that relies on a report card and mid-term progress report for each of the 3 marking periods. Please note the following dates:

<b>Report Cards Issued Grades K-8</b>	<b>Mid Terms Issued Grades 5-8</b>
1st marking period - November 22-23, 2011	October 19, 2011
2nd marking period – March 7, 2012	February 2, 2012
3rd marking period – May 25, 2012*	April 25, 2012

The May 25<sup>th</sup> date depends on whether any emergency days have been used.

# River Grove School Parent – Student Handbook

## Requirements for Graduation and Participation in Graduation Activities and Ceremony

### Rules and Regulations –

Participation can be earned by:

#### 1. Meeting academic requirements for graduation

- a) Grade Point average for all 3 trimesters of 8<sup>th</sup> grade must be 1.0 or higher for all subjects combined.  
(A = 4 points    B = 3 points    C = 2 points    D = 1 point    F = 0 points)
- b) No more than 2 “F” grades (yearly average) in math, science, social studies, reading or language arts.
- c) A grade point average during the third grading period of 1.0 or higher for all subjects combined.
- d) A grade point average during the third grading period of 1.0 or higher for math, science, social studies, reading and language arts.
- e) Pass a comprehensive examination on American patriotism, the United States and Illinois Constitution, and the proper use and display of the American flag.
- f) Attend school and classes regularly.

#### 2) Meeting requirements for participation in activities

- a) Satisfying behavioral requirements of classroom teachers.
- b) Adhering to the Student Rules and Responsibilities.
- c) Completing all academic work assigned by teachers to date of the activity.
- d) Meeting all end-of-year requirements such as returning books and/or paying fines.
- e) Maintaining acceptable grades (1.0 or higher) in math, science, social studies, reading and language arts during current grading period.
- f) Attending school and classes regularly.

### Requirements for Graduation and participation in Graduation Activities and Ceremony

To receive a diploma from River Grove School, a student must fulfill all the academic requirements for completing eighth grade. In addition to maintaining a passing average, all eighth graders must demonstrate their knowledge of American patriotism, the principles of representative government as enunciated in the United States and Illinois Constitutions and the proper use and display of the American Flag. The responsibility for meeting these requirements belongs to the student. The school will be responsible for providing students in danger of not graduating the opportunity to correct the situation prior to the end of the year. Parents of students with any problems in this area will be notified by the principal.

Satisfying academic requirements alone does not insure participation in the activities of graduation. Students must also demonstrate proper behavior to earn the privileges of attending special eighth grade activities and receiving their diploma graduation night. These activities are designed to honor those deserving of this recognition. It would not be fair to allow those students who have not earned the privilege to participate in recognition activities.

### Notification Process

Parents of student not meeting requirements for graduation and/or participation in graduation ceremony and activities will be notified as follows:

#### Step 1 – February

Student grades will be averaged and total days absent will be calculated for the first two trimesters. Eighth grade teachers will meet with the principal following the marking period, and before the parent teacher conferences to discuss student grades, attendance and behavior problems.

A letter will be sent from the principal to the parents of those students who have not met the following requirements:

- 1) Grade point average for the first two trimesters of 8<sup>th</sup> grade must be 1.0 or higher for all subject areas combined.
- 2) No more than two “F” grades (semester average) in math, science, social studies, reading or language arts.
- 3) Regular school and class attendance
- 4) Satisfy behavioral requirements of classroom teachers.
- 5) Adhere to all Student Responsibilities
- 6) Complete all academic work assigned by teachers through the first two trimesters.

The letter will indicate that the student is currently not meeting the requirements for graduation and/or participation in graduation the graduation ceremony, special eighth grade activities and the reason for their concern.

# River Grove School Parent – Student Handbook

## Step 2 – April

During the third grading period, student grades will again be averaged and total days absent calculated. Eighth grade teachers will again meet with the principal to discuss student grades, attendance and behavior problems. Students who are not meeting the requirements outlined in Step I at this point will be identified. The principal will arrange a conference with the student, parents and pertinent teachers. Areas of concern will be discussed, and an appropriate course of action will be determined.

## Step 3 – Early May

Eighth grade teachers will provide the principal with weekly progress reports on students identified as not meeting the requirements outlined in School Board Policy 6.140. Parents will be updated on their child's progress on or about May 2, May 9, and May 16. Students who have successfully returned to good standing will be allowed to attend special eighth grade activities such as the trip to Springfield, the graduation dance and the graduation ceremony. Those students who continue to be lacking the necessary requirements will not participate unless the requirements are met prior to the activity.

## Step 4 – Mid May

A final decision regarding the student's receipt of a diploma and participation in the graduation ceremony will be made on graduation day. Parents will be informed of this decision. If a student has not earned a diploma for academic reasons, the student may still earn a diploma through the successful completion of required work during the summer months. If a student has met the academic requirements of eighth grade, but is denied participation in the ceremony for other reasons, a diploma will be issued on the day following graduation.

In the event that a student has not earned a diploma for academic reasons during the school year, and does not successfully complete required work during the summer months, that student will repeat eighth grade the following school year.

## Rights and Privacy of Student Educational Records and Retention

### What are Student Records?

A student record is the written history on the performance and activities of any child enrolled in school. This record will contain all of the state and federal mandated information and any other information necessary to evaluate a student's progress. It will also give a brief description of the student's tenure in a local public school.

Student records are broken into two parts: the permanent record, the record which is kept for at least sixty years; and the temporary record which must be destroyed five years after a student leaves. These two parts of the record contain different types of information. The permanent record contains that information which would be necessary for the student for the rest of his/her life. The temporary records contain the set of information that is most important to have during the student's school years.

### Content of Student Permanent Records

Permanent records are kept on file for a minimum of 60 years by the school district. These records include:

- Basic identifying information – student and parent names, addresses, student birth date, place of birth and gender.
- Academic transcript – grades, graduation date, grade level achieved;
- Attendance record;
- Accident reports and health record;
- Record of release of record information (*see Release of Records.*)

The permanent records may also include:

- Honors and awards received
- Information about participation in school-sponsored activities or office held in school-sponsored organizations.

# River Grove School Parent – Student Handbook

## Content of Student Temporary Records

Temporary records are destroyed five years after the graduation, transfer or permanent withdrawal of the student from the district.

The temporary records may include:

- Family background information
- Intelligence and aptitude test scores
- Reports of psychological evaluation – information on intelligence, personality and academic information obtained through tests, observation and interview;
- Achievement test results;
- Copies of student work;
- Participation in extracurricular activities, including offices held;
- Honors and awards received;
- Teacher anecdotal records;
- Disciplinary information;
- Special education files – reports of the multi-disciplinary staffing which determines whether placement is made, and all records and tape recordings relating to special education placement hearings and appeals;
- Any verified reports or information from non-educational persons, agencies or organizations;
- Other verified information of clear relevance to the student's education;
- Record of release of temporary record information (*See Release of Records.*)

## Access to Records by Parents and Students

The right to inspect and copy student educational records (both permanent and temporary at minimal fee) is allowed to parents or guardians of students under age 18. Any student age 14 or more also has the right to read and review his or her temporary and permanent educational records.

Parent or student request for review of the record must be made in writing to the school principal. The principal will then arrange an appointment within two weeks for the review.

## Appeal Procedure

School board policy provides a procedure for the challenge of information on records by parents, guardians or students 18 years or older. Requests for a hearing to challenge the content of records must be made to the Superintendent of Schools. Within two weeks, the Superintendent will set a hearing date and notify the person challenging the records. The district hearing officer will render a decision within two weeks after the hearing.

## Special Note to Parents

Local, state and federal laws require the information in student's records be held confidential. This same law requires that rules and procedures be established to maintain this privacy as well as to indicate all of those people who have had access to the child's records.

## Release of Records

In general, no personally identifiable records or files (or personal information from either) may be made available to individuals, agencies or organizations without the written consent of parents, guardians or students over 18 years of age. However, limited exceptions are made. The records are available to the following individuals or groups:

1. Other school officials, including teachers within the educational institution or local agency who may have legitimate educational interests.
2. Officials of other school or school systems where the student intends to enroll, provided the student's parents are notified of the transfer of records and receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record if they desire.
3. Authorized representatives of the Controller General of the United States, the Secretary and administrative head of an educational agency;
4. Organizations or agencies in connection with a student's application for, or receipt of, financial aid.

# River Grove School Parent – Student Handbook

Information may be released in connection with an emergency to appropriate persons if such information is necessary to protect the health or safety of the student or other persons.

The school keeps a log of all agencies or persons who request or obtain access to information from a student's record. Parents, guardians or eligible students have the right to request a copy of information released.

Student records shall be transferred by the records custodian to the school in which the student has enrolled or intends to enroll upon request of the records custodian of the other school or the student. The parent shall have the opportunity to inspect, copy and challenge such information.

Release of the information other than to those specified above requires the prior, specific, dated, written consent of the parent designating the person to who such records may be released, reason for the release and specific records to be released.

## **Directory Information Available**

Directory information about a student may be released without the parent's prior consent. It includes: student name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of member of athletic teams, periods of attendance, degrees and awards received and the most recent previous educational institution attended.

However, parents may request that any or all of the directory information may not be released without their prior consent. In families where parents are separated or divorced, the granting of custody to one parent does not alter the rights of the other unless there is a court order specifically on this point. Any parent may have access to his student's records for the purpose of reviewing them.

## **River Grove School Athletic Club**

The purpose of the River Grove School Athletic Club is to generate additional financial support to the athletic programs offered by River Grove School for its students. This is accomplished through a variety of fund-raisers including the sale of spiritwear, the organization of school dances, and other means. Please contact the school if you have an interest in joining the Athletic Club.

## **River Grove School Education Foundation**

The purpose for which the River Grove School Education Foundation, is established is to accept and disburse contributions, gifts, and bequests from individuals, groups, businesses or foundations to support efforts to enrich and supplement the regular education programs offered students of River Grove School. The Foundation is a State and Federal government recognized non-for-profit organization and a portion of, or all donations made to the organization can be deducted from income taxes annually. For more information about the Foundation, please contact the school at any time.

## **River Grove School Music Organization**

The Music Organization is a group of parents and community members who are interested in the support of the choirs and bands at River Grove School. The Music Organization works closely with the Choir and Band Directors and raises money that is used to purchase equipment, music camp scholarships, and other materials and activities that enrich the musical lives of those choir and band students. The Music Organization has an executive Board and offers family memberships for a nominal fee. General meetings are held throughout the year at the school.

## **River Grove School Parent Teacher Association**

The PTA offers excellent opportunities to become involved in your child's school. In addition to sponsoring special activities and fund-raisers, the PTA organizes parent volunteer help for a variety of purposes.

# River Grove School Parent – Student Handbook

## Safe Routes

Students walking to and from school are to cross only at corners where crossing guards are present.

- From east of Thatcher, students are to cross only at **Thatcher and Grand**;
- From north of Grand Avenue and west of Thatcher, students must cross at:
  - **Thatcher and Grand** or
  - **Grand and Oak**

For the safety of your child, please remind him/her to cross the street only at designated crossings.

**Safety Patrol** – Selected students in grades 6-8 make up a safety patrol to assist the younger students who walk to school. The safety patrol is not responsible for duty at the busy intersections of Grand/Thatcher or Grand/Oak as these sites are supervised by an adult crossing guard. The safety patrol is an honor available to those students who maintain acceptable grades both academic and behavior and who can pass a written safety test.

**School Activities** – River Grove School offers many opportunities for students to grow socially outside the daily curriculum. After school functions include dances, assemblies, concerts and athletics. The choirs and bands are active groups that perform not only in school but also at outside events. The school is a member of the Leyden - Norwood Athletic Conference and fields teams to compete with other Leyden Township elementary schools. In addition, the Student Council provides service and recreational events in the school and community. Students are strongly encouraged to participate in extracurricular activities and events so that the important area of social development is not neglected. It is your responsibility to inform your parents of your participation in any after school or extracurricular activity.

**School Activity Fees** – Students participating in extramural programs will be charged an Activity Fee for each program. The collection of these fees will not take place until the students are selected for these programs. The extramural programs that will be affected by these fees are:

Band -	\$50.00	Choir -	\$50.00	Any Athletic Team -	\$50.00 per team
Jazz Band -	\$50.00	Show Choir -	\$50.00	Scholastic Bowl -	\$50.00

## School Board Meetings

The Board of Education of River Grove School District 85.5 holds regular meetings on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month. Meetings are at 7:00 P.M. and are held in the boardroom at the school. The public is welcome to attend these meetings.

**School Bus Information** – Free bus service is provided for many Grade K-8 pupils. Specific bus routes and pick-up schedules are provided at registration in July. Specific bus rules and regulations are outlined earlier in the Bus Behavior section of this handbook.

**School Safety** – River Grove School is committed to maintaining the safest possible environment for all students. To this end, students are responsible to report issues relating to school safety to school personnel. This could involve knowledge of weapons, drugs, threats to do harm to staff, students or property, gang activity, or other issues relating to the safety of the facility and equipment. Also in the interest of the ongoing safety of our students, those children that are not picked up by parents before school supervision ends, will be walked to the River Grove Police Station for their continued safety. The station is located at 2621 Thatcher Avenue.

## Security

The school is kept secure at all times. Parents and other guests visiting the school are to use entrance #1 which is equipped with a security camera and doorbell. You must sign in at the district office and secure a building visitor's pass. Please do not proceed directly to a classroom. Stop by the Principal's office for an escort to the classroom. We discourage unnecessary disruptions to the classroom activities.

# River Grove School Parent – Student Handbook

## Sex Education

Sex education is offered to junior high level students as a part of the Health curriculum. Parents have the right to exclude their children from this unit of instruction and should indicate this to the Principal in writing. A letter from the school indicating the sensitive nature of the subject matter will be sent home in advance of the presentation of the lesson for the consideration of families.

**Sex Equity** – River Grove School does not discriminate on the basis of sex in the provision of programs, activities, services or benefits to our students. Equal access to educational and extracurricular programs and activities are guaranteed to both sexes.

**Sexual Harassment** is **unwanted** and **unwelcome** behavior of a sexual nature, which interferes with an individual's academic performance or creates an intimidating, hostile, or offensive educational environment. Sexual harassment, including sexting, will not be tolerated at River Grove School. Incidents of sexual harassment will result in possible suspension or expulsion from school.

## S.M.A.R.T. Books

Each student in grades 3-8 is given a *Smart Book*. This book is a daily planner, and students are to use these books to organize assignments, and other pertinent materials. The *Smart Book* may be used as a communication tool between school and home.

## Solicitation or Fund-Raising

The school does not allow solicitation or fund-raising other than River Grove School PTA, River Grove School Athletic Club, River Grove School Education Foundation, Student Council, or River Grove Music Organization related activities. Solicitation can become disruptive, and divert student attention from the educational process.

## Sports Program

The River Grove Royals combine with 10 other schools to form an 11-team conference to compete in interscholastic sports. Students in grades 6-8 may try out for the following teams with a completed parent permission slip, and a sports physical examination. All students participating in this program are required to follow the rules regarding sportsmanship and behavior as outlined in the Leyden-Norwood Athletic Conference Constitution.

Fall Sports	Winter Sports	Spring Sports
Boys - Softball	Boys - Basketball	Boys - Volleyball
Girls – Softball	Girls – Basketball	Girls - Soccer
Boys - Soccer	Cheerleading	
Girls - Volleyball	Pom Pon	

## Conference Teams

Elm	Leigh	Pennoyer	Union Ridge
Giles	Rhodes	Mannheim Middle School	Lincoln
Hester	River Grove	Rosemont	

## Athletic Eligibility

River Grove School has established academic standards for our student athletes. These standards have been established to reinforce the importance of schoolwork and to help our students learn to balance the priorities of school life. These eligibility standards will be discussed with your child.

1. Students must maintain an overall C average
2. Students may not be failing (F average) in any subject area

# River Grove School Parent – Student Handbook

The grades of our student athletes will be reviewed on a weekly basis. Students not meeting the eligibility requirements will be suspended from all team activities for one week. If a student returns to good academic standing at the end of the week he/she will be reinstated. If not, a second week of suspension will be issued. Students that do not become eligible after a second week of suspension will be removed from the team.

## Student Council

The Student Council is a student leadership activity that provides recreational and service activities for the school and community. It also offers student members an opportunity to develop skills in working within an organized governmental setting. Every homeroom elects representatives and an alternate to the council and officers are elected to govern the council. Teacher advisors monitor the council's activities. Regular meetings are held during the school day.

## Student Progress

Parents are required to sign all report cards and mid-term progress reports except for the final card issued on May 25th, which should be kept for your records. The signed copies are to be returned to the homeroom teachers the next school day. As you review these reports with your child be sure to ask questions and display interest, as this will give your children the message you care about their progress in school. If you have questions your child cannot answer, please call the school for clarification from the classroom teacher or office.

## Student Pictures

The school uses Van Gogh Photography Studio to take student pictures. Student pictures will be taken Friday, October 14<sup>th</sup>. A variety of picture packages are available to choose from and fall makeup pictures will be taken on Wednesday, November 16<sup>th</sup>. Further information regarding this process will be sent home at a later date. Eighth grade graduation pictures will be taken separately on Friday, January 13, 2012 with individual pictures of eighth graders to be taken on Tuesday, January 31, 2012, and spring pictures are scheduled for Thursday, April 5, 2012. Again further information regarding these pictures will be sent home at a later date.

## Summer School

The District operates a fee-based summer school program for both remedial and enrichment opportunities for students. Remedial summer school services will be recommended for any student who receives two "F's" in any core subject area for the academic year. Teachers will design enrichment and remedial courses in a variety of subjects to be included in a catalog that will be available to parents in the spring. The summer school term is six weeks, with the classes meeting three hours a day, four days a week.

**Support Services** - We are fortunate to include among our faculty fully trained and qualified Special Education teachers, a speech therapist, TPI, TBE and ESL teachers who provide services for foreign speaking students learning English, a Title I reading specialist, and a social worker. Support services are available to meet the various academic needs of River Grove School students.

**Tardy** – You are to be at school on time each day. When you arrive late, you have missed important instruction and then disrupt the classroom activities. A tardy is excused only when a parent or guardian has called the health office before the start of the school day to let the school know you will be late. After five (5) tardies are accumulated due to late arrival to school, a detention will be assigned to the student. A parent conference will be required after eight (8) days of tardiness to school. This cycle shall restart at the beginning of each new trimester. Junior high students that are late reporting to class will also be marked tardy. After three (3) tardies for being late to class, a 4:00 detention will be assigned. Any subsequent tardies will result in 5:00 detentions being assigned to the junior high student.

**Testing** – Achievement tests are an important instructional tool and tell us whether children are learning to their potential. Students in grades 2-8 will take the MAP (Measure of Academic Progress) test in early fall and again in the late spring. The MAP Test shows the student's academic growth over time. Results of these tests will be shared with the students and their parents. Additional information will be sent home at a later date.

The Illinois Standards Achievement Test ISAT is a mandated state test that is administered to all students in grades 3-8 March 6-16, 2012.

# River Grove School Parent – Student Handbook

**Textbooks** – You are responsible for the condition of your textbooks. They are the property of the district, and are on loan to you for the school year. You are to cover your books to keep them in good condition. You will be charged a replacement cost for lost or damaged textbooks.

**Telephones and Messages** – Students may use the office phone with permission from their teacher and the office staff. Students will not be called from class for phone calls or use classroom phones unless it is an absolute emergency.

**Title I Services** – River Grove School offers additional support in Reading to those students at risk of academic failure in the subject. Students in grades kindergarten through six are regularly given reading assessments to determine proficiency in the subject. That data combined with other factors, like family income level, helps determine eligibility for the resource services. A highly qualified, certified teacher in the area of Reading coordinates the program and is required to meet with parents of students in the program throughout the year. Progress monitoring of each student assists the teacher and family ensure that the academic interventions implemented for the child are generating success. For additional information about the Title I program, please call the school.

## **Transferring - Records Release**

When a student is transferring out of the district, a parent or guardian should notify the district as soon as possible, and sign a “release of records” form. This procedure will allow River Grove School to forward temporary and permanent student records to the next school attendance center. Otherwise, the school will have to wait until the new “receiving school” requests the student records. Records will not be given to the parent for transfer purposes, but parents may receive copies upon request.

## **Traffic Regulations and Parking**

River Grove School is a busy place before and after school. When picking up or dropping off your child, please obey all traffic control procedures.

1. Traffic cannot proceed west bound on River Grove Avenue as the area is kept clear for bus loading and unloading;
2. No parking is indicated by yellow curbs, and parking is not allowed at any time in these areas;
3. Approach the school from Forest View Avenue;
4. Pull around the corner;
5. Do not stop at the corner or block the intersection of River Grove Avenue and Forest View
6. Safely park your car along the blue painted curb for student drop off or pick up;
7. Do not park in the handicapped parking space unless authorized to do so;
8. The school parking lot on the south east corner of Forest View is not for student drop off or pick up;
9. Cars should never be left running while you walk your child into the building.
10. When parking in the lot across the street from the school, park only in open spaces that are not designated as reserved.
11. Please do not double park in the parking lot, it does create a safety hazard for other motorists.
12. Violations are subject to action by the River Grove Police Department.

## **Vacations during the school year**

Students that take vacations during the school year are at a disadvantage academically from their peers. The school strongly encourages parents to use the calendar enclosed in the handbook to aid in the planning of family vacations during the times that school is not in session. Please be advised that children in families that elect to take vacation before the end of the academic year in May could have their report cards held and promotion to the next grade level delayed until all work that was missed has been completed and recorded.

# River Grove School Parent – Student Handbook

## Waiver of Student Fees

Students whose parents are unable to afford student fees may receive a waiver of fees. However, these students are not exempt from charges for lost and damaged books, locks, materials, supplies and equipment. Applications for fee waivers may be submitted by a parent/guardian of a student who has been assessed a fee on an application form available from the Building Principal. A student shall be eligible for a waiver of a fee when at least one of the following prerequisites are met:

The student is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families with Dependent Children) or receiving food stamps.

1. The student's family is currently eligible under the guidelines of family-size income levels prescribed annually by the Secretary of Agriculture (eligible for Free or Reduced Price Meals pursuant to Ill. Rev. Stat., ch. 122, para. 712.1 et seq.).

Families who are experiencing serious financial hardship such as family illness, seasonal unemployment, emergency situations such as fire, storm damage, legal entanglements will not be granted waivers but will have fees deferred to a monthly payment plan. Such plan does not reduce the amount of the fee but it does defer the cost over the school year.

The parent/guardian shall submit written evidence of eligibility for waiver of the student's fee. A separate application form shall be submitted for each fee assessed to each student. The Superintendent will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. A Superintendent's denial of a fee waiver request may be appealed to the School Board by submitting the appeal in writing to the Superintendent or his designee within fourteen (14) days of the denial. If appealed, the Board will reconsider the decision to deny the fee waiver request, and will notify the parent/guardian in writing of its decision within 30 days. Parents do have the right to know why the request was denied.

**Web Site** – Information is posted regularly on the River Grove School District web site. You can find the site at: <http://www.rivergroveschool.org>.

## HOMWORK PROCEDURE

### GRADES 6-8

Students need to develop organizational and study skills that will help them through life. For some students, this is more of a challenge than for others. Keeping the Smart Book up-to-date and respecting clear deadlines are needed to help students stay organized. Allowing students to hand in late, sloppy, incomplete, or homework without a name is not an option. All homework is due on the due date. It will be collected or checked within the first fifteen minutes of class.

- If a paper is late but returned to the teacher within 24 hours of its due date, a 20% reduction will be discounted from the earned grade. After 24 hours, a passing homework grade will be entered as a 65%. Late homework is accepted only until the end of the instructional unit. After the unit ends, no credit is given.
- If a student is absent, they have the same number of days they were absent to hand in the work.
- It is the absent *student's* responsibility to find out what homework is missing. They may ask, look at the homework board, or ask a friend for the missed work.
- Passes: One pass per class is given to each child each trimester. The student puts their name on the class roster entitled "Homework Pass" and it may be used to "buy" an extra day. The pass may be used at any time during the trimester.
- If the student arrives to class without the required assignment, the assignment may be turned in during the same (1/2) half day it was due for complete credit. If an assignment is due in the morning and is turned in by 11:15 AM, it receives full credit. Similarly, if an assignment is due during a PM class and is turned in by 3:15 PM that same afternoon, it will receive full credit.

This policy is intended to help students to become more responsible for their work.

Parental or guardian help in supervising the completion of assignments by their children is encouraged.

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Parent's signature

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Student's signature

# River Grove School Parent – Student Handbook

## River Grove School Acceptable Use Policy

### EDUCATIONAL PROGRAM - SERIES 7.000

#### ACCESS TO ELECTRONIC NETWORKS

The School Board's goal is to include electronic networks, including the Internet, in the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. The superintendent or designee shall develop an implementation plan for this policy and appoint the technology coordinator to promote and manage the system.

The School District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees from access to the Internet.

Individual School Board members and administrative staff members shall be treated like teachers.

#### Curriculum

The use of the District's electronic networks shall (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library-media center materials. Teachers may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

#### Acceptable Use

All use of the District's electronic network must be (1) in support of education and/or research, and be in furtherance of the School Board's stated goal, or (2) for a legitimate business purpose. Use is a privilege, not a right. General rules for behavior and communications apply when using electronic networks. The District's *Authorization for Electronic Network Access* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded materials, including files deleted from a user's account but not erased, may be monitored or read by school officials.

#### Authorization for Electronic Network Access

Each teacher must sign the District's *Authorization for Electronic Network Access* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised use.

The failure of any student or teacher to follow the terms of the *Authorization for Electronic Network Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Adopted: 8/11/98

# River Grove School Parent – Student Handbook

## EDUCATIONAL PROGRAM - SERIES 7.000

### ADMINISTRATIVE PROCEDURE - ACCEPTABLE USE OF ELECTRONIC NETWORKS - RULES AND REGULATIONS

All use of electronic networks shall be consistent with the District's goal of promoting education excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

#### Terms and Conditions

1. Acceptable Use - Access to the District's electronic networks must be (a) for the purpose of education or research, and be consistent with the educational objectives of the District, or (b) for legitimate business use.
2. Privileges - The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time; his or her decision is final.
3. Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
  - c. Downloading copyrighted material for other than personal use;
  - d. Using the network for private financial or commercial gain;
  - e. Wastefully using resources, such as file space;
  - f. Gaining unauthorized access to resources or entities;
  - g. Invading the privacy of individuals;
  - h. Using another user's account or password;
  - i. Posting material authorized or created by another without his/her consent;
  - j. Posting anonymous messages;
  - k. Using the network for commercial or private advertising;
  - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
  - m. Using the network while access privileges are suspended or revoked.

# River Grove School Parent – Student Handbook

## EDUCATIONAL PROGRAM - SERIES 7.000

### ADMINISTRATIVE PROCEDURE - ACCEPTABLE USE OF ELECTRONIC NETWORKS - RULES AND REGULATIONS

4. Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - a. Be polite. Do not become abusive in message to others.
  - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
  - c. Do not reveal the personal addresses or telephone numbers of students or colleagues.
  - d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e. Do not use the network in any way that would disrupt its use by other users.
  - f. Consider all communications and information accessible via the network to be private property.
5. No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the users errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.
7. Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to network.
8. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
9. Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
10. Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Web or on District Web sites or files servers without explicit written permission.
  - a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.

# River Grove School Parent – Student Handbook

## EDUCATIONAL PROGRAM - SERIES 7.000

### ADMINISTRATIVE PROCEDURE - ACCEPTABLE USE OF ELECTRONIC NETWORKS - RULES AND REGULATIONS

- b. Students and staff engaged in producing Web pages must provide library media specialist with e-mail or hard copy permissions before Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
- d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

#### 11. Use of Electronic Mail

River Grove School District 85.5 employees must adhere to a code of conduct as documented herein. River Grove School District 85.5 equipment and information in any form is considered an asset of River Grove School District 85.5 and thus must be properly used and adequately protected. This includes the transmission of information over computer communication networks. In addition, the use of computing and technology investments must be for legitimate River Grove School District 85.5 business and educational purposes except for personal use deviations approved by the Superintendent.

The River Grove School District 85.5 provided email connection is intended to be used primarily for business purposes. Any personal use must not interfere with normal business activities, involve solicitation, be associated with any for-profit outside business activity or potentially embarrass River Grove School District 85.5. Users are expected to act responsibly and in the River Grove School District 85.5’s best interests whenever they use the River Grove School District 85.5 provided connection or equipment for the purpose of transmitting Electronic Mail.

Do not reply to or otherwise circulate Chain Letters. Chain letters cause a dramatic increase in the allocation of disk space to user data, a dramatic increase in the likelihood of a computer virus attack, and places a strain on our resources that could result in deteriorating message delivery and response time or, even worse, system unavailability.

Your support of the following guidelines will assist us in providing you with fast and reliable electronic mail service:

- Respect the business and educational purpose for which computers and access to communication network(s) has been granted.
- Use the computer resource capabilities in a manner that minimizes cost to River Grove School District 85.5 while maximizing value for River Grove School District 85.5 educational purposes.
- Use of River Grove School District 85.5 computer resources and communication networking capabilities for personal purposes, must be authorized by appropriate management.
- Do not transmit any obscene, lewd, or pornographic material. This is strictly prohibited.
- Personal message should not be widely distributed utilizing River Grove School District 85.5 mail services. This is an inappropriate use of River Grove School District 85.5 resources.

# River Grove School Parent – Student Handbook

## EDUCATIONAL PROGRAM - SERIES 7.000

### ADMINISTRATIVE PROCEDURE - ACCEPTABLE USE OF ELECTRONIC NETWORKS - RULES AND REGULATIONS

- River Grove School District 85.5 provides electronic mail systems to employees, at River Grove School District 85.5 expense, for River Grove School District 85.5 business and educational purposes. The River Grove School District 85.5 electronic mail systems should not be used to send chain letters, games, sounds, wallpaper, bitmaps or other non-business/educational related items through the mail as attachments.
- Mail folders should not be used as long term (more than a year) filing systems. Sent mail and Inbox folders should be kept current (regular frequency of deleting and/or filing).
- Check the size of a file before attaching it to a message. All large attachments should be zipped using file compression software. The combined size of multiple attachments can also impact mail delivery. Multiple small attachments should be zipped together as one file. Larger attachments should be zipped and sent individually. Messaging gateways process a set amount of data per hour. The available bandwidth can fill up with large attachments thus slowing or stopping the movement of other mail.
- Attachments are also a major contributor to corruption of user mail files. The more attachments stored in the user's mailbox file, the, the greater chance of corruption. Attachments that must be retained should be saved to the user's local drives or, to home or group drives on the server (preferable after being virus scanned).
- Licensed application software should never be emailed as an attachment. This not only is an inappropriate use of River Grove School District 85.5 resources, it is contrary to River Grove School District 85.5's software licensing policy.

I have read, understand and acknowledge receipt of the River Grove School District 85.5's Email procedure. I agree to fully comply with the guidelines contained herein and understand that failure to do so may result in disciplinary action.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Adopted: 8/11/98

Revised: 9/14/04

# River Grove School Parent – Student Handbook

## River Grove School Code of Ethics and Conduct

### River Grove School Interscholastic Athletics Athlete/Parent Code of Ethics

#### **Preamble:**

Participation in athletics is a privilege. Student-athletes earn the privilege to participate by adhering to high standards of personal conduct and ethical behavior. The essential elements of character building and ethics in sports are embodied in the concept of sportsmanship and four core principles: respect, responsibility, fairness and good citizenship. Parents play a vital role in the development of student-athletes. It is the duty of all concerned with the River Grove School program to exemplify the highest ideals of sportsmanship, ethical conduct and fair play. All are expected to abide by the guideline for behavior described in the following code of ethics.

#### **Athlete's Code:**

1. I will place academic achievement as my highest priority.
2. I will embrace the highest ideals of sportsmanship, ethical conduct and fair play.
3. I will treat my coaches, other players, officials and fans with respect regardless of race, sex or abilities.
4. I will respect the integrity and judgment of game officials.
5. I will adhere to the rules of the game to be played.
6. I will refrain from the use of language that degrades, baits and intimidates others.
7. I will respect all equipment and use it safely and appropriately.
8. I will refrain from the use of tobacco, drugs and alcohol.
9. I will be modest in victory and gracious in defeat.

#### **Parent's Code:**

1. I will embrace the highest ideals of sportsmanship, ethical conduct and fair play.
2. I will support coaches and officials working with my child in order to encourage a positive and enjoyable experience for all.
3. I (and my guests) will refrain from coaching my child or other players during games and respect that all practices are closed sessions.
4. If I as a parent have a concern, I will take time to talk with coaches in an appropriate manner including the proper time and place.
5. I will be a "team fan" not a "my kid fan".
6. I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, sex or ability.
7. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player or parent (i.e. booing, profane language).

# River Grove School Parent – Student Handbook

## RIVER GROVE SCHOOL DISTRICT 85.5 SCHOOL RELEASE REQUESTS

STUDENT(S) NAME \_\_\_\_\_

### Publicity, Photo-Video, and Web Site Release

During the school year, children are occasionally photographed or video taped for District publicity. Directory information including pictures and names of students may be shared with local newspapers such as the *Elm Leaves*, District print publications, displayed in school, and used on the District's web site. These pictures are not used for commercial purposes. I give River Grove School consent to use my child's name, voice, image or digital work in a District publication including the school web site. My child's directory information including name can be used in the photo caption or credits and shared with the news media and in publications.

YES NO (circle one)

### Secular Textbook Loan Program

The Illinois Secular Textbook Loan Program (Public Act 79-861) states that any student in this state who is enrolled in grades Kindergarten through 12 in a public or non public school may request the loan of state owned textbooks from the school in which the student is enrolled. The effect is to reduce local textbook expenditures.

Some guidelines for the administration of the program include:

- Only those texts from the state list of approved texts may be requested.
- The student is responsible for returning the state owned book at the close of the school year.
- The request form signed this year remains valid for as long as the student is in attendance at the school. In the future, if state owned books have been acquired at a grade school level into which a student is moving, and a request form is on file, he or she will receive one of these books.

It is necessary for the school to have on file a request form for each student indicating whether they do or do not wish to request state supplied materials under this program. A student will not be eligible to receive free loan state-owned textbooks unless a request form is signed. I give permission for my child to participate in the textbook loan program.

YES NO (circle one)

### Notice of Internet Permissible Use

My child and I have read and understand the School District's policy and procedures regarding permissible use of River Grove School computers and access to the Internet using River Grove School as a means of access. I understand that the District's network and access is for educational purposes only and that the District will attempt to eliminate or otherwise deny access to all non-educational materials and that the responsibility for appropriate use of school computers ultimately rests with the computer user. I agree to instruct my children accordingly.

*Please Complete Sections On The Reverse Side Of This Form*

# River Grove School Parent – Student Handbook

## Notice of the Interscholastic Athletics Athletes/Parent Code of Ethics

My child and I have read and understand the School District’s Code of Ethics and Conduct. I understand that should my child elect to violate any terms of the Code, their participation in any athletic team activity may be limited or terminated. I further understand by my signature, that if I elect to violate the terms of the School District’s Code of Ethics, my ability to be in attendance at athletic events would be jeopardized.

## Eligibility Standard Sign Off

My child and I have read the eligibility standards for participation in school sponsored activities and understand the responsibility for my child to comply with these expectations set forth in these eligibility standards. I/we have discussed these standards with my/our child and he/she understands his/her responsibility to meet the expectations in order to maintain eligibility for participation.

## Receipt of the Parent-Student Handbook

I have read the Parent Student Handbook and understand the school program and my child’s responsibilities within the program including the discipline plan and program, attendance, homework, bus, lunchroom rules and regulations, and school policies. A parent/guardian may be held liable for the conduct of a student found in violation of the discipline plan and program of the District. A student shall not be held liable for, nor shall the student forfeit any right or privilege on the basis of any act on the part of the parent/guardian.

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I acknowledge receipt of the above notices regarding the Parent Student Handbook, Permissible Use of the Internet, Eligibility Standards, and the Interscholastic Athletics Athletes/Parents Code of Ethics.

My preferences regarding the notifications for Publicity, Photo-Video Release and Web Site Release, and the Secular Textbook Loan Program are indicated above.

Student(s) Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please return this form to your child’s teacher by Friday, August 19, 2011**

**Please Complete Sections On The Reverse Side Of This Form**