

# Parent & Student Handbook



**2023-2024**

**River Grove School District 85.5**

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Ms. Denise Nero, Coordinator of Student Services

Mrs. Alison Prochaska, Coordinator of Teaching & Learning

## **Vision**

Prepare students for success in life.

## **Mission**

Provide a comprehensive and high-quality education for all students.

**Welcome to RGS!**

**#WeAreRG**

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# Chapter 1 – Introductory Information & General Notices

## 1.20 – Student Handbook Acknowledgment

Name of Student: \_\_\_\_\_

### Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all River Grove School and River Grove School District 85.5 rules, policies and procedures.

I understand that the Student/Parent Handbook and River Grove School District 85.5 policies may be amended during the year and that such changes are available on the River Grove School District 85.5 website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and River Grove School District 85.5 rules, policies and procedures.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### Parent/Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and River Grove School District 85.5 policies may be amended during the year and that such changes are available on the River Grove School District 85.5 website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with RGS and River Grove School District 85.5 rules, policies and procedures.

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

\_\_\_\_\_  
Date

## 1.30 – General School Information

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

River Grove School  
2650 N. Thatcher Avenue  
River Grove, IL 60171

The full and up to date information can be found on the RGS website: [www.rivergroveschool.org](http://www.rivergroveschool.org)

### Important Dates

#### August

14-15 Teacher Institute - No School  
16 First Day for Students

#### September

1 1/2 Day School Improvement  
4 Labor Day - No School

#### October

9 Columbus Day - No School  
13 End of 1st Quarter  
18 Parent Teacher Conferences  
19 1/2 Day/SIP/Parent Teacher Conferences  
20 Non Attendance Day

#### November

21 1/2 Day School Improvement  
22-24 Thanksgiving Holiday - No School

#### December

8 1/2 Day School Improvement  
21 End of 2nd Quarter  
22 Non Attendance Day  
25-29 Winter Break

#### January

1-5 Winter Break - No School  
12 1/2 Day School Improvement  
15 Martin Luther King Day - No School

#### February

2 1/2 Day School Improvement  
15 1/2 Day/SIP/Parent Teacher Conferences  
16 Teacher Institute - No Student Attendance  
19 President's Day - No School

#### March

1 1/2 Day School Improvement  
4 Casimir Pulaski Day - No School  
8 End of 3rd Quarter  
25-29 Spring Break - No School

#### April

1 No School  
26 1/2 Day School Improvement

#### May

17 1/2 Day School Improvement  
22 8th Grade Graduation  
24 1/2 Day/Last Day of School/End of 4th Quarter  
27 Memorial Day  
28-31 Emergency Day If Needed

#### June

3 Emergency Days If Needed  
19 Juneteenth Holiday

[Full School Calendar](#)

The full River School Staff Directory can be accessed here: [Staff Directory](#)

## School Hours

|                    |                 |
|--------------------|-----------------|
| Enter - First Bell | 8:25am          |
| Start - Tardy Bell | 8:30am          |
| Homeroom           | 8:30am - 8:45am |
| K-2 Lunch          | 11:20am-11:59am |
| 6-8 Lunch          | 12:01pm-12:40pm |
| 3-5 Lunch          | 12:42pm-1:21pm  |
| Dismissal Bell     | 3:24pm          |

## Communication

Regular communication between home and school helps you stay informed and involved in your child's education. River Grove School uses ParentSquare as our main communication platform. Please ensure to download the ParentSquare app and monitor posts to stay up to date on pertinent school information. In addition, please feel free to contact your child's teacher if you have any concerns about your child's academic or behavioral progress at school. Your child's teacher is the best source of information and should be your first contact. A good working relationship between home and school helps children succeed at school.

## Student Responsibilities

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

### Respect

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

### Courtesy

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

- Waiting in line
- Avoid name calling
- Talking to people, not about them
- Using 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, Student Planners, etc.

### Truthfulness

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

### Care of School Property

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

### Production

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

### Attendance/Punctuality

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

## 1.40 – Visitors

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

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

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

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

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.

3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

## 1.50 – Equal Educational Opportunities and Sex Equity

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact Ms. Nero.

## 1.60 – Animals on School Property

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

## 1.70 – School Volunteers

All school volunteers must complete the “Volunteer Information Form” and be approved by the school principal prior to assisting at RGS. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. Individual teachers make this decision. Teachers who desire parent volunteers will contact parents directly. For school-wide volunteer opportunities, please contact the school principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination. All volunteers will be asked to fill out an Information Form and Waiver of Liability.

## 1.80 – Invitations and Gifts

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

## 1.85 – Treats and Snacks

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with your child’s classroom teacher. All treats and snacks must be peanut free, store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to consider alternatives to food treats, such as stickers or pencils for celebrations in lieu of food treats. In the event food items are brought to school, we ask that you select a treat or snack with nutritional value.

## 1.90 – Emergency School Closings

In cases of bad weather and other local emergencies, please check ParentSquare. You can also listen to local radio or television stations to be advised of school closings or early dismissals. School closings for any reason will be announced by 7:30 a.m. If bad weather or other emergency occurs during the day, announcements will be made on ParentSquare. All school closings for any reason will be announced as River Grove School District 85.5. School closing information will be available on the district website ([www.rivergroveschool.org](http://www.rivergroveschool.org)) and on the following radio and television stations: WGN Radio 720, WBBM Newsradio 780, CBS 2, NBC 5, ABC 7, WGN Morning News, Fox 32 and CLTV News. You can also visit [www.emergencyclosings.com](http://www.emergencyclosings.com) to search River Grove School District 85.5.

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

## 1.100 – Video and Audio Monitoring Systems

A video and/or audio monitoring system is used on school buses and in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing

student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel. No video will be shared with any parent if it contains images of other students.

## 1.110 – Accommodating Individuals with Disabilities

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

## 1.120 – Students with Food Allergies

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify RGS administration.

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

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

### 1.130 – Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

- A. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with RGS for their child.
- B. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- C. Sign the Diabetes Care Plan.
- D. Grant consent for and authorize designated River Grove School District 85.5 representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the health clerk or building administrators.

## 1.140 – Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the RGS community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of River Grove School District 85.5.

River Grove School District 85.5 maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the River Grove School District 85.5 website. Information can also be obtained from the school office.

## 1.160 – Parent Organizations and Booster Clubs

Parent organizations and booster clubs are invaluable resources to River Grove School District 85.5. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, the school's name, or school's team name, or any logo attributable to the District provided they first receive the Superintendent or her/his designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

- The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
- The rules and procedures under which it operates.
- An agreement to adhere to all Board policies and administrative procedures.
- A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
- A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
- An agreement to maintain and protect its own finances. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

## 1.190 – Prevention of Anaphylaxis

While it is not possible for River Grove School District 85.5 to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the school principal.

## Chapter 2 – Attendance, Promotion & Graduation

### 2.10 – Attendance

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

### 2.20 – Student Absences

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school, there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the School Board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attend a civics event, or attending a military honors funeral.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. If a student or their parent/guardian were able to obtain assignments from the student's teachers prior to excused absences they are responsible to request and the student must complete them prior to his or her return to school.

Students who are excused from school. Including those who are suspended will be allowed to make up all missed work, including homework and tests, for equivalent academic credit. The student will have the same number of days to complete and submit work as the number of days absent.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the school principal. RGS may require documentation explaining the reason for the student's absence.

If a child is going to be late or absent from school, the parent must call the school office at 708-453-6172, x204 to report the absence. You may call anytime, day or night and leave a message for the school staff on the voicemail system. Failure to call the office will result in an unexcused absence or an unexcused tardy. Please explain the reason for the absence. If a call has not been made to RGS by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

### **Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students**

State law requires River Grove School District 85.5 to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.

Support services provided to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

## **2.30 – Release Time for Religious Instruction and Observance**

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the school principal at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit.

## 2.40 – Make-Up Work

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

## 2.50 – Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by RGS and the district. Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

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

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

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

## 2.60 – Grading and Promotion

School report cards are issued to students on a Quarterly basis. For questions regarding grades, please contact the classroom teacher. Here is the Grading Scale used at RGS:

| Primary (Grades K-2) |                 |
|----------------------|-----------------|
| 95-100%              | E (Exceeds)     |
| 75-94%               | M (Meets)       |
| 65-74%               | A (Approaching) |
| 64% and below        | B (Below)       |

| Intermediate/JR High (Grades 3-8) |               |
|-----------------------------------|---------------|
| A (Excellent)                     | 90-100%       |
| B (Above Average)                 | 80-89%        |
| C (Average)                       | 70-79%        |
| D (Below Average)                 | 60-69%        |
| F (Below)                         | 59% and below |



The primary grade scale represents student demonstration of understanding the learning standards for the grade level which they are enrolled in. The intermediate and JR High grade scale represents the percentage students have scored in the core content areas along with the corresponding traditional grade associated with the percentage.

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

## 2.65 – Eighth Grade Graduation and Privileges

During the school year, the eighth grade class will be provided certain privileges during the second semester. These privileges include a class trip, dinner dance, Blast-Off and the graduation ceremony. Students must be present and attend school the day of the event (dinner dance, blast off, graduation), including the day before the eighth grade class trip. 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 River Grove School District 85.5 Policy. RGS reserves the right to deny any or all of these privileges to any student who has violated the rules of RGS.

A valedictorian and salutatorian for graduation will be determined based on the following:

- GPA from sixth grade through mid-4th quarter of eighth grade
- Regular school attendance (does not meet the truancy criteria from the State of Illinois)
- Participation in RGS community

## 2.70 – Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability, and grade level. Homework is not meant to frustrate or consume too much time. It is meant to practice and not always beneficial without available feedback or guidance. There is not an emphasis on homework for these reasons. However, if the teacher assigns homework, it is expected that the student completes it.

Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe. One day will be given for each day of excused absence.

## 2.80 – Exemption From PE Requirement

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits River Grove School District 85.5 from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of River Grove School District 85.5.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases; and
2. The student's class schedule.

## 2.90 – Accelerated Placement

RGS provides Accelerated Placement (AP) classes for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student or a deeper and more rigorous experience with the grade level curriculum, or an enrichment experience in addition to the standard classes. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the student's teacher or the school principal for additional information.

## 2.100 – Home and Hospital Instruction

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

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

For information on home or hospital instruction, contact a school social worker.

## Chapter 3 – Student Fees and Meal Costs

### 3.10 – Fees, Fines & Charges; Waiver of Student Fees

RGS establishes fees and charges to fund certain school activities, such as field trips, clubs, and other school enrichment experiences. Additionally, the Board of Education has adopted a policy charging families to replace lost or damaged school issued technology devices and items.

The fee structure is found below:

| Item               | Actual Cost | Replacement Fees* |
|--------------------|-------------|-------------------|
| Chromebook         | \$200       | \$50              |
| Chromebook Charger | \$20        | \$20              |
| iPad               | \$300       | \$50              |
| iPad Charger       | \$40        | \$20              |

\*As new devices are purchased, it may become necessary to amend the fee structure. In such cases, parents would receive written notification.

Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities. Additionally, fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

Applications for fee waivers may be obtained from the school office and may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act;
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).
3. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.

The school will notify the parent/guardian as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the school principal.

Pursuant to the Hunger-Free Student's Bill of Rights Act, RGS is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and RGS is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

## 3.20 – School Meal Program

A breakfast is made available every school day with a before the start of school and hot lunch is served every school day except when there is early dismissal. Meals are available for a daily, weekly, or monthly fee. Families may qualify for free or reduced lunch by their total family income and in accordance with federal income guidelines. Students may also bring their lunch from home. Milk is available for a fee or students may bring a beverage from home. **No energy drinks are permitted.** Beverages from home must be in cans, plastic containers or cartons. Glass bottles are a safety issue and are not allowed at school.

**Restaurant food delivery is not allowed** by anyone *including parents*. The student can take part in the school lunch program if a lunch is forgotten. Students without money needing to charge their meals may do so up to the limit of ten times.

## Chapter 4 – Transportation & Parking

### 4.10 – Bus Transportation

Bus transportation services are available for students residing in identified areas in our school district. At the beginning of the school year, if transportation is offered based on student residence, parents select one bus stop at which a student is to be picked up and dropped off. Students are not permitted to ride any other bus. Exceptions must be approved **no less than one day in advance** by the school principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the RGS administration. Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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

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

- Dress properly for the weather. Make sure all drawstrings, straps, etc. on clothing, backpacks and other items, are shortened/removed to lessen the likelihood of getting caught in bus doors, railings or aisles.
- Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
- Stay away from the bus until it stops completely and the driver signals you to board. Enter in a single file line without pushing while using the handrail.
- Take a seat right away and remain seated facing forward. Keep all items and body parts inside the bus.

- Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Electronic devices must be silenced on the bus unless a student uses headphones.
- Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
- Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
- Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
- Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
- If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
- Never run back to the bus, even if you dropped or forgot something.

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

For questions regarding school transportation issues, contact the school office.

## 4.15 – Bus Conduct

Students are expected to follow all school rules when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as school administrators deem to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify RGS that the student does not have alternate transportation.

## 4.20 – Parking

RGS has two locations available for school visitor parking. In addition to legal street parking. Those dropping off and picking up children may do so if they follow all of the procedures.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

## 4.30 – Bicycle Racks

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

Students must obey local traffic laws and walk their bicycles across intersections within the crosswalk. Students that choose not to follow these guidelines may have their permission to ride revoked. Crossing guards are on duty between 8:00 am to 8:30 am and 3:20 pm to 3:30 pm at the corner of Grand and Thatcher Avenues.

# Chapter 5 – Health and Safety

## 5.10 – Immunization, Health, Eye & Dental Examination

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to entering kindergarten, first, sixth grades and enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grade 6. A diabetes screening must be included as part of the health exam (though testing is not required). Students between the age 1-7 must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

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

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

Exemptions - A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

## 5.20 – Student Medication

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

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

**Self-Administration of Medication** - A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

River Grove School District 85.5 shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold

harmless River Grove School District 85.5 and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

**Undesignated Medications** - RGS may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

**Emergency Aid to Students** - Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

## 5.30 – Social Work

RGS provides a social work program for students. RGS's social workers are available to those students who require additional assistance.

## 5.40 – Safety Drill Procedures and Conduct

Safety drills will occur at times established by School Administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

## 5.50 – Communicable Disease

RGS observes recommendations of the Illinois Department of Public Health regarding communicable diseases.

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



## 5.60 – Head Lice

RGS will observe the following procedures regarding head lice.

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

To protect the privacy of all students, classroom notifications are not sent when cases of lice are reported.

## 5.70 – Asbestos Management Plan

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

# Chapter 6 – Discipline and Conduct

## 6.00 – 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 RGS 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

RGS 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. This includes ISS (In-School Suspension) or OSS (Out-of-School Suspension). 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 students are prohibited from engaging in behavior that:








- 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 River Grove School District 85.5.

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 require 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.**

## 6.10 – General Building Conduct

**RGS Behavior Matrix**

|                    | <br><b>Stairs and Hallways</b>           | <br><b>Recess</b>  | <br><b>Bus</b>   | <br><b>Lunchroom</b>   | <br><b>Bathrooms</b>   | <br><b>Classrooms</b>   | <br><b>School Settings</b>  |
|--------------------|---|---|---|---|---|--|--|
|                    | <b>"Right, Walk, Quiet"</b>   | <b>"Share, Directions, Kind"</b>  | <b>"Directions, Seat, Voice"</b>  | <b>"Manners, Clean, Seated"</b>   | <b>"Flush, Wash, Clean"</b>   | <b>"Ready, Cooperate, Listen"</b>  | <b>"Dress, Clean, Friendly"</b>  |
| <b>RESPECTFUL</b>  | Remain on the right in hallways and stairwells<br><br>Use appropriate level and tone of voice when passing in the hallway | Demonstrate good sportsmanship<br><br>Share sports equipment<br><br>Include everyone in activities and take turns<br><br>Treat others the way you want to be treated                        | Follow school rules while waiting in bus line<br><br>Follow bus rules<br><br>Use appropriate behaviors at the bus stop<br><br>Line up by joining the end of the line<br><br>Use inside voices | Use appropriate level and tone of voice<br><br>Use kind and appropriate language<br><br>Respect others personal space<br><br>Use good manners   | Safeguard privacy for self and others<br><br>Leave area clean<br><br>Use time and supplies appropriately-do not be wasteful   | Treat others and their property the way you want to be treated<br><br>Listen attentively and follow the directions of all school staff<br><br>Use kind words and positive language<br><br>Take care of our school<br><br>Allow others to learn | Use respectful body language<br><br>Dress appropriately for school<br><br>Respect personal space<br><br>Use peaceful age appropriate language to peers and staff |
| <b>RESPONSIBLE</b> | Every student needs a hallway pass to be in the hallways during class time  | Dress appropriately for the weather<br><br>Report problems to an adult in the common<br><br>Enter building quietly<br><br>Put equipment back<br><br>No play fighting                        | Check belongings before you leave<br><br>Two students to a seat<br><br>Follow directions of the bus driver<br><br>Keep bus clean<br><br>Keep aisle clear                                      | Follow the directions of lunchroom supervisors<br><br>Clean up after yourself<br><br>Walk<br><br>Form lines for lunch and snack bar<br><br>Have lunch money or ticket<br><br>Leave no trace | Flush the toilet<br><br>Wash your hands before returning to class<br><br>Put all garbage in the trash cans provided<br><br>Use bathroom quickly and quietly<br><br>Leave no trace | Be cooperative<br><br>Follow teacher directions and school rules<br><br>Take care of classroom materials<br><br>Be prepared to learn with books, materials, and homework<br><br>Arrive on time   | No bullying<br><br>Follow handbook dress code<br><br>Pass things hand-to-hand  |
| <b>SAFE</b>        | Use designated stairways and hallways<br><br>Walk at all times<br><br>Walk down the stairs one stair at a time            | Remain in designated area<br><br>Keep hands, feet, and objects to self<br><br>Use all equipment correctly<br><br>Follow directions of supervisors<br><br>Ask permission to leave playground | Enter and exit in orderly fashion<br><br>Stay seated<br><br>Keep hands and feet to self<br><br>No eating<br><br>Inside voices   | Throw away all garbage<br><br>Keep hands and feet to self<br><br>Report any accidents and spills<br><br>Eat your own lunch<br><br>Stay in seat while eating                                 | Clean up after yourself<br><br>Keep water in sinks<br><br>Report problems to adults<br><br>Keep floors dry<br><br>Open doors with caution   | Take turns<br><br>Keep hands, feet, and objects to self<br><br>Walk at all times<br><br>Keep aisle clear<br><br>Push in chair<br><br>Know emergency procedures   | Keep hands, feet, and objects to self<br><br>Walk at all times   |

## Student Discipline Plan

| Level 1 Misconduct   | Response/Disciplinary Action   |
|--|--|
| <ul style="list-style-type: none"> <li>• Tardy to School**</li> <li>• Late or missing assignments</li> <li>• Late to class - arrival after everyone else</li> <li>• Running in the hall</li> <li>• Unwelcome physical contact</li> <li>• Physical aggression</li> <li>• Use of unassigned stairwell</li> <li>• Unauthorized food*</li> <li>• Gum Chewing</li> <li>• Failure to return requested parent signature</li> <li>• Possession of distractions/toys</li> <li>• Directed swearing, teasing or abusive language</li> <li>• Attire that is not appropriate for school</li> <li>• Personal Electronics - out and/on (phones, watches, airpods)</li> <li>• Unprepared for student activity</li> <li>• Disrespect of school adult</li> <li>• Failure to follow adult directions-instructional disruptions</li> </ul>   | <p>The teacher/supervisor, at their discretion, may:</p> <ul style="list-style-type: none"> <li>• Provide verbal correction or conference with student</li> <li>• Confiscate items that are posing a distraction to learning</li> <li>• Implement an individual classroom behavior plan</li> <li>• Contact parents to assist in correcting the challenging behavior</li> <li>• Remove a privilege</li> <li>• Complete an Office Referral Form</li> <li>• Assign a lunchtime or afterschool consequence</li> <li>• **Tardies to school are managed by the school office, multiple tardies will result in an after school detention</li> </ul>   |
| Level 2 Misconduct   | Response/Disciplinary Action   |
| <ul style="list-style-type: none"> <li>• Repeated Level 1 offenses</li> <li>• Inappropriate behavior on the bus**</li> <li>• Leaving or entering classroom without permission or failure to be in assigned area</li> <li>• Fighting for any reason</li> <li>• Being in an unauthorized area</li> <li>• Inappropriate public display of affection</li> <li>• Failure to follow adult directive - safety concern (disrupts instruction)</li> <li>• Creating a classroom disturbance</li> <li>• Disrespect of a school adult (swearing, insults)</li> <li>• Truancy (unexcused absence or tardy)</li> <li>• Throwing or propelling object(s)</li> <li>• Dishonesty including cheating on assignments</li> <li>• Forgery of parental signature</li> <li>• Racial/Ethnic/Gender/Sexualized language</li> <li>• Defacing classroom property (popping keys off chromebooks, writing on desk/chromebook/lockers, etc)</li> </ul> | <p>Continue Level 1 Responses</p> <p>Office Referral Form submitted to Administration. Administration may:</p> <ul style="list-style-type: none"> <li>• Conference with student</li> <li>• Conference with parent</li> <li>• Remove a privilege</li> <li>• Assign a lunchtime or afterschool consequence</li> <li>• Refer student to a Social Worker for reflection and replacement behavior</li> <li>• **Bus infraction will result in a bus write up and possible loss of bus privileges</li> <li>• Assign 1-10 day ISS</li> <li>• Assign 1-10 day OSS</li> </ul> <p>When a student is assigned an OSS, he/she is not allowed to participate or attend extracurricular activities for up to 5 days</p> |

| Level 3 Misconduct   | Response/Disciplinary Action  |
|--|---|
| <ul style="list-style-type: none"> <li>• Repeated Level 1 or 2 offense</li> <li>• Using, possessing or passing over the counter drugs/prescription</li> <li>• Threats against another person</li> <li>• Vandalism, theft or damage of school or personal property</li> <li>• Unauthorized use of school images - pictures taken in class/bathroom with electronic device</li> <li>• Using RGS in Social Media Posts</li> </ul>   | <p>Office Referral Form submitted to Administration</p> <p>Mandatory Parent Conference</p> <p>Student may be assigned:<br/>1-10 Day ISS<br/>1-10 Day OSS</p> <p>When a student is assigned an OSS, he/she is not allowed to participate or attend extracurricular activities for up to 5 days</p> <p>Level 3 behaviors may be violations of local and/or state law and may involve the River Grove Police Department</p>                                  |
| Level 4 Misconduct   | Response/Disciplinary Action  |
| <ul style="list-style-type: none"> <li>• Repeated Level 1, 2 or 3 offenses</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</li> <li>• Possession of a weapon or object with potential use of a weapon</li> <li>• Displaying gang representation of any type</li> <li>• Physical assault on a student</li> <li>• Using, possessing or passing alcohol, illegal drugs, cigarettes or any smoking related or incendiary object, vaping device</li> <li>• Leaving school grounds without permission</li> <li>• Sexual harassment, sexting or bullying of another individual or adult</li> </ul> | <p>Office Referral Form submitted to Administration</p> <p>Mandatory Parent Conference</p> <p>Student may be assigned:<br/>1-10 Day ISS<br/>1-10 Day OSS<br/>Recommendation for Expulsion</p> <p>When a student is assigned an OSS, he/she is not allowed to participate or attend extracurricular activities for up to 5 days</p> <p>Level 4 behaviors may be violations of local and/or state law and may involve the River Grove Police Department</p> |

## 6.20 – School Dress Code

### School Dress Code & Student Appearance

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

- Student dress/accessories may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress/accessories may not display vulgar, offensive, or gang-related language/symbols.
- Hats, hoods, coats, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in labs or during PE.
- Clothing showing undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment and crop tops or other shirts showing midriffs are not.
- Appropriate footwear must be worn at all times. Student shoes must have a backing. Flip-flops may not be worn.
- If there is any doubt about dress and appearance, the school administration will make the final decision.
- Students whose dress causes a disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

## 6.30 – Student Behavior

### Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
  - Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - Any performance-enhancing substance on the IHSA's banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the

student is authorized to be administered a medical cannabis infused product under Ashley's Law.

- Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the school principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.

9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the school principal.

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

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



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

### **When and Where Conduct Rules Apply**

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property; or
5. During periods of remote learning.

### **Disciplinary Measures**

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
9. Suspension of bus riding privileges.
10. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
11. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
12. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.

13. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look-alikes,” alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

### **Isolated Time Out, Time Out and Physical Restraint**

Isolated time out, time out, and physical restraint shall only be used if the student’s behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. RGS may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

### **Corporal Punishment**

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

### **Weapons Prohibition**

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

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

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

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

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

### **Gang & Gang Activity Prohibited**

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

### **Re-Engagement of Returning Students**

The school principal, or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

## **6.40 – Prevention of and Response to Bullying, Intimidation, and Harassment**

### **Prevention of and Response to Bullying, Intimidation, and Harassment**

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

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not

owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to Ms. Nero, nondiscrimination coordinator, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call, in writing, or by filling out a form on our school website. You can access that link [here](#).

Complaint Manager:  
Denise Nero  
Coordinator of Student Services  
2650 Thatcher Avenue  
River Grove, IL 60171  
708-453-6172  
[dnero@rivergroveschool.org](mailto:dnero@rivergroveschool.org)

Nondiscrimination Coordinator:  
Denise Nero  
Coordinator of Student Services  
2650 Thatcher Avenue  
River Grove, IL 60171  
708-453-6172  
[dnero@rivergroveschool.org](mailto:dnero@rivergroveschool.org)

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

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

Students and parents/guardians are also encouraged to read the following school district policies: 6.45, Harassment of Students Prohibited and 6.40, Prevention of and Response to Bullying, Intimidation and Harassment.

## **6.45 – Harassment & Teen Dating Violence Prohibited**

### **Harassment Prohibited**

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

### **Sexual Harassment Prohibited**

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

### **Making a Complaint; Enforcement**

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Mrs. Christine Trujillo  
Principal  
River Grove School  
2650 Thatcher Avenue  
River Grove, IL 60171  
708-453-6172

Ms. Denise Nero  
Coordinator of Student Services  
River Grove School  
2650 Thatcher Avenue  
River Grove, IL 60171  
708-453-6172

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

## 6.50 – Cafeteria Rules

### **Cafeteria Rules**

- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Students shall not trade food.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall not leave the cafeteria until directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately;

Misbehavior will result in disciplinary action according to RGS's disciplinary procedures.

## 6.60 – Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

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

## 6.70 – Access to Student Social Networking Passwords & Websites

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

## 6.80 – Student Use of Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the school principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

RGS and River Grove School District 85.5 are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:

1. First offense – The student will receive a verbal warning and will be asked to power off and put the phone away in his/her locker.
2. Second offense – The device will be confiscated by school personnel. A detention will be assigned. The student will receive the device back at the end of the day in the school office.
3. Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
4. Fourth and subsequent offenses – The device will be confiscated. The student will be assigned a detention and may also face additional consequences. The student's parent/guardian will be notified and required to pick up the device in the school office.

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

# Chapter 7 – Internet, Technology & Publications

## 7.10 – Internet Acceptable Use Of the District’s Electronic Networks

All use of the District’s electronic networks shall be consistent with the District’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited 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 legal action.**

### Terms and Conditions

The term *electronic* networks includes all of the District’s technology resources, including, but not limited to:

1. The District’s local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District’s networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

**Acceptable Use** – Access to the District’s electronic networks must be: (a) for the purpose of education or research, and be consistent with the District’s educational objectives, or (b) for legitimate business use.

**Privileges** – Use of the District’s electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. 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.

**Unacceptable Use** – The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

1. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
2. Using the electronic networks to engage in conduct prohibited by board policy;
3. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
4. Unauthorized use of personal removable media devices (such as flash or thumb drives);
5. Downloading of copyrighted material for other than personal use;
6. Using the electronic networks for private financial or commercial gain;
7. Wastefully using resources, such as file space;
8. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
9. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;



10. Using another user's account or password;
11. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
12. Posting or sending material authored or created by another without his/her consent;
13. Posting or sending anonymous messages;
14. Creating or forwarding chain letters, spam, or other unsolicited messages;
15. Using the electronic networks for commercial or private advertising;
16. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
17. Misrepresenting the user's identity or the identity of others; and
18. Using the electronic networks while access privileges are suspended or revoked.

**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:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the networks in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the electronic networks to be private property.

**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 user's 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.

**Indemnification** – By using the District's electronic networks, the user agrees to indemnify the 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.

**Security** – Network security is a high priority. If the user can identify or suspects a security problem on the network, the user must promptly notify the system administrator or Ms. Nero. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

**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 malware, such as viruses and spyware.

**Telephone Charges** – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

**Copyright Web Publishing Rules** – Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

1. For each re-publication (on a website 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.
2. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of public domain documents must be provided.
3. 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 website displaying the material may not be considered a source of permission.
4. The fair use rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and student.

**Use of Email** – The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet domain. This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the District's email system constitutes consent to these regulations.

## Internet Safety

Internet access is limited to only those acceptable uses as detailed in these procedures. Internet safety is supported if users will not engage in unacceptable uses, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by Dr. Rashid or designee.

The system administrator shall monitor student Internet access.

## 7.20 – Guidelines of Student Distribution of Non-School Publications

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the school principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations determined by the school principal before the beginning or ending of classes at a central location inside the building.
3. The school principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
  - a. Will cause a material and substantial disruption of the proper and orderly operation and discipline of RGS or school activities;
  - b. Violates the rights of others, including but not limited to, material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
  - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board Policy and Student Handbook,
  - d. Is reasonably viewed as promoting illegal drug use;
  - e. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
  - f. Incites students to violate any School Board policy.

7. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of RGS or school activities and in compliance with paragraphs 4, 5, 6, and 7.

## 7.40 Annual Notice to Parents about Educational Technology

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the IL State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work

- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

# Chapter 8 – Search and Seizure

## 8.10 – Search and Seizure

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

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

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

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

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates RGS's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for RGS to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

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

**Questioning of Students Suspected of Committing Criminal Activity** - Before a law enforcement officer or school resource officer detains and questions on school grounds a student who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

# Chapter 9 – Extracurricular and Athletic Activities

## 9.10 – Extracurricular Athletic Activities Code of Conduct

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade. Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches.

### **Requirements for Participation in Athletic Activities**

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

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois Elementary School Association's "Pre-participation Examination Form"
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. Proof the student is covered by medical insurance, and
4. Signed documentation agreeing to comply with River Grove School District 85.5's policies and procedures on student athletic concussions and head injuries.

### **Illinois Elementary School Association**

Eligibility for most athletics is also governed by the rules of the IESA and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IESA and this Code, the most stringent rule will be enforced.

### **Academic 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. These standards must be met prior to trying out for the team and maintained during the entire sports season.

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

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.

## **Absence from School on Day of Extracurricular or Athletic Activity**

A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the school principal. Exceptions may be made by the designated teacher, sponsor or coach for justifiable reasons, including: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor or coach.

## **Travel**

All students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school approved transportation. A written waiver of this rule may be issued by the teacher, sponsor or coach in charge of the extracurricular or athletic activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid.

## **Code of Conduct**

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day.

This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the Student Assistance Program for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations.

The student shall not:

1. Violate RGS rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;



5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that is detrimental to the good of the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a detrimental effect on the student's or students' physical or mental health;
3. Interfering with the student's or students' academic performance; or
4. Interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

## **Due Process Procedures**

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:

- a. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
  - A specified period of time or percentage of performances, activities or competitions;
  - The remainder of the season or for the next season; or
  - The remainder of the student's school career.
- b. Sanctions for alcohol and other drug violations, including tobacco, nicotine in any form, mood-altering or performance enhancing drugs, products composed purely of caffeine in a loose powdered form, paraphernalia or any other illegal substance, will be based on the following:

#### First violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of one third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty will be reduced if the student is enrolled in a school-approved alcohol or drug counseling program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one sixth of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter.
- The student will be required to practice with the group, regardless of the violation (unless suspended or expelled from school).

#### Second violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To participate again in any extracurricular or athletic activity, the student must successfully participate in and complete a school-approved alcohol or drug counseling program and follow all recommendations from that program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one third of the season and all extracurricular group performances, activities, or competitions during this period.
- The student may be required to practice with the group (unless suspended or expelled from school).

#### Third violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension from extracurricular or athletic activities for the remainder of the student's school career.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one calendar year from the date of the suspension, including all extracurricular and athletic activities during this period.

The appropriate administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the principal or principal's designee.

All students remain subject to all the River Grove School District 85.5's policies and RGS's student/parent handbook.

### **Modification of Athletic or Team Uniform**

Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preferences.

## **9.20 – Attendance at School-Sponsored Dances**

Attendance at school-sponsored dances is a privilege. Only students who attend RGS may attend school-sponsored dances.

All school rules, including RGS's discipline code and dress code are in effect during school-sponsored dances.

Students who violate RGS's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in RGS's discipline code.

## **9.30 – Student Athlete Concussions and Head Injuries**

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

# Chapter 10 – Special Education

## 10.10 – Education of Children with Disabilities

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

RGS provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in RGS. The term “children with disabilities” means children over age 3 for whom it is determined that special education services are needed. It is the intent of RGS to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact:

Denise Nero  
Coordinator of Student Services  
2650 Thatcher Avenue  
River Grove, IL 60171  
708-453-6172  
dnero@rivergroveschool.org

## 10.20 – Discipline of Students with Disabilities

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

**Discipline of Special Education Students** - The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education’s Special Education rules when

disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

**Isolated Time Out, Time Out, and Physical Restraint** - Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. River Grove School may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

## 10.30 – Exemption From PE Requirement

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

## 10.50 – Access to Classroom for Special Education Observation or Evaluation

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

For further information, please contact the building administration.

## 10.60 Related Service Logs

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

# Chapter 11 – Student Records & Privacy

## 11.10 – Student Privacy Protections

**Surveys** - All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

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

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

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships (lawyers, physicians, and ministers).
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. RGS will not penalize any student whose parent/guardian exercised this option.

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

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

**Prohibition on Selling or Marketing Students' Personal Information** - No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

Unless otherwise prohibited by law, the above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. Book clubs, magazines, and programs providing access to low-cost literary products
2. Curriculum and instructional materials used by elementary and secondary schools.
3. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
4. The sale by students of products or services to raise funds for school-related or education-related activities.
5. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

A complete copy of the District's Student and Family Privacy Rights policy may be obtained from the Superintendent's office or accessed on the District's website.

## 11.20 – Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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

- 1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the school principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the school principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

**2. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.**

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the school principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by RGS, performs an institutional service or function for which RGS would otherwise use its own employees and who is under the direct control of RGS with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

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



Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

**5. The right to prohibit the release of directory information.**

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

- Name
  - Address
  - Grade level
  - Birth date and place
  - Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
  - Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by RGS) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
  - Academic awards, degrees, and honors
  - Information in relation to school-sponsored activities, organizations, and athletics
  - Major field of study
  - Period of attendance in school
- Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the school principal within 30 days of the date of this notice.

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

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

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

U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Avenue, SW  
Washington DC 20202-8520

## 11.30 – Student Biometric Information

Before collecting biometric information from students, RGS must seek the permission of the student's parent/guardian. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

# Chapter 12 – Parental Right Notifications

## 12.20 – Standardized Testing

Students and parents/guardians should be aware that students in grades kindergarten through eighth grades will take standardized tests (ACCESS, NWEA MAP, State Assessments).

| <b>Assessment</b>  | <b>Subject(s)</b>  | <b>Administration Dates</b>        | <b>Participating Students/Grades</b>  | <b>Additional Information</b>                       |
|--|--|------------------------------------|---|---|
| K.I.D.S.<br>(Kindergarten Individual Development Survey) | Approaches to Learning and Self-Regulation<br><br>Social and Emotional Development<br><br>Language and Literacy Development<br><br>Cognition: Math | First 40 days of School            | Kindergarten  | To assess development                               |
| NWEA MAP   | Reading<br>Language Arts<br>Mathematics  | August<br>December<br>April or May | All students in grades K-8<br>(K starts in Dec.)  | To assess learning and consideration for AP classes |
| AIMS Web   | Reading (Fluency & Comprehension)<br>Mathematics   | August<br>December<br>April or May | All students in grades K-5,<br>identified students in grades 6-8                            | Progress monitoring tool                            |
| ACCESS   | Reading<br>Speaking<br>Listening<br>Writing  | January/February                   | All students who qualify for ELL instruction and support                                    | To assess language of ELL students                  |
| State Assessment   | Reading<br>Mathematics   | March-April                        | All students in grades 3-8  | To assess school academic growth                    |
| Illinois Science Assessment                              | Science  | March-April                        | All students in grades 5 & 8  | To assess learning                                  |
| Dynamic Learning Maps                                    | Reading<br>Mathematics<br>Science  | March-May                          | All students in grades 3-8 who meet the criteria and do not participate in State Assessment | To assess learning                                  |

Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon RGS's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

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

## 12.30 – Homeless Child's Right to Education

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

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

Please contact the school social workers for assistance and support for homeless families including educational organizations and schools, food bank and meal programs, local service organizations, family shelters, medical services, and other support.

## 12.40 – Sex Education Instruction

No students will not be required to take or participate in any class or courses in comprehensive sex education; family life instruction; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Junior High curriculum may include instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; and recognizing and avoiding sexual abuse.

## 12.60 – English Learners

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

Parents/Guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in RGS's English Learners program, contact

Roma Klimek-Gagor  
ESL - Director  
2650 Thatcher Avenue  
River Grove, IL 60171  
708-453-6172  
rklimekgagor@rivergroveschool.org

## 12.70 – School Visitation Rights

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

## 12.80 – Pesticide Application Notice

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

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

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

## 12.90 – Mandated Reporter, Faith’s Law

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

## 12.100 – Unsafe School – Transfer

The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because the District has only one school or attendance center. A student, who would otherwise have qualified for the choice option, or the student’s parent/guardian, may request special accommodations from the school principal.

## 12.105 – Student Privacy

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

## 12.110 – Sex Offender Notification Law

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

1. To attend a conference at RGS with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child’s special education services.
3. To attend conferences to discuss issues concerning their child, such as retention or promotion.

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

Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above – he/she is responsible for notifying the principal’s office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

## 12.120 – Violent Offender Community Notification

State law requires schools to notify parents/guardians that information about sex offenders and violent offenders against youth is available to the public on the Ill. Dept. of State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/)

## 12.130 – Parent Notices Required by the Every Student Succeeds Act

### **I. Teacher Qualifications**

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

1. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. The teacher is teaching under emergency or other provisional status.
3. The teacher is teaching in the field of discipline of the certification of the teacher.
4. Paraprofessionals provide services to the student and, if so, their qualifications.

### **II. Testing Transparency**

The State and District requires students to take certain standardized tests. A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment. For additional information, see handbook procedure 12.20

### **III. Annual Report Card**

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at <https://www.rivergroveschool.org>

### **IV. Parent & Family Engagement**

RGS annually invites all Parents/Guardians the school to learn about parental involvement, and opportunities to get involved in the education of their children. Parents/Guardians are encouraged to attend and participate in the discussions that occur. Parents/Guardians should ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

RGS and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are

available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

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

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

RGS provides Parents/Guardians with access to:

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

Everyone is responsible for the success of the students of RGS. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

RGS endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to the school principal at 708-453-6172. Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to the district office at 708-453-6172.

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



## **V. Unsafe School Choice Option**

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances. For additional information, see handbook procedure 12.100.

## **VI. Student Privacy**

Students have certain privacy protections under federal law. For additional information, see handbook procedure 12.105.

## **VII. English Learners**

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

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

For questions related to this program or to express input in RGS's English Learners program, contact the school office at 708-453-6172 or additional information, see handbook procedure 12.60.

## **VIII. Homeless Students**

For information on supports and services available to homeless students, see handbook procedure 12.30.

## **Faith's Law**

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

## **Faith's Law Notifications**

### **Employee Conduct Standards**

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards is available on our website and can be requested from the Superintendent's office.

For further information on any of the above matters, please contact the building administration.