

2023-2024



Riverdale High School

9622 256th Street North

Port Byron, IL 61275

309-523-3181

Fax: 309-523-2885

www.riverdaleschools.org

Office Hours: 7:00 AM – 3:30 PM

RESPECT

ATTITUDE

MOTIVATION

SUCCESS

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Please Note: This handbook is designed as a general guideline for stakeholders, but it is not exhaustive. School board policy and state law will prevail in all matters.

Section 1: Introductory Information & General Notices

WELCOME to Riverdale High School! Our faculty and staff are here to help you succeed academically, behaviorally, and socially during your time with us. This handbook outlines our expectations for you throughout the school year. We hope you will take advantage of this resource, and we wish you a successful school year!

Sincerely,
RHS Faculty, Staff, and Administration

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

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

Goals:

- Provide a safe and drug-free environment, which allows all students the opportunity to develop intellectually, emotionally, and physically.
- Challenge each student to reach his or her potential.
- Develop today's youth into mature, responsible, well-rounded citizens and leaders of the future.
- Emphasize the mastery of communication, technological, scientific, rational, creative and social skills.
- Uphold high standards in the academic, social/emotional, and physical components of their education.
- Prepare students to be productive members of a culturally diverse and democratic society; developing skills in human relations, self-responsibility, problem solving, and decision-making.
- Stimulate and maintain strong school pride and good morale among all in the Riverdale community (students, employees, parents, and community).

Bell Schedules

(updated 5/3/23)

Full Day Daily Schedule:

Warning	7:50
1 st Hour	7:55 - 8:44
2 nd Hour	8:47 - 9:34
3 rd Hour	9:37 - 10:24
4 th Hour	10:27 - 11:14
5 th Hour	A: 11:17 - 11:47 B: 11:47 - 12:17 C: 12:17 - 12:47
6 th Hour	12:50 - 1:37
7 th Hour	1:40 - 2:27
8 th Hour	2:30 - 2:55

One Hour Delay Start:

Warning	8:50
1 st Hour	8:55 - 9:37
2 nd Hour	9:40 - 10:22
3 rd Hour	10:25 - 11:07
5 th Hour	A: 11:10 - 11:40 B: 11:40 - 12:10 C: 12:10 - 12:40
4 th Hour	12:43 - 1:25
6 th Hour	1:28 - 2:10
7 th Hour	2:13 - 2:55
NO 8 th HOUR	

Half-Day Dismissal:

Warning	7:50
1 st Hour	7:55 - 8:23
2 nd Hour	8:26 - 8:53
3 rd Hour	8:56 - 9:23
4 th Hour	9:26 - 9:53
5 th Hour	9:56 - 10:23
6 th Hour	10:26 - 10:53
7 th Hour	10:56 - 11:25
NO 8 th HOUR or LUNCH	

Two Hour Delay Schedule:

Bell-	9:50
1 st Hour	9:55– 10:27
2 nd Hour	10:30– 11:02
5 th Hour	A: 11:05– 11:35 B: 11:35– 12:05 C: 12:05– 12:35
3 rd Hour	12:38– 1:10
4 th Hour	1:13– 1:45
6 th Hour	1:48- 2:20
7 th Hour	2:23– 2:55
*NO 8 th period	

One Hour Early Dismissal:

1 st bell-	7:50
1 st Hour	7:55- 8:37
2 nd Hour	8:40- 9:22
3 rd Hour	9:25- 10:07
4 th Hour	10:10- 10:52
5 th Hour	A: 10:55- 11:25 B: 11:25- 11:55 C: 11:55- 12:25
6 th Hour	12:28- 1:10
7 th Hour	1:13- 1:55
NO 8 th HOUR	

Announcements

Announcements will be made at the beginning of the first hour, and students will have access to announcements on the school website and through a daily email. The announcements will also run on monitors in the hallways throughout the day. Please be aware that special announcements may be made over the P.A. throughout the day. Please consult your teachers and/or the office with any questions pertaining to announcements.

Visitor Policy

All school visitors must check in through the office upon arrival. Failure to check-in through the office will be considered trespassing and result in removal from the premises and a referral to law enforcement.

Lost/Stolen Items

A lost and found is maintained in the front office. All items unclaimed at the end of each semester will be donated to charity. It is the student's responsibility to check the lost and found. Due to possible theft opportunities that may exist, students are encouraged to keep items in their locker. Do not share hall or P.E. lockers. Keep lockers locked at all times.

Security Cameras

Video surveillance is in use in our facility and on our school buses to provide for security of school and personal property, to promote student safety, and to encourage proper student behavior. Please be aware that individuals in the school building and on school buses are being recorded.

Accidents/Insurance

Through school insurance, all students are covered by a secondary insurance policy to assist with medical expenses for accidents that occur while attending the regular school session or participating in any school-sponsored activity/sport. Coverage also extends to the travel time on the school bus, up to one hour before or after regular classes. If a student should have an accident while at school, on the bus, or as a participant in any school sponsored activity/sport, it must be reported to the claims company within 90 days of the accident or injury. After the accident or injury occurs, the family of the student can request the necessary paperwork from the district to initiate the claim.

Diversity, Equity, and Inclusion

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.

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Questions in reference to equal educational opportunities may be directed to the Superintendent of Riverdale CUSD #100, 9624 256th Street North, Port Byron, IL 61275, (309)-523-3184.

Cross Reference:

BOE 7:10 Equal Educational Opportunities

BOE 8:30 Visitors and Conduct on School Property

Section 2: Attendance, Academics, and Graduation

Attendance

Regular daily attendance, completing assignments, and contributing in class are directly related to success in school. There is no way to duplicate the classroom experience after a student has been absent. Excessive absence jeopardizes the student's chances for academic achievement.

Reporting and Confirming Absences

High School Office

Phone – 309-523-3181

Fax – 309-523-2885

- Parents and Guardians, please call before 9:00 a.m. There is a 24-hour voice mail box to record call-offs.
- Our office will contact parents and guardians after 9:00 a.m. to confirm student absence.
- Students leaving for health appointments or by parent request will be asked to produce a parent note and sign out through the office when leaving and/or sign in upon returning.
- Students will be asked to verify health appointments with a written note from the practitioner's office in order to be considered an excused absence.
- Failure to produce a note documenting reason(s) for absence will result in an unexcused absence.
- Students absent for an extended period beyond three consecutive days will be required to provide a written note from the practitioner's office in order to be considered an excused absence.

Excused vs Unexcused Absences

Excused absences are granted for

- Illness
- Mental Health (limit of five days)
- Death in family
- Health appointments
- Family emergency
- Prearranged parent request*
- School-sponsored activity
- Religious Holiday observance
- Civic engagement/participation outlined in School Code

Unexcused Absences (Truancy)

A student will be considered truant/unexcused from school when that student misses any or all of the school day without a valid cause. Oversleeping and car trouble are not considered a valid excuse. Truancies also include being tardy or unaccountable for 15 or more minutes. In cases of truancy, administration may develop restrictive procedures to encourage students to stay in class (passing restrictions, punch cards, attendance contracts, etc.) in consultation with parent, teacher, and student. Parents have 5 days to provide a valid excuse for student absence from school; after 5 days the absence will remain unexcused.

Chronic Truancy

Chronic truancy occurs when a child who is subject to compulsory attendance is absent-unexcused 5% of the previous 180 days (9 days). As such, to prevent chronic truancy, the following interventions exist:

- Warning letter and phone call home when student reaches 5 days of unexcused absence. Doctor's note may be required for additional absences beyond 5 unexcused absences. Administrative meeting with parent, student, and other staff as needed to determine cause(s) of excessive absence.
- When student reaches 9 days of unexcused absence, they are considered chronically truant. Administration will send a letter home and refer the student to Rock Island County Truancy.
- Additional attendance interventions may include counseling, conferences, attendance contracts or other alternative programs, and referrals to community agencies for increased support and accountability.

PROCEDURES & MAKE UP POLICY FOR ABSENCES

1. Emergency Excused Absences

Students absent from school for unexpected reasons (illness, family emergency), upon returning to class, will receive the same number of days they were absent to turn in all homework missed. (Example - 2 days absent, 2 days to turn in work.) Please contact the school as soon as possible so we can excuse the absence and communicate student needs with teachers. Failure to meet set deadlines will result in a "0".

2. Anticipated Absences

Whether parent-requested (vacation) or due to school activities (field trip, athletics), students must complete the pre-arranged absence form and have each teacher sign at least 48 hours before departure. The purpose of the form is to encourage a conversation between the teacher and student to make arrangements for completing and submitting missed work. Work must be submitted by the date indicated by the teacher, which may be required before departure. This includes final exams. Students are responsible for making arrangements and obtaining their work from teachers. The responsibility is the student's, not the teacher's. Pre-arranged/anticipated absences do not follow the "day-for-a-day" make up work policy that accompanies emergency excused absences. Failure to meet set deadlines will result in a "0".

3. Unexcused Absence/Truancy

Students will receive zero (0) credit for any daily class work missed without a valid excuse. Students should still do the work for their benefit. Larger assignments will be at the discretion of the teacher and administrator, considering the length of unexcused absence and impact on overall learning relating to the assignment.

* PREARRANGED ABSENCE - PARENT REQUEST

Parent-initiated requests/absences must have a written parent request. Request, with reason, must be made at least three (3) school days in advance for students to make arrangements with teachers and administration. Total excused prearranged absences will be limited to five (5) days per school year.

PARTICIPATION IN ACTIVITIES

When a student is absent from school all day or goes home because of an illness, the student may not attend or participate in any after-school activities.

SUSPENDED STUDENTS

Pursuant to state law, suspended students will be allowed to complete their missed days' work, and they will be required to submit all assigned work upon return from suspension. If students have not had access to the assigned work due to technical or communication issues, additional days will be given, per consultation between the instructor and administrator.

ILLNESS AT SCHOOL

Any student becoming ill during school is to report to the office. Any student missing class due to illness and not checked in the office will be reported truant.

SIGN IN/SIGN OUT

Students are to sign in with the receptionist when they arrive at the start of school. They should be prepared to provide the receptionist with a note or reason for their late arrival. Students leaving school are to sign out of school with the receptionist. Students will be asked to provide a note from their parents. Failure to sign in or out may result in disciplinary action.

TARDIES TO SCHOOL/CLASS

Students will be counted tardy to class when they arrive after the passing period bell. After 15 minutes, students will be considered unexcused-absent from the class where they arrive late without a pass. Teachers will inform students that they have been marked as tardy when they arrive late to class. Discipline will be issued every third tardy per semester (see below):

- 3rd tardy - detention assigned
- 6th tardy - two detentions assigned
- 9th tardy - Saturday school assigned

Attendance interventions and discipline will continue to escalate as tardies continue, up to and including in-school suspension, referral to truancy, and loss of school privileges.

Cross-reference:
BOE 7:70 Attendance and Truancy

Graduation Requirements

Students must show satisfactory academic progress by earning five and one-half (5.5) core academic credits each year (5.5 credits to be considered a sophomore; 11 credits to be considered a junior; 16.5 credits to be considered a senior). Students must earn 22 credits, which include the following requirements, to earn a diploma and graduate from Riverdale High School. Seniors who do not fulfill the graduation requirements will not be allowed to participate in the graduation ceremony.

*English (9, 10, 11, 12)	4 credits
*Math (1 cr. Algebra 1, 1 cr. Geometry content)	3 credits
Social Studies	2.5 credits
(1 cr. World Hist; 1 cr. US Hist; 0.5 cr Civics**)	
Science	3 credits
(one physical science and one biological science)	
***Physical Education	3.5 credits
Health (10)	0.5 credit
(PE each semester with one Health sem)	
Driver's Education	0.5 credit
(Unless waived by an administrator)	
Consumer Education (12)	0.5 credit
Fine Arts/Vocational	1 credit
<u>Electives</u>	<u>3.5 credits</u>
	22 credits

*Freshmen are assigned to appropriate course level based on test data/RMS teacher recommendations.

**Students must also pass both Illinois and Federal Constitution tests.

***Students must be enrolled and pass a physical education class each semester they are enrolled, except the semester in Health.

Early HS Graduation

Board policy 6:300 allows students to graduate early, provided they have completed seven (7) semesters and have met all graduation requirements. Interested students and families should contact the Guidance Office before the conclusion of their junior year but no later than October 1 of their senior year.

HS PE Exemption

Students who meet the following requirements may be exempted from PE:

1. Any 11th or 12th grade student who participates in an interscholastic athletic program.
2. Any 11th or 12th grade student who completes a specific academic course in order to be granted admission to a specific institution of higher learning.
3. Any 11th or 12th grade student who lacks sufficient course and local graduation requirements. In all cases the counselors, in consultation with other staff members as needed, will decide each case on an individual basis and retain documentation.
4. Any student with an IEP.

Any upperclassman involved in a varsity sport may apply for a waiver through the Guidance Office. The waiver covers the semester the student is involved in the qualifying sport or activity. Students should return the waivers to the Guidance Office as part of the course request/registration process. If the qualifying sport or activity is dropped, the student will be required to take PE. It is the student's responsibility to report dropping a sport to the Guidance Office.

Schedule Changes

A student may withdraw up through the first seven (7) days of each semester with an automatic WP (withdraw passing). Any student requesting to withdraw from the class after this seven (7) day period will be given a WF (withdraw failing). A student who withdraws with a WF will have this computed into their grade point average and be declared ineligible for the remainder of that semester. This policy is designed to discourage extracurricular students from simply dropping a class to avoid eligibility. Administrator- and teacher-initiated schedule changes (due to academic skill deficits or inappropriate course placement, for example) may occur at any point in the semester, and are not subject to the "WF" provision in this section.

****No schedule changes will be made until students have had a conference with the teacher, parent, and counselor before withdrawing from a class after the seven days. If disagreement results, the administrator will make the final decision.**

Final Exams

All students are required to take final exams, except graduating seniors in their 8th semester. Final exams are 10% of the semester average, with 90% of the semester average distributed among semester coursework. Final exam schedules, policies, and procedures are distributed by administration at the conclusion of each semester.

Grading Scale and GPA Conversions

Grade	100 pt. Scale	GPA Conversion	Weighted GPA
A+	98 – 100	4.25	4.75
A	95 – 97	4.0	4.5
A-	92 – 94	3.7	4.2
B+	89 – 91	3.3	3.8
B	86 – 88	3.0	3.5
B-	83 – 85	2.7	3.2
C+	80 – 82	2.3	2.8
C	77 – 79	2.0	2.5
C-	74 – 76	1.7	2.2
D+	71 – 73	1.3	1.8
D	68 – 70	1.0	1.5
D-	65 – 67	0.7	1.2
F	64.49 and below	0	0

**Please note that our grading software program automatically rounds up to the nearest whole percentage.

For example, a 64.50 rounds up to a 65%, but a grade of 64.49% does not round up.

A 97.5 rounds up to a 98, but a 97.49 does not round up.

This setting is automatically built-in to our grading program.

Weighted Courses

To “weight” a course is to assign a higher grade point value for the letter grade earned relative to the grade point value assigned to the same letter grade in another, non-weighted course. Certain courses will demand work above and beyond normal course expectations. Due to more rigorous demands, these courses will be weighted 0.5 more than the regular scale for grades of “C-” or higher. The courses which are weighted include: anatomy, chemistry II, physics, pre-calculus, calculus, Spanish IV, and any dual credit or AP course taught by an RHS instructor.

Academic Honors

Honor Roll will be determined and announced at the conclusion of every semester based on students’ semester grade point average (GPA).

<u>Honor Roll Distinction</u>	<u>Semester GPA</u>
Academic Excellence	4.00 and above
High Honor Roll	3.50-3.99
Honor Roll	3.00-3.49

Rather than using class rank, Riverdale High School uses the following Latin honor system to classify graduating seniors based on their cumulative GPA:

<u>Latin Distinction</u>	<u>Cumulative GPA</u>
Summa Cum Laude	4.00 and above
Magna Cum Laude	3.80-3.99
Cum Laude	3.60-3.79

Academic Letters

Students maintaining a cumulative GPA of 4.0 at the conclusion of each academic year will earn an academic letter. Each subsequent year, students will earn a gold bar.

Honor Societies/Club Eligibility

Riverdale High School offers a number of honor, service, and co-curricular societies, including National Honor Society, Rotary Interact, FFA, and others. Students meeting the criteria that govern these societies will be invited to apply, and application process details will be shared with students and families at that time. Students must maintain eligibility requirements established by each club to remain a member in good standing.

Cross Reference:

BOE 6:280, Grading and Promotion

BOE 6:300, Graduation Requirements

BOE 6:310 High School Credit for Non-District Experiences

BOE 6:330 Achievement and Awards

Section 3: Fees

Registration Fees

Each student is assessed a flat \$140 registration fee each year.

The only other course fee is a \$75 driver's education fee to cover the cost of fuel and vehicle maintenance. Currently, all technology fees are covered by the Elementary and Secondary School Emergency Relief ("ESSER") Grant following the COVID pandemic.

<u>Food Service</u>	<u>Lunch</u>	<u>Breakfast</u>	<u>Milk</u>
Students	TBD		
Adults	TBD		

Participation Fees

Per activity	\$50
Family Max	Four activities (includes MS & HS)

Activity Passes

Student	\$30
Pep Club	\$35 (HS students only--includes spirit shirt)
Adult	\$70
Family	\$170

Event Admission Charges

Students	\$3
Adults	\$5
Family cap	\$15

**Admission charges are agreed upon by the Three Rivers Athletic Conference and/or the IHSA.

Replacement Costs

Lost parking tag	\$5
Lost P.E. lock	\$10

Technology replacement and repair costs are outlined in the District Acceptable Use Policy.

Tuition

Riverdale CUSD #100 proudly pays tuition on behalf of students for them to attend certain value-added programs that contribute to their college and career readiness. The vocational programs at the Area Career Center (approximately \$1000/semester) and dual credit courses through Black Hawk College (approximately \$140/credit hour) are two such examples. If students do not successfully complete these tuition-supported programs due to poor attendance, unacceptable behavior/removal from program, or failing grades, they will be billed the cost of tuition by the district. As such, student enrollment in these programs is regulated by guidance and administration, with consideration given to students' attendance history, discipline, and academic record. Application and personal interview may be required and taken into consideration as well before students are admitted to these tuition-supported programs.

Section 4: Transportation & Parking

Bus Rules

A parental permission note is required in order to get on or off the bus at a different bus stop. This note must be given to the driver at the time of the request.

Please do not park or unload/load students in the bus zones during the start or close of school. Use the north lots.

Bus Safety Rules:

1. The driver is in full charge of students.

At Bus Stop:

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

On the Bus:

- 1 Students will go directly to a seat, sit facing forward, and stay seated. Seats will be assigned as needed. **Students must stay on the bus once they are boarded.**
- 2 Students will keep all parts of body and belongings inside the bus. Do not lower windows below black line.
- 3 Throwing anything in or out of the bus is prohibited. Please use trash container provided on the bus. Keep all belongings securely in your lap.
- 4 Normal conversation is permitted. No loud talking, yelling or any whistling is allowed. Interior bus lights will be activated to indicate to students that they have been too noisy and are not allowed to talk or make any noise for as long as necessary. Refrain from unnecessary conversation with the bus driver when the bus is in motion.
- 5 Absolute quiet is required at all railroad crossings and those intersections, which are considered dangerous. Please remain quiet until the bus has cleared the area.
- 6 No eating or drinking on the bus. **(This is a state law.)** All food or beverage must be packaged (lunch sacks, box, or duffel bags). No glass of any kind is allowed on the bus. **Gum chewing is not permitted.** **This law applies to all trips as well.**

THINGS YOU CAN'T TAKE ON THE BUS:

Below are examples of items not permitted:

radios	skate boards
recording devices	weapons
matches	sharp objects
vape devices	fireworks
laser pointers	balloons
lighters	animals (alive, dead or fake)

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

- 1 No tobacco, cigarettes or alcohol is allowed on the bus. No spitting of any kind will be tolerated. Students may be required to wash the floor, interior, sit in assigned seat, serve a suspension, or all of the above if warranted.
- 2 Students may not wear plastic or metal cleated shoes on the bus or place them on the floor or seat. Shirt and shoes must be worn by anyone riding the bus.

- 3 No fighting, harassing of others, obscene or unacceptable language, writings, pictures, gestures, reading material or similar behaviors are permitted.

Other General Rules:

- 1 Do not ask driver to stop at places other than a designate bus stop or receiving school. The bus driver is prohibited from doing this.
- 2 Do not tamper with equipment on bus - do not lean or touch outside of bus, crossing arm, stop arm, or mirrors. Any damage to the bus or equipment will result in disciplinary action, suspension and student/parents are responsible for repair costs of any damage.
- 3 Visitors to our district are **NOT** allowed to ride the buses. This is prohibited by our insurance carrier and State law. Any student assisting an illegal person to ride the bus will serve a suspension.
- 4 Students riding a fan bus must ride to and back from the event. Students may go home with their parents if their parent notifies the chaperone personally that they are taking their own child/children home. Notes and/or phone calls are not acceptable.
- 5 Students participating in a school activity must ride school transportation when provided in order to participate in the activity.
- 6 The aisle and exits must be clear at all times. Emergency exit doors are only used during drills and actual emergencies. Please, always request driver's permission to load special equipment through the emergency door.
7. Students are not to walk between or on left side of buses in loading areas. Cars are not to drive past buses in loading zones. Buses will be using stop arms while loading.
8. Parents are asked to contact the transportation department about bus related concerns. Please do not contact bus drivers directly. Parents are to direct all concerns to this department.
9. Conduct slips are to be signed by parents and returned to the driver the next day. Those students not returning a conduct slip will be issued an additional conduct, which will result in a bus suspension for failure to return the first. Students will be allowed to ride the bus at the time of the non-return and parents will be contacted about the suspension or the unreturned conduct.

Disciplinary Actions:

Minor Misconduct:

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

Gross Misconduct:

Continued acts of minor misconduct or acts which jeopardize the safety and well being of others will constitute gross misconduct. Students involved in acts of gross misconduct may have riding privileges suspended and/or school discipline, school suspension after administrative review. Suspensions of 1 to 10 days may be issued for but not limited to the following:

- accumulation of misconduct notices - 3rd conduct will result in bus suspension. One day added for each addition conduct such as: 3rd conduct, 1 day suspension; 4th conduct, 2 day suspension; 5th conduct, 3 day suspension, etc.
- swearing, off color stories, obscene materials/gestures
- fighting (automatic 3 days for first offense)
- use of matches, lighters or other flammable
- use of tobacco
- possession of or use of illegal drugs or alcohol
- defiance/insubordination of transportation personnel (automatic 3 days for first offense)

The length of suspensions may be reduced after a parent conference. **In some cases, misconduct may result in a recommendation to the Board of Education that riding privileges be suspended permanently and/or expulsion from school. Actions such as:**

- use of fireworks
- possession of a weapon
- striking transportation personnel
- use of illegal drugs or alcohol
- an accumulation of 4 suspensions (6 conduct notices) - a parent conference is to be held at second suspension with explanation of above policy and discussion of student behavior.

Transportation suspensions are not school suspensions. Students are required to attend class or be counted as truant. Students who do not attend school, for whatever reason, will have that bus suspension extended until served on days the student is in school. School policy does reflect the fact that gross misconduct on any transportation provided by the school district is considered to be an extension of the school building and thus students may incur suspensions from school, which may be in addition to suspension of transportation privileges.

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

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

Please call 523-3185 between the hours of 6:00 & 11:00 a.m. and 2:00 & 5:00 p.m.

Parking

All students must register their car in the office and show proof of registration and insurance in order to receive a parking tag. This policy is designed to protect everyone who uses our parking lots. Parking tags must be displayed on the inside rearview mirror for identification. Replacement parking tags cost \$5. Students may not park in the first two rows (teacher parking), in the lot between RES and RHS, or in the parallel parking in front of the school. Continued failure to park in a designated area could result in loss of parking privileges.

Students must go through the office at any time of the day to obtain a parking lot pass to go out to their vehicle. Driving a car to school is a privilege that may be temporarily revoked by administration for misuse of parking facilities.

Alternative vehicles

Snowmobiles, ATVs, etc. are not allowed at school during regular school days or school activities.

Administration may grant permission for tractors or other farm vehicles on special occasions (Ag. week, homecoming week).

Cross Reference:

BOE 4:110, Transportation

BOE 7:220, Bus Conduct

Section 5: Health & Safety

Sick or injured children should be picked up promptly. Ill children should stay home until they are symptom free without the use of medication for 24 hours. Guardians will be contacted if medical follow-up is required.

Health Requirements

9th grade – Illinois physical and up to date immunizations; 12th grade – Up to date immunizations

*All forms should be submitted at time of registration. Failure to produce up-to-date immunizations and a school physical will result in exclusion from school on October 15 until requirements are met.

Out of State Students meet the above requirements if applicable. All out of state students must have a physical on the Illinois form and a vision exam. Students who transfer from out of state are required to submit a health exam with immunizations within 30 days of starting school. Students are permitted to attend school with proof that an appointment for the required health exam and vaccines has been scheduled. If the required exam and immunization records are not submitted within 30 days of starting school, the student is not allowed to attend school until the required documentation has been submitted. Exams performed within the past year will be accepted. All exam information must be on the correct form. Copies of the forms are available under the school nurse page on the school website. Dental and vision exam waivers are available for those who qualify.

Medication Administration in School:

Parents have the primary responsibility for the administration of medication to their children. Therefore, medication required by the students shall not be administered at school unless proper guidelines are followed. Medication administration to students during regular school hours and during school related activities is discouraged unless absolutely necessary for the critical health and well-being of the student. Under no circumstances are teachers or other non-administrative school employees, except certified school nurses, required to administer medication to students. The Riverdale School District recognizes that a student may be on a long-term management program, which requires the student to self-administer a drug. In such cases, the school nurse or appropriate administrator shall observe the following:

1. All medication must be in the original container bearing: student's name, prescription number, medication name, medication dose, administration protocol/direction, name of ordering physician, pharmacy name and phone number.
2. Non-prescription medication (over-the-counter) must be in the original container with the student's name.
2. **ALL** medication (excluding inhalers and epi pens) must be accompanied with a completed and signed medication order sheet. Medication order sheets are available online and at the nurse's office. Administration of the medication will begin when the nurse reviews the medication *and* orders.
3. A new order will be needed each school year or whenever there are changes in medication or the health of the child.
4. It is the parent/guardian's responsibility to ensure that the licensed prescriber's order, written request, and medication are brought to the school.
5. At the end of the school year or the end of the treatment regime, the student's parent/guardian will be responsible for removing from the school any unused medication. If the parent/guardian does not pick up the medication by the end of the school year, the nurse will dispose of the medication(s) and document that it was discarded.
6. In the absence of a school nurse, such as on a field trip, medication may be administered by a parent or school personnel.
7. Epi pens and inhalers do not need a physician's order, but must be in the original container with the prescription attached and be verified with the nurse before the student will be allowed to self-carry.

Cross Reference:

BOE 7:100, Health, Eye and Dental Examinations, Immunizations, and Exclusions of Students
BOE 7:270, Administering Medicine to Students

Section 6: Conduct & Discipline

Our goals and objectives are to provide effective discipline practices that:

- (1) ensure the safety and dignity of students and staff;
- (2) maintain a positive, weapons-free, and drug-free learning environment;
- (3) secure school property and personal property;
- (4) address the causes of a student's misbehavior and provide opportunities to seek resolution; and
- (5) teach students positive behavioral skills to become independent, self-disciplined citizens.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in prohibited student conduct, as described below, 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 student or staff member; or (b) endanger the health or safety of students, staff, or school property.

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling any controlled substance (including without limitation tobacco, alcohol, vape devices or paraphernalia, marijuana or related paraphernalia, steroids or other IHSA performance-enhancing drugs, prescription or over-the-counter drugs when used in a manner inconsistent with the prescription or licensed practitioner's instructions, paraphernalia, drug look-alikes, pure caffeine in tablet or powder form, inhalants, and any other substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the mind or body.
2. Students who are under the influence of any controlled substance are not permitted to attend school or school functions and are treated as though they had the controlled substance, as applicable, in their possession.
3. Using, possessing, controlling, or transferring a weapon.
4. Using any 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, violate the privacy of individuals, electronically harass others, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, 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 phone. Cell phone rules are outlined later in this handbook.
5. Using or possessing prohibited items, including live animals, laser pointers, and unauthorized recording devices.

6. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
7. Engaging in academic dishonesty, including cheating, plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
8. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. 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 or personal device, or other comparable conduct.
9. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school or personal property.
11. Entering school property or a school facility without proper authorization.
12. Being absent from school or class without a recognized excuse; State law and Board policy regarding truancy control will be used with chronic and habitual truants.
13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
15. Making an explicit threat online against a school employee, a student, or any school-related personnel if the online platform through which the threat was made is 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.
16. 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.

For purposes of this policy, 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; or (d) at any location on school property or at a school-sponsored event.

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.

Progressive Discipline

School administration will limit the use of exclusionary discipline 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.

Potential disciplinary interventions are outlined below begin in response to minor infractions and escalate in correspondence to the infraction.

1. Notifying parent(s)/guardian(s).
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 detention or Saturday detention. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used.
8. Community service to the school or local public/nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended shall also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed two (2) calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been expelled shall also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), lookalikes, 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 and 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.

DETENTION

Detentions will be thirty minutes in length and assigned for minor infractions that are disrespectful or disruptive in the classroom or school environment. Parents and students are responsible for making arrangements for transportation; no school transportation will be provided for detention students. Detention time may be served

Thursday 3:40-4:10 after school if the pupil's parents or guardian have agreed to provide the necessary transportation. Teachers may have students serve their detention in that teacher's room. Unserved detentions will carry over to the next year. Seniors must serve all outstanding discipline before graduation.

SATURDAY SCHOOL

The assignment to Saturday school is intended to keep the student in regular classes during the week and still allow enforcement of school regulations for infractions that are disruptive, dangerous, repeated offense, or grossly disrespectful in the classroom or school environment. School rules and procedures will apply including specific Saturday school rules. Dates for Saturday schools are available in the office. Saturday school will be from 8:00 a.m. to 12:00 p.m. (1/2 Saturday school will be from 8:00a.m.to 10:00 a.m.) Students assigned a Saturday school will be responsible for attending the first available Saturday following the notice. Unserved Saturday schools at the end of the year will carry over to the next year.

SATURDAY DETENTION REGULATIONS

Students or the parents of students are responsible for transportation to and from Saturday detention.

The side library door will be open from 7:55 to 8:05 a.m. Students arriving after 8:05 a.m. will not be allowed to participate.

Students need to bring homework material to work on during the detention time. Reading material that would be acceptable in study hall is acceptable for Saturday detention. Students should take such items home with them the day before the Saturday detention, as lockers will not be accessible on Saturday morning.

Students will receive short breaks to the restrooms. No one will be allowed to leave the building. No gum, snacks, or drinks will be allowed.

Students who are disruptive or insubordinate during the Saturday detention will be escorted out of the building by the supervisor. Students will not be allowed to sleep, eat, talk or listen to earbuds during the time of the Saturday detention. All school rules apply during Saturday detention.

The students recognize that the Saturday detention supervisor is the authority and has the right to establish his/her own additional rules as the beginning of the detention time. He or she has the authorization to ask students to leave. Students asked to leave must leave the school building and grounds.

SUSPENSION

Suspensions are used when a student's presence on campus would harm other individuals or create a substantial disruption to the school environment. This includes fighting, controlled substances, vandalism, and gross misconduct directed toward staff. Suspension time will increase following repeat offenses.

Students will conference with administrators, parents will be notified by phone, and a letter will be sent home on rule violation and procedure for review and due process.

A student will be reinstated after suspension by the principal or his/her representative only. Further continuance of school is contingent upon the conduct of the student being consistent with that which is expected of good school citizens.

Students who are placed in out-of-school suspension may not participate in or attend any school-sponsored activities or be on school grounds during the time of their suspension. This will include any practices or regularly scheduled events.

The Administration retains the right to require a parental conference before readmitting a student from OSS.

EXPULSION

Expulsion procedures are outlined in Board policy 7:210. The principal will share these procedures with guardians at the outset of the process if administration determines an expulsion recommendation is appropriate.

RESTITUTION

Students will be charged for any repairs or replacement to school property resulting from vandalism or destruction of school property.

Good Standing & Extracurricular Attendance

Students must maintain the following criteria to attend extracurricular events, including Homecoming and Prom:

1. Students must maintain an 80% attendance rate, as calculated by TeacherEase. This means students need to attend, on average, 4 out of every 5 school days to be allowed to attend extracurricular events.
2. Students must make a good-faith effort to serve accrued detention/discipline time throughout the school year.

Administration will inform students and families if students are no longer in good standing based on the above criteria.

SEQUENCES OF DISCIPLINE for Controlled Substances and Physical Violence

1st possession/use of vapes/tobacco – 2 full Saturday schools; confiscation and referral to resource officer

2nd or more possession/use – 2 day suspension; student may be referred to Board for expulsion; confiscation and referral to resource officer

DRUGS (including look-alikes), ALCOHOL, and PHYSICAL VIOLENCE

confiscation and referral to resource officer

1st offense – 3 day suspension or possible expulsion

2nd offense – 5 days suspension or possible expulsion

3rd offense – 10 day suspension, pending possible expulsion

1st sale or delivery of drugs and alcohol on school grounds – 10 day suspension, pending possible expulsion.

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

Cheating & Plagiarism

Cheating and plagiarism occur when a student takes the product of another person's mind and presents it as his/her own. To use another person's ideas or expressions in your writing without acknowledging the source is to plagiarize.

Plagiarism and cheating include, but are not limited to:

- Lack of documentation for any information taken from another source (copy/paste).
- Electronic reproduction and/or transmission of audio, visual, verbal, or written material, whether published or unpublished in whole or part without proper acknowledgement that it is someone else's.
- Falsification of documentation; purposefully citing incorrect source information.
- Double submission (submitting the same work for credit in more than one course), unless approved beforehand by course instructors.
- Allowing another student to use your work as his/her own. In such cases, both students will be held accountable.

Consequences:

1st violation - a zero for the assignment or test

2nd violation – Full Saturday school, zero credit

3rd violation – 2 full Saturday schools, zero credit

Bullying, Harassment, and Intimidation

BULLYING and SEXUAL / ETHNIC / RELIGIOUS HARASSMENT

Riverdale schools will provide an environment free from sexual, racial, ethnic, and religious slurs or harassment. This may include any verbal conduct, physical conduct, or communication, and does include any type of initiation to any school club, team, or activity. The consequences of this offense are

The first offense is up to five (5) days of in-school or out-of-school suspension.

The second offense is up to ten (10) days of in-school or out-of-school suspension, and students may be referred to the Board of Education for an expulsion hearing.

The third offense is a suspension from school up to but not more than ten (10) days. At the next regular Board of Education meeting or a special meeting of the Board, the student will be recommended by the administration for possible expulsion from school.

Report all harassment to the administration.

BULLYING

Repeated use of any form or type of aggressive behavior that does physical or psychological harm to someone else, and/or urging other students to engage in such conduct is prohibited. Unacceptable aggressive behavior includes pushing, hitting, threatening, name-calling, or other physical or verbal conduct of a belittling or browbeating nature. Consequences for this offense – See Sexual/Ethnic/Religious 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 school goals. Bullying on the basis of actual or perceived race, color, national origin, ancestry, age, religion, physical or mental disability, sexual orientation, the 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 bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a 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, 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.

* the school may request/require a student's social media password if the school believes the student's account on social media as evidence that the student has violated a school policy or rule.

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of personal property,

or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the building principal or any staff member.

For offenses relating to bullying or harassment, the administration can use school discipline consequences to eradicate the behavior including up to a ten (10) day suspension from school and possible expulsion.

Students should notify school personnel when there are concerns about bullying. Staff should alert the administrator or his or her designee of the report of the incident of bullying as soon as possible after the report is received.

Students and community members have the district P3 alert system available on the district web page to make anonymous reports.

Staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate will assist with the investigation process. The investigation should take place within 10 school days after the date of the report.

Parents and guardians of the students who are parties to the investigation information will meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

Students and parents involved in the investigation have access to school social work services, social-emotional support, and counseling that might be available through the school district. The district does not recommend but has a list of providers available for psychological and community-based services listed on the school web page. The same consequences for bullying will be used for anyone that uses retaliation against any person who reports an act of bullying or for a person found to have falsely accused another of bullying as a means of retaliation or as a means of bullying.

District personnel, Teachers, and staff will review this policy and data on an annual basis.

Cell phones

1. Students may use their cell phones/electronic devices during lunch and passing periods. At least one ear must be exposed (unplugged) during the passing periods & lunch time so you can be aware of your surroundings (no double budding).
2. All cell phones and electronic devices must be put away and silenced in the designated cell phone area (pocket holders) when the student enters a classroom (including ear-buds). Each classroom is equipped with a phone pocket caddy. As a part of each teacher's classroom management plan, teachers have the discretion to allow cell phones only once academic work and the instructional activities are complete for the class period. Students should keep their phones silenced and in the caddy/pocket holders until given express permission by the teacher to take them out at the conclusion of the class.
3. Cell phones are not allowed outside of classrooms during class periods (except for rare or extenuating circumstances such as a family emergency or use for class projects with permission). To protect the safety and privacy of our students, cell phones are not allowed to be used in restrooms or locker rooms at any time, for any reason.
4. If a student's cell phone/electronic device interrupts classroom instruction in any way, or use is determined to violate the guidelines above, they are subject to the following consequences (per semester):
 - a. First Offense - Cell phone will be confiscated. Student may pick it up after school.
 - b. Second and Additional Offenses - Cell phone will be confiscated and student will be assigned 2 detentions. Student may pick up their phone after school.
 - c. If use during school becomes chronic (3 or more incidents), full Saturday school assigned.

School Day Dress Code

Philosophy

- Students and staff have the right to feel comfortable in their work environment through clear and consistent standards for student appearance.
- We recognize that student dress is a form of self-expression.
- Our goal is to apply the dress code equitably, regardless of their gender, race, sexual orientation, or class.
- Some articles of clothing that are acceptable outside the school setting may not be appropriate for the school day, and as a result, should not be worn to school.
- Students are expected to wear clothing which is suitable for learning and facilitates positive student-teacher and student-student relationships.

Parameters

- Students must wear a shirt, pants or shorts (or equivalent), and footwear.
- Students may not wear
 - Hats or hoods (religious exceptions will be allowed by administration),
 - Sunglasses (medical exceptions will be allowed by administration),
 - tube tops,
 - long spikes and chains,
 - any clothing with inappropriate language or depicting illegal activity,
 - clothing depicting physical violence or weapons,
 - clothing depicting hate speech.
- Students must cover their chest, torso, abdomen, and buttocks, with no exposed underpants, including no excessive midriff and cleavage, at the discretion of administration.

Enforcement

- Students should not be shamed or required to display their body in front of others, including but not limited to:
 - kneeling or bending over to check attire fit; measuring straps or skirt length;
 - “calling out” students in front of others;
 - accusing students of distracting others with their clothing.
- Staff with a dress code concern should contact the office, and administration will discuss the dress code infraction with students and provide possible solutions.
 - Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
 - If necessary, students’ parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day. Students may also be allowed to drive home and change clothes.
 - Non-compliance will result in progressive discipline, consistent with other school discipline. Exclusionary discipline (suspension) will only be used when administration determines that the offending article of clothing may not return to the learning environment or after repeated infractions and insubordination.
- Teachers and staff will review this policy with administration on an annual basis.

Cross Reference:

BOE 7:150 Agency and Police Interviews

BOE 7:160 Student Appearance

BOE 7:170 Vandalism

BOE 7:180 Prevention of and Response to Bullying, Intimidation and Harassment

BOE 7:190 Student Behavior

BOE 7:200 Harassment of Students Prohibited

BOE 7:200 Suspension Procedures

BOE 7:210 Expulsion Procedures

Section 7: Internet, Technology, and Publications

AUTHORIZATION FOR INTERNET ACCESS

Each student and his/her parent/guardian must agree to this Authorization during school registration before being granted access to the internet at Riverdale High School.

All use of the Internet will be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This Authorization does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the Authorization for Internet Access will result in the loss of privileges, disciplinary action and/or appropriate legal actions. Your digital signature as a part of the registration process is legally binding and indicates you have read the terms and conditions carefully and understand their significance.

1. Term and Conditions

A. Acceptable Use - Access to the District's Internet must be for the purpose of education or research and be consistent with the educational objectives of the District.

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

C. Unacceptable Use - You are responsible for your actions and activities involving the network.

Some examples of unacceptable uses are:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or state regulation;
2. Using VPN Apps, websites, or other anonymous proxies while on the District's network using either personal or District devices;
3. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
4. Downloading copyrighted materials for other than personal use;
5. Using the network for private financial or commercial gain;
6. Wastefully using resources, such as streaming video during peak hours;
7. Gaining unauthorized access to resources or entities;
8. Invading the privacy of individuals;
9. Using another user's account or password;
10. Posting material authorized or created by another without his/her consent;
11. Posting anonymous messages;
12. Using the network for commercial or private advertising;
13. Assessing, submitting, posting, publishing or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
14. Using the network while access privileges are suspended or revoked;
15. Altering security or altering the computer hardware or software.
16. Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- a. Be polite; do not become abusive in your messages to others;
- b. Use appropriate language; do not swear or use vulgarities or any other inappropriate language;
- c. Do not reveal the personal address or telephone numbers of students or staff;
- d. Recognize that electronic mail is not private; staff who operate the system have access to all mail; messages relating to or in support of illegal activities may be reported to the authorities;
- e. Do not use the network in any way that would disrupt its use by other users;
- f. Consider all communication and information accessible via the network to be property of the school district.

D. No Warranties - The District makes no warranties of any kind whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by the negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its service.

E. Indemnification - The user agrees to indemnify the School District for any losses, costs or damages, including reasonable attorney's fees, incurred by the District relating to or arising out of any breach of this authorization.

F. Security - Network security is a high priority. If you can identify a security problem on the Internet, you must notify the principal. Do not demonstrate the problem to others. Keep your account and password confidential. Do not use another individual's account without permission from that individual. Attempts to log onto the internet as a system administrator will result in cancellations of your privileges. Any user identified as a security risk may be denied access to the network.

G. Vandalism - Vandalism will result in cancellation of privileges, disciplinary action, and financial restitution/obligation. Vandalism is defined as any malicious attempt to harm or destroy data or another user, the Internet or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

District Device Agreement

The Device issued by the Riverdale School District is District property and all users will follow the Responsible Use Agreement and applicable Board policy. Below are guidelines for the care of District issued Devices:

- Only use a clean, dry soft cloth to clean the screen—don't use cleansers of any type.
- Cords must be inserted carefully into the Device to prevent damage.
- Devices must remain free of any writing, drawing, stickers, or labels that are not applied or approved by Riverdale School District. Removal of any labels applied to the Device by the District is prohibited.
- Students are responsible for ensuring that the Device travels safely between classes and to and from school.
- Students are responsible for keeping their Device secured at all times and never left unattended. When not in the student's personal possession, the Device should be in a secure, locked environment. Unattended Devices will be collected and stored in the school's main office.
- Students are responsible for their Device. It will not be the responsibility of the staff to protect the Devices during school.

- Students are encouraged to purchase a case designed for their Device.
- * As a part of the online registration process, students and parents will sign the Student/Parent Device Signature Page when receiving a Device for the first time.

Buy Out Option

At the end of every 3-year cycle, families will have the opportunity to purchase a Device(s) at the current FMV (Fair Market Value) from the District.

Damage and Replacement

Optional Chromecare Insurance can be purchased for \$19/year per device and covers accidental damage, normal wear, and manufacturing defects with no maximum number of claims. Without the Chromecare Insurance, families will be responsible for the cost of repairs or replacement. Chromecare DOES NOT cover lost or stolen devices. [**In the 22-23 school year, Chromecare will be paid by the district to cover accidental damage.]

If a Device is damaged or otherwise inoperable, the student must present the device to the library/media specialist for inspection and repair. If, in the District's determination, the issue is not related to the manufacturer's warranty or the device shows signs of damage that may have caused the inoperability, and the device is not covered by Chromecare, the total repair or replacement cost will be billed to the student and family. If a Device has been lost or stolen, the student must immediately report the missing Device to the school's front office. In these cases, the student and family will be billed the cost of replacement as set forth below. In the event of repair or replacement, the District will make arrangements for the student to access necessary classroom materials. This may include providing the student with a temporary Device. If the damage is considered vandalism or destruction of school property, then the student will be charged replacement cost or actual cost for repairs and disciplinary consequences will result.

The cost of replacement includes, but is not limited to:

Chromebooks:

Complete replacement	\$200
Keyboard damage (intentional abuse)	\$40
Charger	\$30

Hotspots:

Unit	\$100
Case	\$10
Cord	\$5
Power plug	\$5

Device rules continued:

When stored in lockers they must be stored so that they will not be damaged by other locker contents.

Chromebooks must be returned to school each day FULLY charged.

Devices are school property and will not be disassembled or have any attempt to repair by the student.

Riverdale High School reserves the right to monitor the usage of the Device through special software as well as other means available to teachers and administration. Content filtering systems are in place to stop the usage of inappropriate sites.

Device should not be used to copy, download or share copyrighted materials.

If a Device is not charged or forgotten, a loaner may be checked out in the library. After the second check-out for these mentioned reasons a rental fee will be charged to the student account and a detention will be issued (see minor infractions as described below). A late fee will also be assessed if the loaner is not returned at the end of the day.

Loaner Devices for either forgotten or uncharged may be checked out from the library. If not returned at the end of the day a fine will be assessed. After 3 checkouts for forgotten or uncharged devices a fee will be assessed for each checkout.

Cross Reference: BOE 6:235 Access to Electronic Networks

Library

All students must have a pass to use the library. Materials are to be checked out before leaving the library. You are responsible for the materials checked out in your name. Improper behavior will result in the loss of library privileges. Students with a D/F or incomplete work will not be allowed in the library during study hall. This removal of privileges will be in effect for the entire week, regardless of work completion or grade change.

Cross Reference: BOE 6:230 Library Media Program

Section 8: Search and Seizure

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

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

This also applies to student vehicles parked on school property. In addition, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

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

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 District's student conduct rules. This may include use of a metal-detecting wand. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or liaison police officer of the same sex as the student.

Seizure of Property

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

Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/: 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.

2. 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.

Cross Reference:

BOE 7:140 Search and Seizure

Section 9: Extracurricular and Athletic Activities

Athletic Eligibility

1. Students participating in an extracurricular activity must be in attendance a minimum of four full class periods for the day of the event.
2. All coaches and sponsors will be responsible for administration and enforcement of this rule.
3. Travel to athletic events - Members of interscholastic teams are required to use school-sponsored transportation when provided. A student may ride home only with his/her parents if parents request in writing from the coach.

The staff and coaches of Riverdale feel that the most important element of high school is obtaining a solid educational instruction base for personal growth. With this philosophy the eligibility policy will be as follows:

1. The first two full weeks of each semester's eligibility will be based on the IHSA weekly standard.
2. A student must pass all classes in which they are currently enrolled. A failing grade in any class will result in ineligibility for that week.
3. Semester - If a student passes fewer than 5 classes a semester, he or she will be ineligible for the entire following semester.
4. Transfer students' eligibility will be based upon grades received from the previous school when enrolling. Eligibility standards will involve any and all extracurricular activities listed below:
Boys' and girls' sports; Cheerleading; Drama/Speech; Student Council; Scholastic Bowl; Band & Choir; FFA activities; All clubs and organizations

ELIGIBILITY PROCEDURE

1. Eligibility is checked at noon on Thursday.
2. Administration informs students and coaches on Friday.
3. Administration sends letter to parents on Friday.
4. In/eligibility is effective on Monday following the date of the check. The student is ineligible for one (1) week beginning the Monday following the date of the check. The student may play in the contest that Friday evening or Saturday, the next day. However, the next week he or she is ineligible.

PROHIBITIVE CONDUCT FOR STUDENTS IN EXTRACURRICULAR ACTIVITIES

1. Theft-the act of participating in or aiding in the crime of stealing, larceny, burglary, or robbery.
2. Alcoholic Beverages-the use or possession of any beverage containing alcohol prohibited by state law for an individual under the age of twenty-one.
3. Illegal Drugs-the use or possession of any controlled substance under state or federal jurisdiction. (Prescription drugs assigned for use by a licensed doctor are allowed.)
4. Tobacco-the use or possession of any tobacco product for use by smoking or chewing.
5. E-cigarettes or vape pens; the use or possession of any products for use of smoking.
6. Vandalism-the act of participating in or aiding in the destroying or defacing or unjustified harm to one's person and property.
7. Repeated misconduct or violation of school rules-the chronic abuse of school policy after proper notification to parent and student.
8. Any conduct that resulted in a student being charged with an offense and found guilty through a court of law or assigned to a diversionary program...i.e.) peer court/station adjustment or other similar programs.

EVIDENCE FOR VIOLATION

1. The student is penalized by the Riverdale School Administration under other school policy for violation of one of the prohibitive conducts listed. This will serve as evidence that the student is guilty of violating the extracurricular policy.
2. The student is observed any time during the school year by faculty member or administrator.
3. The student is considered in violation of the code of conduct based upon a report of a law enforcement officer, court officer, or newspaper account.
4. The student is considered in violation if said student admits his violation to any staff member or school administrator and if reported by their parents to any staff member or administrator.

This section regarding athletics is not exhaustive. For more information, please see the Student-Athlete Handbook.

Section 10: Student Records and Privacy

School student records are confidential and information from them shall not be released other than as provided by law. State and federal law grants students and parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge their child's school records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parent(s)/guardian(s) shall have the right to object to the release of information regarding their child at the time of online registration before the beginning of each school year, or at any point by contacting the school. High school student records are kept in the custody of our Registrar and Counselor.

Notification to Parents and Students of Rights Concerning a Student's Records:

The District will maintain two sets of school records for each student: a *permanent* record and a *temporary* record.

The *permanent record* includes:

basic identifying information, academic transcripts, attendance record, accident and health reports, information pertaining to release of this record, honors and awards, school-sponsored activities and athletics.

The *temporary record* may include:

family background, intelligence and aptitude scores, psychological reports, achievement test results, participation in extracurricular activities, honors and awards, teacher anecdotal records, disciplinary information, special education files, verified reports or information from non-educational persons, verified information of clear relevance to the student's education, information pertaining to release of this record.

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

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

Students less than 18 years of age have the right to inspect and copy their permanent record. Parents/guardians or students should submit to the school Principal a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent(s)/guardian(s) or eligible student of the time and place where the records may be inspected.

The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student.

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

Parents/guardians or eligible students may ask the district to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the school Principal, clearly identify the part of the record they want changed, and specify the reason.

If the district decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the district will notify the parent(s)/guardian(s) 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(s)/guardian(s) 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 is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll as well as to any person as specifically required by state or federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such recourse.

The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are 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(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

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

Student records are reviewed every four (4) years or upon a student's change in attendance centers, whichever occurs first.

5. The right to prohibit the release of directory information concerning the parent(s)/guardian(s) child.

Throughout the school year, the district may release directory information regarding students, limited to: **name, address, gender, grade level, birth date and place, parents'/guardians' names and addresses, academic awards, degrees and honors, information in relation to school-sponsored activities, organizations, and athletics, major field of study, and period of attendance in school.**

Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building Principal within 30 days of the date of this notice. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student are specifically informed otherwise.

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 failure by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland, Avenue, SW
Washington DC 2020-4605

Cross Reference: BOE 7:15 Student and Family Privacy Rights BOE 7:340 Student Records

Section 11: Parental Right Notifications

Student Discipline Procedures

A grievance is a difference of opinion raised by a student or group of students involving: (1) the meaning, interpretation or application of established policies; (2) difference of treatment; or (3) application of the legal requirements of civil rights' legislation. This procedure is not intended to limit the option of the district and a grievant(s) to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place which will afford a fair and equitable opportunity for all persons. The grievance procedure is not required if the grievant(s) prefers other alternatives such as the Office of Civil Rights (OCR) or the courts. Due Process shall exist throughout the procedure with the right to: (1) representation; (2) present witnesses and evidence; (3) confidentiality; (4) review relevant records; and (5) proceed without harassment and/or retaliation.

This procedure, along with explanations, due process and directions are available for inspection in the offices of the Superintendent and Building Principal. Time limits refer to days when school is in session.

Step 1 The students should discuss the matter with the person(s) directly responsible for the grievance issue within fourteen (14) days of the time when a reasonably alert person should have been aware of the event giving rise to a grievance. An oral response must be made within five (5) days.

Step 2 If the problem is not resolved, the grievance should be referred informally to the building Principal. Meeting must be held within five (5) days from notification of referral and an oral response made within five (5) days.

Step 3 If the grievance is still not resolved, it should be submitted in writing within ten (10) days to the Superintendent, Coordinator for Title IX and Section 504, and Equal Opportunity Coordinator. The grievance should be described as specifically and completely as possible. A thorough investigation of the issue will be documented. Extra time, if needed, can be mutually agreed upon. A meeting must be held between the grievant and district representative within ten (10) days and a written response made within five (5) days.

Cross Reference: BOE 7:130, Student Rights and Responsibilities
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