

The basic purposes of these procedures and regulations is to establish a fundamental norm of good conduct, to help you develop as a responsible young adult, and to secure and maintain a proper academic atmosphere: an atmosphere that ensures the right of all students to pursue their interests and to develop their talents. The best way to achieve these goals is by demonstrating respect for one another. By treating fellow students, members of the staff, and guests in our building as you would like to be treated, you send a very powerful and positive message. The acts of kindness, courtesy and politeness that you show toward others will come back to you a thousand fold. It is only through the cooperation of the students, parents, and staff of RRHS that this expected good conduct can be accomplished. Let us all work together to achieve this goal.

The Board is responsible for policy formation and believes the tendering of discipline must be flexible, respecting the uniqueness of each student. The Principal sees to the administration of discipline in the school. At all times every member of the faculty and staff has the obligation to enforce the school regulations and the responsibility to maintain a safe, productive, learning environment. The school administration may make supplemental rules when situations arise which are not sufficiently covered by this handbook.

This student handbook is dedicated to you, the student, with the hope that it will help you to better know and understand the workings of your school. Study it and know its contents. Be sure that those who are responsible for you are aware of all the information in this handbook.

ABSENTEEISM AND TARDINESS

“Whoever has custody or control of any child between the ages 7 and 17 years shall cause such child to attend some Public school in the district wherein the child resides the entire time it is in session during the school term except as provided in Section 1019.1 “ - Section 26-1: The Illinois School Code.

Regular school attendance is extremely important for success in school. In compliance with The School Code of Illinois, River Ridge School District #210 has developed the following procedures:

1. The Illinois School Code requires all children enrolled in school to attend school and classes. Any violation of this law may result in a finding of truancy. A custodial parent/guardian of a student found truant might be subject to a Class C misdemeanor with a possible sentence of up to 30 days imprisonment and/or a \$500 fine.
2. The parent/guardian **MUST CALL THE SCHOOL (858-9005) BEFORE 9:00 a.m.** to report a child’s absence. If a phone call is not received by 9:00 a.m. on the day of the illness the office will attempt to contact the parent. Students **MUST BRING A NOTE ON THE DAY FOLLOWING THE ABSENCE**, signed by the parent/guardian if contact was not made with the office. If no note is received, the student will be charged with an **UNEXCUSED ABSENCE**. An unexcused absence results in a zero in each subject area for the day.

The only acceptable excuses for an absence are for a medical illness or appointment, dental appointment, family emergency, or for religious holidays. A doctor’s note or written explanation may be required for a single or multiple absences. The acceptability of the excuse will be at the discretion of the school principal. Make-up work for these types of absences may be allowed only at the discretion of the school administrator.

Regular attendance to school is directly linked to school performance. River Ridge promotes regular attendance to school as a key to a child’s success in school. As a result, the following number of absences shall result in being defined as excessive and will be met with the following consequences:

Tardiness to school is unacceptable and will be marked unexcused unless caused by a medical excuse or a family emergency. A student who arrives TARDY to school after the 7:50 a.m. bell must report to the office and receive a pass to class. A tardy student will not be admitted to class without a pass from the office. A student **will not** be allowed to participate in an extra curricular activity if they are not in school at the start of the fourth period, 10:32 a.m. Students tardy to individual classes after initially being on time to school should report to class. The teacher will be responsible for individual class tardiness. Excessive tardiness to school or to class may result in a finding of truancy. A letter will be sent to the Regional Superintendent informing him of the student's excessive absences and/or tardiness.

Again, we want to teach our students the value of being on time and being accountable, and we feel that this policy will help do so.

4. Students will be responsible for all work assigned during their absence.
5. **After the second unexcused tardy students will make up the time after school. Parents will be contacted and arrangements will be made to have the child picked up.**
6. Whenever a student leaves school before the scheduled end of the day, he/she must sign-out in the office. When leaving early, for reasons other than illness or family emergency, the regular absence procedures will be followed.
7. Report Cards will note quarterly absences and tardiness.

ABUSE/HARASSMENT/BULLYING

It shall be a violation of the River Ridge discipline code for a person to harass another person through any conduct or communication which has the purpose or effect of unreasonably interfering with the person's performance or creating an intimidating or hostile learning environment. If anyone believes he/she or someone else has been subject to any abuse by a school employee he/she should report the incident immediately to the principal, or to the superintendent, if the principal is the offender.

Students will not be allowed to bully or intimidate other students. If an incidence of bullying is reported the students who is bullying will be confronted and the following procedure will be followed:

First offense: detention after school and phone call home

Second offense: In School Suspension (T.E.C.) and meet with counselor/peer counselors

Third offense: Out of School Suspension and meeting with parent(s) before student is allowed back to school.

If the harassment and/or bullying is deemed to be overly aggressive or violent, the consequence can immediately result in suspension.

The following disciplinary procedure will be followed for repeated tardiness:

*1st and 2nd offenses of the quarter will result in warnings from the specific classroom teacher

*The third tardy of the quarter in a specific class will result in a detention from the classroom teacher.

*A total of 7 tardies (in all classes combined) in a semester will result in an In School Suspension.

*More than 15 tardies during a school year will result in 2 days of In School Suspension plus a meeting between administration and the parents/guardians to discuss possible options for the remainder of the school year.

Cyber bullying

River Ridge also considers any use of a school computer or use by a student of the internet, for example, email, chat rooms, creation of a web page that is used to defame, intimidate, or bully another student regarding school matters as cyber-bullying and will enact the consequences listed below as well as the ones listed above regarding this issue.

First offense Warning and/or detention

Second offense Restricted use of the computers at school for a semester

Third offense Restricted use of the computers at school for one year

ARRIVAL and DISMISSAL TIMES

Breakfast begins at 7:40 a.m. and continues until 7:55 a.m. If your child does not eat breakfast and will not be riding the bus, *please do not have them arrive much before 7:40 a.m.* Supervision begins at 7:40 a.m. School begins at 7:57 a.m. for Elementary and 7:50 a.m. for MS/HS. Dismissal is at 3:03 p.m.

BUS AND TRANSPORTATION RULES

Transportation to and from school is provided for all students who live in the River Ridge School District. Students are responsible for waiting for the bus at the proper time in the morning at the areas designated by the school district, and for boarding at the designated location at school promptly after dismissal in the afternoon. A student that doesn't normally ride a particular bus will need a bus pass from the office to ride home with another student. **To receive a pass from the office the student must have a signed note from the parent.**

Riding the school bus is a privilege, and in view of the fact that the bus is an extension of the classroom, the Board of Education shall require pupils to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. **UNRULY BEHAVIOR WILL NOT BE TOLERATED. RIDING PRIVILEGES WILL BE SUSPENDED FOR UNRULY BEHAVIOR. STUDENTS WHOSE ACTIONS JEOPARDIZE THE SAFETY OF THE BUS AND/OR ITS OCCUPANTS WILL BE ISSUED A MINIMUM THREE-DAY SUSPENSION FROM RIDING THE BUS, AND UP TO A MAXIMUM FULL YEAR SUSPENSION.** In these instances, students are still required to attend school, and parents must make arrangements for transporting their children to and from school.

Students are required to ride school transportation to and from school activities for which transportation has been provided. Exceptions to this requirement will be considered only upon written parental request to your child's coach or the building principal.

Students suspended from riding any ONE bus are suspended from riding ALL buses until the suspension is over.

Transportation issues involving sixth, seventh, and eighth-graders also are covered by the Middle School Merit-Demerit Plan.

In the interest of student safety, bus evacuation drills will be conducted annually. School bus drivers will provide directions for all bus riders during evacuation drills in addition to normal day to day transportation.

CALENDAR 2011-2012

The 2011-2012 school year begins August 22, 2011 with teacher workdays. The first day of classes for students is Wednesday, August 24TH, with a FULL day of classes.

There are 176 days of pupil attendance, 5 emergency days, 4 approved Teacher Institute days, 3 School Improvement days and 2 Parent/Teacher Conference days or a total of 190 days of school. Tentatively, the last day of school will be June 6, 2011.

Legal public school holidays include:

Labor Day Monday, September 5

Columbus Day Monday, October 10

Veterans Day Friday, November 11

Thanksgiving Day Thursday, November 24

(Thanksgiving Vacation starts with a 1:30 p.m. early dismissal Wednesday, November 23. School resumes Monday, November 28)

Christmas Day Sunday, December 25

New Years Day Sunday, January 1

(Christmas Vacation starts with a 1:30 p.m. early dismissal Wednesday, December 21st. School resumes, Tuesday, January 3, 2012)

M.L. King's Birthday Monday, January 16

President's Day Monday, February 20

Easter Sunday, April 8

(Spring Vacation starts with a 1:30 p.m. early dismissal Wednesday, April 4th. School resumes Tuesday, April 10th)

Memorial Day Monday, May 28

CHAIN OF COMMAND (PROCEDURES FOR ACQUIRING ASSISTANCE AT SCHOOL)

Do you have a complaint, a question, or an unresolved problem? To have your questions answered, or to resolve a concern, please follow the step-by-step procedure outlined below:

PROCEDURES:

1. **TEACHER**

If you have questions regarding rules, the progress of your child, the conduct of your child in the classroom, or a complaint, you are asked to talk directly with your child's teacher first.

2. **PRINCIPAL**

If you have questions regarding building procedures, or still have an unresolved question after talking with the teacher, please contact the building principal next

3. **SUPERINTENDENT**

If you have questions regarding River Ridge School District #210, or if you still have an unresolved concern at the building level, please contact the Superintendent at 815-858-9005 after contacting #1 and #2.

4. **BOARD OF EDUCATION**

If you still have questions or unresolved concerns that should be brought to the attention of the Board, you may attend a Board of Education meeting. To be placed on the agenda, you must contact the Superintendent of Schools.

A seven-person board that establishes the operational policies for the district governs River Ridge School District #210. The Board of Education meets the third Monday of each month at 7:00 PM in the Board Room at 4141 IL Rt 84 South, Hanover.

PLEASE FOLLOW THE CHAIN OF COMMAND

CELL PHONE POLICY

Cell phones are a part of all of our lives these days; however, they can become a MAJOR distraction in the educational process. We strive to provide the best possible learning environment at River Ridge and avoiding any such distractions is key to providing this type of environment. This is why we want to eliminate the distraction of cell phones as much as possible. Students may bring their cell phones to school; however, they are to be kept in their lockers and turned off from 8:00 until the end of the school day. The use of these cell phones during the school day is NOT PERMITTED (the only exception to this rule is that high school students may use their cell phones during lunch—this means in the commons area only and during LUNCH only—NOT the entire 6th hour) unless permission has been given by a teacher or other school personnel. If a cell phone is seen by a teacher in his/her classroom, the hallway, and/or any other place within the school during the school day it is considered a violation of this policy and will result in the following action:

***First Offense**—Warning from teacher/school personnel and instruction to return it to one's locker immediately

***Second Offense of the year**—Teacher/school personnel will take the phone from the student and deliver it to the office. It will then be the student's responsibility to go home and inform his/her parent/guardian that the phone was taken and that his/her parent/guardian must call the office to "ok" the phone being given back.

Third Offense of the year-- Teacher/school personnel will take the phone from the student and deliver it to the office. It will then be the student's responsibility to go home and inform his/her parent/guardian that the phone was taken and that his/her parent/guardian must come into the school to pick the phone up in the office. The cell phone will only be given to the parent/guardian.

Fourth Offense of the year--Teacher/school personnel will take the phone from the student and deliver it to the office. It will then be the student's responsibility to go home and inform his/her parent/guardian that the phone was taken and that his/her parent/guardian must come into the school to pick the phone up in the office. The cell phone will only be given to the parent/guardian and the student will no longer be able to have a cell phone at the school during regular school hours (not even in his/her locker) If they are found to have a cell phone after their fourth offense, they would be looking at an in school suspension and then possibly and out of school suspension with future violations. (Field trips will be up to the teachers' discretion as to whether or not they will be allowed on the trip. The teachers will make the students aware of their policy before the trip takes place.

CELL PHONE POLICY/RESTROOM&LOCKER ROOM

Cell phones have become a major part of our society. Although I consider them a benefit to our everyday process, I do believe there is a time and place for them. One can make a case for being allowed to bring them to school and keep them in one's hallway locker until 3:00. However, no case can be made for having a cell phone in the classroom, and that is why we have the rules we do. One particular place where cell phones will **NOT** be tolerated is in the locker rooms/restrooms. With nearly every cell phone these days having camera/video capability there is an extreme risk of one's privacy being violated when cell phones are present in these places. I have received complaints about this very situation and that is why the following policy will go into effect immediately:

***Absolutely NO cell phones are to be brought into the restroom/locker room during school hours—THEY STAY IN YOUR HALLWAY LOCKERS and turned OFF!**

***If you are found to have a cell phone in these locations it will be a ZERO TOLERANCE POLICY, which means you will automatically be suspended out of school for one day, and your cell phone will be taken and given to the principal, who will either go through your video/pictures to make sure no one's privacy was compromised or will turn it over to the authorities to do so.**

***Multiple violations will result in multiple days of suspension along with phone being confiscated.**

It is too easy in this day and age to snap a picture or take a video and then post the information on the web, which is then permanent and one's privacy has forever been compromised. If you have any issues with this policy please feel free to stop in to the principal's office to discuss them or inform your parents to do so.

CONTACTING the TEACHER

Teachers have telephones in their classrooms with voicemail. Arrangements should be made for conferences with teachers before or after school. *Teachers will not be called out of their classroom except in cases of emergency.*

Teachers feel that hurried, unplanned conferences should be avoided. There is not time during the school session for a satisfactory conference. Teachers' workday is from 7:30 a.m. until 3:15 p.m. If you call the school office or contact the teacher by note, we will arrange a satisfactory time, as we are always happy to visit with you about your child

DISCIPLINE CODE

It is the belief of the Board of Education, administration, faculty, and staff that River Ridge students are industrious, eager to learn, and capable of self-discipline. However, River Ridge CUSD cannot permit unacceptable behavior to disrupt the educational process. Primarily, it is the responsibility of parents to assist their children and the school in developing good habits of behavioral conduct and teaching respect for law and authority. Through cooperation and understanding between the school and the home, our goal is to prepare our students to become esteemed, productive, adult members of society.

A student who displays unacceptable behavior will be held responsible for his/her actions through the utilization of appropriate disciplinary sanctions. The teacher has the primary responsibility for the maintenance of discipline within the classroom. He/she has the right and the obligation to deal with the behavior according to his/her individual discipline plan. This may include, but is not limited to, loss of privileges, parent contact, special assignments, detentions, or temporary removal from class. A student who is dismissed from any class or assigned period for disciplinary reasons must immediately report to the main office. A detention will automatically be assigned, a parent contact will be made, and a conference may be requested. Three dismissals from any combination of classes will result in a Temporary Environment Change. Three removals from a particular class are grounds for your removal from that class with a failing grade.

SCHOOL DETENTIONS are 30 minutes in length and served in a designated room. When a student receives a verbal or written notification of detention, he/she will have to select one of three possible days. These days are Tuesday and Thursday nights from 3:00 to 3:30 or Wednesday mornings from 7:30 to 7:55. Once the day is selected, the detention becomes a contract between teacher and school. If the student breaks that contract by not showing up, he/she will be issued another detention on top of the one still needing to be served. If the student then misses those detentions he/she will be issued an in school suspension (T.E.C.) If a student receives three detentions during one specific quarter, he/she will receive an in school suspension. You must report to detention prepared to work on class assignments. All school rules apply during detention. Silence is maintained. Eating and sleeping are not permitted.

The principal assigns TEMPORARY ENVIRONMENT CHANGES. If you receive a T.E.C. you must report to the principal's office before the start of the school day and will serve in a designated area until the day has concluded. Refusal to serve a T.E.C., leaving the assigned T.E.C. area without permission, or violating T.E.C. rules, will result in an out-of-school until the student and a parent meet with the principal to discuss the student's future with River Ridge.

When you receive a T.E.C. your parent(s) will be notified (in advance if possible). It is your responsibility to secure assignments from your teachers prior to reporting to a T.E.C. The first T.E.C. the student will receive 90% credit for work completed on time. The second T.E.C. a student will receive 70% for completed work. The third and subsequent T.E.C.'s the student will receive 50% credit for completed work. You must also be prepared to participate and hand in any work due on the first day of class following the suspension.

OUT-OF-SCHOOL SUSPENSIONS are assigned by the Principal when a situation warrants you not be at school. If assigned an out-of-school suspension, your parent(s) are notified (in advance if possible), and you are under the supervision and responsibility of your parent(s) as well. You may not be on the River Ridge premises, nor may you attend or participate in any River Ridge activity for the duration of your suspension. Under normal circumstances, receiving three out-of-school suspensions will result in a recommendation to the Board of Education for expulsion. If you are an AVC student and you receive a suspension from the AVC you will be required to adhere to that suspension which means you will be unable to attend the AVC, but you will be required to sit in the in school suspension room here at River Ridge during the AVC time period. You will then return to classes at River Ridge after the AVC hour is up. This process will continue until your AVC suspension is fulfilled.

If you are removed from the building during an athletic event you will face further consequences the next day at school. These consequences will depend on the severity of the act that took place but could involve detention, and/or suspension. You may also lose the privilege to attend further athletic events for a specified period of time.

EXPULSION is the most serious punishment a student may face. Expulsions may only be granted by the River Ridge Board of Education, and will immediately cancel all credits for the semester in which they are issued.

***A confrontation whether interpersonal or through electronic devices between a student and an employee or any adult acting on behalf of River Ridge School District resulting in you harassing, using profanity, issuing threats, intimidating, or using physical violence will result in a minimum of a three day out-of-school suspension, with an administrative review of the situation possibly resulting in a recommendation for expulsion. The final disciplinary decision will be left up to the building level principal. This policy is in effect 24 hours a day and covers the employee's family, home, auto, and personal possessions.**

Students with disabilities will be subject to disciplinary action under Administrative Manual Policies, Rules and Procedures on Student Responsibilities, Rights and Discipline to the extent that such action is in accordance with the requirements of Federal and State law concerning students with disabilities.

All students, both non-disabled students and students with disabilities, are subject to the disciplinary procedures to promote behavioral change which prepare students to function successfully in their

educational, social and community environment, and to protect the school environment, fellow students staff and public property as well as themselves.

The principal will use the following list as a basis for his judgment in dealing with inappropriate behavior. This list is not intended to be all-inclusive. It is impossible to list all potential inappropriate behavior violations and their circumstances. Ultimately, decisions on disciplinary action rest with the principal.

Some examples of Minor Offenses (Detention):

- Tardy to class without a written pass (3 times in one quarter)
- Inadvertent use of profanity
- Failure to comply with classroom discipline
- Wearing a hat in the building after being warned
- Out of assigned area without a pass
- Failure to follow procedures
- Dress code violations

Some examples of possible Major Offenses (Temporary Environment Change):

- Fighting (depending on severity and/or past history of fighting)
- Insubordination or disrespect toward any school personnel
- Harassment, intimidation, bigotry, malicious threats
- Open defiance of teachers request; willful disobedience

Some examples of possible Serious Offenses (Out-of-school Suspension or Expulsion):

- Threatening school personnel (see * above)
- Harassment, intimidation, bigotry, malicious threats (multiple times)
- Alcohol or Drugs (violation of school's substance abuse policy)
- Possession of a weapon
- Fighting (depending on severity and/or history of fighting)
- Theft; vandalism of school, school personnel, or student property, multiple T.E.C.'s or suspensions

Isolated time outs **shall not** be used. An isolated time out is the confinement of a student in a time out room or some other enclosure, from which the student's egress is restricted.

Physical restraints **shall not** be used in administering discipline to individual students. Physical restraints are designed, and used, to prevent a student from harming himself/herself, another individual or damaging property. Physical restraints **may** be used to remove a disruptive student who is unwilling to voluntarily leave an area.

DRESS REGULATIONS

It is the right of all students to be offered an education in a safe, secure, and nondisruptive learning environment. The following disciplinary guidelines have been adopted by the Board of Education concerning students' appearance and dress.

Students are expected to dress appropriately for school. Research shows that students who are careful about what they wear to school seem to perform better and to behave better. As a school, we reserve the right to maintain an atmosphere within the building that is conducive to learning. Students in school during any regular school day must dress in a manner and style which neither detracts from, nor disrupts, the educational environment. Except for unusual circumstances, coats will not be allowed to be worn in the classrooms. We will expect all coats to be put in the students' lockers. Hats may not be worn in the school during school hours unless permission was given for special occasion. We will

also ask students from other schools to remove their hats when entering the building in the morning. **Our building is a “NO HAT ZONE” from 7:30 to 3:00 for students and we appreciate adherence to that rule. This also includes the hoods of any sweatshirt/casual jacket that are being worn. They are not to be worn on the head of a student during this time.**

In general, the following examples are guidelines for dress in each building:

Any type of clothing, jewelry, symbol, emblem, sign, or any other item that is evidence of affiliation in any gang may not be worn in school or on school grounds. Any clothing that promotes or advertises illegal activities, alcohol, tobacco products, violence, sex, racial, ethnic, or religious disharmony, or contains inappropriate words or language, such as slang or swear words, is not allowed. Inappropriate messages or messages with dual, and therefore, inappropriate meanings, will not be allowed.

The judgment of what is or is not appropriate for school is left to the discretion of the school principal. A student will be offered the opportunity to change, to turn the garment inside out for the remainder of the day, or to cover up. Refusal to change clothing, pretending to change clothing, repeat offenses, or a single item/incident of significant offense will result in demerits, detention and/or suspension.

Other examples of inappropriate dress include clothing that is too revealing, such as mesh tops, halters, midriffs, short shorts, or underwear worn as an outer garment. No over-size mesh tank tops are allowed unless worn with a T-shirt underneath. Headwear, such as hats and scarves, is not allowed, and, in the interests of courtesy, hats are to be removed when entering the building. Shorts and pants made of skin-tight Spandex or Spandex-type material may not be worn. Over-sized pants must be snugly belted at the waist. Inappropriate writing on clothes or on the body is not permitted. Students are asked not to wear shoes, sneakers, or hiking boots with black vibram soles. **NO WEARING OF BEDROOM SLIPPERS AS SHOES FOR SCHOOL EXCEPT ON DESIGNATED DAYS.**

ELECTRONIC EQUIPMENT

Radios, CD players, and similar devices may be used before and after the school day if the volume is not excessive as judged by a staff member. They may not be used during the school day. Headphones, likewise, are not permitted during the school day. Laser pointers and similar devices are prohibited from school and school activities. Possession of such an item will result in confiscation and possible disciplinary action. Use of such an item at school or any school activity will result in the item being considered a weapon and applicable disciplinary action taken.

EMERGENCY NUMBERS

It is District policy that the school shall be supplied with emergency numbers that can be called in case a child becomes ill or is hurt. Parents are asked to complete or update an emergency information sheet when registering your child or at any other time during the school year when the information should change. **It is important that the emergency information be accurate and complete.** Please be sure that the relative, neighbor, or friend listed as an emergency contact is aware that their number has been given to the school and that they are willing to respond when needed. Should your child become ill or an accident occur, you will be notified at once. **Thus, it is important that the information on the emergency cards be as accurate and complete as possible.**

FIRE AND DISASTER DRILLS

Fire and tornado drills are held periodically for all students in the district. These drills are for the safety of our students and staff; therefore, full cooperation is expected of the students.

FORBIDDEN ITEMS

Certain items can cause serious disruption to the educational process. Any such item that is deemed inappropriate by teacher/school personnel will not be allowed in the school and or classroom. Please see teachers' syllabi for specific items that are not allowed in their individual classrooms. If these items are brought to the school and/or classroom the students will be warned once. After that the items will be confiscated and brought to the office only to be picked up by the student's parent/guardian. Repeated offenses after that will result in further disciplinary action such as detention and or suspension. The ultimate decision of what items are forbidden in the school and/or classroom will rest with the building principal.

HEALTH INFORMATION

STUDENT WELLNESS:

A frequent concern parents face is, "Is my child sick or not?" As an aid to parents in the evaluation of their child's health before going to school, the following should be considered. Please keep your child home from school if he/she exhibits any of these symptoms:

- fever of 100.0 degrees or over*
- nausea or vomiting
- skin rash or running sores
- red or swollen joints
- diarrhea
- flushed face or unusual pallor
- coughing
- sore throat
- inflamed or swollen eyes

***Please keep your child home for 24 hours after an elevated temperature has returned to normal.**

****Please send a note to school with your child if medication was administered prior to coming to school, that indicates the type of medication, the time it is to be given, and what symptoms are to be treated.**

HEAD LICE is a serious concern. Our school has a "no nits and no lice policy". Students found with head lice or nits in their hair will have to be sent home for treatment. Students will not be allowed to return to school until all nits and lice are removed.

All parents are required to provide emergency information to the office. This information is needed should the office have to contact an adult during the school day regarding a child's safety and wellness. Students are **NOT** allowed to stay at school for an extended period of time. We require that an adult pick up any elementary and middle school student, as well as any high school student that is not able to drive. A high school student who is not picked up by an adult, but has permission from a parent/guardian to drive home must notify the school upon arrival at home.

IMMUNIZATIONS, PHYSICAL, AND DENTAL EXAMINATION REQUIREMENTS:

A Physical examination is required for every student entering Kindergarten, 6th or 9th grades. The physical must be performed by a Licensed Physician, Advanced Practice Nurse (APN), or Physicians Assistant (PA) and must be on the approved Illinois School Physical Form. Public Act 92-

0703 became law on July 19, 2002, changing the School Code allowing APNs and PAs to sign school physicals without the co-signature of their collaborating physician. The form is available in the school offices and at local physician offices. These exams are the parents' financial responsibility. Out of state transfers of any grade level are required to have an Illinois school physical form completed and on file.

Sport Physicals are required every year for students involved in interscholastic sports.

Students in all grades must also have current immunization against the following diseases: measles, mumps, rubella, polio, diphtheria, tetanus, pertussis (whooping cough), and hepatitis B. All students who entered school after the 2002/2003 school year are required to have proof of varicella (chicken pox) vaccination or proof of chicken pox disease.

Proof of the required physical exam and immunizations must be presented at the time of registration. **Any student not having a current health examination and immunizations on file by the 1st day of attendance of the current school year will be excluded from school until the requirements are completed.**

Dental examinations are required for all students in Kindergarten, 2nd and 6th grades. Vision exams are needed for Kindergarten and new students. Examinations are due by May 15th of the present school year. Exam can be within 18 months of the deadline. Exam must be completed by a licensed Dentist and the Illinois State Dental Form must be filled out. Forms are available in school offices or at most local dentists.

Any questions, please contact the school nurse.

School Required Immunizations and Physicals:

Illinois School Physicals are required for all students entering **Preschool, Kindergarten, 6th and 9th grades**, and for **Out of State Transfer Students**.

Sport Physicals are required for all students in **7th-12th** grade participating in any school athletic activity. These physicals must be completed and turned in to coach/school **prior** to the start of practice for the athletic activity. If a student is required to have a school physical completed, it will be considered a sport physical if the interscholastic sports participation sections is circled YES. A separate sport physical is not necessary.

Immunizations required:

Preschool, Kindergarten, & 6th grade – Varicella (Chicken Pox) vaccine or medically confirmed date of disease.

Kindergarten series of Diphtheria, Tetanus, & acellular Pertussis (DTaP), Measles-Mumps-Rubella (MMR), Polio, and Hepatitis B. are required. Final vaccinations may be received any time after child's 4th birthday.

9th grade - Tetanus-Diphtheria adult vaccine (Td or TdaP) booster is required if the student has not received the vaccine within the last 10 years.

***The Jo Daviess County Health Department has all of these vaccines and can be reached at 1-877-777-0263 to make an appointment.*

MEDICINE:

The River Ridge Board of Education has updated the adopted comprehensive policy regarding the administration of medicine at school. This update came from the Illinois State Board of Education's suggested procedures for the "administration of medicine at school." A copy of the policy is available at student registration in August or at any other time parents wish to pick up the "Request for Administering Medication at School." The information that follows is a condensed version of the River Ridge policy:

To be sure that the right medicine is administered to the right child at the right time in the right dosage, a form is to be filled out by parents and their physician.

For prescription drugs, written orders are to be provided to the school from the physician detailing the student's name, the name of the drug, the dosage, the time interval in which the medication is to be taken, and the necessity for the medication being given during the school day. Forms for these orders are available in the school office, must be completed prior to administration, and are to be renewed periodically – at least once a year at the beginning of the school year. A separate form is needed for each medication. These orders are to be renewed periodically –at least once a year at the beginning of the school year.

Prescription and scheduled non-prescription drugs must be labeled by a doctor's office or pharmacy with the student's name, drug name, dosage, and time interval in which the medication is to be taken along with the necessity for the medication being given during the school day. Both types of medication need to be in their original containers. The area pharmacies will provide extra bottles with the proper labels if requested.

Over the counter (OTC) medications will be administered if an OTC request form is completed and at the discretion of the school personnel. If OTC medications such as cough drops or Tylenol are used on a frequent, as needed basis, the student must bring their own-labeled supply. The district does not keep a supply of any OTC medications.

The school will notify parents when their child is out of medication and a refill is needed. All medications being sent to school must be accompanied with a note indicating the amount of medication being sent. This assists the school in keeping more accurate records.

In summary, although a school district must provide aid in an emergency, routine administration of medicine during school is discouraged. When a child requires long-term or short-term medication during school, the responsibility of filling out request forms and providing medications to the school rests solely upon the parents.

HOMWORK REQUESTS

Parents requesting homework for their child should do so before 9:00 a.m. Arrangements must be made by the parents to pick up the homework. Homework will be available to be picked up by 2:30 p.m.

HONOR ROLL

The following three honor rolls and Honor Awards will be computed on the basis of grade point average. Physical Education, and Teacher's Aide classes are not used to determine your grade point average.

4.00 + Honor Roll = Students on this honor roll will have a grade point average of 4.00 or higher and have received straight "A's" in courses used to compute GPA.

3.50 - 3.99 = Students on this honor roll will have a grade point average of at least 3.50 or higher with no grade lower than a "C".

3.00 – 3.499 = Students on this honor roll will have a grade point average of at least 3.00 or higher with no grade lower than a "C".

Grades earned in Physical Education are not used in calculating Grade Point Averages.

A list of names of River Ridge Honor Roll students is published in the Galena Gazette four times a year. If you DO NOT want your son/daughter's name published you MUST send a written request to the office.

Special recognition is given to these students at the Awards Assembly at the end of the school year, as well. Honor Certificates are based on year to date GPA, using the first 3 quarters.

INSURANCE

School District #210 does not cover the cost of medical and/or hospital treatment for injuries that pupils incur in school, on the playground, or on the way to or from school.

Each September, optional student insurance is made available at a nominal cost to provide medical and/or hospital benefits for each accidental injury.

LOST and FOUND ITEMS

Many items of clothing, jewelry, and other personal items are lost or misplaced during the school year. More expensive items such as jewelry, electronic equipment, cash, etc. will be brought to the office where they can be claimed by the student. Items such as clothing, notebooks, etc. will be placed on a lost and found table located in the hallway behind the high school office. These items will remain there for one week and if they are not claimed during that time they will be brought to Goodwill or taken somewhere appropriate. Parents should give the following points serious consideration:

- Label your student's clothing
- Inquire about a lost item immediately
- Use discretion in allowing articles of sentimental or monetary value to be brought to the school.

LUNCHROOM

Lunch and breakfast is available to students for a daily fee. Meals may be purchased on a weekly, semester, or yearly basis at the daily rate. Lunch and breakfast money will be collected daily before school. Please send money in an envelope with name on the envelope.

Semester and yearly purchases have certain regulations. Only one lunch and breakfast per day may be purchased. The lunch and breakfast credits are not transferable. No refunds will be given unless a student moves from the district. Absences do not qualify for a refund.

CHILDREN WILL NOT BE ALLOWED TO CHARGE THEIR LUNCH OR MILK. Application forms for free and reduced price lunches can be picked up at any school office during the school year. A new application must be filled out every year if you feel you are eligible. Call the office if you have any questions.

We expect students to behave in the lunchroom, as we believe parents expect their children to behave at the dinner table at home. Listed below are some guidelines for behavior in the lunchroom:

- Once seated, students should remain seated unless permission is given by the supervisor to leave the table
- Students may talk with each other but should not yell or try to carry on conversations with people at other tables
- Sharing food is discouraged
- Throwing food or intentionally creating a mess with food will not be tolerated and may result in the loss of lunchroom privileges
- **Pop is not allowed.** The school's lunch program is trying to promote healthy, nutritious eating habits
- No cuts in line are allowed.

OPENING DAY OF SCHOOL, 2011-2012

Wednesday	August 24th
Doors Open	7:40 a.m.
Classes Begin	7:50 a.m. MS/HS
	7:57 a.m. Elementary
Dismissal	3:03 p.m.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences is a time to meet with your child's teacher(s) to talk about his/her progress in school. **We urge you to schedule, and attend, a conference whether you feel there is a need or not.** Although the teachers may call for meetings during the year these conferences will be the only time scheduled as a district.

PARENT - TEACHER ORGANIZATION (PTO)

Parents are partners in the important job of educating the children of this community. Your suggestions are welcome and we solicit your participation in the River Ridge Parent-Teacher Organization. Meetings are held the second Wednesday of each month at 5:30 pm.

Officers for the 2011 - 2012 school year are:

President:	Merri Sevey
Vice-President:	Deb Nobis
Secretary:	Kim Thorsen
Treasurer:	Pam Wheelwright

If you have questions or concerns please feel free to call the officers or either school office.

Parental Contact When Law Enforcement is Involved

When the school is contacted by law enforcement in regards to speaking with a student, the school will make multiple attempts to contact the parent/guardian of that student before law enforcement is able to speak with the student.

PERMISSION TO PHOTOGRAPH

Permission to photograph forms must be filled out.

PERSONAL COMPUTER EQUIPMENT

Students are not to bring their personal laptops or computer equipment with them to school unless permission has been given by the teacher/school personnel. The use of flash drives will be allowed; however, if they are deemed harmful or distracting students may be asked to leave them at home.

PHYSICAL EDUCATION

Physical Education is required of all sixth, seventh, eighth, ninth, tenth, eleventh and twelfth grade students by the State of Illinois.

SUPPLIES needed for Physical Education at River Ridge Middle and High School:

Gym shoes and socks – no hiking boots, lug soles, “platform” or tennis shoes with heels; both white and black soles must be non-marking.

River Ridge PE shirt and non denim shorts are required.

Please note: AEROSOL OR GLASS CONTAINERS ARE NOT ALLOWED IN THE LOCKER ROOMS. YOU MAY NOT WEAR THE SAME CLOTHES TO PE THAT YOU WORE TO SCHOOL THAT DAY.

Each student in Grades 6 –12 will be issued a PE locker. The PE instructors will issue locks for PE lockers. It must be on the student’s gym locker and locked. It is VITAL that these locks are used on student lockers. If students expect their personal belongings to remain secure they must lock their lockers or risk having things taken. There is little the school can do when a student comes with a complaint of something being taken when their lockers were left open. If a lock is lost, the student is responsible for replacing the lock at a cost of \$5.00. No other lock may be put on a locker except one approved by the PE Department. The PE Department will maintain a list of combinations in the event that a student forgets the combination.

MEDICAL EXCUSES A one-day medical excuse from a parent or guardian will be accepted. Any illness or injury that requires more time must have a physician’s excuse.

RESIDENCY

Students must be legal residents of River Ridge School District #210, or receive approval from the Board of Education and pay tuition to attend.

SCHOOL CLOSINGS

When it is necessary to cancel school due to inclement weather or other reasons, announcements will be made over the following TV and radio stations also those that signed up for SCHOOL REACH SERVICE will be notified via their phone and or email:

KDTH	1370 AM	KAT	92.9 FM
WCCI	100.3 FM	WJOD	103.3 FM
KLYV	105.3 FM	Channel 6 TV	in Davenport

Please do not call the school. **Listen to the radio.** It is urgent that phone lines be open for emergency calls when school must be closed. Your cooperation is very important.

SECURITY PLAN

- All parents and visitors to the building **MUST** report to the district office to sign-in, obtain a visitor's pass, and sign-out.
- After the final bus arrives at school all doors will be locked and visitors will be required to buzz the office to obtain entrance into the school.
- When students are to be picked up during the school day, the adult must report to the office and the student will be sent there to be met.

SOCIAL SECURITY NUMBER

The disclosure of social security numbers is “voluntary”. No penalty will be imposed if a student does not disclose his/her social security number. Social security numbers will be used only for educational research (see Section 7 of the Privacy Act of 1974, U.S.C.A. Sec. 552a) and as a registration number tracking purposes in accordance with the Carl D. Perkins Vocational Education law, 20 U.S.C. sec. 2301 et. seq., and State law, IL. Rev. Stat. 1987, ch. 122, par. 697.

SPECIAL EDUCATION

The River Ridge CUSD #210 adheres to the special education policies and procedures that assure comprehensive programming for students with disabilities and suspected disabilities that address all legal obligations required by the Individuals with Disabilities Education Act (IDEA) and the implementing regulations and the School Code of Illinois and implementing state regulations. A copy of the students and parent's rights according to IDEA are available from The Special Education Director of the River Ridge School District in the elementary office.

STUDENT RECORDS

A student's permanent record consists of basic identifying information, academic transcript, attendance record, accident reports and health record, record of release of permanent information and other basic information. It shall be kept for 60 years after an individual's graduation or permanent withdrawal from school.

A student's temporary record consists of all information not required to be in the student permanent record including family background information, test scores, psychological evaluation, special education files, teacher anecdotal records and disciplinary information. Temporary records will be reviewed every four years and out-of-date information destroyed. Within five years after your graduation or permanent withdrawal from school his/her temporary record will be destroyed entirely.

Parents have the right to:

- Inspect and copy any information contained in their child's record. There will be a small charge for copies. There will be no fee for those unable to afford such cost.
- Challenge the contents of the records by notifying the principal or records custodian of an objection to information contained in the record. An informal conference will then be scheduled to discuss the matter. If no satisfaction is obtained a formal hearing will be scheduled to be conducted by an impartial hearing officer.
- Receive copies of records proposed to be destroyed. The school will notify parents of the destruction schedule.

- Inspect and challenge information proposed to be transferred to another school district in the event of a move

Local, state and federal education officials have access to student records for educational and administrative purposes without parental consent. Student records shall also be released without parental consent pursuant to a court order or subpoena or in connection with an emergency where the records are needed by law enforcement or medical officials to meet a threat to the health or safety of the student or other persons. All other releases of information require written consent of the parent or eligible student.

The following is designated as public information and shall be released to the general public unless a student's parents request that such information not be released: name and address, grade level, birth date and place, parents' names and addresses, information about participation in school sponsored activities and athletics, major field of study, and period of attendance in the school. A parent or student may not be forced by any person or agency to release information from the temporary record in order to secure any right, privilege or benefit, including employment, credit or insurance. Full and complete copies of the laws, rules and regulations on student records are on file with the record custodian of each school and the superintendent of the district. (See Appendix B, "School Records Information".)

SUBSTANCE ABUSE

River Ridge CUSD #210 is committed to eliminating substance abuse from the school environment. We will not tolerate the unlawful use of alcohol or other drugs at any time: while on school property, at any school-sponsored activity, or at any activity in which River Ridge is a participant. It is our belief that any illegal use of alcohol or drugs, or misuse of chemicals, is abuse. The possession, or use of, alcohol or illegal drugs (including tobacco), is strictly prohibited. The abuse of over-the-counter drugs or substances that may be detrimental to health is also prohibited. If violation of this policy, will be cause for immediate parent notification and the student will be dealt with according to the school's discipline policy and the policy as stated in the School District's School Board Policy Handbook. (See Appendix)

SUSPENSION AND EXPULSIONS

The principal may suspend students, but an expulsion is an action that can be taken only by the River Ridge School Board. Please read the River Ridge School Board Suspension and Expulsion Policy for specific suspension and expulsion procedures.

Board policy defines:

Suspension as a temporary exclusion of a student from school, from riding the school bus, or from a class or classes for a period of time not to exceed ten (10) school days. A student may be suspended from riding the school bus in excess of ten (10) school days for safety reasons. Students who serve out-of-school suspensions **will not** receive credit for work assigned during the suspension.

Expulsion is the exclusion of a student from school for a period of time greater than ten (10) school days.

TEXTBOOKS AND SUPPLIES

All textbooks are furnished by the River Ridge School District. Students are responsible for the textbooks issued to them. If a student loses a book during the year, the family will be required to pay for replacement of that book. At the end of the year, teachers will examine the rented books. If texts show more than normal "wear and tear", the family will be required to pay the cost of having the book rebound.

There are certain consumable items such as workbooks that are purchased through the school. Textbook use fees should be paid at registration. Also, be sure to check the list of miscellaneous supplies required by each teacher. These items should be purchased outside the school.

TIME SCHEDULE FOR CLASSES

Wakeup Bell	7:47
Homeroom	7:50 – 8:20
1st Period:	8:23 – 9:03
2nd Period:	9:06 – 9:46
3rd Period:	9:49 – 10:29
4th Period:	10:32 – 11:12
5th Period:	11:15 – 11:55
6A MS LUNCH:	11:55 – 12:25
6B HS LUNCH:	12:25 – 12:55
7th Period:	12:56 – 1:36
8th Period:	1:39 – 2:19
9th Period:	2:22 – 3:03

TORNADO WARNINGS AND STUDENT TRANSPORTATION

When a tornado warning is issued at or after dismissal time, we will keep all students at the building and/or return buses to the school building and hold the students until the warning has expired.

The National Weather Service issues a tornado warning. This agency also determines how long the tornado warning will last. Since they do not issue an all-clear signal, we will plan to hold students until the warning has officially expired.

VANDALISM

Any person or persons willfully damaging River Ridge School property will be assessed the total cost for all replacement or repairs.

WEAPONS

Weapons or look-alike weapons will not be allowed on school property. Any student bringing a weapon or look-alike weapon on school grounds could face expulsion for up to two years. The Illinois School Code states:

“A student who is determined to have brought a weapon to school, any school-sponsored activity or event, or any activity or event which bears a reasonable relationship to school shall be expelled for a period not less than one year... the term weapon means possession, use control or transfer of any object which may cause bodily harm. This includes, but is not limited to, knives, guns, rifles, shotguns, or look-alikes. Such items such as pencils, pens, and sticks may be considered weapons if used or attempted to be used to cause bodily harm.”