

## RBMS HANDBOOK INDEX

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## **GENERAL SCHOOL INFORMATION**

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

River Bend Community Unit School District #2  
1110 3<sup>rd</sup> Street  
Fulton, IL 61252

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

Dan Portz, President  
M. Jane Orman-Luker, Vice-President  
Eric Fish, Secretary  
Elizabeth Falls, Member  
Andrew Meyers, Member  
Jay Ritchie, Member  
Mary Simmons, Member

RBMS Administrative Staff:

Mr. Darryl Hogue, Superintendent  
Patrick Henrekin, Principal

The school is located and may be contacted at:

River Bend Middle School  
415-12<sup>th</sup> Street  
Fulton, IL 61252  
815-589-2611  
815-589-3031 (fax)  
[www.riverbendschools.org](http://www.riverbendschools.org)

## **PREVENTION OF, AND RESPONSE TO, Bullying, Intimidation, and Harassment** ([policy 6.4](#))

### **TEEN DATING VIOLENCE PROHIBITED** ([See Board Policy 7:185](#) and [7:185-E](#))

## **Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations** ([see policy 1.180](#))

### **Prevention of Anaphylaxis** ([1.190](#))

### **HARASSMENT OF STUDENTS PROHIBITED** ([See Board Policy 7:20](#))

### **EMPLOYEE ETHICS; CONDUCT; AND CONFLICT OF INTEREST (Faith's Law):** ([See Board Policy 5:120](#)) **SCHOOL DRESS CODE & STUDENT APPEARANCE** ([See Board Policy 7:160](#))

## **Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors and Boundary Violations** ([See Board Policy 7:180](#)) [1.200](#)

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

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols or the confederate flag.
- Hats, coats, bandanas, sweatbands, hoods up, and sunglasses will not be worn in the building.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in science laboratories or during physical education.
- Clothing with holes revealing pockets, excessive rips, excessive tears, showing skin and/or undergarments may not be worn at school. Students may wear leggings under ripped clothes.
- Clothing that inappropriately reveals areas of the skin will not be worn to school. Halter tops, spaghetti straps (straps must be at least 1" thick) and shirts that display bare backs or stomachs are not allowed.
- The length of shorts or skirts must be appropriate for the school environment; Shorts must have at least a 2" inseam.
- Appropriate footwear must be worn at all times.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.
- A student's hair shall be cut to expose the student's eyes, or otherwise fastened back so that the student's eyes are not covered.
- If there is any doubt about dress and appearance, the building principal will make the final decision.

Students, who violate the dress code, will be asked to call home for a replacement set of clothes. Repeat offenders will be disciplined.

### **STUDENT BEHAVIOR** ([See Board Policy 7:190](#))

This policy becomes effective and replaces the current policy on Student Discipline on the first student attendance day of the 2016-2017 school year.

The goals and objectives of this policy 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) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

#### **WHEN AND WHERE CONDUCT RULES APPLY**

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section

with that name 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 staff member; or (b) endanger the health or safety of students, staff, or school property.
5. Students are subject to disciplinary measures through the final day of school. Students that are unable to serve discipline due to the school year ending, will be subject to serving that discipline at the beginning of the next school year.

#### DETENTIONS

Teachers or the principal may require students who have misbehaved to report after school for a 35 minute detention. Detentions may be assigned on any day after school but typically detentions are served on Tuesday, Wednesday or Thursdays after school from 3:15 to 3:45 p.m.

Only those excuses generally accepted for a regular absence will be accepted (for example, illness or a death in the family). Athletic practice or work is not an acceptable excuse for missing detentions. Transportation (including buses) will not be an acceptable excuse for not serving the detention. All students who cannot attend detention for valid reasons must inform the principal before the detention is to be served.

Students who do not show up for behavioral or academic detentions will be issued a behavioral detention. Students will still be required to serve the initial detention.

#### BEHAVIORAL DETENTIONS

Five behavior detentions in one quarter will result in an In School Suspension (ISS). Students who continue to receive detentions will be subject to the following discipline but not limited to: in school suspension, out of school suspension, loss of recess privileges, the inability to attend a school field trip, the inability to attend school sponsored events, participation in extra-curricular activities, school assemblies.

#### ACADEMIC DETENTIONS

Academic detentions may be assigned by teachers for incomplete assignments and missing assignments. Academic detentions will be served with the teacher who has issued the detention.

If a student does not serve an academic detention, he/she will be issued a behavioral detention.

#### 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 tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale.
  - a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner prescription.

- d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
  - g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
  - h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject banned cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
  - i. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
  5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, 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. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals and permission has been granted by the principal.

#### RBMS CELL PHONE POLICY:

While the school recognizes that electronic devices/cell phones are a regular part of a students' life, they can be a disruption to the educational environment. Our goal is to help students understand that they are here to learn and that there is a time and place for the cell phones so that they do not disrupt the educational environment.

RBMS Electronic Device/Cell Phone Policy states:

1/2. Cell phones are to remain in lockers during the entire school day.

3. Students will not be allowed to wear headphones/earbuds through the hallway or in class without teacher permission. This includes wireless headphones. Again, there is no need for the headphones unless a student is using them with his/her chromebook.
4. Any student may have electronic device/cell phone privileges removed at any time due to disciplinary reasons

Students that violate this policy will have the following consequences:

- a. The device will be taken to the office and the student will be able to pick it up at the end of the day. Students will be given a warning for their first offense.
  - b. The device will be taken to the office and the student will be able to pick it up at the end of the day. Students will be given an after school detention.
  - c. The device will be taken to the office and the parent will be required to come and pick up the device. The student will be given an after school detention or be asked to check his/her phone into the office for a period of time.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
  7. 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.
  8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
  9. 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 computer or a school computer network, or other comparable conduct.
  10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
  11. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited.
  12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
  13. Entering school property or a school facility without proper authorization.
  14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or

indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.

15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. 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. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion, for such behavior.

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

#### DISCIPLINARY MEASURES

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

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. The Building Principal or designee shall ensure that the student is properly supervised.

7. After-school study or Saturday study, provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and 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 temporary 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 may 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 2 calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been expelled may 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), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension 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.

#### CORPORAL PUNISHMENT

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

#### WEAPONS

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

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/241).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alike" of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

#### RE-ENGAGEMENT OF RETURNING STUDENTS

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

#### REQUIRED NOTICES

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

#### DELEGATION OF AUTHORITY

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

#### STUDENT HANDBOOK

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

#### GANG & GANG ACTIVITY

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

**ATTENDANCE** (See Board Policy 7:70)

The goal of the RBMS attendance policies and procedures is to support and improve the regular attendance and performance of our students. The River Bend School District recognizes that regular attendance is crucial to a student's success in school. In order to take full advantage of the educational opportunities provided by teachers and school personnel, students must attend school on a daily basis. Regular attendance and parental support tied with student effort are critical factors of learning and being successful in school. A student who is frequently absent misses valuable instruction and discussion that is important for academic success, even though written work is made up.

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

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school, are between the ages of 12 and 14 while in confirmation classes, or have a religious reason requiring absence.

**STUDENT ABSENCES**

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

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS<sup>1</sup>, attend a civic event<sup>2</sup>, or other reason as approved by the building principal. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.<sup>2</sup>

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school at 815-589-2911 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

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

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

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

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

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.<sup>4</sup>

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.<sup>5</sup>

Cross-reference: PRESS 7:70, Attendance and Truancy

**ATTENDANCE AND ATHLETICS**

An athlete who is absent from school after 12 p.m. on the day of an activity is ineligible for any activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the coach: 1) for a

medical absence pre-arranged with the coach or 2) for a death in the athlete's family. An athlete who has one or more trancies or who has been suspended from school may be suspended from participation in athletic activities by

administration. An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the coach.

**EXCUSED ABSENCES**

**PRE-EXCUSED ABSENCES** are any absences in which parents or guardians have prior knowledge of their child's absence. These absences must be approved by the principal prior to the day of absence(s). A pre-arranged absence form is required to be completed prior to the absence. Pre-arranged absence forms are available in the school office. The school may require documentation explaining the reason for the student's absence.

**PRE-ARRANGED VACATIONS** This must be arranged by bringing a note from a parent explaining the trip in advance of the absence. A maximum of five (5) days may be used per school year; any more days will be considered unexcused absences. In order for the five (5) days to be considered an excused absence, the student must be passing in all of his/her classes, and the trip must be such that it cannot be taken during a regularly scheduled

**EXCUSED ABSENCES**

This is defined as a personal illness or other medically related reason. After 3 consecutive days or an accumulation of 10 days in a school year, a medical excuse from a doctor will be required in order for the absences to be excused.

school break. Assignments may be turned in prior to vacation. Additional work may be required. Approval of additional days will be determined by the building administrator.

The building Principal is the final determiner in excusing absences. Any unusual circumstances or emergency situations must be approved by an administrative order to be considered as an excused absence.

#### TARDY

Students will receive an office detention after two unexcused tardies.

#### RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal prior to the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

#### HOME AND HOSPITAL INSTRUCTION

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

For information on home or hospital instruction, contact the building administrator.

### **UNEXCUSED ABSENCES**

Any absence which is not within the school board definition of an excused absence will be considered unexcused, even if parental permission was received. Final determination will be made by the school principal and/or his/her designated person. Examples of unexcused absences include: oversleeping, obtaining a driver's license, job interviews, running errands, senior pictures, shopping trips, haircuts, etc. Any student who has an unexcused absence will receive less than full credit for the periods missed. Parental contact must be made within 24 hours of the absence or the student will be considered truant.

Once a student has missed 10 cumulative school days, the parent or guardian is required to submit a signed doctor's excuse in order for the student absence to be excused.

Students will not receive credit for homework when their absence is unexcused.

#### TRUANCY

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

Referral to the truancy officer

Reporting to officials under the Juvenile Court Act

Referral to the State's Attorney

Appropriate school discipline

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

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

#### EXTRA-CURRICULAR ACTIVITIES

A student must be in attendance by 12: 00 p.m. on the day of an activity to be eligible for any activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the coach or administrator: 1) for a medical absence pre-arranged with the coach or 2) for a death in the athlete's family. A student who has one or more truancies or who has been suspended from school may be suspended from participation in athletic activities by administration beyond the school suspension.

#### MAKE-UP WORK

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school will not be allowed to make up missed work.

## **GENERAL BUILDING CONDUCT / ARRIVAL AT SCHOOL**

Staff supervision begins every morning at 7:45 a.m. Supervision will occur at three doors (one north and two south) at the middle school and students will gather according to their grade level. Students may enter the building at 8:00 a.m. while classes begin at 8:06 a.m.

The following rules shall apply, and failure to abide by the rules may result in discipline:

- Students will remain outside unless the temperature outside is below 15 degrees or it is raining.
- Students that enter the building to eat breakfast are to enter and leave via the front (west) doors. After students have finished eating breakfast, they leave the school building and wait outside with their classmates. Students are not to hide in the restroom.
- Students are not to be in the hallways before 8 a.m. If students need to come into the school early to work on homework or get extra help, they are to check in with the office first.
- Hats/hoods and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering with the exemption to head pieces as a part of religious beliefs or those who are suffering from a medical illness.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Chewing gum is not permitted in the school building without permission from the teacher or administration.
- Skateboards are not to be used on school property.
- Water guns, play guns, and/or real guns are not permitted at school.

## **GRADING AND PROMOTION** (See Board Policy 7:755)

### **MIDDLE SCHOOL EXPECTATIONS**

#### **HOMEWORK**

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level. Students are expected to turn in their homework in a timely manner. Teachers will explain their late work policy to their classes at the beginning of the school year.

Students are encouraged to keep an assignment notebook to help encourage students to finish their homework and to help them prepare for quizzes and tests.

When a student is absent, it is his/her responsibility to see the teacher regarding missing work. The office will collect work for students that are absent if requested.

Students that are caught cheating will be disciplined. Students that willingly give answers to another student are considered to have cheated and will also be disciplined. Discipline may include detention and/or a zero on the academic work. Students caught cheating will be removed from that quarter's honor roll.

#### **GRADES**

Parents are encouraged to check their students' grades by using the Power School website weekly. Grades will be updated on Power School on a regular basis. For questions regarding grades, please contact the classroom teacher. Students and parents have different logins that allow them to see the most updated grades.

RBMS will not print report cards at the end of each nine weeks unless a parent requests a report card. Those requests are made through the middle school office

#### **ART, P.E. & HEALTH**

Students rotate every three weeks between Art, P.E. and Health classes. Grades are updated weekly in Power School. Extra credit opportunities are available at the discretion of the teacher.

### EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT

Students who are unable to participate in P.E. will be excused from one day of physical participation with a written note from a parent or guardian. Students who are unable to participate in P.E. exceeding one day must have a written physician's note providing the dates of the exemption. Students will be required to complete a written assignment for their participation.

### RETENTION/PROMOTION

Students will be retained from their current grade level if they have failed two or more core subjects (History, Language Arts, Literature, Math and Science) for the academic school year. A student will fail a core subject and be retained under these circumstances:

1. 3 out of 4 nine week grades are "F's" – in one core class,
2. Students may not fail the same subject area two years in a row. For example, if a student fails 6th grade math, he/she can not fail 7th grade math.
3. Both semester grades are "F's", or
4. Student does not show improvement during the fourth nine weeks.
  - a. A second "F" in the fourth quarter or an "F" second semester grade would not show improvement and thus, mean failing the core subject for the year.
  - b. Regardless of past grades, a student who earns 2 or more "F's" during the fourth quarter will be considered for retention.

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

### TECHNOLOGY POLICY ([See Board Policy 6:235-AP1](#))

The goal of technology at River Bend School District is to enhance, extend, and enrich the learning process and create new opportunities for teaching and learning. The Administration, staff, and students are encouraged to make use of all technology in order to accomplish these goals and to facilitate diversity and personal academic growth.

### TECHNOLOGY 1:1 POLICY

All students are to follow the policies as outlined in the technology use policy stated above.

Specific issues that will have specific consequences:

- If a student leaves his/her Chromebook at home:
  - a. First offense – warning and borrow one or call home to have someone bring it in – still responsible for missing assignment
  - b. Second offense – parents contacted by the school and notified this is 2<sup>nd</sup> offense
  - c. Third offense – detention and borrow a Chromebook
- Students are expected to have his/her Chromebook fully charged at the beginning of the day. If a student does not have his/her Chromebook charged (meaning the Chromebook dies at school or has to be plugged in during the school day ):
  - a. First offense – warning
  - b. Second offense – parent contact and future consequences discussed with the student
  - c. Third offense – detention
- If a student is caught using non approved activities such as google pictures, playing games, listening to music, etc. without teacher permission:
  - a. First offense – warning
  - b. Second offense – detention
  - c. Third offense – penalty box for one week/parent contact
- If a student downloads extensions or music or any other app without teacher permission:
  - a. First offense – detention, Chromebook cleared, and penalty box one week

b. Second offense – half-day in-school suspension with reflection page

The above issues are circumstances that have specifically come up as we have implemented 1:1. As technology changes, we are aware that more issues may arise. Students with habitual computer issues can be subject to any of the following consequences: Detentions, In-school suspensions, Loss of cell phone privileges, Loss of the ability to take the school provided Chromebook home, Having their Chromebook reduced to limited web access, and Suspension

### **Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act**

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

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data. Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law. In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

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

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

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

### **EXTRACURRICULAR ACTIVITIES**

#### **EXTRACURRICULAR RULES & CODE OF CONDUCT**

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The Extracurricular Code applies to all students who want to participate in additional school activities. Extracurricular activities include: competitive sports, scholastic bowl, student council and cheerleading. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders.

Participation in extracurricular activities is a privilege. Those who participate in additional activities have a responsibility to favorably represent the school and community. Student participants are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in extracurricular activities may be lost in accordance with the terms of this Extracurricular Code.

#### NO-CUT POLICY

The position of the River Bend District in regard to middle school extra-curricular activities is that participation in and enjoyment of the activity is the basis for the event. The emphasis is directed toward skill building, team play, sportsmanship and an appreciation for the effort needed to succeed in sports and activities. The emphasis on participation carries no formula for minutes, quarters, or games to be played. It does involve empathy on the part of the coach and an understanding on the part of parents and participants that all students can contribute and all need an opportunity. Participation can take many forms and still not jeopardize the fun or the success of the activity. These could include extra games, extra quarters, or substitutions. The District realizes that with large numbers of players that wish to play, not all will be equal. However, the District also realizes that at the middle school level playing the same children all the time is counter-productive to the overall success of the program and is contrary to the philosophy of the school. The building Principal and Athletic Director are to insure that team work, winning, participation and fun are all synonymous terms in middle school activities.

#### ELIGIBILITY

In order to remain eligible, the student must be passing all classes (No F's) during the sport or activity in which he/she is participating. The grades are based on a weekly quarter average of all classes calculated each Monday. Ineligible students will not participate in games or travel to games for one (1) week or until the grade is passing. Participation in practice is at the discretion of the coach based on the best interest of the student. Students are not allowed to dress during ineligibility.

#### REQUIREMENTS FOR PARTICIPATIONS

An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity:

1. A current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete is physically able to participate; and
2. Proof the athlete is covered by medical insurance. Insurance forms are available in the school office. Insurance coverage is available for each athlete through the school at a minimal fee. Contact the building secretary for further information.

#### BEHAVIORAL CONDUCT

Misconduct by student-athletes will not be tolerated. Misconduct shall include but shall not be limited to:

1. Insubordination; or
2. Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
3. Any behavior which disrupts the appropriate conduct of a school program or activity; or
4. Hazing, bullying, or harassment of any kind; or
5. Use of profanity; or
6. Exhibition of bad sportsmanship; or
7. Violation of any school rules or regulations or law.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials.

#### DRUGS, ALCOHOL AND TOBACCO

Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look alike, tobacco or tobacco product or any other

substance which, when taken into the human body is intended to enhance performance or alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. This prohibition shall include all school sponsored or school related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

#### ABSENCE FROM SCHOOL ON DAY OF ACTIVITY

An athlete who is absent from school after 12 p.m. on the day of an activity is ineligible for any activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the coach: 1) for a medical absence pre-arranged with the coach or 2) for a death in the athlete's family. An athlete who has one or more trancies or who has been suspended from school may be suspended from participation in athletic activities by administration. An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the coach.

#### TRAVEL

All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school approved means of transportation. A written waiver or parent's signature on a sign-out sheet provided by the coach will excuse an athlete from riding home with his or her team. Oral requests shall not be honored and oral permissions shall not be valid. Signed documentation must be submitted. An athlete riding home with another parent, MUST have prior approval from the district athletic office; permission will not be permitted at the athletic event unless it is an emergency.

Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the school district's athletic discipline policies, rules and regulations as provided herein.

#### STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES [\(See Board Policy 7:305\)](#)

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

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

#### ATHLETIC FEES

Student extracurricular participants **must** pay the activity fee for the sport/activity they are involved in prior to the first event/meeting of the organization or they should make alternate arrangements for a payment schedule with the principal prior to the first practice/meeting. Fees for activities **will not** be waived. Participants may receive a refund of the activity fee prior to the first contest of the season only in cases where the participant voluntarily withdraws/quits the activity. No refunds or prorating of fees will be made after the first contest of the season and no refunds or prorating of fees will be made at any time, to any participant who is removed from an activity by a coach or administrator for violating team or River Bend rules or Behavior Code. Payment of an activity fee does not ensure a minimum of participation time in athletic events or other extracurricular activities.

River Bend Middle School Activities fees: A fee will be assessed per student, per school year, for participation in the following activities: Volleyball, Cheerleading, Boys' Basketball, Girls' Basketball, Wrestling, Scholastic Bowl, and Track.

### HEALTH AND MEDICAL

#### IMMUNIZATION, HEALTH, EYE AND DENTAL EXAMINATIONS [\(See Board Policy 7:100\)](#)

##### EXTRA-CURRICULAR HEALTH EXAMINATION

All athletes participating in extra-curricular activities must have a current physical by a licensed physician prior to first practice. Students who do not have a physical will not be allowed to participate in practice or games. A current yearly physical is considered to be one within the last year. Example: A student who receives a physical on May 6, 2016 will be considered to have a valid physical until May 6, 2017.

### **STUDENT MEDICATION** [\(See Board Policy 7:270\)](#)

### **BUS TRANSPORTATION** [\(See Board Policy 4:110\)](#)

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

### **INSTRUCTIONS TO SCHOOL BUS RIDERS/PARENT AND GUARDIANS**

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year.

1. Regular transportation route shall consist of District-approved pick-up and drop-off points. These will vary from year to year depending on enrollment and exit of students.
2. A single babysitter option will be considered for a pick-up or drop-off point provided said babysitter's residence is on an existing route and after inspection by the Transportation Director, said stop point is both safe and practical. A single babysitter option is defined as only one standard babysitter that provides for a consistent pick-up or drop-off point. An example of a babysitter option that is **not** acceptable would be a M-W-F request for one babysitter drop-off and T-Th request for another babysitter drop-off.
3. All parent transportation requests/options shall be submitted in writing and shall be approved only by the Transportation Director and District Administration. Individual bus drivers shall not unilaterally make changes in route stops.
4. School bus riders are under the jurisdiction of the school bus driver. Respect your driver, do what he/she tells you, it's for your safety. Remember that unnecessary confusion diverts the driver's attention and could result in a serious accident.

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

#### **Bus Stop/Entering the Bus:**

1. Be on time at the designated school bus stop, help keep the bus on schedule. Parents are responsible for the child's safety getting on and off the bus.
2. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
3. Stay off the road at all times while waiting for the bus.
4. Observe safety precautions at bus stops. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Wait for a signal from the bus driver permitting you to cross.
5. Choose a seat and sit in it immediately upon entering the bus. Sit quietly in your seat and do not leave your seat while the bus is in motion. Do not stand in the entrance or in the aisle.

#### **Conduct on the Bus:**

1. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
2. Do not talk to the bus driver while the bus is in motion except in emergencies.
3. Do not ask the driver to stop at places other than regular bus stops. The driver is not permitted to do so.
4. Be absolutely quiet when approaching a railroad crossing.
5. Get permission before opening the windows and do not lower them below the line on the bus.
6. Keep all parts of the body and all objects inside the bus.

7. Keep bookbags, books, packages, coats and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
8. Eating or drinking is not permitted on the bus.
9. No animals allowed on the bus.
10. Athletic footwear with cleats or spikes is not allowed on the bus.
11. Loud conversation, singing, boisterous conduct, unnecessary noise, or profanity is not allowed. Visiting quietly with your neighbor is acceptable.
12. Electronic devices (such as CD player, cell phones, etc.) are allowed, provided they are in silent mode or headphones/earbuds are worn and are not disruptive to the driver.
13. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment. Parent/Guardians will be liable for any defacing or damage students do to the bus.
14. Keep the bus neat and clean.

**In an Emergency:**

1. In the event of an emergency, stay on the bus and await instructions from the bus driver.
2. Use the emergency door only in an emergency.

**Disciplinary Action:**

1. All school rules will apply while on the bus, at a stop, or waiting for the bus.
2. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
3. Parent/Guardians will be notified with a bus conduct report which requires a signature. The Student must return the signed parent/guardian copy of the report to the driver in order to ride the bus.
4. Students may be suspended from riding the school bus for up to ten (10) consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the school board may suspend the student from riding the school bus in excess of ten (10) days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.
5. Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

**BUS CONDUCT** ([See Board Policy 7:220](#))

**EDUCATION INDIVIDUALS WITH DISABILITIES** ([See Board Policy 8:70](#))

[House Bill 3586](#)

**EDUCATION OF CHILDREN WITH DISABILITIES** ([See Board Policy 6:120](#))

**MISCONDUCT BY STUDENTS WITH DISABILITIES** ([See Board Policy 7:230](#))

**ANNUAL NOTIFICATION OF PARENT/GUARDIAN RIGHTS AND PROTECTIONS**

RIVER BEND SCHOOL DISTRICT currently provides necessary school-based IEP services to your child at no cost to you, the parent/guardian. The School District is participating in the Illinois Department of Healthcare and Family Service's (HFS) program through which Federal Medicaid funds are made available to school districts in the State to help cover the costs of providing necessary school-based health services to students. By participating in this program, the School District is allowed to seek Federal Medicaid funds to help cover the costs of the IEP services the School District provides to your child. In order to seek the Federal funds, the School District must disclose information from your child's education records which may include your child's name, birth date, and Medicaid number to the Illinois Department of Healthcare and Family Services (HFS) regarding the IEP services the School District provided to your child.

As required by Federal law, the School District must: obtain your written consent prior to disclosing your child's health information to the Illinois Department of Healthcare and Family Services (HFS), may not require you to sign up for or enroll in any public benefits or insurance programs, may not require you to pay any out-of-pocket

expenses such as a deductible or co-payment for the costs of the health services the School District provides to your child, and may not use your child's Medicaid or other public benefits if that use would decrease available lifetime coverage or any other insured benefit, result in you or your family paying for services that would otherwise be covered by Medicaid or other public insurance program and that are required for your child outside of the time that your child is in school, increase your insurance premiums or lead to the discontinuation of any public benefits or insurance, or risk the loss of your eligibility for home and community-based waivers, based on aggregate health-related costs.

You may withdraw your consent at any time. Whether or not you give your consent or if you withdraw your consent for the school district to disclose your child's IEP service information to the Illinois Department of Healthcare and Family Services (HFS) in order to seek Federal Funds to help the School District to cover the cost of your child's IEP services, the School District will continue to provide services to your child at no cost to you, the parent/guardian.

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

### **GUIDANCE AND COUNSELING** ([See Board Policy 6:270](#))

The school provides a guidance and counseling program for students. The school counselor is available to those students who require additional assistance.

A guidance counselor is available to work with students and parents. Students or parents may consult the counselor about any problem or concern. Parents should call the office to schedule an appointment with the counselor. Counselors assist students with social/emotional issues such as changing families, friendship, anger management, and loss. Counselors are also available to help those students who are struggling academically.

### **GENERAL INFORMATION**

#### **ACCIDENTS**

In the event of an accident involving a student, every precaution will be taken to administer the proper first-aid and to request the assistance of a medical professional, if it is deemed necessary. If the accident is of a serious nature, the school authorities will notify the parents, who then shall assume responsibility. If they are unable to reach the parent, the student will be taken for medical treatment or examination by ambulance, if deemed necessary.

#### **ADMINISTRATIVE RESPONSIBILITY**

To provide the educational leadership and the administrative skills to build a trusting community through which the total development of each student is promoted.

- To provide encouragement and understanding to the faculty and students, recognizing each as an unique individual.
- To strive for harmony with the school community, providing an opportunity for honest, open communication.

#### **ANIMALS ON SCHOOL PROPERTY (6:100)**

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

**ASBESTOS**

The River Bend CUSD #2 conducts surveillance inspections for asbestos containing materials every six months.

The Asbestos Management Plans and Inspection Reports may be examined at the individual school offices and at the Superintendent's office. Questions regarding any asbestos concerns may be answered by contacting the Superintendent at (815) 589-2711.

This is to inform you of the status of River Bend CUSD #2 Asbestos Management Plan (s). It has been determined by the Illinois Department of Public Health and the federal Environmental Protection Agency that asbestos is a potential health hazard and precautions should be taken to avoid disturbing any asbestos containing materials.

As required, our building(s) were initially inspected for asbestos on August 9, 1988. The AHERA law requires that a visual surveillance of asbestos containing areas be completed every six months, and a re-inspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the Management Plan as required.

The Inspection/Management Plan is available for public review in the principal's office in each building.

**ATTENDANCE AT SCHOOL-SPONSORED ACTIVITIES**

Attendance at school-sponsored dances is a privilege. Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

**BICYCLES**

Bicycles must be placed in the proper racks on the school grounds. Riding bicycles on sidewalks or on blacktops is a safety hazard and therefore is not permitted. LOCKS ARE HIGHLY RECOMMENDED. THE SCHOOL CANNOT BE HELD RESPONSIBLE FOR LOST OR STOLEN BICYCLES.

**CAMPUS VIDEO SURVEILLANCE**

RBMS operates and maintains its own video surveillance system covering hallways and doors. Since these cameras only monitor public use areas, there is no compromising of student/public privacy. The captured video is viewed by RBMS administration and may be viewed by Fulton Police to aid in the discipline and/or arrest of individuals involved in school infractions and/or criminal activity. If a student is disciplined as a result of this video, parents/guardians may view captured video in the presence of the administration. Any requests to view captured video used for discipline must be made in writing and submitted to RBMS Administration.

**DISASTER DRILLS (FIRE/TORNADO)**

In case of severe weather, students will be alerted from the office by alarm and voice instruction over the loudspeaker. Teachers will direct you to the areas designated for severe weather protection. These areas are posted in the classroom and other areas. Students should not go outside the building. A series of drills will be held throughout the year to acquaint students with "safe areas".

**DISTRIBUTION OF NON-SCHOOL-SPONSORED PUBLICATIONS [\(See Board Policy 7:315\)](#)****WAIVER OF STUDENT FEES [\(See Board Policy 4:140\)](#)****EDUCATION OF HOMELESS CHILDREN**

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A "homeless child" is

defined as provided in the McKinney Homeless Assistance Act and State law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

### **ENGLISH LEARNERS** ([See Board Policy 6:160](#))

### **EQUAL EDUCATIONAL OPPORTUNITIES** ([See Board Policy 7:10](#))

#### **FIELD TRIPS** ([See Board Policy 6:140](#))

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

- Having been suspended from school or received an in school suspension
- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

#### **FLOWER/BALLOON DELIVERIES**

Flower/Balloon deliveries at school will NOT be accepted at any schools. They are a distraction in the classroom.

#### **GRADING SCALE**

96.5 – 100 = A+	GPA 4.0
92.5 - 96.4 = A	GPA 4.0
89.5 - 92.4 = A-	GPA 3.75
86.5 - 89.4 = B+	GPA 3.25
82.5 - 86.4 = B	GPA 3.0
79.5 – 82.4 = B-	GPA 2.75
76.5 – 79.4 = C+	GPA 2.25
72.5 – 76.4 = C	GPA 2.0
69.5 – 72.4 = C-	GPA 1.75
66.5 – 69.4 = D+	GPA 1.25
62.5 – 66.5 = D	GPA 1.0
59.5 - 62.4 = D-	GPA .75
59.4 and below = F	GPA 0.0

Semester grades will be determined using the following criteria:

Each Quarter is worth 40% of the final grade, the final exam is worth 20% of the final grade.

### GRADES (A – B – C – D – F)

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A district administrator cannot change the final grade assigned by the teacher without notifying the teacher. Should a grade change be made, the administrator making the change must sign the changed record.

## **GRIEVANCE PROCEDURE** ([See Board Policy 2:260](#))

### HONOR ROLL REQUIREMENTS

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Students qualifying for the A honor roll must have an A+, A or A- in all core classes.

Students qualifying for the B honor roll must have a 3.000 grade point average with no D's or F's in all core classes.

### INSTRUCTIONAL MATERIAL

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

### INTERVIEW BY LAW ENFORCEMENT

Law enforcement officers will be permitted to interview students at school in the presence of a school official. In any criminal investigation of a student who is a minor, school officials will make every reasonable effort to notify the parent and/or legal guardian of the requested interview by telephone. If the student is taken into custody, school officials must be notified and the parents will be informed by telephone. All reasonable attempts to reach the parents will be used.

### INVITATIONS & GIFTS

Party invitations or gifts for classmates should not be brought to school to be distributed unless invitations are given to an entire homeroom, entire grade, all boys or all girls in their homeroom/grade. Items such as these are of a personal nature and should be handled outside of the school building. The office is unable to release addresses and phone numbers of students.

### LOCKERS AND LOCKS

All students will be assigned to a locker with a padlock. The padlock should be left on the locker at all times. Please keep your locker locked and in order. RBMS will not resume responsibility for stolen property. You are not to share a locker with another student. Do not give your padlock combination to friends or acquaintances. Relationships tend to change, and you will not be issued another lock if that should happen. All unauthorized locks will be cut off of the lockers. Only school padlocks are appropriate. All backpacks and purses should fit in your locker. Students are not allowed to carry these items with them throughout the day. If you have any mechanical difficulty with your locker, report it to the office immediately. A locker that does not function properly is of no use to you. P.E. lockers should also be locked at all times. Inappropriate decorations and pictures on student lockers are not permitted.

### MANDATED REPORTERS

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

### PARKING

Visitor parking is available in front of the building and on the north end of the building. Handicap parking is available on the north and northeast sides of the building. Those dropping off and picking up children may do so in front of the building during the following hours: 7:45 a.m. to 3:15 p.m.

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

## **PESTICIDES AND LAWN CARE APPLICATIONS** ([SEE BOARD POLICY 4:160](#) and **4:160- Ap**)

### PLEDGE AND MOMENT OF SILENCE

During the morning announcements each day, students and staff say the Pledge of Allegiance. Participation in the pledge is voluntary. However, students that do not participate must wait politely and not disrupt others. The Pledge of Allegiance is as follows:

***I PLEDGE ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA AND TO THE REPUBLIC FOR WHICH IT STANDS, ONE NATION UNDER GOD, INDIVISIBLE WITH LIBERTY AND JUSTICE FOR ALL.***

### RECESS

Students will have a recess. When weather permits, recesses are outside. Students do not go out when it is extremely cold, or raining. If a parent feels because of illness that their child should not go outside at recess, a doctor's note is required.

## **RESIDENCE** ([See Board Policy 7:60](#))

### RESPONSE TO INTERVENTION (RtI)

Response to Intervention (RtI) is a general education initiative in place in each school. It is a process which includes the provision of systematic, research-based, common core standards-based instruction/intervention that is matched to the students' academic, social-emotional, and behavioral needs and assumes that the monitoring of progress is continuous. Furthermore, RtI is designed as an early intervention to prevent long term academic failure. As such, RtI can replace and augment the I.Q. discrepancy model in the identification of learning disabilities. RtI is considered a general education initiative, but can also be implemented in special education settings. RtI is a three Tier Model. As a guide, Tier I instruction should be successful with 80-90% of the students, Tier II represents 5-10% of the students, and Tier III should only represent 1-5% of the student population. Tier I – the provision of general screening and group interventions that usually represents the common core standards, 80-90% of the students will respond and achieve in this Tier, and assessments are administered 3-4 times a year. Tier II - if students do not make adequate progress, more intensive interventions are targeted in smaller groups along with the general education. Progress is monitored at least bi-weekly, and research based interventions could last 6-10 weeks. Tier III - for students who do not adequately respond to the targeted interventions of Tier II, eligibility for special education under IDEA would be considered. Additional testing may be warranted and students would receive individualized, intensive interventions targeted to their needs as assessed in progress monitoring.

### SCHOOL BREAKFAST

School breakfast is available to students when they arrive at school. Students are offered 8 ounces of milk, 1/2 cup fruit, vegetable, or juice, and two (2) servings of bread or meat or one (1) of each. The breakfast menus provide the nourishment your child needs to perform in morning classes.

Breakfast is served every school day from 7:30 a.m. to 8 a.m. Lunch is served every school day from 11:30 a.m. to 12 p.m., except when there is an 11 a.m. or earlier dismissal.

A student may purchase breakfast for \$1.40.

### SCHOOL LUNCH

A student may bring a sack lunch from home or may purchase a school lunch for \$2.80 and/or milk for \$0.40.

A student who is overdrawn will be given a peanut butter and/or jelly sandwich and may purchase a carton of milk for \$.40. No ala carte will be sold to students with a negative balance.

## **FREE AND REDUCED-PRICE FOOD SERVICES** ([See Board Policy 4:130](#))

### CAFETERIA RULES

- Students shall not save seats for other students.
- Students shall walk to lunch and shall be orderly and quiet during lunch.

- Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students will not “pop” any food container to make a loud, disruptive and disturbing noise.
- Students shall not throw food, milk cartons or other items.
- Students shall not trade food.
- Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
- Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Students shall be dismissed from the cafeteria by the lunchroom supervisor.

#### SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

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

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

#### SURVEYS BY THIRD PARTIES

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

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

#### SURVEYS REQUESTING PERSONAL INFORMATION

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

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

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

#### **SEX EDUCATION INSTRUCTION** (See Board Policy 6:101)

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

#### **Complaints About Curriculum, Instructional Materials, and Programs**

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

### SEX OFFENDER INFORMATION

#### **Sex Offender Notification Law**

To: Parents/Guardians

Re: Offender Community Notification Laws

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Illinois State Police's website. The Illinois State Police website contains the following:

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

Illinois Murderer and Violent Offender Against Youth Registry, [www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/)

Frequently Asked Questions Concerning Sex Offenders, [www.isp.state.il.us/sor/faq.cfm](http://www.isp.state.il.us/sor/faq.cfm)

### STANDARDIZED TESTING

Students and parents/guardians should be aware that students in grades 6-8 will take standardized tests. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

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

### **STATEMENT OF PHILOSOPHY** ([See Board Policy 1:30](#))

### STUDENT ACCIDENT INSURANCE

Optional accident insurance is available for River Bend pupils. The insurance rates this year are:

<b>GRADE</b>	<b>DURING SCHOOL HOURS</b>	<b>24-HR. COVERAGE</b>
Pre K-8	contact DO for prices	contact DO for prices

Forms will be available at the school at registration time. Return completed forms & payment to the school or District Office. Accident insurance is required of all football players. Families having full-coverage under another policy may waive this requirement.

### **STUDENT RECORDS** ([See Board Policy 7:340-AP1,E1](#))

### **STUDENT BIOMETRIC INFORMATION** ([See Board Policy 7:340](#))

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

### TEACHER QUALIFICATIONS

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

- Whether the teacher has met State certification requirements;

- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

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

#### TREATS & SNACKS

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. We strongly encourage you to select a treat or snack with nutritional value. This rule may be temporarily waived by the building principal in the case of an educational opportunity, provided that arrangements are appropriately made by the teacher.

#### **VISITORS TO THE SCHOOLS** ([See Board Policy 8:30](#))

#### **WAIVER OF STUDENT FEES** ([See Board Policy 4:140](#))

#### WEATHER PROCEDURE

In cases of bad weather and other local emergencies, a global message will be sent to all who have subscribed to the service. Parents may also listen to any local radio or television station to be advised of school closings or early dismissals. If bad weather or other emergency occurs during the day, the district's global communication system will inform guardians of announcements or listen to local media stations for possible early dismissal information.

Early dismissals are sometimes advisable because of hazardous weather conditions changing after school has started for the day. Radio stations and notified AND A INFORMATIONAL MESSAGE IS SENT OUT as soon as possible via email, direct phone or text message. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.