

# Riverside School District 96

## Parent/Student Handbook



Riverside District 96  
3340 S. Harlem Ave.  
Riverside, IL 60546



Dear Students and Parents:

Welcome to Riverside District 96! You will discover that our district is a special place with a rich history, wealth of tradition, and a focus on the future. The years you spend in the Riverside schools will be fulfilling. You will be challenged and engaged in learning. In your time here, you will accomplish things you never thought were possible. We believe that every student deserves to be safe, respected, engaged, challenged, and supported.

Riverside District 96 Schools provide an environment where students can expect to succeed in a safe and positive learning environment. You will be able to take risks, face challenges, and grow. Here in Riverside District 96, we depend on each other and take pride in helping others. Students of Riverside Public Schools can take advantage of opportunities, embrace challenges, and commit to success. In Riverside, our students display safe and appropriate behavior while caring about others and accepting differences. Our school spirit is demonstrated by respecting peers, staff, guests, the school, and us.

All Riverside teachers promote growth through academics and social-emotional components. We believe that students learn through conceptualization, critical thinking, debating of ideas, and awareness of real-world issues. Every student will be expected to academically perform every day they enter a classroom.

It is our hope this handbook answers questions you might have regarding various aspects of the Riverside School District 96 ECE-8 grade program. Please reference the district website at [www.District96.org](http://www.District96.org) or the school calendar for additional information.

Let's make this a wonderful year!

Sincerely,

Your District 96 Administrators and Staff

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can be found on pages 57-87**

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**School District 96 Code of Conduct  
and Student Behavior can be found on pages 52-79**

**RIVERSIDE PUBLIC SCHOOLS  
DISTRICT 96  
RIVERSIDE, ILLINOIS**

District Office 3340 S. Harlem Ave. Riverside, IL 60546	708-447-5007
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A.F. Ames Elementary School 86 Southcote Road Riverside, IL 60546	708-447-0759
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Blythe Park Elementary School 735 Leesley Road Riverside, IL 60546	708-447-2168
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Central Elementary School 61 Woodside Road Riverside, IL 60546	708-447-1106
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Hollywood Elementary School 3423 Hollywood Avenue Brookfield, IL 60513	708-485-7630
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L.J. Hauser Junior High School 65 Woodside Road Riverside, IL 60546	708-447-3896
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District 96 Website  
[www.district96.org](http://www.district96.org)

**School Hours**

ECE	8:30 a.m. – 11:00 a.m. <b>or</b> 12:15 p.m. – 2:45 p.m.
KINDERGARTEN	8:10 a.m. – 3:00 p.m.*
GRADES 1 – 5	8:10 a.m. – 3:00 p.m.
GRADES 6 – 8	8:20 a.m. – 3:25 p.m.

\* A half-day kindergarten program is available to families that prefer a half-day program.

## **BOARD OF EDUCATION**

Wesley Muirheid, President  
David Barsotti, Vice President  
Stephanie Gunn, Secretary  
Salina Claps  
Marlowe Djuric Kachlic  
Dan Hunt  
Matt Olech

The Board of Education meets the first and third Wednesday of the month in the Learning Resource Center in Hauser Junior High School at 7:00 pm. Please refer to the district website ([www.district96.org](http://www.district96.org)) for meeting dates, up-to-date information, agendas, and minutes.

## **ADMINISTRATIVE STAFF**

Dr. Martha Ryan-Toye	Superintendent
TBD	Director of Finance and Operations, CSBO
Dr. Angela Dolezal	Director of Teaching and Learning
Nora Geraghty	Director of Special Education
Molly Marquardt	Director of Technology & Innovation

### **Mission Statement**

Empowering learners through meaningful educational opportunities that reflect the knowledge, skills and experiences needed for future success as engaged citizens.

### **Vision Statement**

Meaningful educational learning opportunities must:

- Foster student passion for learning.
- Celebrate and reward curiosity, creativity, innovation and experimentation.
- Close opportunity and equity gaps to ensure high levels of achievement and expectations for all learners.
- Nurture the “whole child” and empower learners to grow socially, emotionally and physically, showing respect for self, others and community.
- Invest in high quality staff who are lifelong learners, effective collaborators and instructors.
- Create relevant and authentic learning experiences that extend beyond the text and classroom and provide real life application.
- Allocate resources, including facilities, to enhance learning and teaching and achieve the mission.

### **School District Organization**

The Riverside Public Schools, District 96 is a public elementary school district established under the laws of the State of Illinois. The district is responsible for the education of all students who wish to attend a public school and who reside in Riverside, or those parts of North Riverside, Brookfield, Lyons and Riverside Lawn lying within the district.

The first public school in Riverside opened in 1871, with the first school being constructed in 1874. By 1879, enrollment in the school had grown to 178 students. A new, larger school had to be constructed, leading to the building of a new school on Woodside Road, the site of the present Central School/Hauser Junior High Complex.

Over the years, five school buildings were constructed in District 96. Hollywood School was formed in 1918 and located in the Community House. The present Hollywood School facility was built in 1929, with a contemporary addition put on in 1953. A.F. Ames Elementary School was erected in 1923 and named after the district's first superintendent. Additions were made to the Ames building in 1928, 1968, and 2020. An Intermediate School (the original name for the junior high) was built in 1929 and opened in 1930. L.J. Hauser Junior High received its current name in 1963 when Dr. Hauser, the district's second superintendent, retired. The Central/Hauser complex received major additions in 1953 and 1968 due to enrollment changes, safety requirements and program needs. The last school building built in the district was Blythe Park, built in 1949.

Currently, there are four elementary schools in District 96, which house students in ECE (Early Childhood Education) and K-5: A.F. Ames, Blythe Park, Central, and Hollywood.

Students from the four elementary schools attend Hauser Junior High School. The junior high houses students in grades six through eight. The junior high/middle school organization makes it possible to offer an enriched school program with instruction in such specialized areas as foreign language, drama, world percussion, digital communication, art and music. An extensive activity and athletic program complement the students' academic experiences.

### **District Boundaries**

District 96 covers an area of approximately four-square miles. It is bounded on the east by Harlem Avenue, on the south by 39<sup>th</sup> Street and Ogden Avenue, on the west by Salt Creek and on the north by 22<sup>nd</sup> Street (Cermak Road). The district's northwest boundary is defined by First Avenue and 26<sup>th</sup> Street (west of First Avenue).

In May of 2002, the Board of Education made changes in the boundaries for the four elementary schools and approved a new flexible boundary plan. The plan's goal is to maintain the small class size and make optimal use of school facilities. In May 2018, the Board of Education adopted a new policy to further clarify student school assignments. [Click here for FAQ.](#)

### **Equal Opportunity and Sex Equity**

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

No student shall, based on sex, sexual orientation, or gender identity, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student or parent/guardian with a sex equity or equal opportunity concern should contact:

Dr. Angela Dolezal  
Director of Teaching and Learning and Nondiscrimination Coordinator  
3340 S. Harlem Ave.  
Riverside, IL 60546  
708.447.5007 ext. 7785

### **School Fees, Fines and Waiver of Student Fees**

District 96 charges an annual standard school fee established for each grade to assist in the furnishing of curriculum resources and other materials. The fee amount is announced prior to the opening of the school year. Fee information is available on District's 96 website or from the Superintendent's office upon request.

No student will be denied access to any educational service due to the inability of their parent/guardian to pay fees or certain charges. Fees may be waived for parents/guardians unable to pay. A fee waiver does not exempt a student from charges for lost or damaged books, locks, materials, supplies, and/or equipment.

Applications for a fee waiver must be submitted to the district office. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on household size, that are used for the federal free meals program. Beyond the state and federal guidelines, with a request in writing to the superintendent, special consideration may also be given in special circumstances as outlined: an illness in the family, unusual circumstances such as fire, flood, storm damage, etc., seasonal employment, emergency situations, or when one or more parents/guardians are involved in a work stoppage. Decisions are made on a case-by-case basis.

Fees are prorated on a trimester basis for students entering or leaving during the school year.

Extra fees may be assessed for other purposes during the school year (e.g., field trips, yearbooks, Junior High athletic participation).

Parents/guardians are responsible for paying replacement cost for lost or damaged District 96 materials, including textbooks, library books, magazines, etc.

### **Free or Reduced-Price Lunch**

Under certain provisions of the Federal and Illinois State Free Lunch Program, children whose families have a gross income at or below levels indicated in the current guidelines are eligible for a free or reduced-price lunch.

All children eligible to receive reduced price or free meals who do not have a voucher/ticket for lunch will always receive lunch. The student will submit a voucher/ticket at a later time to cover the meal that was given.

If a student has money/ticket/voucher for lunch, they will receive a lunch. Students will never use that day's money/ticket/voucher to repay a debt owed to the café.

Only authorized District 96 employees will follow up with debt collection.

Food Service fund may not absorb unpaid meal cost(s).

Applications and current guidelines are available in the district business office or through the school Principal's office.

## **ADMISSION AND ATTENDANCE INFORMATION**

### **Residency**

A student must be a valid resident of the school district and provide required proof of residency before the student will be enrolled. Generally, residency is defined as the district wherein the person with legal custody resides. The district does accept students from other areas for placement in special education classes through the La Grange Area Department of Special Education and the DuPage/West Cook Regional Special Education Association. Different standards may apply to students who experience homelessness. Questions about residency and/or homelessness should be referred to the Superintendent.

### **Admission of Pupils**

A certified birth certificate is required for each child entering District 96 for the first time. This applies to grades ECE through 8. Transfer students will be expected to produce other pertinent records from their previous school.

**NOTE:** Student enrollments completed after August 15<sup>th</sup> of any school year may require up to 48 hours for processing and class placement.

A child must be five years of age on or before September 1<sup>st</sup> of the year in which the child is to be enrolled in kindergarten. According to Board Policy, children who attain the age of five after September 1 would be eligible to attend kindergarten the next year.

### **Homelessness**

The McKinney-Vento Homeless Education Assistance Act ensures the educational rights and protections of homeless children and youth so that they may enroll in school, attend regularly, and be successful. The legislation requires the district 96 Homeless Education Liaison to assist children and unaccompanied youth in their efforts to attend school. The following apply to homeless children and youth:

- The right to immediate enrollment, even if lacking paperwork normally required;
- Immediate enrollment in the Free and Reduced Breakfast and Lunch Program;
- The right to attend school in his/her school of origin (if requested by the parent and is feasible) or in the school in the attendance area where the family or youth is currently residing;
- The right to receive transportation to his/her school of origin, if requested by the parent;
- The right to services comparable to those received by housed schoolmates, including transportation and supplemental educational services;
- The right to attend school along with children not experiencing homelessness;
- Segregation based on a student's status as homeless is strictly prohibited.
- Educational organizations and schools.
- Where appropriate, referrals to food bank and meal programs, local service organizations (Goodwill, Salvation Army, etc.), family shelters, medical services, and other support.

To obtain additional information regarding establishing homeless status and resources available, please contact the Department of Special Education and Student Services at (708) 447-0706.

### **Health Examinations and Immunizations**

All forms are due in the school office by the first day of school. Failure to comply with these requirements on or before October 15 of the current school year will result in the child's exclusion from school until the required health forms are presented to the district. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations.

**\*\* Failure to comply with the dental exam requirements by May 15 of the current school year may result in your student's report card being withheld.**

If for medical reasons, one or more of the required immunizations must be given after the first day of school, then the student must present by the first day of school, an immunization schedule and a statement of the medical reasons causing the delay. A physician, registered nurse or local health department responsible for administering the immunizations must sign the schedule and statement of medical reasons.

Immunization schedules will be monitored by District 96 School Authorities to ensure completion of the immunization schedule. If a child is delinquent for a scheduled immunization appointment, the child will no longer be in compliance with the law and will be excluded from school until the required health forms are presented to the district.

**Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment.**

All students are required to present appropriate proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering Early Childhood Education (ECE)
2. Entering Kindergarten
3. Entering sixth grade
4. Enrolling in an Illinois school for the first time, **regardless of the student's grade.**

Required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

### **Immunization/Health Exam Exemptions**

A student will be exempt from the requirements for:

1. Religious or medical grounds if the student's parent/guardian presents to the principal a signed statement explaining the objection;
2. A health examination or immunizations due to medical grounds if a physician provides written verification;
3. An eye examination if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provide eye examinations or a licensed optometrist; or

4. A dental examination if the parent/guardian shows an undue burden or a lack of access to a dentist.

### **Required Exams and Immunizations**

Immunizations must be completed according to the schedule of the Illinois Department of Public Health: [http://www.dph.illinois.gov/sites/default/files/publications/2016-17-idph-min-imm-req-school-dcc-entry-040716\\_0.pdf](http://www.dph.illinois.gov/sites/default/files/publications/2016-17-idph-min-imm-req-school-dcc-entry-040716_0.pdf)

All forms are due in the school office by the first day of school. Failure to comply with these requirements on or before October 15 of the current school year will result in the child's exclusion from school until the required health forms are presented to the district. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations.

**\*\* Failure to comply with the dental exam requirements by May 15 of the current school year may result in your student's report card being withheld.**

### **Dental Examination**

The state of Illinois requires that all children entering **kindergarten, second, and sixth grade** have a dental examination. The dental examination must be completed within 18 months prior to the May 15th deadline of each year. Proof of Dental Examination is due no later than May 15. **\*\*Failure to comply with the dental exam requirements may result in your student's report card being withheld.**

### **Eye Examination**

Effective January 1, 2008, Illinois requires an eye examination for all children enrolling in kindergarten. Eye examinations are to be performed by a licensed optometrist or ophthalmologist. Proof of the eye examination should be presented to the school before October 15<sup>th</sup> of the school year. If not, the school may hold the child's report card.

### **Vision and Hearing Screenings**

Vision and hearing screening are required annually, once a child begins school. Vision screening is required at grades K, 2 and 8. The student is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on the health record at school.

Hearing screening is required at grades K, 1, 2, and 3. Screening for both vision and hearing must be completed annually on all children in special education, new to the district, and teacher referrals. Parents may request vision and hearing screenings for any child at any time regardless of grade. Parents will be notified of the results.

### **ABSENCES, ATTENDANCE AND PUNCTUALITY**

REGULAR ATTENDANCE IS ESSENTIAL TO STRONG SCHOOL PERFORMANCE. PARENTS ARE ASKED TO SEE THAT CHILDREN ATTEND SCHOOL REGULARLY EXCEPT IN CASES OF ILLNESS OR OTHER DISABILITY.

The law requires that whoever has custody or control of any child between the ages of six (by Sept. 1) 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 (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in 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: are physically or mentally unable to attend school, are between the ages of 12-14 while in confirmation classes or have a religious reason requiring absence.

### **Emergency Closing of Schools**

If a weather emergency or other type of emergency requires the closing of any school, parents will receive a phone call and email (if provided) via School Messenger. Additionally, an announcement will be posted on the District and School websites. In most cases, if the district dismisses early for an emergency, all after school functions are automatically canceled.

### **Student Absences**

Excused absences include illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences will be reviewed by the building principal on a case-by-case basis. The school district's policy regarding student's absence is as follows:

1. If a student expects to be absent from school in the morning or all day, parents should call the school office before 8:30 a.m. If a student expects to be absent in the afternoon only, parents also should call the school office before 12:30 p.m.
2. If no call is received by 8:30 a.m. or 1:00 p.m., the school office will call the parents of an absent student.
3. It is necessary for the school to have a current phone number where the parents can be contacted at all times.
4. If no phone contact is made for an absence, the student must have a note from the parent(s) when the student returns to school.
5. Tardiness will either be "excused" or "unexcused".
6. Tardiness will be considered "excused" for valid reasons if a parent calls the principal's office or the student brings a note from the parent.
7. Tardiness will be "unexcused" without parent contact and a valid reason. At the junior high level, the student may have to make up time after school by serving a detention. (See Student Behavior Policy).
8. A child absent five or more days due to illness is required to turn in a physician's note upon return to school.

### **Absences Due to Vacations**

It is the policy of Riverside Public Schools to encourage student attendance at school every day unless illness or other valid reasons prevent the student from being present.

Consistent attendance is an essential component of a child's academic achievement. Classroom activities cannot be replicated if a child is absent. Furthermore, if a child is absent, classmates cannot benefit from the child's contributions.

It is recognized that some families cannot avoid scheduling vacations at times when school is in session. When possible, the district requests that such school-time vacations be kept at a minimum. Because of the classroom learning experience, it is our policy not to provide textbooks or homework assignments before the vacation period when school is in session.

Upon returning from vacation, make-up assignments that lend themselves to independent work will be given by the teacher. Normally, a student will be given an amount of time equal to that of the absence to complete assigned make-up work.

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

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit.

#### **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 at least 5 calendar days before the student's anticipated absences(s). Students excused for religious reasons will be given the opportunity to make up any exam, study or work requirement.

#### **Tardiness**

Students are to be prompt in attending all classes throughout the day. Consistent and regular attendance in all classes is an important component of academic development. Tardiness interrupts the learning process and negatively affects performance. Tardiness is calculated per grading term. The number of "tardies" is reset at the start of each grading term. Tardiness may affect perfect attendance recognition at the end of the year.

#### **Truancy**

When a child enrolled in public school is absent, the building administrator is responsible for determining if the child is truant. If such determination is made, the administrator shall follow the compulsory attendance guidelines developed by the Suburban Cook County Regional Office of Education and may impose discipline for truancy, which may include referral to the truancy offer, reporting to officials under the Juvenile Court Act, referral to the State's Attorney, and appropriate school discipline.

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

### **HEALTH AND WELLNESS**

#### **Athletic Participation**

State law and Board policy require that students participating in interscholastic activities shall be required to have an annual IESA physical examination in order to participate in any interscholastic

sports as a member of a team or group representing District 96. Written parental consent is required for student participation in interscholastic activities.

### **Care of Students with Diabetes**

The parents/guardian of a child with diabetes, who requires assistance with managing this condition while at school and school functions, must submit a Diabetes Care Plan to the Principal. Parent/guardian is responsible for and must:

1. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
2. Inform the school promptly of any changes to their emergency contact numbers or health care provider contact numbers.
3. Sign the Diabetes Care Plan.
4. Grant consent for and authorize a designated District representative to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan. **For further information, please contact the Principal.**

### **Communicable or Infectious Diseases (105 ILCS 5/10-21.11)**

If a student's communicable or infectious disease affects his or her ability to participate in the District's educational programs, he or she shall be treated as a disabled person under Section 504 of the Rehabilitation Act of 1973, unless the student has already qualified for, and is receiving, services through an IEP, the District's Administrative Procedures, 6:120-AP1, Special Education Procedures Assuring the Implementation of Comprehensive Programming of Children with Disabilities, must also be followed and they will control whenever there is a conflict with these procedures.

If you have any questions, please contact the school nurse.

The district observes recommendations of the Illinois Department of Public Health regarding communicable diseases. Parents/guardians are required to notify the school nurse if they suspect their child has a communicable disease.

In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian. The school will provide written instructions to the parent/guardian regarding appropriate treatment. A student excluded because of a communicable disease is permitted to return to school only when the parent/guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

### **Students with Food Allergies**

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

The parent/guardian of a child with a life-threatening allergy or life-threatening chronic illness must notify the School Principal.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity.

### **Food Items Brought to School by Parent or Students**

Parents are only permitted to bring in food items for their own child. Food items for mass distribution to students are not allowed. District 96 encourages a healthy lifestyle, which includes proper nutrition. Items not recommended in the school setting include, but are not limited to, the following: soda pop, energy drinks, gum, and/or candy. Items not meeting these criteria will be sent home with the student who brought them.

### **Head Lice (Pediculosis)**

School District policy reflects standard practice as recommended by the Center for Disease Control and the National Association of School Nurses. These organizations recommend that the management of pediculosis should not disrupt the educational process or create unnecessary absenteeism.

When lice/nits are found on a child at school, that child's parent/guardian will be informed. The child will be picked up from school by the parent/guardian. Once the child is treated for lice, the child may return to school with proof of treatment. Proof of treatment may be in the form of a physician statement, receipt for the product used, or the box top from the product used. The child will then be readmitted to class. The child will typically be back in class the next morning.

1. Lice are spread by head-to-head or close personal contact. School activities do not include this type of contact. Lice are not transmitted due to poor hygiene.
2. You only get lice from another human. You will not get lice from pets.
3. Lice do not fly or jump. They do not fall off the hair shaft; they are cemented to it. They do crawl.
4. Lice are not considered to be dangerous. They are considered to be a public health nuisance.
5. Household members and close contacts should be checked, but only those who actually have lice should be treated for it.
6. Studies have proven that excluding students from school does not reduce the frequency of the discovery of lice. School is considered to be a very rare source of transmission. More common means of transmission are family members, overnight guests, playmates, shared hairbrushes, pillows and sheets.

If you believe your child may have lice, or you need further information, please contact your school's health office.

### **Home and Hospital Instruction**

A student who is absent from school, or whose physician anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than 5 school days after receiving the physician's written statement. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program (IEP).

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s) and hospital staff to coordinate course work and facilitate a student's return to school.

### **Medical Objections**

Exemptions may be made for valid medical or religious reasons. Any medical objections to an immunization must be made by a physician licensed to practice medicine in all its branches. The physician must indicate the **specific** medical condition. The medical objection must also be endorsed and signed by the physician on the certificate of child examination and placed in the child's permanent health record.

If the physical condition of a child is such that any one of more of the immunizing agents should not be administered, the examining physician, advanced practical nurse, or physician's assistant responsible for the performance of the health examination shall endorse the fact that upon the health examination form.

Exempting a child from the health examination does not exempt the child from participation in the program of physical education training provided in the *School Code*.

### **Medication at School**

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

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

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian completed and signed an Authorization for Student Self-Medication Form.

The school and District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Any medications, prescription or non-prescription, necessary to maintain the child in school that must be given during school hours shall be administered according to the following guidelines:

### **Non-Prescription Medications**

A completed School Medication Authorization Form from the student's physician and parent/guardian stating the necessity for any non-prescription medication at school. The parent/guardian and physician

to continue administration beyond the initial day must complete the School Medication Authorization Form.

### **Prescription Medications**

1. A completed School Medication Authorization Form from the student's physician or licensed prescriber stating the necessity for the prescription medication, dosage, route, and time of administration.
2. A written request and permission from the parent/guardian to administer the medication as prescribed.
3. Medication may be self-administered by a child with a physician's prescription, written parental authorization, and school nurse approval and supervision.

### **The following applies to all medications:**

1. All medication is to be in the original container appropriately labeled and with the child's name.
2. All medication shall be stored appropriately in a locked cabinet in the nurse's office.
3. It is the student's responsibility to report to the nurse or designated school personnel at prescribed medication times.
4. Unauthorized medication shall be confiscated and may be reclaimed only by the parent/guardian.
5. District 96 retains discretion to reject a request to administer medications deemed unnecessary or unsafe to be taken at school, such as vitamins, non-traditional therapies, drugs unapproved by the FDA, or medications causing extenuating side effects for the student.

The Responsibility to obtain physician authorization lies with the parent/guardian, not the school. *Authorization forms are available in the school office.* The school nurse is available to address questions or concerns about the administration of medication at school.

### **Physical Education Procedures for Absences and Return**

A child may be excused from physical education class for one (1) day at the discretion of the teacher, principal or school nurse if the child does not feel well.

A child may be excused from physical education class for one (1) or two (2) days with a dated note from the parent.

A doctor's note is required to be excused from physical education class after three (3) days. The note should specify the duration of absence and conditions of return (if any).

Students with casts, splints or serious illnesses also will need a doctor's note of exclusion and a doctor's permission to return to physical education class.

### **Religious Objection**

Parents or legal guardians who object to health examinations or any part thereof, or to immunizations, on religious grounds shall not be required to submit their children or wards to the examinations or immunizations to which they so object if such parents or legal guardians present to the appropriate local school authority a signed statement of objection detailing the grounds for the objection. **The Illinois Certificate of Religious Exemption to Required Immunizations and/or Examinations Form may be used by:**

- Parents or legal guardians who are requesting a religious exemption to immunizations or examinations **must** use this form for students entering kindergarten, sixth or ninth grades
- A separate form must be used for **each child** with a religious exemption enrolled to enter any public, charter, private or parochial preschool, kindergarten, elementary or secondary school
- This form may not be used for exemptions from immunizations and/or examination for personal or philosophical reasons. Illinois law does not allow for such exemptions. (See Public Act 099-0249 enacted August 3, 2015).

**The Illinois Certificate of Religious Exemption to Required Immunizations and/or Examinations Form is required beginning October 16, 2015.**

**Sick Day Guidelines**

A child should be kept home when he/she:

- **Has a fever of 100 degrees or higher** (A child should remain home until fever-free, without medication, for at least 24 hours.)
- **Has symptoms that prevent participation in school**, including:
  - Productive coughing, sneezing
  - Headache, body ache, earache
  - Sore throat (A minor sore throat is usually not a problem. Severe sore throat may be caused by strep infection even if there is no fever. Other strep throat symptoms in children include headache and stomach upset. If these symptoms appear, contact your pediatrician for a test to determine if the infection is strep throat.)

**Conjunctivitis:** (“Pinkeye”) Students must remain out of school until they have been on antibiotics for at least 24 hours. Symptoms include redness of the “whites” of their eyes, drainage from eye(s), itching and/or eye pain, and light sensitivity.

**Nausea, Vomiting, Diarrhea:** All body fluids are considered contagious. Students should not return to school for at least 24 hours after the last episode of vomiting or diarrhea.

**Runny Nose or Persistent Cough:** All body fluids are considered contagious. Students are encouraged to use a tissue to cover his/her mouth when coughing or sneezing. If a tissue is not available, it is recommended that the student cough/sneeze into the crook of his/her arm. Students should wash their hands frequently, especially when they are ill. Students should stay home if they have a cold with excessive drainage, coughing, and/or sneezing.

**Severe or Persistent Pain:** a doctor should evaluate any complaints of severe or persistent pain before a student returns to school.

If fever or the above symptoms appear while the child is in school, the parent/guardian is called to take the child home. A child absent five or more days due to illness is required to turn in a physician’s note upon return to school.

If a student has an injury or a condition that needs further medical evaluation, every attempt will be made to contact the parent/guardian. If the parent/guardian is unable to be contacted, the emergency contacts will be contacted. If a student’s condition warrants it, 911 emergency services will be notified.

The easiest and best way to prevent the spread of disease is through frequent and proper hand washing. Please speak to your child about avoiding illness through not sharing utensils, water bottles and drinks, hats and scarves, getting the proper amount of sleep, and making healthy food choices.

Parents need to update the school with any changes in student health status including any change of, or addition to medications. All cell, work, and emergency contacts must be kept up to date and on file in the school office.

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

**In accordance with the Illinois Youth Sports Concussion Safety Act (P.A. 99-0245 and its companion legislation, P.A. 99-0486) and Section 22-80 of the School Code, Riverside District 96 will follow the guidance stipulated by the law in reference to concussions and head injuries.**

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois, a certified athletic trainer, an advanced practice nurse, or a physician assistant. Per the law, Return to Play and Return to Learn protocols will be followed for all student athletes affected with concussion/head injury.

### **Vision and Hearing Screenings**

#### **Vision and Hearing Screening**

The Illinois Department of Public Health works to prevent the detrimental effects of hearing and vision loss in children by implementing by the Illinois Child Vision and Hearing Test Act (410 ILCS 205) which mandates vision and hearing screenings are mandated at specific grade levels.

**Hearing screening** must be provided annually for Early Learners, Kindergarten, 1st, 2nd, 3rd, special education students, transfer students, teacher or parent/guardian referrals. In lieu of the required screening, a completed and signed report form, indicating the child had an ear examination by a physician and an audiological evaluation completed by an audiologist within the previous 12 months, provided to school Health Office, is acceptable.

**Vision screening** must be provided annually for Early Learners, K, 2nd, and 8th grade, special education students, transfer students, teacher referral or parent/guardian request. In lieu of the required screening a completed and signed report form, indicating that an eye examination by a doctor specializing in diseases of the eye or a licensed optometrist has been administered within the previous 12 months, provided to the school Health Office is acceptable. **Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. (Section 27-8.1 of the School Code)**

Parents or legal guardians will be notified of failed screenings. The parent or legal guardian of a student may object to hearing or vision screening tests for their children on religious grounds. If a religious objection is made, a written and signed statement from the parent or legal guardian detailing such objections must be presented to the school Health Office.

## **INSTRUCTIONAL PROGRAM INFORMATION**

### **District 96 Assessment Program**

Various standardized assessments are administered to students in District 96. Students in grades 2 -8 take the NWEA Measures of Academic Progress (MAP) Assessment three times a year in the Fall, Winter, and Spring. Students in grades 3 & 5 take the Cognitive Abilities Test (CogAT) in the Spring.

In the Spring of each year, students in grades 3 - 8 take the Illinois Assessment of Readiness (IAR), a state assessment. In addition to the IAR, students in grades 5 and 8 take the Illinois Science Assessment.

#### **Assessment Overview**

<b>ASSESSMENT</b>	<b>MONTHS</b>	<b>GRADES</b>	<b>SUBJECTS</b>
<b>FastBridge</b>	September January May	K-5 (6-8 as needed)	Reading & Math
<b>NWEA MAP</b>	September January May	2-8	Reading & Math
<b>CogAT</b> (Cognitive Abilities Test)	February	3 & 5	Quantitative Verbal Nonverbal
<b>WIDA-ACCESS</b>	January and February	English Learner Students K-8	English Language Proficiency (Speaking, Listening, Reading, & Writing)
<b>IAR</b> (Illinois Assessment of Readiness)	April	3-8	Reading & Math
<b>ISA</b> (Illinois Science Assessment)	April	5 & 8	Science
<b>PSAT8</b> Note: RBHS placement test that is administered by RBHS, not D96	December (Saturday Administration)	8	Reading Math Writing/Language

#### **Positive Behavior and Student Support (PBSS)**

##### **Overview**

District 96 utilizes the PBSS model as our behavioral framework to support positive behaviors. PBSS is short for Positive Behavior and Student Support. PBSS is a prevention-oriented framework for assisting school personnel in adopting and organizing evidence-based behavioral practices into an integrated continuum that enhances the academic and social behavior outcomes of *all* students. Specific

teaching practices and interventions are designed to increase student learning and decrease problem behaviors throughout the building.

School staff members, students, and parents all share responsibility for appropriate student behavior. The school has the responsibility to clearly communicate and reinforce positive student behavior in a fair, consistent and supportive manner. This is accomplished through well-defined and regularly practiced/reinforced social expectations. Parents have the responsibility to reinforce the expectations of the school and to help their children become responsible citizens.

### **Celebrating Positive Behavior**

In addition to teaching expectations, students are acknowledged for maintaining expected behaviors and decreasing problem behaviors. Our acknowledgement system supports the use of consistent, positive reinforcements that celebrate students' success. Individual school buildings determine the unique ways to celebrate positive choices. Individual school community recognitions/celebrations are communicated to the parent/guardian community throughout the school year.

### **The ECE-8 Instructional Program**

District 96 is committed to excellence in instructional programs while taking into consideration the unique developmental stages of children. Curriculum Guidelines are available on the District 96 website. The course offerings and related school activities provide a variety of educational experiences for students. The goal is to ensure equivalence among attendance centers in teachers, administrators, auxiliary personnel, curriculum materials and instructional supplies within reasonably identifiable differences that exist among academic disciplines and grade levels. The home and community also influence the total educational growth of children.

### **Accelerated Programming (Grades 4 - 8)**

Students who meet the Elementary Advanced Learning program criteria receive enrichment instruction in reading and/or math outside of the regular class instruction. Reading enrichment is in addition to core instruction, while math enrichment is in place of core instruction. Students who meet the district's criteria for advanced academic courses at Hauser Jr. High receive specialized instruction in the subject areas of language arts and mathematics.

The criteria matrix for the Elementary Advanced Learning Programming and the Junior High Advance Academic Courses is located on the district's Curriculum, Instruction, and Assessment webpage.

### **English Learners (EL)**

The school offers opportunities for English Learners (EL) to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. Parents/guardians of EL students will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs. For questions related to this program, contact Angela Dolezal at 708-447-5007 or [dolezala@district96.org](mailto:dolezala@district96.org)

### **Health Education Program**

By law, the Riverside Public School curriculum includes instruction in recognizing and avoiding abduction, recognizing and avoiding child abuse including sexual abuse (Erin's Law), infectious diseases including HIV-AIDS, and sex education. See the district's website [www.district96.org](http://www.district96.org) for more information on all state health mandates.

K-8 students shall not be required to participate in this instruction if objected to *in writing* by a parent/guardian. Written objections should be addressed to the school Principal. Nothing in this section prohibits instruction in sanitation, hygiene, or traditional courses in biology.

The school shall give not less than five (5) days written notice to parents or guardians prior to the instruction of the above-mentioned topics. Excused students shall be given a suitable alternative activity. Exclusion from said instruction shall not be a reason for disciplinary action.

### **Co-Curricular Activities**

A variety of student activities closely related to the educational program are available to students. Activities include Music performance groups, fine arts, performing arts, intramural and conference athletics, and co-curricular clubs. These activities support and emphasize growth in leadership and citizenship.

### **Multi-Tier System of Supports (MTSS)**

Multi-Tier System of Supports (MTSS) is a continuous process of teaching, intervening, assessing, and adjusting within the general education environment. MTSS consists of the following three essential components:

- Providing high quality, research-based differentiated instruction/intervention matched to student needs
- Using data regarding learning rate over time and level of performance
- Making educational decisions based upon student response to intervention.

More information about MTSS is available on the district 96 website or from the District Office.

### **Social-Emotional Learning (SEL)**

Social-Emotional Learning, or SEL, is an important part of the curriculum for all grade levels. SEL refers to both a set of core competencies and a process of learning. Core competencies include:

- |                                      |                        |
|--------------------------------------|------------------------|
| • Self-awareness                     | • Self-management      |
| • Social-awareness                   | • Interpersonal skills |
| • Responsible decision-making skills |                        |

Within each of these competencies are numerous other skills. For example, children who are socially and emotionally competent are able to do the following:

- Recognize and manage emotions
- Express care and concern for others
- Make responsible decisions
- Behave ethically and responsibly
- Develop positive relationships
- Avoid risky behaviors
- Communicate effectively
- Set and reach goals
- Be self-motivated and self-directed

For students who present with difficulty, SEL services are provided through the school social worker.

### **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.

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

Crisis support is available for students in various ways, including a Crisis text line through the Community Memorial Foundation. Access to a new online reporting system, Safe2Help, is being developed. Check [www.district96.org](http://www.district96.org) for updates. In addition, an anonymous bullying reporting system is easily accessible on our website. D96's website will be updated periodically with additional information and detail.

### **Special Education Services**

Riverside District 96 offers a full continuum of special education services in the least restrictive environment (LRE) in accordance with the provisions of the Individuals with Disabilities Act (IDEA). The district provides free and appropriate education (FAPE) for all individuals with identified disabilities. A continuum of services is available to support the education of children with disabilities.

Special education services are based on individual needs. Services to support students may include special education staff support, Early Childhood Education, speech and language, social work, occupational therapy, physical therapy, and home/hospital tutoring.

Students with disabilities may receive related services as part of their individual education programs (IEPs). D96 will maintain related services logs that record the type and number of minutes of the related service(s) administered to such students. Copies of any related service logs will be available to parents/guardians at their child's annual review IEP meeting. Parents/guardians of students with disabilities may also request copies of their child's related service logs at any time.

Parents may access a copy of their rights regarding special education services on the district website, or by contacting the district Administrative Office. Questions regarding special education may be directed to the Director of Special Education and Student Services.

### **Accommodating Individuals with Disabilities**

Individuals with disabilities will be provided with an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required.

This notification should occur as far in advance as possible of the school-sponsored function, program or meeting.

### **Child Find/Early Childhood Screening**

District 96 is actively responsible for locating, identifying, and evaluating all children who reside within district boundaries, who may be eligible to receive special education and/or related services. The district continuously monitors the development and progress of the students in the district. For children in kindergarten through 8<sup>th</sup> grade, parents may contact their building administrator regarding any developmental concerns or concerns regarding their child's progress.

Families of children aged birth to five years, with concerns about their child's development, may contact the district 96 Office of Special Education and Student Services. The district provides ongoing developmental screening and/or evaluations to assess the areas of communication, motor, cognitive, and social-emotional skills, to determine if children have developmental delays and may benefit from early intervention or special education services prior to kindergarten.

### **Education of Children with Disabilities**

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

The term "children with disabilities" means children between the ages 3 and the day before their 22<sup>nd</sup> birthday for whom it is determined that special education services are needed. It is the intent of the district to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "*Explanation of Procedural Safeguards Available to Parents of Students with Disabilities*" may be obtained from the Special Education Office.

If your student has a qualifying disability, an individualized plan will be developed and implemented to provide the needed support so that your student can access his or her education as effectively as students without disabilities.

### **Home and Hospital Instruction**

A student who is absent from school, or whose physician anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than 5 school days after receiving the physician's written statement. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program (IEP). Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s) and hospital staff to coordinate course work and facilitate a student's return to school.

### **LaGrange Area Department of Special Education (LADSE)**

To meet the diverse educational needs of the students, Riverside School District 96 is a member of the LaGrange Area Department of Special Education (LADSE). LADSE is a cooperative comprised of elementary and high school districts. Member districts combine resources to provide appropriate services for students who meet eligibility and reside within the cooperative. Riverside School District 96 is also a participating member of the SASSED that provides services for children with low incidence disabilities.

### **Request to Access Classroom or Personnel for Special Education Evaluation or Observation**

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

## **NOTIFICATIONS**

### **ANNUAL NOTIFICATION REGARDING SCHOOL DISTRICT ACCESS TO MEDICAID OR OTHER PUBLIC BENEFITS OR INSURANCE PROGRAMS TO PROVIDE OR PAY FOR IEP SERVICES**

1. With a parent's consent, the School District may access Medicaid or other public benefits or insurance programs in which the parent's child participates and provide the child's personally identifiable information to Medicaid or other public benefits or insurance programs in order to provide or pay for IEP services, to the extent permitted under the other public benefits or insurance programs.
2. The School District may not require a parent to sign up for or enroll in public benefits or insurance programs in order for the parent's child to receive IEP services.
3. The School District may not require the parent to incur out-of-pocket expenses such as the payment of a deductible or co-pay amount incurred in filing a claim for services, other than any cost that the parent would otherwise be required to pay.
4. The School District may not use a child's benefits under a public benefits or insurance program if that use would decrease available lifetime coverage or any other insured benefit; or result in the family paying for services that would otherwise be covered by the public benefits or insurance program and that are required for the child outside of the time he/she is in school; or increase premiums or lead to the discontinuation of benefits or insurance; or risk loss of eligibility for home and community-based waivers, based on aggregate health-related expenditures.
5. A parent's refusal to allow the School District to access Medicaid or other public benefits or insurance programs does not relieve the district of its responsibility to ensure that all required IEP services are provided to the child at no cost to the parent. Likewise, the withdrawal of consent or refusal to provide consent under 34 C.F.R. Part 99 and Part 300 to disclose personally identifiable information to Medicaid or other public benefits or insurance programs does not relieve the School District of its responsibility to ensure that all required services are provided at no cost to the child.
6. A parent has the right under 34 C.F.R. Part 99 and Part 300 to withdraw his/her consent to access Medicaid or other public benefits or insurance programs and/or to disclose his/her child's personally identifiable information to Medicaid or other public benefits or insurance programs at any time.

### **Interpreter Services Notice**

Interpretation services are available at IEP meetings for parents whose native language is other than English, or who are deaf, to assist with participation in the meeting. If you would like an interpreter at your child's IEP meeting, please request an interpreter by completing a Request for Interpreter Form or by contacting your child's Special Education Teacher/Case Manager. You have the right to request that the interpreters serve no other role in the IEP meeting other than as an interpreter and the district will

make reasonable efforts to fulfill this request. Please contact Nora Geraghty, Director of Special Education and Student Services at 708-447-0706, if you have any questions or complaints about interpretation services.

### **Parent/Guardian Notice of SEL Screenings**

In alignment with the district's strategic focus to assess and address the needs of the "whole child" in our educational environment, the district will be administering a social-emotional learning (SEL) screener to all students in grades 2 – 8. The purpose of the SEL screener is to assist school personnel in determining appropriate instructional strategies and curriculum at each grade level. The SEL screener may include questions related to mental or psychological problems of your student and family.

District staff will use the results from the SEL screener to determine appropriate classroom strategies and interventions for students' social interactions, self-regulation, and behaviors. The information may also be used to decide if additional action is warranted to assess or address your student's social-emotional functioning and needs in the educational setting. The district believes that the SEL screener may provide useful information to assist students in the general education environment. If parents/guardians suspect their child has a disability, they have the right to request an evaluation to determine whether their child is eligible for disability-based services.

The SEL screener will be given to students in the fall and spring of each year. Parents/guardians who do not want their child to participate in the SEL screener must complete and submit to their child's school a SEL Screening Opt-Out Form, which is available at <https://rb.gy/bjz121>. If you have any questions or concerns about your child's participation, you may contact the school at any time.

### **Asbestos Management**

District 96 completed the required annual notification to the Illinois Department of Public Health of inspections and management plans for asbestos-containing materials. The U.S. Environmental Protection Agency, Asbestos Hazard Emergency Response Act requires a three-year inspection. The last inspection was conducted in December 2019. Copies of the reports and management plans are available to review upon request in the Superintendent's office.

### **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.

### **Pesticide Application**

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

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

### **Public Records/Freedom of Information Act (FOIA)**

Public records may be viewed, or may be reproduced at a cost, in compliance with the Illinois Freedom of Information Act (FOIA) and District policy and procedures. Requests under the FOIA shall be made

in writing and submitted to the Superintendent at the District Office at 3340 S. Harlem Ave., Riverside, IL 60546.

### **School Property, Equipment and Personal Items Left by Students**

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

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

### **Search and Seizure**

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

### **Sex and Violent Offender Notification**

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

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

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

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

Information regarding registered sex offenders can be accessed on the Illinois State Police Website: [www.isp.state.il.us](http://www.isp.state.il.us) and the National Sex Offender Public Website: [www.nsopw.gov/core/conditions](http://www.nsopw.gov/core/conditions)  
Illinois Statewide Child Murderer and Violent Offender Against Youth Registration is at <http://www.isp.state.il.us>.

### **Special Notice**

If the Board of Education elects to change policy, the Board's action supersedes the content of this handbook. Amendments to this handbook may occur during the year. Any membership or

participation in a school-sanctioned activity is considered a privilege and not a property right. All stakeholders are hereby notified that Riverside School District does not discriminate on the basis of race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender-related identity or expression, marital status, physical or mental disability, military status, unfavorable discharge from military service, or any other legally protected status, in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the district's compliance with non-discrimination laws (including but not limited to Title VI, Title IX, The Americans with Disabilities Act (ADA) or Section 504) is directed to contact the non-discrimination manager in the District Office.

The Board of Education has established procedures for complaints that apply to all sections noted within this handbook. Forms are available at each school office and concerns may be directed in writing to the personnel appointed to serve within the following capacities:

**Non-Discrimination Manager:**

Dr. Angela Dolezal or Chris Harvalis  
3340 S. Harlem Ave. / 65 Woodside Rd.  
Riverside, IL 60546  
708.447.5007 / 708.447.7067

**Complaint Manager:**

Dr. Angela Dolezal or Chris Harvalis  
3340 S. Harlem Ave. / 65 Woodside Rd.  
Riverside, IL 60546  
708-447-5007 / 708.447.7067

**Student Biometric Information**

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

**Student Privacy Protections**

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/guardians 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 request and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

### **Annual Notice to Parents and Eligible Students Advising of Rights Under the Family Educational Rights and Privacy Act**

The district and any of the third parties with which it contracts are required to comply with a number of state and federal laws to protect the privacy of student educational records, information and data. The following are the most important of these laws:

**FERPA and ISSRA.** The Federal Education Rights and Privacy Act (FERPA), which is a federal law that protects the privacy of personally identifiable information (PII) in student "education records," and the Illinois School Student Records Act (ISSRA), which is a state law that protects the privacy of "school student records," both apply to all students in the District's schools, regardless of age. These laws generally require parental consent before a school district can disclose PII from student education records to third parties. FERPA establishes the right of parents to inspect and review the student's educational records; provides guidelines for the correction of inaccurate or misleading data through informal or formal hearings; grants parents the right to file complaints with the U.S. Department of Education's Family Policy Compliance office concerning alleged failures of the district to comply with *FERPA*; and makes provisions for notice to parents concerning their rights. The Family Policy Compliance Office: U.S. Department of Education; 400 Maryland Avenue, SW; Washington DC 20202-4605

**Exceptions to FERPA and ISSRA.** FERPA allows the District to disclose education records of students to a third-party provider without parental consent if the provider performs a service/ function for the District that it would otherwise perform through its own employees, as long as the provider is under sufficient control by the District regarding the use/maintenance of the records and the provider does not use or re-disclose the shared data for any purpose other than by the District and as permitted by FERPA.

One such exception permits a school district to disclose PII from education records to designated authorized representatives including other local education agencies, in connection with the audit or evaluation of State or federally supported education programs. As allowed by this provision of FERPA, the District will on occasion disclose personally identifiable information from student education records to local education agencies or other authorized entities for the purpose of evaluating school educational programs to assess and improve their effectiveness. Agencies or entities which receive such PII, may not disclose it or make it public. The district is required to keep records of such disclosures, and parents have a right to review the record of disclosures of PII from the student's education records. ISSRA contains a similar exception to the FERPA school official exception.

**PPRA and CPPEA.** The Protection of Pupil Rights Amendment (PPRA) also includes limitations on using personal information (PII) collected from students of all ages for marketing purposes and requires parents to be given notice and the opportunity to opt out of certain activities involving

collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. The Illinois Children's Privacy Protection and Parental Empowerment Act, (CPPEA) 325 ILCS 17/, also generally prohibits the sale of personal information concerning a child under the age of 16 unless the parent(s)/guardian(s) have consented.

**Exceptions to PPRA and CPPEA.** PPRA includes an exception to the requirement for consent for the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This includes, but is not limited to, tests and assessments used by elementary school and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and the public release of the aggregate data from such tests and assessments. Moreover, CPPEA only applies to the sale of such information.

**COPPA.** The Children's Online Privacy and Protection Act (COPPA) regulates commercial websites and online services directed to children under the age of 13 and requires that websites have consent from the child's parent before knowingly collecting personal information from children.

**Exceptions to COPPA.** COPPA allows the district to consent on behalf of parents when they contract with third-party website operators that offer online programs solely for the benefit of the district, and not for any other commercial purpose, and that comply with certain notice and access requirements with respect to the district. COPPA also does not apply to students who are over age 13. Although there is some ambiguity in recent Federal Trade Commission ("FTC") guidance regarding whether the District has to obtain actual parental consent before granting consent to a provider, communications with the FTC, and review of the relevant law and guidance, indicate that schools may be in good faith assume they are not required to obtain parental consent for providers that are covered by the school consent exception.

**SOPPA.** Under the Illinois Student Online Personal Protection Act (SOPPA), you have the right to review your child's covered information. Covered information means personally identifiable information (PII) or information linked to PII in any media or format that is not publicly available and is any of the following: (1) created by or provided to an operator by a student or the student's parent/guardian in the course of the student's or parent/guardian's use of the operator's site, service or application; (2) created by or provided to an operator by an employee or agent of the district; or (3) gathered by an operator through the operation of its site, service, or application. Operators are entities (such as educational technology vendors) that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes.

Under SOPPA, you have a right to:

1. Request to inspect and review your child's covered information, whether it is maintained by the District, the Illinois State Board of Education (ISBE), or an operators.
  - a. The district will provide you with the opportunity to inspect and review your child's covered information within the timeframe prescribed by State rules.
  - b. If the covered information requested includes data on other students, your access will be limited to the covered information relevant to your child.

- c. If the covered information you request includes your child's school student records, the District will permit you to inspect and review any school student records of your child in accordance with the district's procedures for student records requests.
- 2. Request a copy of your child's covered information, in electronic or paper form.
  - a. The district will provide the copy to you within the timeframe prescribed by State rules.
  - b. If you request an electronic copy, the district will provide you the copy in an electronic format, unless the district does not maintain the information in electronic format and reproducing it in an electronic format would be unduly burdensome to the district.
  - c. If you request a paper copy, the district will charge you the reasonable cost of copying in the amount authorized by State rules. However, you will not be denied a copy if you cannot pay.
  - d. You are limited to the number and frequency of copying requests provided by State rules.
  - e. If the covered information you request includes your child's school student records, the district will provide a copy of your child's school student records to you in accordance with the district's procedures for student records requests.
- 3. Request corrections to factual inaccuracies contained in your child's covered information. Upon receipt of a request, the district will take the following steps:
  - a. The district will review your request and determine if the factual inaccuracy exists.
  - b. If the District determines that a factual inaccuracy exists, and the district maintains or possesses the covered information, it will correct the inaccuracy and confirm the correction with you within 90 calendar days after receiving your request.
  - c. If the District determines that a factual inaccuracy exists and an operator or ISBE maintains the information, the district will notify the operator or ISBE of the factual inaccuracy and the correction to be made. The operator or ISBE is required to confirm the correction with the district within 90 calendar days after it receives the district's notice. The district will then confirm the correction with you within 10 business days after it receives the confirmation of the correction from the operator or ISBE.
  - d. If the covered information you are requesting be corrected includes your child's school student records, the district will follow its procedures for amendment of student records with respect to those school student records.

### **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 vendor 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 Illinois 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

## **STUDENT RECORDS**

### **Annual Notification to Parent of Rights Concerning a Student's Elementary School Records**

Student Records Defined: A student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored that contains personally, identifiable information or other information that would link the document to an individual student if it is maintained by the district, except records kept: (1) In a school staff member's sole

possession destroyed not later than the student's graduation or permanent withdrawal, and not accessible or revealed to any other person except a temporary substitute teacher, or (2) by law enforcement officials working in the school.

**Maintenance of School Student Records:**

The district maintains both *permanent* and *temporary* records for each student.

**The permanent record shall include:**

- Basic identifying information, including the student's name, address, birth date and place, gender and the names and addresses of the student's parent(s)/guardian(s)
- Copy of the student's birth certificate (or records submitted in lieu thereof as authorized by law)
- Academic transcripts including grades, class rank, graduation date and grade level achieved
- The unique student identifier assigned and used by the Student Information System
- Attendance record
- Health records (i.e., medical documentation necessary for enrollment and proof of examinations required by 105 ILCS 5/27-8.1)
- Record of release of permanent record information in accordance with 105ILCS 10/6(c)

The permanent record also may include the following, if not maintained in the temporary record: honors and awards received, and information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.

No other information shall be kept in the permanent record. The Permanent Record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The Temporary Record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. All information not required to be kept in the student permanent record is kept in the student

**Temporary record and must include:**

- A record of release of temporary record information in accordance with 105 ILCS 10/6(c)
- Scores received on the State assessment tests administered in the elementary grade levels (Kindergarten through grade 8)
- Information regarding serious infractions (those involving drugs, weapons or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction
- Information provided under the Abused and Neglected Child Reporting Act (325 ILCS 5/8.6), including any final finding report received from a Child Protective Service Unit.
- Completed Home Language Survey
- Any biometric information collected in accordance with 105 ILCS 5/10-20.40
- Health-related information
- Accident reports

**The temporary record may include:**

- Family background information
- Intelligence test scores, group and individual
- Aptitude test scores
- Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation or interviews
- Elementary and secondary achievement level test results

- Teacher anecdotal records
- Other disciplinary information
- Special education files, including the report of the multidisciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals
- Records associated with Section 504 plans
- Participation in extracurricular activities
- Honors and awards received
- Verified reports or information from non-educational persons, agencies or organizations of clear relevance to the student's education

Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian.

### **Access to Student Records**

The district shall grant access to student records as follows:

1. Neither the District nor any of its employees shall release, disclose or grant access to information found in any student record except under the conditions set forth in the Illinois School Student Records Act.
2. The parent(s)/guardian(s) of a student under 18 years of age, or designee, shall be entitled to inspect and copy information in the child's school records; a student less than 18 years old may inspect or copy information in the student's permanent record. Such requests shall be made in writing and directed to the Building Principal. Access to the records shall be granted within 10 business days of the district's receipt of such a request, except that the time for response may be extended for up to 5 additional business days as permitted by Section 5 of the Illinois School Student Records Act (105 ILCS 10/5). The district may charge a fee for copies of records; please contact the Building Principal for fee information.
3. The District may grant access to, or release information from, student records without parent/guardian consent or notification to District employees or officials or the Illinois State Board of Education, provided a current, demonstrable, educational or administrative need is shown. Access in such cases is limited to the satisfaction of that need.
4. The District may grant access to, or release information from, student records without parent/guardian consent or notification to any person for the purpose of research, statistical reporting or planning provided that no student or parent(s)/guardian(s) can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.
5. The District shall grant access to, or release information from, a student's records pursuant to a court order, provided that the parent(s)/guardian(s) shall be given prompt written notice of such order's terms, the nature and substance of the information proposed to be released and an opportunity to inspect and copy such records and to challenge their contents. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or the consent of the student's parent(s)/guardian(s).
6. The District shall grant access to, or release from, any student record as specifically required by federal or State statute.
7. The District shall grant access to, or release from, student records to any person possessing a written, dated consent, signed by the parent(s)/guardian(s) stating to whom the records may be released, the information or record to be released, and the reason for the release. One copy of

the consent form will be kept in the records and one copy is mailed to the parent(s)/guardian(s) by the Superintendent. Whenever the District requests the consent to release certain records, the Building Principal shall inform the parent(s)/guardian(s) of the right to limit such consent to specific portions of information in the records.

8. The District may release student records to the Building Principal of another Illinois school, or an official with similar responsibilities in a non-Illinois school, in which the student has enrolled or intends to enroll, upon written request from such official.
9. Prior to the release of any records, or information under items 6 and 8 above, the district shall provide prompt written notice to the parent(s)/guardian(s) of this intended action. This notification shall include a statement concerning the nature and substance of the records to be released and the right to inspect, copy and challenge the contents. If the release is under number 6 and relates to more than 25 students, a notice published in the newspaper is sufficient.
10. The district may release student records, or information in connection with an emergency without parental consent if the knowledge is necessary to protect the health or safety of the student or other persons. The Building Principal shall make this decision taking into consideration the nature of the emergency, the seriousness of the threat to health or safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. The district shall notify the parent(s)/guardian(s) as soon as possible of the information released, the date of the release, the person, agency or organization to which the release was made, and the purpose of the release.
11. The district shall grant access to, or release information from student records to juvenile authorities when necessary for the discharge of their official duties upon their request before the student's adjudication, provided they certify in writing that the information will not be disclosed to any other party except as provided under law or order of court. "Juvenile authorities" means: (a) a circuit court judge and court staff members designated by the judge, (b) parties to the proceedings under the Juvenile Court Act of 1987 and their attorneys; (c) probation officers and court appointed advocates for the juvenile authorized by the judge hearing the case; (d) any individual, public or private agency having court-ordered custody of the child; (e) any individual, public or private agency providing education, medical or mental health service to the child when the requested information is needed to determine the appropriate service or treatment for the minor; (f) any potential placement provider when such release is authorized by the court to determine the appropriateness of the potential placement; (g) law enforcement officers and prosecutors; (h) adult and juvenile prisoner review boards; (i) authorized military personnel (j) individuals authorized by the court.

The district shall grant access to, or release information from student records to a SHOCAP (Serious Habitual Offender Comprehensive Action Program) committee member provided that:

- a. The committee member is a State or local official or authority;
- b. The disclosure concerns the juvenile justice system's ability to effectively serve, prior to adjudication, the student whose records are to be released and the official or authority certifies in writing that the records will not be disclosed to any other party except as provided under State law without the prior written consent of the student's parent(s)/guardian(s);

- c. The disclosure's purpose is limited to identifying serious habitual juvenile offenders and matching those offenders with community resources pursuant to Section 5-145 of the Juvenile Court Act of 1987, and
  - d. The release, transfer, disclosure or dissemination consistent with the Family Educational Rights and Privacy Act.
12. Except as provided below, a record of all releases of information from student records (including all instances of access granted whether or not records were copied) shall be kept and maintained as part of such records. This record shall be maintained for the life of the student record and shall be accessible only to the parent(s)/guardian(s), Building Principal, or another official records custodian. The record of release shall include:
- a. Information released or made accessible.
  - b. The name and signature of the Building Principal.
  - c. The name and position if the person obtaining the release or access.
  - d. The date of the release or grant of access.
  - e. A copy of any consent to such release.

No record of a disclosure is maintained when records are disclosed according to the terms of an *ex parte* court order.

### **Orders of Protection**

Upon receipt of a court order of protection, the Building Principal shall file it in the records of a child who is the "protected person" under the order of protection. No information or records shall be released to the Respondent named in an order of protection that prohibits the Respondent's access to records. When a child who is a "protected person" under an order of protection transfers to public or private school, the Building Principal may, at the Request of the Petitioner, provide within 24 hours of the transfer or as soon as possible, written notice of the order of protection, along with a certified copy of the order, to the school to which the child is transferring.

The district will not disclose the following to any person against whom the district has received a certified copy of an order of protection: the location or address of the petitioner for the order of protection, or the identity of the schools in the district in which the petitioner's child or children are enrolled. The district will maintain a copy of the order of protection in the records of the child or children enrolled in the district whose parent is the petitioner of an order of protection.

### **Directory Information 23 Ill.Admin.Code §375.80**

The school may release certain directory information regarding students, except that a student's parent(s)/guardian(s) may prohibit the student's directory information. Directory information is limited to:

1. Name
2. Address
3. Grade level
4. Birth date and place
5. Parent(s)/guardian(s)' names, addresses, electronic mail addresses, and telephone Number
6. Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sorting or fine arts programs.

7. Academic awards, degrees and honors
8. Information in relation to school-sponsored activities, organizations, and athletics
9. Major field of study
10. Period of attendance in school

No photograph highlighting individual faces shall be used for commercial purpose, including solicitation, advertising, promotion, or fundraising without the prior, specific, dated and written consent of the parent or eligible student (see 765 ILCS 1075/30). 23 Ill.Admin.Code §375.80. The following shall not be designated as directory information: (a) an image on a school security video, or (b) student social security number or student identification or unique student identifier. Id.

The notification to parents/guardians and students concerning school student records will inform them of their right to object to the release of directory information. See 7:340-AP1, E1, *Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records*.

### **Student Record Challenges**

The parent(s)/guardian(s) may challenge the accuracy, relevancy, or propriety of their student's school records. However, when the student's school records are being forwarded to another school, no challenge may be made to grades or references to expulsions or out-of-school suspensions. The parents/parent(s)/guardian(s) have the right to request a hearing at which each party has the right to:

1. Present evidence and to call witnesses;
2. Cross-examine witnesses;
3. Counsel;
4. A written statement of any decision and the reasons therefore; and
5. Appeal an adverse decision to an administrative tribunal or official to be established or designated by the State Board.

The parent(s)/guardian(s) may insert a written statement of reasonable length describing their position on disputed information. The school will include a copy of the statement in any release of the information in dispute.

### **Rights Statement**

No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record that the individual may obtain through the exercise of any right secured under state law.

## **PARENT/GUARDIAN INFORMATION**

### **Collection of Money for Gifts or Other Purposes**

Pupils should never collect money for any purpose without first checking with the teacher and/or building principal.

Parents are asked to cooperate with this policy by not arranging for collection of money for any purpose without the approval of the principal. While educators do not wish to discourage the generous impulses of children, the giving of gifts to teachers should be simple and spontaneous without pressure from any source. Teachers cooperate with this policy by opening gifts in private and thanking children individually and privately.

### **Field Trips and Excursions**

Planned and supervised field trips and excursions enrich the educational experiences. Attendance on field trips is required when planned as a part of the school curriculum. Field trip notices are sent to parents/guardians who are requested to grant written permission for their child to attend. No charge is made for transportation or attendance for field trips unless there is an admission charge to a paid event, or the trip is for a special enrichment or recreational activity.

Field trips are a privilege for students. Students must abide by all school policies during transportation and field-trip activities and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

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

### **Free or Reduced-Price Lunch**

Under certain provisions of the Federal and Illinois State Free Lunch Program, children whose families have a gross income at or below levels indicated in the current guidelines are eligible for a free or reduced-price lunch. Applications and current guidelines are available in the district business office or through the school Principal's office.

### **Accessibility**

Each District 96 School provides accessibility for individuals with disabilities. The Hauser/Central building is considered one building by approval of the Cook County Regional Superintendent of Schools. As a result, Central School accessibility may be arranged at the Hauser Junior High School by contacting the Central School office by telephone.

If your student has a qualifying disability, an individualized plan will be developed and implemented to provide the needed support so that your student can access his or her education as effectively as students without disabilities.

### **Homework**

Homework is defined as any work or task planned by the teacher to be completed by the student outside of the regular classroom without immediate and direct teacher interaction.

It is a continuation of a learning process developed in the classroom and carried on by the child in the home environment. Its effectiveness depends upon careful planning by the teacher and supportive parent/guardian involvement. Homework is a way for students to practice what they learn. Time requirements and frequency of homework vary depending on the teacher and the student's grade level.

District 96 recognizes the importance of having opportunities for growth and development provided by parents/guardians outside school hours. Parents are encouraged to connect with their child's education by reading to their children, providing cultural activities, ensuring that homework is completed, and

working on language development. The district realizes that children participate in many after-school activities and their need for proper rest cannot be over-emphasized. However, work not completed in class, drill and practice activities, and special projects may be assigned for completion at home.

**POLICY:** Homework is encouraged at the discretion of the teacher and may be required of all students at all grade levels. The emphasis should be on quality rather than quantity. Teaching responsibility and organization should be a by-product of homework. Tasks and assignments may be given for the sole purpose of developing organizational skills and responsibility. Homework should include teacher involvement, student improvement, and parent/guardian involvement.

### **Lost and Found**

“Lost and Found” is maintained in each building. Parents/guardians and students should check at school for lost articles. Often articles and clothing are left unclaimed. For this reason, parents/guardians are requested to mark clothing and school equipment with nametapes or ink.

### **Parent-Teacher Association/Organization**

Each District 96 School has its own Parent-Teacher Association/Organization (PTA/PTO) of family, faculty, and/or staff volunteers. The purpose is to facilitate parental involvement and carry on constructive work for better parenthood, homes, schools, and communities. All parents/guardians are invited to attend the regular meetings and to become members.

In the junior high school Parent-Teacher Organization, all parents or guardians of sixth, seventh and eighth graders are considered members.

### **Parent-Teacher Conferences/Reports to Parents/Guardians**

Report cards are completed three times per school year for students in grades K-8.

Pursuant to state law, a School District Report Card will be available to all residents of the school district prior to October 31<sup>st</sup> of each year. This card reports student achievement, student information, staff information and financial information. This report is posted on the district’s website and is available to parents and other interested parties upon request.

It is the policy of the school district that a minimum of one conference be held each year with parents of each student in grades K-5. Conferences with parents of students in the junior high school are optional and may be requested by either the parent or teacher. Students are invited to attend conferences with parents, beginning in 3<sup>rd</sup> grade. Some of the parent-teacher conferences are held during the regular school day and others are conducted before or after school. Every effort is made to arrange for conferences as early in the year as possible. Requests should be made through the school offices.

The purpose of the conference is to answer any questions that parents have regarding their child in school and to also inform the parents of the progress the student is making in school. Parents should not hesitate to bring a list of questions that they would like to discuss with any teacher of their child(ren).

### **Personal Property**

The district does not assume nor provide insurance coverage for personal property. It is suggested that students not bring expensive, personal items to school. Items such as musical instruments should be kept in a secure location.

### **School Parties**

District 96 Schools limit parties to those that do not interfere with the educational program. Because of health and scheduling concerns, treats and snacks must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks should not require refrigeration and must have a clearly printed list of ingredients on the packaging. Parents/guardians, faculty and staff taking food and beverages to school for approved parties and celebrations are encouraged to provide healthy choices for students, consistent with the District's Wellness Policy.

Parents/guardians are asked not to send treats or toys for a child's birthday or during holidays throughout the school year. Although the desire to supply treats may be motivated by a very commendable attitude, they can lead to difficulties should the practice become general and be repeated many times during the year.

Invitations to parties held outside of school may be distributed at school only if every child in the class is invited.

### **School Visitation Rights**

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

## **PROGRAM POLICY INFORMATION**

### **Cell Phones**

All cell phones brought to school must be turned off and kept in the student's locker, or other area designated by the principal/assistant principal during the entire school day. Cell phones are not permitted in lunchrooms, hallways, bathrooms, locker rooms or other common areas of the building. Cell phones are permitted in classrooms with teacher/administration approval for educational purposes only. Cell phone use is restricted to pick-up/drop off areas of the building before or after school. If a student needs to use a cell phone outside of these designated times and locations, the student must get permission from an administrator, teacher, or program supervisor. Any inappropriate use of a camera phone or other device capable of recording images may be subject to disciplinary action. The school is not responsible for any lost, broken or stolen digital devices. If this regulation is violated, the cell phone will be confiscated by the administration and only returned to parents/guardians.

### **Electronic Devices**

Students may use electronic devices with teacher/administration approval for educational purposes only. Electronic devices are not to be used for non-educational purposes. Electronic devices include, but are not limited to: cell phone, smart phone, audio or video recording device, PDA, iPod®, iPad®, laptop computer, tablet, smart watch, or another similar device.

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

consensual dissemination of private sexual images (i.e., sexting).

Students in violation of rules relating to electronic devices are subject to the following consequences, as well as additional consequences for serious infractions:

1. First Offense: The device will be confiscated by school personnel. A verbal warning will be issued, and the student's parent/guardian will be notified. The student will receive the device back at the end of the day in the school office.
2. Second Offense: The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified to pick up the device in the school office.
3. Third and Subsequent Offenses: The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the year. The student's parent/guardian will be notified to pick up the device in the school office. The student will also face consequences for insubordination.

The school is not responsible for any lost, broken, or stolen items of this nature. Additionally, students who are found using devices with inappropriate content can be subject to disciplinary action, which may include suspension or expulsion. Inappropriate content includes, but is not limited to any music, written word, drawings, photos, videos, websites or movies that are deemed as not appropriate.

School officials may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination. (105 ILCS 75/1 *et seq.*)

### **Grading/Promotion/Retention Policy**

The administration and professional staff shall establish a system of grading and reporting academic achievement to students and their parents and guardians. Decisions regarding grade promotion are the responsibility of the administration and will be based on successful completion of the curriculum, attendance, performance on standardized tests and other testing outlined for each grade level.

### **Mandated Reporters**

Mandated reporters are professionals who may work with children in the course of their professional duties. School personnel are mandated reporters. The term school personnel includes administrators, certified and non-certified staff such as the superintendent, teachers, principals, school counselors, school nurses, school social workers, assistant principals, paraprofessionals, truant officers, school psychologists, custodial staff and secretaries. Mandated reporters are required to report suspected child maltreatment immediately when they have "reasonable cause to believe" that a child known to them in their professional or official capacity may be an abused or neglected child. State law protects the identity of all mandated reporters, and they are given immunity from legal liability as a result of reports they make in good faith.

### **Participation in Graduation Activities**

Participation in the eighth-grade graduation activities is a privilege, which must be earned by following school rules as well as by having satisfactorily completed the requirements of eighth grade. In addition to other disciplinary measures, severe or repeated violation of school rules or failure to meet the

curricular requirements of eighth grade may result in the following:

- Mandatory parent chaperone at any or all end-of-year activities
- Exclusion from participation and/or attendance at end-of-year activities
- Exclusion from graduation ceremony

### **Technology Acceptable Use**

All electronic network use must be consistent with the goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **Failure to follow acceptable use rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

#### **A. Purpose of Technology.**

The district 96 philosophy statement on technology states that students are entering a world where the ability to work with technology will be an essential skill. Riverside Public Schools are committed to providing effective technology-related experiences as tools to help children prepare for a successful life in tomorrow's world.

Through technology, the district provides students and staff access to resources from around the world. Expanding technologies take students and staff beyond the confines of the classroom; provide tremendous opportunities for enhancing, extending, and rethinking the teaching/learning process; and assist in preparing each student to become a productive global citizen. This new capability requires guidance from students and staff. Accordingly, this policy is written to apply to all adults and students who utilize the district's facilities, equipment, and means of access to District technology.

#### **B. Access to the Internet.**

The Board believes that the value of information and interaction that technology offers outweighs the hazards of its misuse. Making network access available, however, carries with it the potential that some network users may encounter sources considered controversial or inappropriate. The District installed, or will install, technology protection measures designed to prohibit access to material, that among other things, is obscene, constitutes child pornography, and/or is harmful to minors. Because information on networks is transitory and so diverse,, the District cannot completely predict or control what users may or may not locate.

District 96 utilizes a content filtering service on all student devices associated with the district's 1:1 program. This service not only protects students from inappropriate content, it also monitors their activity for cyberbullying and self-harm tendencies. District and School administration are notified of such suspicious activities in order to help them intervene and help the student(s) involved.

Cyberbullying and self-harm activities are detected using a sophisticated machine learning and sentiment analysis algorithm. The database utilized consists of thousands of words, phrases, and sentences that are categorized into different categories to help the engine identify the type of activity. The service District 96 constantly updates their database to ensure that the engine is trained using as comprehensive a list of words, phrases, and sentences as possible.

Student devices associated with the district's 1:1 program is available to students 24/7. Notifications of cyberbullying and self-harm activity can often be received during non-school hours when District and School administration are not continually monitoring notification activity. The safety of our students is of the highest importance to District 96. Members of the District and School administration make every attempt to evaluate and respond to notifications in a timely manner.

Technology is a conduit to information; users must be wary of the sources and content and be responsible in choosing information to be accessed. Users may access technology only for educational purposes. Exercising this privilege requires that users accept the responsibility for all material viewed, downloaded, and/or produced or transmitted. Users should honor copyright restrictions in accessing materials through District technology and District means of access.

The actions of users accessing networks through the district reflect on the School District; therefore, users must conduct themselves accordingly by exercising good judgment and complying with this policy, any accompanying administrative regulations and guidelines, and existing policies of the Board that relate to staff and student conduct.

#### **C. Technology Usage Guidelines.**

Students and personnel shall not load onto the network or Internet District 96 work product without prior approval from the superintendent, principal, and/or his designee.

Examples of materials constituting District 96 work product include, but are not limited to: District 96 curriculum, District 96 test or examination materials, Department Guidelines and/or Procedures, Parent or Student Handbooks, Personnel Handbooks, District 96 publications and brochures, school newspaper, school yearbook, District 96 policies and administrative regulations/procedures.

Students and personnel shall not load onto the Internet any communications, student work, student images or any personally identifiable information about students without prior approval from the superintendent, principal, or his/her designee and prior written parental consent (when required by applicable State or federal law). Personnel shall maintain confidentiality of student records in their use of District computers. Confidential student information should not be loaded onto the network where unauthorized access to such information may be obtained.

Access to the District's electronic network must be for the purpose of education or research, and be consistent with the educational objectives of the district. The use of the district's electronic network is a privilege, not a right, and inappropriate use may result in the cancellation of those privileges. The Building Principal or system administrator makes all decisions about whether or not a user violated procedures and may deny, revoke, or suspend access at any time. His/her decision is final.

The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for illegal activity, including violation of copyright or other contracts, or transmitting material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;

- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

Users may not divulge their own address, telephone number, or access code, nor will similar information concerning others be divulged.

***Deliberate destruction of equipment, software, or data will result in denial of privileges and collection of damages.***

As a condition of being allowed access to the District's electronic network and electronic mail communication through use of District computers and District means of access, users consent to monitoring and inspection by school staff and administration of all use of District computers and District means of access including any and all electronic mail communications made or attempted to be made or received by users and all materials accessed or downloaded by users.

Student users are not permitted to download and install software without school authorization. Staff members may only install District-owned and licensed software on District-owned computers provided they have authorization from the technology coordinator. Personally owned software shall not be installed on District-owned devices. No user may disable or modify, or attempt to disable or modify, any blocking software (filters) or similar technology protection measures on the district's computers or computer system.

Users shall report immediately, to the system administrator, any violations of this Acceptable Use policy and any malfunctions or misuse of the district's computer system, including but not limited to, malfunctions or disabling of blocking software (filters) or similar technology protection measures.

**D. Network Etiquette.**

The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following: Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.

- d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

No Warranties – The District makes no warranties of any kind, expressed or implied, for the service it is providing. The district is not responsible for any damage the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk.

The district specifically denies any responsibility for the accuracy or quality of information obtained through its services. No technology is guaranteed to be error-free or totally dependable. Among other matters, the district is not liable or responsible for: 1) any information that may be lost, damaged, or unavailable due to technical, or other, difficulties; 2) the accuracy or suitability of any information that is retrieved through technology; 3) breaches of confidentiality; or 4) defamatory material. Furthermore, the district is not liable for un-authorized charges or fees, which result from accessing the Internet.

**E. Indemnification** - The user agrees to indemnify the School District for any losses, costs, or

damages, including reasonable attorney fees, incurred by the district relating to, or arising out of, any violation of these procedures.

**F. Security** - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator results in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

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

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

**I. Copyright Web Publishing Rules** - Copyright law and District policy prohibit the re-publishing text or graphics found on the web or on District websites or file servers without explicit written permission.

For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.

Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.

The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

**J. Use of Email** - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the district. The district provides email to aid students as an education tool.

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

#### **K. Disciplinary Action.**

Failure to comply with this policy and any administrative regulations and guidelines governing the use of technology results in disciplinary action by staff, administration and/or Board of Education.

Disciplinary actions for students are those described in the School Discipline Code.

Disciplinary actions for staff members are those described in Board policy and employee group contracts.

#### **Confidentiality**

Users must recognize that there is no assurance of confidentiality with respect to access to transmissions and files by persons outside, or from persons inside, the district. Also, the District reserves the right to log technology use, to monitor fileserver space utilization by users, and to examine users' files and materials as needed.

#### **Title IX Compliance**

Title IX of the Education Amendments of 1972 prohibits sex discrimination in education programs that are financially assisted by the federal government. If any person feels they are discriminated against because of sex, they may file a grievance with the Superintendent of schools.

## Standing Up for Everyone: Understanding Policy 2:270

You might have heard some adults talking about a new school rule called Policy 2:270. This isn't meant to be scary or confusing – it's actually a cool rule that helps make our school a more awesome place for everyone!

Here's the breakdown:

**Basically, Policy 2:270 says:**

- **No One Gets Treated Differently Because Of:**
  - The color of your skin
  - Where you or your family come from
  - Your background or traditions (like the languages you speak at home)
- **Everyone Deserves Respect:** This means teachers treat all students fairly, and students treat each other with kindness.
- **Bullying is Out:** Picking on someone because of their race, skin color, or background is never okay.
- **You Have a Voice:** If someone is being mean to you because of any of these reasons, you can speak up! Tell a teacher, counselor, or another trusted adult at school.

**Why is this important?**

Think about your squad. You probably like hanging out with people who are different from you, right? This policy helps make sure everyone feels like they belong at school, no matter their background.

**How does it affect you?**

- **You get to be yourself!** Embrace your heritage and make friends with people from all walks of life.
- **Teachers will treat you fairly.** Everyone gets a chance to participate and succeed in class.
- **If you see someone being treated badly, you can help!** Standing up for others is a cool thing to do.

**Remember:** Everyone deserves to feel safe and respected at school. Policy 2:270 helps us build a school community where everyone feels like they can be themselves and make awesome friends!

\*this student friendly version of Policy 2:270 was created with Google Gemini

### Transportation Safety

It is the policy of the Board of Education to provide the safest environment for its students. Therefore, when District 96 students are transported by bus, seat belts shall be used, except in emergencies. The administration shall promulgate necessary guidelines to enforce this policy, including but not limited to disciplinary regulations.

### Bicycles

Students in grade K-8 are welcome to ride their bikes to school, however, students in grades K-2 must be accompanied by an adult. It is important that they observe some basic safety procedures.

- Students should limit their bike riding only to those areas around the building that are

designated for bike riding

- Students will need to dismount their bikes and walk them in a safe and orderly fashion to the appropriate bike rack
- In order to ensure that their bike remains safe, students are always expected to lock their bikes before entering the building
- Watch for vehicles going in and out of driveways and parking lots
- Stop before crossing the street
- Do not ride your bike through the parking lot
- Be kind and considerate of others at the bike rack
- It is suggested/recommended that students wear helmets when riding bicycles to and from school

Riverside School District 96 is not responsible for bikes that are lost, stolen, or damaged while on school grounds.

### **Hoverboards/Skateboards/Rollerblades/Shoes with Wheels/Motorized Scooter**

Skateboarding, rollerblading, wearing shoes with wheels, and the use of motorized scooters inside school property is prohibited. The use of these items poses a safety hazard. It may cause a potential disruption to the educational environment and damage school property. Therefore, they are not permitted inside the school at any time. If brought inside the school, these items will be confiscated by administration and only returned to parents/guardians. These items may be used as transportation to and from school.

## **SCHOOL ACCESS, SECURITY AND VISITOR INFORMATION**

### **Animals on School Property**

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.

### **Accessibility**

Each District 96 School provides accessibility for individuals with disabilities.

If your student has a qualifying disability, an individualized plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

### **Messages to Students**

Telephone or personal messages will be forwarded to students only in emergency situations. Contact the school in case of emergency.

### **Parking**

On-street parking is available in the communities near each school and the district office. Visitors are reminded never to park or stop in bus or fire lanes. Bus and fire lanes are clearly marked. Vehicles in these locations may be ticketed and/or towed by the police.

### **School Safety**

Student safety is a high priority. District 96 is safety conscious and safety education is included in the curriculum. Various safety activities such as fire drills, disaster drills and bus evacuation drills are routinely scheduled. The school district has a comprehensive Crisis Plan, which will be activated in the event of a tragedy or disaster.

### **Video and Audio Monitoring System**

Entrances to all schools and the district office in District 96 will be locked during school hours. Parents and other people who wish to enter the building during school hours must go to the main school entrance. Visitors must press the button to notify the office. A two-way audio-visual security system has been installed at each main office and is connected to the school office. Permission to enter will be given by school personnel.

### **Visitors**

Protocol for ***All Visitors***: All visitors to the Riverside Schools must be identified and admitted by office personnel. All doors are locked for increased security. **All visitors must report to the school office immediately upon entrance to the building before proceeding to their destination.** Visitors may be asked to present a driver's license, State I.D., or other photo I.D. Visitor identification must be worn and visible while visiting the school. **All visitors must return to the office to sign out before leaving the school.** Parents bringing items for their child(ren) (i.e. lunches, gym attire, etc.) are to bring these items to the office. *Office personnel will see that these items are delivered.* This is essential for minimizing disruptions to instructional time in the classrooms. (105ILCS 5/24-25)

If a parent wishes to visit the classroom, an appointment must be made through the principal's office.

Persons living outside the district, other than parents or guardians, or who are not of school age, are not permitted to visit classes without specific permission of the principal.

### **School Volunteers**

All school volunteers must be approved by the school principal prior to assisting at the school. Please contact the building principal for volunteering opportunities.

## **School District 96 Code of Conduct and Student Behavior**

### **INTRODUCTION**

At Riverside School District 96, we are dedicated to partnering with parents and guardians to assist students in identifying and making positive behavioral choices. As partners, we share the responsibility of developing and supporting a system that provides the structures, which allow all students to achieve to the best of their abilities and maximize their potential. Written disciplinary expectations and delineated consequences facilitate positive behavioral development by providing students, parents, and staff with a foundational framework of understanding.

This handbook includes a guideline of the district's disciplinary program. It outlines the general district rules and procedures. The expectations and requirements are that each student will demonstrate proper behavior and compliance with **ALL** school rules/procedures. **ALL** school rules/procedures include those delineated in this handbook, Board policies, any and all rules adopted at individual schools, and those of classroom teachers.

At times, this handbook states specific locations at which students are subject to disciplinary rules.

Disciplinary consequences may be imposed for any misconduct described in this handbook, which occurs in/on school property, at any school-related activities, in connection with students' transportation, or any place where the misconduct has a reasonable relationship to school.

Also, specific consequences have been identified for certain types of misconduct. These penalties will generally be followed, but in appropriate circumstances any violation of any of the rules described in this handbook may be considered gross disobedience or misconduct for which a student may be suspended or expelled. However, consequences less severe than stated in this handbook may also be imposed. The discipline process may include, but is not limited to, such developmental steps as parent notification, detention, conferences, suspension and expulsion.

Finally, repeated violations of the rules described in this handbook may be considered gross disobedience or misconduct for which a student may be suspended or expelled, even though any particular violation, by itself, might not warrant suspension or expulsion.

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Pursuant to state law, a School Discipline Policy must be prepared by each school district and provided to parents/guardians within fifteen (15) days after the start of each school year. The district 96 School Discipline Code can be accessed on the district 96 website or from the Superintendent's office upon request. Additional copies of the district 96 School Discipline Code may be obtained from the office of the principal at each school.

The school and District will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures. The district shall comply with the Individuals with Disabilities Education Improvement Act of 2004.

### **Celebrating Positive Behavior**

In addition to teaching expectations, students are acknowledged for maintaining expected behaviors and decreasing problem behaviors. Our acknowledgement system supports the use of consistent, positive reinforcements that celebrate students' success. Individual school buildings determine the unique ways to celebrate positive choices. Individual school community recognitions/celebrations are communicated to the parent/guardian community throughout the school year.

### **Classroom Managed Behavior & Office Managed Behavior**

Unfortunately, there will be times when students may display an unexpected behavior even though we have explicitly taught them our expectations, offered reminders of the expected behaviors, and used the positive reinforcement system. The severity of the behavior will determine the course of intervention. Teachers will document and reteach expectations that are handled within the classroom. Behaviors that require intervention at the administration level (office managed) will result in parent contact and a plan to eliminate recurrence.

PBSS Referral Sheets may be issued to any Riverside School District 96 student by faculty and support staff to notify students and parent(s)/guardian(s) of inappropriate behavior. This sheet identifies the student's inappropriate behavior, the assigned consequence by the teacher/team or administration, as well as the expected behavior that was violated. The student is required to get a parent(s)/guardian(s) signature and return it on the next available school day. Failure to do so may result in an additional consequence and a call to the parent(s)/guardian(s). The parent's/guardian's consent is not required in order for a student to serve the assigned consequence.

### **Positive Behavior and Student Support (PBSS) Overview**

District 96 utilizes the PBSS model as our behavioral framework to support positive behaviors. PBSS is short for Positive Behavior and Student Support. PBSS is a prevention-oriented framework for assisting school personnel in adopting and organizing evidence-based behavioral practices into an integrated continuum that enhances the academic and social behavior outcomes of *all* students. Specific teaching practices and interventions are designed to increase student learning and decrease problem behaviors throughout the building.

School staff members, students, and parents all share responsibility for appropriate student behavior. The school has the responsibility to clearly communicate and reinforce positive student behavior in a fair, consistent and supportive manner. This is accomplished through well-defined and regularly practiced/reinforced social expectations. Parents have the responsibility to reinforce the expectations of the school and to help their children become responsible citizens.

### **Report Aggressive Behavior**

Illinois law requires a school district to notify the parent or guardian of a child who engages in aggressive behavior, including such behaviors as bullying (105 ILCS 5/10-20.14). The School Board policy prohibits a student while at school from engaging in aggressive behavior that causes physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct. This early notification is intended to help all of us work together to avoid repetition of the behavior.

## **DISCIPLINE**

### **Student Behavior Policy (Copies May Be Obtained from the Office of the Principal)**

See also Board Policy 7:190, available at [https://boardpolicyonline.com/?b=riverside\\_96](https://boardpolicyonline.com/?b=riverside_96)

**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 and expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties.**

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or at 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 educational function, including but not limited to, conduct that may be considered to: (a) be a threat or attempted intimidation of a staff member or (b) endanger the health or safety of students, staff or school property.

### **Detentions**

#### **Before or After School Detentions**

Teachers and administration have the authority to assign a student a detention before or after school as a disciplinary measure. It is necessary for this detention to take precedence over extra-curricular activities and out-of-school activities. Parent(s)/guardian(s) will have notification before detention is to be served so that transportation arrangements can be made. Failure to attend before or after school detentions will result in additional detentions or increased consequences.

### **Expulsion**

Expulsion is the exclusion from school by the Board of Education for disciplinary reasons in excess

of 10 school days. Only the Board of Education can expel a student after offering an invitation for a formal hearing to the parent(s)/guardian(s).

The Board of Education may expel students guilty of gross disobedience or misconduct. Expulsion shall take place only after the parent(s)/guardian(s) have been offered an invitation to appear at a meeting with the Board of Education, or a meeting with a Board appointed hearing officer, to discuss their child's behavior. Such invitation shall be made by registered or certified mail and shall state the time, place and purpose of the meeting. The Board of Education or its appointed hearing officer shall state the reasons for expulsion and the date on which the expulsion is to become effective. A Board of Education appointed hearing officer shall report to the Board of Education a written summary of the evidence heard at the meeting and the Board of Education may take such action thereon as it finds appropriate.

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
  - a. Include the time, date, and place for the hearing.
  - b. Briefly describe what will happen during the hearing.
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
  - d. List the student's prior suspension(s).
  - e. State that the School Code allows the Board of Education to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
  - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. If the Board acts to expel the student, its written expulsion decision shall:

- a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
  - b. Provide a rationale for the specific duration of the recommended expulsion.
  - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
  - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon expulsion, the district may refer the student to appropriate and available support services.

### **Due Process for Expulsion (105 ILCS 5/10-22.6)**

The following are expulsion procedures:

1. Before expulsion, the student and parent(s)/guardian(s) shall be provided a written invitation to a formal hearing which shall include the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If the invitation is accepted by the parent(s)/guardian(s), a formal hearing at the time and place designated in the notice will be conducted by the Board of Education or a Board appointed hearing officer. The Board appointed hearing officer shall report to the Board of Education the evidence presented at the hearing and the Board of Education shall take such final action as it finds appropriate.
2. During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses and other evidence, and cross-examine witnesses. Any expenses incurred from counsel representation will be the sole responsibility of the student or parent(s)/guardian(s). At the expulsion hearing, the Board of Education or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct charged. After presentation of the evidence or receipt of the hearing officer's report, the Board of Education shall decide the issue of guilt and take such action as it finds appropriate.

### **In-School Intervention**

In-School Interventions are assigned by school administration for disciplinary infractions that do not require an in-school or out-of-school suspension. A school official will require the student to report to a designated area of the school for a period not to exceed a half-day of school.

### **Suspension**

Suspension is the temporary removal of a student from school and school-related activities for a period, not to exceed 10 school days per suspension. The principal, assistant principal, or district superintendent may suspend a student per Board policy and the Illinois School Code.

### **In-School Suspension**

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained, and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

Repeated referrals to the office for disciplinary reasons or a single serious incident may result in an in-school suspension. In appropriate circumstances, penalties less severe than stated in this handbook may be imposed. Students assigned an in-school suspension will spend a half-day or the entire school day in the building suspension room or office. Students will bring all their supplies, books, and lunch with them to the main office upon entering school that day. The classroom teachers will send the student's daily assignments to the in-school suspension room for completion and credit. Appropriate restroom breaks will be provided. Students who disobey the in-school suspension rules will be required to serve the same time in an out-of-school suspension. Students serving an in-school suspension will not be eligible to participate in any before or after school extra-curricular or school sponsored activities the day of their suspension.

Being assigned an in-school suspension should be considered a serious warning that the child's actions are unacceptable in Riverside School District 96. Parent(s)/guardian(s) are encouraged to work with the school to make sure that the behavior is not repeated. In-school suspension is the school's way of communicating to students that their actions are unacceptable while keeping students in school and continuing their education.

### **Out-of-School Suspension**

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained, and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
  - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
  - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
  - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
  - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
    - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
      - a) A threat to school safety, or
      - b) A disruption to other students' learning opportunities.
    - ii. For a suspension of 4 or more school days, an explanation:
      - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,

- b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
- c) That the student's continuing presence in school would either:
  - i) Pose a threat to the safety of other students, staff, or members of the school community, or
  - ii) Substantially disrupt, impede, or interfere with the operation of the school.
- iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
- 5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
- 6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board of Education or a hearing officer appointed by the Board. **The parent(s)/guardian(s) may request a hearing within seventy-two (72) hours after receiving notification of suspension.** At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

It is important to note that the student is still required to serve the entire suspension even if a hearing is requested. However, the hearing may result in having the suspension expunged from the student's records.

Academic work missed by students during a suspension must be completed during that suspension. The completed work will be evaluated, and the student will receive appropriate credit. All work is due upon the student's return to the regular academic setting. Completion of this work is the student's responsibility. Upon request by the student, teachers will reschedule any missed examinations when the student returns to the regular academic setting.

Students are not allowed to be on school property or at any school sponsored or district sponsored event during their out-of-school suspension period. (720ILCS 5/21-5.5)

When a student is suspended, he/she may be required to meet with the social worker/counselor during the suspension period or upon return to the school.

The school will 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 is to support the student's ability to be successful in school following a period of exclusionary discipline.

## **GUIDELINES FOR STUDENT CONDUCT AND DISCIPLINE**

### **Parent/Guardian Notification**

Notification to a parent/guardian may be in the form of a phone call, e-mail, or another form of

written documentation.

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

**Aggressive Behavior/Excessive Rough Play  
(105 ILCS 5/10-20.14d; 105 ILCS 5/27-23.7)**

In order to maintain a safe and orderly school environment, it is expected that students will not engage in aggressive, unwanted or unnecessary physical contact with each other. Students who engage in any type of aggressive behavior or excessive rough play may be subject to disciplinary action, which may include suspension or expulsion. Types of excessive rough play include, but are not limited to: fighting, play fighting, shoving, pushing, biting, and kicking.

**Alcohol, Drugs, Drug Paraphernalia, and Tobacco**

The use/possession of the items listed below is a violation of Illinois Law and the student may be subject to a suspension/expulsion.

**Alcohol** - Positively no alcoholic beverages are to be carried, served, or consumed on school premises or at any school related activity. In addition, it will not be tolerated for any student to be under the influence of alcohol while at school or any school-related activities. Student violators may be suspended and referred to the Board of Education for further action.

**Drugs** - Positively no possession, consumption, use, distribution, plan to distribute or attempt to acquire Illegal drugs, marijuana, synthetic marijuana, controlled substances (i.e. medication without a prescription), steroids, “**look alike**” drugs or any substance represented to be a drug or controlled substance will be tolerated. Also, any student under the influence of any drug or controlled substance will not be tolerated on the school premises or at any school related activities. Student violators may be suspended and referred to the Board of Education for further action/possible expulsion. Superintendent, building principal, or designee shall immediately notify local law enforcement and/or state police of any verified drug-related incidents on school grounds or school transportation. (105 ILCS 5/10-27.1b)

**Drug Paraphernalia** - No student shall be in possession or demonstrate intent to sell, distribute, acquire, or possess any drug paraphernalia on school premises or any school related activities. Student violators may be suspended and referred to the Board of Education for further action/possible expulsion.

**Smoking/Chewing Tobacco**-No smoking or carrying of tobacco products or smoking materials (e.g. matches, lighters, rolling papers, vaping materials or electronic cigarettes) is permitted by students on school property or at any school related activity. Students who are found to be carrying or participating in the use of tobacco products or smoking materials may be suspended and referred to the Board of Education for further action/possible expulsion.

**Aerosols/Inhalants/Propellants**-Many students/teachers suffer from respiratory diseases. Strong scents and sprays can trigger breathing problems. Please be considerate of others and do not bring or use aerosol and pump sprays of any kind at school. Inappropriate use of such sprays may result in disciplinary action.

**Expectations for Student Appearance** (Policy 7:160)-Appropriate student appearance is the responsibility of each student and the student's family. Appearance must not disrupt the educational process, or compromise health and safety standards. The district does not prohibit hairstyles historically associated with race, ethnicity, hair texture, or any other protected classes under Board policy 7:10, *Equal Educational Opportunities*, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise health and safety standards must modify their appearance. Students with inappropriate clothing will be asked to change. If needed, families will be contacted to bring a change of clothes. Expectations for appropriate student appearance are in effect for all school-related activities (i.e., after-school sporting events, dances, etc.). Judgment of disruption is at the discretion of the building administration. Failure to follow these guidelines may result in disciplinary action and/or family notification.

**Prevention of and Response to Bullying, Intimidation, and Harassment  
(Policy 7:180; 105 ILCS 5/10-20.14; 105 ILCS 5/27-23.7)**

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

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any nonschool-related activity, function, or program.

Definitions from [105 ILCS 5/27-23.7](#)

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

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

*Bullying* may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

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

*Restorative measures* means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

*School personnel* means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

### Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the district's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. Using the definition of *bullying* as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (1) the district prohibits bullying, and (2) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the district's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the [First Amendment to the U.S. Constitution](#) or under [Section 3 of Article I of the Illinois Constitution](#).
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district named officials or any staff member. The district named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report. Please note, however, that the district may be limited in its ability to investigate or respond to anonymous reports, including if the report does not have sufficient information from which to follow up on such report.

**Non-Discrimination Manager:**

Dr. Angela Dolezal or Chris Harvalis  
3340 S. Harlem Ave. / 65 Woodside Rd.  
Riverside, IL 60546  
708.447.5007 / 708.447.7067

**Complaint Manager:**

Dr. Angela Dolezal or Chris Harvalis  
3340 S. Harlem Ave. / 65 Woodside Rd.  
Riverside, IL 60546  
708.447.5007 / 708.447.7067

**Anonymous Reporting call: 708-447-5007**

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work

services, counseling, school psychological services, other interventions, and restorative measures.

5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
  - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
  - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
  - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported act of bullying is within the permissible scope of the district's jurisdiction and shall require that the district provide the victim with information regarding services that are available within the district and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
8. A student will not be punished for reporting bullying or supplying information, even if the district's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) *bullying*, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
9. The district's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the district's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules,

and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired) and must also be provided periodically throughout the school year to students and faculty.

11. Pursuant to State law and policy [2:240](#), *Board Policy Development*, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:

- a. The frequency of victimization;
- b. Student, staff, and family observations of safety at a school;
- c. Identification of areas of a school where bullying occurs;
- d. The types of bullying utilized; and
- e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the district already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

- 1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
- 2) If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary, or a signed statement from the board; or
- 3) A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

The Superintendent or designee must post the information developed as a result of the policy re-evaluation on the district's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

12. The district's bullying prevention plan must be consistent with other Board policies.
13. The Superintendent or designee shall fully inform staff members of the district's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:

- a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
- b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
- c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
- d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

### **Bus Behavior**

All Riverside School District 96 students are subject to bus regulations concerning their conduct while on the bus. These regulations exist because any student distracting a driver causes a serious hazard to the safe operation of the vehicle and may jeopardize the safety of all passengers.

The superintendent, principal, and/or assistant principal are authorized to suspend students from riding school buses for each incident of gross disobedience or misconduct on a school bus, or any place where such conduct affects the safe operation of a school bus. Additionally, any student who is suspended from riding the bus may have all future opportunities to ride the bus revoked.

The procedure for suspension from riding the school bus shall be the same procedure as stated in this handbook for suspension from school. It is the responsibility of the parent(s)/guardian(s) to provide transportation to and from school for suspended students.

Upon the request of the parent(s)/guardian(s) of the suspended student, the bus suspension shall be reviewed by the Board of Education or its appointed hearing officer. The procedure for review shall follow the same procedure for review of a suspension from the Board of Education.

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

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

For additional information see Policy 7:220 (Bus Conduct).

### **Bus Misconduct (105 ILCS 5/27-23.7a)**

**Riding the bus is a privilege and students are expected to observe the following rules as well as all general school rules:**

1. The bus driver and school administration are in full charge of the bus and its riders at all times and has the discretion to return to school and/or assign seats to ensure the safety of all passengers.

2. Any distraction of the driver's attention jeopardizes the safety of the bus and its passengers. Students must not engage in unnecessary conversation with the driver.
3. All passengers are to cease talking at railroad crossings.
4. Only adults in a supervisory capacity will be permitted to board or ride the bus. Parents/guardians are not permitted to board a bus without prior consent from school administration.
5. Appropriate use of electronic devices may be allowed on the bus, with prior consent from the bus driver, administrator, teacher, and/or coach. Inappropriate use of an electronic device while on the bus may result in a disciplinary consequence. Students are not allowed to photograph or video on school sponsored transportation. The school is not responsible for any lost, broken, or stolen items.

**The bus driver will have complete authority on the bus.**

The following are some examples of gross disobedience and misconduct, which provide grounds for suspension from riding the bus to and from school:

- Any student conduct that is defined in the Student Discipline policy;
- Willful injury or threat of injury to a bus driver or another rider;
- Willful and/or repeated defacement of the bus;
- Using profanity and/or obscenities;
- Willful disobedience of the bus driver's directives;
- Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

Bus surveillance is applicable on all district transportation. (720 ILCS 5/14-3m)

**Stop Arm Legislation**

*Bus Cameras Public Act 97-556 Allows municipalities and counties to authorize school districts to enter into contracts with vendors to install and operate automated traffic law enforcement systems on school buses to increase the safety of students at bus stops.* The transportation provider for District 96, in accordance with Public Act 97-556, may install an automated traffic law enforcement system on school buses to increase the safety of students at bus stops. The equipment may be used to catch, identify, and prosecute drivers who pass school buses that are loading or unloading.

**Cheating**

Any form of deception to gain credit without proper effort, including plagiarism, is universally recognized as improper conduct. Students who engage in this type of conduct should expect to complete the assignment/assessment to show understanding. Students will also be subject to disciplinary action. Students who choose to provide their answers and/or work to another student without permission from their teacher may also be subject to disciplinary action.

**Clear and Present Danger Reporting Law**

The "School Administrator Reporting of Mental Health Clear and Present Danger Determinations Law," requires principals (or designees) to report to the State Police when a student is determined to pose a clear and present danger to self or others. Clear and present danger is defined as: A person who demonstrates threatening physical or verbal behavior, such as violent, suicidal, or assaultive threats, actions or other behavior, as determined by a physician, clinical psychologist, qualified examiner, school administrator, or law enforcement official. If an administrator determines that a person poses a "clear and present danger" to self or others, the administrator shall notify the

Department of State Police within 24 hours of determination. (105 ILCS 5/6-103.3; 20 IL ADMIN CODE 812.30.120)

### **Conceal/Carry Legislation (430 ILCS 66)**

Illinois is a conceal/carry state, but the law prohibits firearms in schools or on property controlled by schools. Public Act 098-0063 Section 65(1) Prohibited Areas: A licensee under this act shall not knowingly carry a firearm on or into any building, real property, and parking area under control of a public or private elementary or secondary school. Any licensed or unlicensed individual that knowingly brings a firearm on or into the properties controlled by District 96 may be reported to the proper authorities.

### **Disrespect, Deception, Insubordination and/or Assault/Battery Committed Against Staff**

The main purpose of the entire school staff is to help educate the student body. A student failing to follow direct instructions from school staff will be considered insubordinate. Since the school staff stands in the place of the parent, we expect the same respect due the parent. Students who show disrespect/deception/insubordination and/or attempt or commit assault or battery to staff members may receive disciplinary consequences that may include suspension and/or recommendation to the Board of Education for expulsion. Superintendent, building principal, or designee shall immediately notify local law enforcement and/or state police of any incidents of battery committed against staff. (105 ILCS 5/10-21.7)

### **Disruptive Behavior in the Classroom/Hallways/Lunchroom**

Students who behave in a way that disrupts the educational process and/or atmosphere of a classroom and/or school may be subject to disciplinary action by school personnel up to and including suspensions. Public displays of affection with romantic intent can disrupt the educational process and will not be allowed. Teachers have the right to remove disruptive students temporarily from class.

### **Emergency Alarms**

Any student intentionally setting off a false emergency alarm may be suspended from school and/or recommended to the Board of Education for an Expulsion Hearing. A criminal complaint may also be filed or reported to the proper legal authorities.

### **Equal Educational Opportunities**

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical or mental disability, economic and social conditions, or actual or potential marital or parental status. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

### **Extra-Curricular Activities/Athletics Code of Conduct**

The following is the Code of Conduct that will apply to all extra-curricular activities. Sponsors and coaches, with the approval of the Principal, may include additional expectations for a specific activity when deemed appropriate:

- Maintain passing grades in all subject areas;
- Display pride in self, the team/group, the sponsor, and your school;
- Recognize that all discipline policies apply to extracurricular programs, as well as regular school programs;
- Practice good citizenship when representing your school, both on and off campus;
- Accept responsibility for providing proper care of equipment, facilities, and uniforms used

- in conjunction with the extra-curricular activity;
- Pay for the replacement of any lost or damaged equipment while issued for individual use;
- Display good sportsmanship and respect others during and following competitions;
- Follow the Code of Behavior for bus conduct;
- Practice teamwork;
- Arrive promptly and prepared for each event;
- Accept constructive criticism and/or direction from school officials judging your performance;
- Always attempt to do your best.

Violating the Board of Education's Extra-Curricular Activities/Athletics Code of Conduct may result in suspension and/or removal from the extra-curricular activity. A student may lose the privilege to participate in an extra-curricular sport activity if their behavior is unacceptable during the school day and/or extra-curricular activity. A student who is serving an after-school detention, Saturday detention, in-school suspension, or an out of school suspension will not be permitted to participate in any practices or games for the day(s) of the issued consequence. A student may also be subject to additional disciplinary actions.

The district allows a student to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences. A student is not required to receive the prior approval of the school board for such modification.

Additional information can be found in the Athletic Handbook.

### **Fighting/Physical Aggression**

Any student who participates in, or is responsible for, a fight in the school or on the school grounds, or who, during the course of such physical aggression, fails to respond to the direction of the supervising teacher or should strike the teacher (with or without intent) may be subject to suspension from school and/or may be brought before the Board of Education for expulsion.

### **Fireworks/Explosives**

Fireworks or explosives in any form are prohibited at school or on school grounds. Any student who is found to be using, trafficking in, or in possession of firecrackers, smoke bombs and other related fireworks or explosive materials (including snaps, caps, stink bombs, and sparklers) may be subjected to suspension or recommendation to the Board of Education for expulsion.

### **Forgery**

Students forging parent/guardian or District 96 staff member's signatures on school documents may be subject to disciplinary action.

### **Gum/Candy**

Gum and candy are not allowed in the school during the school day. The exception may be candy brought for lunch or distributed by school staff or as allowed for school testing days. School authorities will dispose of all other candy and gum. Repeated incidents may result in disciplinary action.

### **Hall Passes (Sixth through Eighth Grade Students)**

No student shall be allowed in the hallway or restrooms during class time, unless he/she has an authorized hall pass or during an emergency. It is the student's responsibility to request such a pass from his/her classroom teacher before leaving the room. Failure to produce a pass may result in a detention.

### **Harassment**

Harassment of any kind is strictly prohibited. This includes, but is not limited to, harassment on the basis of race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender-related identity or expression, marital status, physical or mental disability, military status or unfavorable discharge from military service. Inappropriate remarks or actions made verbally, or in writing will be considered harassment and may be subject to suspension or expulsion. Any documents, communications, or materials of an inappropriate nature created outside of the school setting can be subject to disciplinary action if it is discussed or distributed in any manner in the school setting, or if it creates a substantial disruption to the educational process. See Bullying/Cyber-bullying above.

### **Complaints of Harassment**

Complaints alleging a violation of the District's Harassment Policy are encouraged and must be brought to the attention of the appropriate school officials as soon as possible after the alleged incident of harassment. However, caution should be exercised to ensure a precise and accurate reporting of the facts. Knowingly making a false complaint or knowingly providing false information may subject the complainant to disciplinary action.

### **Sexual Harassment**

Sexual harassment is defined as making sexual advances, requesting sexual favors and/or engaging in other verbal or physical contact, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.
3. Examples of sexual harassment include, but are not limited to: touching, crude jokes or pictures, requesting nude photographs, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Sexual harassment is prohibited by School Board policy and includes verbal, written, or physical conduct. The terms intimidating, hostile, or offensive as used above include conduct, which has the effect of humiliation, embarrassment, or discomfort. A student who participates in any of the above behavior may be suspended and/or brought before the Board of Education for further action/expulsion.

For additional information see Board Policy 7:20.

### **Hazing**

Soliciting, encouraging, aiding, or engaging in hazing, no matter when or where it occurs, is

prohibited. “Hazing” means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, or holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

Students engaging in hazing, that endangers the mental or physical health or safety of another person will be subject to one or more of the following disciplinary actions:

1. Removal from the extracurricular activity
2. Conference with parents/guardians, and/or
3. Referral to the appropriate law enforcement agency.

In addition, students may also be subject to:

1. Suspension for up to 10 days, and/or
2. Recommendation to the Board of Education for expulsion.

### **Lunchroom Conduct**

All students who eat lunch at school are expected to remain on the school grounds during the entire lunch period. A note from home must accompany any request by a student to leave the school grounds during the lunch period. A parent/guardian must come into the office and sign his/her child out and back in through the office upon the student's return. Milk/Hot Lunch purchased through the school/parent organizations is never to be taken outside the building.

In addition to all general school rules, lunchroom rules for the Riverside Schools are:

1. Students shall walk to lunch and be orderly and quiet during lunch.
2. Students shall enter and leave in an orderly fashion.
3. Students shall sit and eat lunch and remain seated in the cafeteria except to return to the lunch line, return trays or be excused at the end of the period.
4. Students shall not trade food.
5. Loud talking, yelling, screaming or other disruptions are prohibited.
6. Put all papers and leftover food in your lunch bag.
7. Students shall not throw food, milk cartons or other items. Do not break or stomp on bags or milk cartons.
8. Students shall follow instructions from the lunch aides and show proper respect to all cafeteria personnel.
9. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
10. Students shall report spills and broken containers to the cafeteria staff immediately.
11. Place all refuse in garbage cans.
12. Trays shall be neatly stacked.
13. No food shall leave the cafeteria.
14. Birthday lunches or providing food for the student's table/friends is prohibited.
15. Students shall be dismissed from the cafeteria by the lunch room supervisor.

### **Obscenity**

Obscene, profane, or vulgar language that is written, verbal, or expressed by symbols or pictures will not be tolerated on the school premises. A student who participates in any of the above behavior may be subject to disciplinary action

### **Playground Conduct**

We want the playground to be a safe place for students to play. Each building with playgrounds has their own set of rules based upon the age of the students and facilities at their building. Students must

be respectful, responsible, and safe, while following school rules and procedure to ensure the safety of all children. Students who are in violation of said rules may be subject to a disciplinary consequence.

### **Reciprocal Reporting Procedures of Criminal Offenses Committed by Students**

1. Administration and the local police will arrange meetings as needed between the parties in order to share information regarding students suspected of involvement in criminal activities.
2. The local police and the administration will verbally report to each other the following activities when committed by a student enrolled in the school, to the extent permitted by law:
  - All cases involving illegal or controlled substances;
  - All cases involving weapons of any types;
  - All cases involving gang activity;
  - All cases involving a serious crime or felony;
  - Any other case in which the reporting may be beneficial to the welfare of the student and/or school.

The parties understand and agree that a minor's written arrest record is confidential pursuant to 705 ILCS 405/1-7, and as such will not be included in the student's school record.

### **Search Policy**

Riverside Community Consolidated School District 96, Cook County, Illinois, acknowledges its respect for the privacy of its students. In those school buildings in which lockers are provided, students may use the locker assigned to them for the storage of books, school supplies, and outer garments. The school officials are to maintain a confidential file of all lockers and the combination applicable to each.

To maintain order and security in the schools, school authorities may inspect and search places and areas such as lockers, desks, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by any student, without notice or the consent of the student. (105 ILCS 5/10-22.6; 105 ILCS 5/10-22.6e, 22.10a)

A school official has the authority to inspect a student's locker/desk and all district property without the students and or parent's knowledge or consent.

Locker use is a privilege that can be rescinded if it is abused or causes any interference with the student's education.

### **Search and Seizure**

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

### **School Property and Equipment as well as Personal Effects Left There by Students**

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

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

### **Seizure of Property**

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

### **Special Notice**

If the Board of Education elects to change policy, the Board's action supersedes the content of this handbook. Amendments to this handbook may occur during the year. Any membership or participation in a school-sanctioned activity is considered a privilege and not a property right. All stakeholders are hereby notified that Riverside School District does not discriminate on the basis of race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender-related identity or expression, marital status, physical or mental disability, military status, unfavorable discharge from military service, or any other legally protected status, in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the district's compliance with non-discrimination laws (including but not limited to Title VI, Title IX, The Americans with Disabilities Act (ADA) or Section 504) is directed to contact the non-discrimination manager in the District Office.

The Board of Education has established procedures for complaints that apply to all sections noted within this handbook. Forms are available at each school office and concerns may be directed in writing to the personnel appointed to serve within the following capacities:

#### **Non-discrimination Manager:**

Dr. Angela Dolezal or Chris Harvalis  
3340 S. Harlem Ave. / 65 Woodside Rd.  
Riverside, IL 60546  
708.447.5007 / 708.447.7067

#### **Complaint Manager:**

Dr. Angela Dolezal or Chris Harvalis  
3340 S. Harlem Ave. / 65 Woodside Rd.  
Riverside, IL 60546  
708.447.5007 / 708.447.7067

### **Stealing**

Stealing is a violation of Illinois Law. A student who becomes involved in a theft of school property or the property of another person in the school, on school grounds or in the course of any school-related activity may be suspended and reported to the proper law enforcement authorities. Any student who attempts to obtain a hot lunch and/or milk through forgery or misrepresentation of payment or identity may be subject to disciplinary action.

### **Students**

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

### **Student Safety/Well-Being**

Disciplinary action may be taken against any student intentionally or unintentionally causing harm to another's safety or well-being.

Crisis support is available for students in various ways, including a Crisis text line through the Community Memorial Foundation. Access to a new online reporting system, Safe2Help, is being developed. Check [www.district96.org](http://www.district96.org) for updates. In addition, an anonymous bullying reporting system is easily accessible on our website. D96's website will be updated periodically with additional information and detail.

### **Teen Dating Violence**

Teen dating violence is prohibited and occurs whenever a student uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship. The law defines dating or dating relationships as an "ongoing social relationship of a romantic or intimate nature between two persons." Any and all student(s) who participate in any communications or actions of this nature may be subject to suspension and/or expulsion.

As of May 12, 2025, Illinois school districts are required to include information about teen dating violence in their Parent-Student Handbooks due to **Public Act 098-0190**, which amended the Critical Health Problems and Comprehensive Health Education Act. This law took effect on **July 1, 2013**.

Here's a breakdown of the requirements based on the law:

- **Policy Adoption:** School boards of each public school district must adopt a policy on teen dating violence.
- **Statement of Unacceptability:** The policy must clearly state that teen dating violence is unacceptable and prohibited, and that each student has the right to a safe learning environment.
- **Age-Appropriate Education:** The policy must incorporate age-appropriate education about teen dating violence into new or existing training programs for students in **grades 7 through 12** and school employees.
- **Response Procedures:** The policy must establish procedures for how school employees should respond to incidents of teen dating violence that occur:
  - At school
  - On school grounds
  - At school-sponsored activities
  - In vehicles used for school-provided transportation.
- **Identification of Responsible Officials:** The policy must identify, by job title, the school officials who are responsible for receiving reports related to teen dating violence.
- **Notification to Students and Parents:** The school district must notify students and parents of the adopted teen dating violence policy.

Therefore, for the 2025 school year, Illinois school districts must have a teen dating violence policy that includes these components, and they must ensure that students and parents are aware of this policy, often through the Parent-Student Handbook. Many districts include a summary of the policy and refer to where the full policy can be found.

### **Threats/Inappropriate Comments**

Threats and inappropriate comments include any verbal, written, electronic communications, hand gestures, or drawings that directly or indirectly threaten any individual, group of students, or staff member(s). Any and all student(s) who participate in any communications or actions of this nature may be subject to suspension or expulsion. Any student that makes threats/inappropriate comments that indicate a direct or indirect threat to school property, bus, or are determined cause a substantial disruption to the educational environment, regardless of intent, may be subject to suspension and/or expulsion.

### **Throwing Objects**

Throwing of objects (e.g. paperclips, pencils, food, snowballs, ice, rocks, spit balls) is strictly prohibited on school property and school buses. Reported incidents may result in disciplinary action.

### **Truancy (105 ILCS 5/26-1, 26-12, 26-13; 23 IL ADMIN CODE § 1.290)**

All students are required by law as cited by Illinois School Codes 105 ILCS 5/26-3b - 105 ILCS 5/26-15, to attend school every day. A "truant" is a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof. A "chronic or habitual truant" is a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5 percent or more of the previous 180 regular attendance days. Absences that are documented with a doctor note or funeral notice are excused. **Valid cause does not include family vacations.** Administration reserves the right to request documentation for excessive absenteeism. The following support services may be offered to truant or chronically truant students:

- Parent(s)/guardian(s) conference;
- Social work assistance for students and/or family
- Information about community agency services.

Students who are truant from school may be subject to the following: (1) Make up school time missed in detention. (2) Required parent(s)/guardian(s) conference for readmission to school. (3) Police notification of truancy from school. (4) Notification to the County Truancy Office at the discretion of the principal. Students who leave school or school property without administrative permission may be considered truant and may be subject to disciplinary action. A parent(s)/guardian(s) conference will be required.

### **Unauthorized Sales/Gambling**

The unauthorized sale of any item to any other student is prohibited. Gambling or wagering a sum of money or property on an uncertain event or outcome is prohibited. A student who participates in the above behavior may be subject to disciplinary action.

### **Vandalism**

The faculty, community and student body are expected to take pride in our schools. The cooperation of the entire student body is required to keep the school and its equipment in the best of condition. Students shall not write on walls, desks or lockers or deface or destroy school property. To deter any thoughtless or intentional damaging of school property, any student found guilty of vandalism may be held responsible for the cost, repair, or replacement of the damaged property. Also, the student may receive consequences up to, but not limited to, a suspension or expulsion from school. Acts of vandalism may also be reported to legal authorities.

### **Violation of the Law**

Students are subject to discipline for any acts punishable by any federal, state, local law, or regulation.

### **Weapons (105 ILCS 5/10-22.6d)**

Students should never bring anything to school that could be viewed as a weapon, including toy weapons or water guns. The Superintendent, building principal, or designee shall immediately notify local law enforcements and /or state police if a staff member makes an observation of any person in possession of a firearm on school grounds. (105 ILCS 5/10-27.1A) Any weapon or look-a-alike weapon/item found on school grounds will be confiscated. Any student using, possessing, controlling, or transferring a weapon (or any other object that can reasonably be considered, used as, or looks like, a weapon) may be expelled for at least one calendar year. The expulsion period maybe modified by the superintendent. The School Board of Education on a case-by-case basis may modify the superintendent's determination. Depending on the nature of the weapon/item, the student may be suspended or expelled from school. The student and the weapon/item may also be turned over to legal authorities. (ILCS 5/10-27.1A) Those weapons/items not turned over will have to be picked up by the parent(s)/guardian(s). (FCCSD 157C.7.190.)

### **POSSIBLE CONSEQUENCES FOR STUDENTS**

**The following are specific descriptions of parent notification documents that may be sent home for signatures as a result of a student's inappropriate action(s):**

#### **Before or After School Detentions**

Teachers and administration have the authority to assign a student a detention before or after school as a disciplinary measure. It is necessary for this detention to take precedence over extra-curricular activities and out-of-school activities. Parent(s)/guardian(s) will have notification before detention is to be served so that transportation arrangements can be made. Failure to attend before or after school detentions will result in additional detentions or increased consequences. Students serving after school detentions or suspensions are not permitted to participate in, or attend, after school events and activities.

#### **In-School Intervention**

In-School Interventions are assigned by school administration for disciplinary infractions that do not require an in-school or out-of-school suspension. A school official will require the student to report to a designated area of the school for a period not to exceed a half-day of school.

#### **In-School Suspension**

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained, and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

Repeated referrals to the office for disciplinary reasons or a single serious incident may result in an in-school suspension. In appropriate circumstances, penalties less severe than stated in this handbook may be imposed. Students assigned an in-school suspension will spend a half-day or the entire school day in the building suspension room or office. Students will bring all their supplies, books, and lunch with them to the main office upon entering school that day. The classroom teachers will send the

student's daily assignments to the in-school suspension room for completion and credit. Appropriate restroom breaks will be provided. Students who disobey the in-school suspension rules will be required to serve the same time in an out-of-school suspension. Students serving an in-school suspension will not be eligible to participate in any before or after school extra-curricular or school sponsored activities the day of their suspension.

Being assigned an in-school suspension should be considered a serious warning that the child's actions are unacceptable in Riverside School District 96. Parent(s)/guardian(s) are encouraged to work with the school to make sure that the behavior is not repeated. In-school suspension is the school's way of communicating to students that their actions are unacceptable while keeping students in school and continuing their education.

### **Loss of Privilege**

Loss of privilege may include temporary removal of the student from the classroom or other school related activity to decrease disruptive or otherwise inappropriate behavior(s). The teacher(s) and/or administration will determine loss of privilege.

### **Lunch/Recess Detention**

Teachers and administrators have the prerogative to retain a student during lunch period and/or recess as a disciplinary measure. These detentions may take place in the office or a designated classroom. The rules and regulations of the detention room are as follows:

All school rules governing student behavior apply to conduct while in the detention room. Additional rules for students in this room:

- Students are to report promptly to the designated location for detention. They may leave only when dismissed by the supervising teacher.
- Each student is to enter the room quietly and take his/her assigned seat.
- Once seated, no student is to move from his/her seat until the end of the detention period without permission from the supervising teacher.
- It is the student's responsibility to bring supplies necessary to complete his/her assignment.
- There will be no talking except upon request of the supervising teacher.

Lunch will be eaten and assigned work will be completed during this period. Students who violate any detention rules can expect disciplinary action that may include additional detentions or suspensions. Failure to attend lunch/recess detention may result in additional detentions or increased consequences.

### **Misconduct by Students with Disabilities**

Students with disabilities will be afforded all legal rights provided to them in accordance with Illinois School Code Section 14-8.05 *Behavioral Intervention*.

Parent(s)/guardian(s) of students with disabilities will be provided with detailed information regarding their rights through the Special Education Department in accordance with the regulations outlined by the Individuals with Disabilities Education Act (IDEA), as amended.

### **Missing Assignments**

Teachers also may request that a student come in before or after school to complete unfinished assignments. Unfinished assignments may impact eligibility to participate in extracurricular activities.

## **PBSS (Positive Behavior Student Supports) Referral Sheet**

PBSS Referral Sheets may be issued to any Riverside School District 96 student by faculty and support staff to notify students and parent(s)/guardian(s) of inappropriate behavior. This sheet identifies the inappropriate behavior of the student, the assigned consequence by the teacher/team or administration, as well as the expected behavior that was violated. The student is required to get a parent(s)/guardian(s) signature and return it on the next available school day. Failure to do so may result in an additional consequence and a call to the parent(s)/guardian(s). The parent's/guardian's consent is not required in order for a student to serve the assigned consequence.

### **Social Probation**

Students may be placed on Social Probation for certain violations of the Student Handbook. Students on social probation will not be allowed to attend or participate in any before, during, or after school extracurricular activities for a period of time determined by the school administration. Examples of extracurricular activities include, but are not limited to, athletic events and practices, student council, and clubs. Students on social probation may continue to participate in before and after school academic tutoring.

**If tardiness continues within any given grading term, parents will be requested to meet with administration and additional consequences may be assigned.**

### **Tardiness to Class**

#### **Grades 6-8**

Students are responsible for arriving to class on time. Tardiness to class will be monitored each grading term. The first tardy to class within a grading term will be a verbal warning by the teacher to the student. The second tardy to class within a grading term will result in contact by the teacher to the parent(s)/guardian(s). The third tardy to class within a grading term will result in lunch detention. Continued tardiness will be addressed with the parent(s)/guardian(s) by the administration. The number of "tardies" will reset at the start of each grading term.

### **Tardiness to School**

#### **Grades K-5**

Excessive unexcused tardiness will result in a parental/guardian notification.

#### **Grades 6-8**

The fourth tardy will result in a parental/guardian notification and the fifth tardy will result in the student being assigned a consequence.

<b>Tardy Amount</b>	<b>Consequence</b>
1 – 3	None
4	Warning Letter Sent Home
5 – 9	Lunch Detention
10+	After School Detention

### **Technology Use and Privacy (20 U.S.C.§6777)**

Students have no expectation of privacy in any materials or communications that are stored, transmitted, or received via the district's electronic network or District technology devices. General rules for behavior and communications apply when using technology devices and electronic networks.

*The District's Authorization for Electronic Network Access* contains the appropriate uses, ethics, and protocol. Electronic communication and downloaded materials, including files deleted from a user's or District account but not erased, may be monitored or read by school officials.

#### **Access to Electronic Networks**

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

The Director of Technology in consultation with the Superintendent and Principal will make all decisions regarding whether a user has violated Board policy and/or these regulations and may deny, revoke, or suspend access at any time. This includes temporarily confiscating and retaining students' personal electronic devices when such devices are used to access the district's network.

#### **Student Social Networking Password Law**

Students and their parents/guardians are notified of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

1. School officials may not request or require a student to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

#### **Disclaimer**

*The Parent/Student Handbook is not intended to create a contractual relationship with the student, parent, or guardian. This document is a reflection of School Board policy and is intended to serve as a reference guide. It is not all-inclusive of Board of Education policy or regulation but has been developed through the collaborative efforts of members of the Parent/Student Handbook Committee, the Administration and the Board of Education. It provides an overview of Riverside School District's current procedures, rules and regulations. Additional information is also available to the public at the district office (and on the website as applicable). (105ILSC 5/10-20.5)*