

# ***RIDGEVIEW ELEMENTARY PARENT-STUDENT HANDBOOK 2011-12***

## **VISION STATEMENT**

In partnership with students, staff, parents, and our community, we will strive to create a diverse and supportive learning environment that enables our students to become:

Motivated, Creative, Engaged Individuals  
Critical and Innovative Thinkers  
Effective Communicators  
Collaborative and Respectful Partners  
Passionate and Life-Long Learners  
Responsible Global Citizens

## **MISSION STATEMENT**

We will achieve the vision by making responsible decisions that keep the best interests of our students in mind. We will enable all students to develop strong basic skills and general knowledge. We will help them develop solid core values and positive attitudes while they learn, adapt, make decisions and solve problems.

## **MOTTO**

*“In Pursuit of Excellence”*

## **HANDBOOK**

This document is not intended to be a contract between parents, students and the school. It is intended to inform families of the policies and procedures which are adhered to by the Ridgeview Elementary School Faculty. Please bear in mind that there may be situations and events that arise that are not specifically addressed in this handbook, or may cause a re-evaluation of the procedures outlined. In these cases, we will always search for a resolution which best serves all the students in our district.

## **STAFF**

Principal	Vicki Gamble, Special Education
Emily Watterson, Elementary Counselor	Special Education
Emily Wissmiller, Secretary	Amber Lytel, Special Education
Jessica Harden, Pre-Kindergarten	Sandy Kollross, Speech and Language
Ashley Niebrugge, Kindergarten	Elementary, HS Music
Kelly Tompkins, Kindergarten	Anthony Marchese, Band
Becky Ayers, First Grade	Christine Hoffert, Art
Amanda Meyer, First Grade	David Ludwig, Physical Education
Cara Johnson, Second Grade	Adam Carney, Technology Aide
Chelsea Piepenbrink, Second Grade	Susan Phillips, Early Childhood Aide
Brent Harms, Third Grade	Emily Hopt, Aide
Deanna House, Third Grade	Donna Beyer, Aide
Dorothy Armstrong, Fourth Grade	Marti Eyer, Aide
Julie Meyer, Fourth Grade	Shelly Kaeb, Aide
Cindy Ogan, Fifth Grade	Wendy Sutton, Aide
Jamie Haseman, Fifth Grade	Teresa Pratt, School Nurse
Jason McCoy, Media Center Specialist	Karen Grider, Custodian
Kelly Borton, Reading Specialist/Primary Music	Steve Sandage, Custodian

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### Accidents

All accidents that occur at school or during school sponsored activities must be reported immediately to the teacher in charge or the office. Accident forms will be sent home following the reported accident to parents who carry school insurance. These forms must be returned to the insurance company within 20 days following the accident. Emergencies may arise where a doctor needs to be contacted at once. If this occurs, we will consult your medical history card and call your doctor. We will inform the parents as quickly as possible.

### Asbestos Management Plan Notice

As required by law, our buildings were initially inspected for asbestos. Initial inspection was conducted on December 14, 1987 at the Ridgeview facility located in Colfax. The AHERA law requires that a visual surveillance of asbestos containing areas be completed every six months, and a re-inspection conducted every three years. Our last re-inspection occurred in June 18, 2010. The inspection/management plan is available for public review in the Ridgeview Unit Office located at 300 S. Harrison Street, Colfax, IL.

### Attendance

*Illinois School Code:* Whoever has custody or control of any child between the ages of 7 and 17 years shall cause such child to attend some public school in the district wherein the child resides the entire time it is in session. Excessive absences will be referred to the Regional Office of Education to be brought before the truancy board.

*Philosophy:* Parents are responsible for seeing that their students are in regular attendance. This is extremely important in order for a student to make adequate progress in the curriculum.

*Procedure:* When a student is absent due to illness, his/her parent/guardian must notify the office by 9:30 AM stating the reason for the absence. **Due to McLean County Health Department reporting, please provide the symptoms of your child's illness.** If no parental notice is received by 9:30 AM, an effort will be made to contact the parent(s) at home or work. Parents may arrange for assignments to be sent home if they contact the office by 9:30am. After 4 consecutive days of absences from school, students are required to provide medical verification. After 8 total days of absences from school during a school semester, students are required to provide medical verification for missing school the 9th and remaining school days in that semester. Failure to provide documentation may result in the absences being classified as unexcused. Exceptions may be approved by the building principal.

*School Day:* Students who walk to school should not arrive on school grounds until 8:00. The teacher on duty will allow students to enter the building at 8:10 A.M. A second bell will signal the beginning of class at 8:15 A.M. All students will be in their homeroom for attendance. The bell will dismiss students in grades K-5 at 3:05 P.M. No student shall leave the school grounds during the school day without first checking out through the office. Students may not leave the school grounds after eating lunch.

*School Closure:* When the weather requires school to be dismissed early, notification will be given to the news media so parents will know when to expect their children home. (WJBC, WBNQ, WGCY, WCIA Channel 3, WIHN, and WBWN are the stations that give the information.) Please arrange with your child what he/she should do in case of early dismissal. School closings can also be found on the website.

*Fevers/Contagious Illness:* If your student becomes ill, please keep them home until they are fever-free without any fever reducing medicine for 24 hours. Also keep them home if they have had vomiting or diarrhea during the night or before school. If they have been diagnosed with strep throat or pink eye or other contagious illnesses, they need to be on their antibiotic/eye drops for 24 hours before returning to school or any school activity. These precautions along with the hand washing will greatly reduce the spread of illness and make for a healthier learning

environment for all of our students. Once excused from a physical activity via Doctor's notice, a Doctor's release is required to return to any physical activity.

*Excused Absence:* Students will be allowed to make-up all missed work for full credit. Teachers may reduce the amount of work necessary to make-up with no penalty to the student. Only emergencies, medical appointments, funerals, illness, religious holidays and the first two days of family vacation are excused absences. Other special circumstances may be approved by the Principal.

*Unexcused Absence:* Students will be required to make-up missed work. Teachers may use their discretion on credit given. A maximum of 10% per assignment day may be taken off based on the circumstances.

*Pre-Arranged Absence:* A student may be allowed to prearrange an absence, thereby receiving an excused absence, for any of the reasons listed under "Excused Absence." The parent must call the elementary office at least two days before an absence is anticipated. **Teachers will provide the student with make-up work when he/she returns to school.**

*Make-Up Work:* Students will have one day to complete their make-up work for each day of excused absence. Example - a student was absent on Monday and Tuesday. The student returned to school on Wednesday, Monday's work would be due on Thursday and Tuesday's work would be due on Friday. Teachers may use their discretion to allow more time or excuse students from some assignments.

*Leaving During the School Day:* A student must report to the office to be picked up by a parent/guardian. A student who becomes ill during the school day should report to the nurse. A parent, guardian or designee must sign out any student who intends to go home during the school day.

*Pick up and Discharge of Students:* **Parents or legal guardians of students eligible for district transportation must designate one location for pick up before school and one location for drop off after school for students.** Bus routes will be established prior to the beginning of the school year based on one consistent pick up and one drop off location. A necessary change in pick up or drop off location after the beginning of the school year must be from/to a location on an established route. Designated bus stops in village limits will be determined by the transportation director. Bus drivers are prohibited from making exception to board policy and guidelines. The elementary office must be notified in writing or by a parent/guardian phone call, if there is to be any deviation from the normal bus transportation routine. This may only be done in emergency situations and will not be allowed to facilitate social activities.

*Returning During the School Day:* Students should report to the office before returning to class. They **must** be signed in by a parent, guardian or designee.

*Attendance /Participation in Extra-Curricular Activities:* If a student is absent for more than one-half day, does not have the absence prearranged, leaves school ill or has any part of the day unexcused, he or she may not participate in an event hosted by the Ridgeview School District, except by permission of the Principal.

*Tardiness:* Prompt attendance at school is important for students to fully participate. Tardiness may result in disciplinary action after the third tardy in a semester.

*Truancy:* A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of **30 days** in jail and/or a fine of up to \$1,500.00.

### **Bicycles**

Students who wish to ride their bikes to school should be extremely careful. All students should watch for cars and obey all laws for bicycles. When you arrive at our school, you should walk your bike to the bicycle rack on the northeast side of the elementary school and park your bike in the rack. Watch out for smaller children when riding your bike to and from school.

### **Books**

*Rental:* A textbook/fees cost of \$50 for grades K-5 is charged for the use of books and supplies. The amount of the fee is determined annually and may vary with the grade level. Ridgeview has a fee waiver policy. No student shall be denied educational services due to the inability to pay fees. Students must treat their rented books with good care. Students should not mark on, or in any way damage their books. Fines will be assessed for damaged books. Students who lose textbooks or workbooks will pay for their replacements. Equipment and furniture should be kept free of marks, scratches, and other signs of misuse. Our custodians work very hard to keep our school looking great. Each student should take pride in the appearance of his/her school.

### **Bullying/Harassment**

No person, including a district employee or agent, or student, shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The District will not tolerate harassing, bullying or intimidating conduct, whether verbal, physical, or visual, that affects education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual harassment of students is prohibited. Any person, including a district employee, or agent, or student engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

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

Has the purpose or effect of:

- substantially interfering with a student's educational environment
- creating an intimidating, hostile, or offensive educational environment
- depriving a student of educational aid, benefits, services, or treatment; or
- making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, or a Complaint Manager.

Students may choose to report to a person of the student's same gender. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. An allegation that one student was sexually harassed by another student shall be referred to the Building Principal or Assistant Building Principal for appropriate action.

## **Bus Discipline**

Parents must notify the school via note or phone call if they need to change the normal PM bus procedure for their child. This would include when parents/guardians pick up their child after school.

*Discipline:* The riding of buses is a privilege provided to district students by the board of education. Any violation of accepted bus rules may result in the removal of individual riding privileges. The following rules will be observed on the bus:

- Observe classroom conduct
- Do not eat or drink on the bus
- Keep the bus clean
- Do not damage bus or equipment
- Stay in your seat
- Keep head, hands and feet inside bus
- Be respectful at all times
- Do not bring objects/materials on the bus that may harm students

Unless unusual/or severe problems exist, the following system will be used:

1<sup>st</sup> violation: Warning and/or disciplinary action

2<sup>nd</sup> violation: Disciplinary action such as detention

3<sup>rd</sup> violation: 1-5 day removal from bus

4<sup>th</sup> violation: 5-10 day removal from bus

5<sup>th</sup> violation: Possible removal from the bus for the remainder of the school year.

Immediate suspension may result at any time for gross disrespect, misbehavior, damage to school property, fighting, etc. The principal has the option of adjusting the consequences as he/she deems appropriate.

The same rules and regulations for safe riding practices should be observed on co-curricular or extra-curricular activities under school sponsorship. Be respectful of all chaperones appointed by the school. When a teacher is sponsoring a trip, he/she shall be responsible for seeing that pupils follow the above rules.

## **Directory Information (Student)**

Directory information may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the records custodian or other official in writing, the first week of the current school year. Directory information includes the student's name, address, date and place of birth, major field of study participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

## **Discipline**

*Character Counts!:* Ridgeview Elementary School follows the six pillars of character outlined by the *Character Counts!* national education program. These pillars; Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship are shared with the students at the beginning of each year and are reinforced through character education that is provided by our Student Counselor. These pillars serve as the “rules” for Ridgeview Elementary as students are expected to follow the guidelines of these behaviors at all times. Students will be rewarded with character education medals to be awarded for positive behavior and choices. As a school we have adopted a 7<sup>th</sup> pillar, Health and Nutrition to educate and promote healthy food and lifestyle choices.

*The Illinois School Code:* “Teachers and other certified educational employees shall maintain discipline in the schools. In all matters relating to the discipline in, and the conduct of the schools and the school children, they maintain the relationship of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents

and guardians.”

We believe that a well-disciplined child who understands the need for self-control and responsibility will become a productive member of society. It is the responsibility of the parent, teacher, and community to see that every child learns both the meaning and purpose of self-discipline. During the school day, the discipline becomes the responsibility of each classroom teacher.

Profitable education can only take place when disruptions are kept at a minimum. Generally speaking, the teacher will handle classroom problems. If these problems persist, the teacher may refer the child to the principal. We will provide opportunities designed to help build student self-worth and self-control. For students who don't follow the pillars of character, one or more of the following disciplinary actions will be used: detention, in-school suspension from classes, at-home suspension from classes or expulsion. When necessary, we may phone you at home or work when there is a discipline matter involving your child.

*Detentions:* Detentions may be issued by a teacher or the principal to be served at lunch, before school or after school. Detention notices will be sent out at least one day prior to the scheduled detention. It will be the responsibility of the student to serve the scheduled detention. If the student fails to serve the detention, the detention is doubled. The purpose of the notice is to inform the parents. If there is a conflict with the assigned date, parents may call the school to reschedule the detention, bearing in mind this can only be done for significant reasons and must be approved by the assigning staff member.

*Suspensions:* Suspensions may only be issued by the principal for significant or excessive behavioral issues. They may range from 1 to 10 days and may be assigned as in-school (student spends the day in the office) or out-of-school (student stays home). In either case, the student is expected to complete all assigned work and will receive credit for such work.

*Expulsion:* Expulsion is the removal of students from school for a specified amount of days. Only the Board of Education can expel a student, after providing the student with an impartial hearing. Further information on the legal requirements of expulsion is shared with a family of a student facing this as a possible consequence.

### **Distribution of Materials**

Non-school related organizations may ask the principal for permission: (1) to display posters in the area reserved for community posters, or (2) to have flyers distributed to students. The posters and/or flyers subject to a request must be student-oriented and have the sponsoring organization's name prominently displayed. Permission will be denied to post or distribute any material that would: disrupt the educational process; violate the rights of others, including material that is defamatory; invade the privacy of others; infringe on a copyright; or be obscene, vulgar, or indecent. No commercial publications shall be posted or distributed unless their purpose is to further a school activity, such as graduation, class pictures, or class rings. No information from candidates for non-student elective office shall be posted in the school, except on election day, or distributed to students. Once permission is granted, the organization must arrange to have copies delivered to the school. Distribution of material under this policy will be coordinated through the school office.

### **Equal Educational Opportunities**

Equal educational opportunities shall be available for all students in Ridgeview Elementary School. The right of a student to participate fully in classroom instruction and school activities shall not be abridged or impaired because of age, sex, ethnic or racial background, religious beliefs, or economic and social conditions.

**Field Trips**

Field trips are privileges and students may not accompany field trips for inappropriate behavior or attendance issues. This would include walking field trips. The number of chaperones/parents attending will be determined by the teachers. Siblings of students will **not** be allowed to attend field trips.

**Gang Activity/Hazing**

Students are prohibited from engaging in any gang activity. A "gang" is any group of 2 or more persons whose purpose includes the commission of illegal acts. NO student shall engage in any gang activity, including, but not limited to:

1. Wearing, using, distributing, or selling any clothing, jewelry, emblem, badge, symbol, sign, etc. that is evidence of membership or affiliation in any gang.
2. Committing any act or omission, or using any speech, either verbal or non-verbal (gestures or hand-shakes) showing membership or affiliation in a gang.
3. Using any speech or committing any act or omission to promote the interests of any gang or gang activity including, but not limited to: (a) soliciting others for membership in any gangs. (b) Requesting any person to pay for protection or otherwise intimidating or threatening any person. (c) Committing any other illegal act or other violation of school district policies. (d) Inciting students to act with physical violence upon any other person.

Federal law requires expulsion of students who bring a weapon to school. Students engaging in any gang-related activity will be subject to one or more of the following disciplinary actions: removal from extra-curricular and athletic activities, conference with parent(s) or guardian(s), referral to appropriate law enforcement agency, suspension for up to 10 days or expulsion.

**Gifts/Party Invitations**

Classroom teachers must approve all exchange of gifts. If money is to be collected from each student, this must be approved by the principal. Students may only bring party invitations if there is one for each child in the classroom.

**Grading Scale**

<i>Performance Descriptors (K-2)</i>	
Exceeds	+ or E
Meets	@ or M
Does Not Meet	/ or DNM
Academic Warning	- or AW

<i>Performance Descriptors (3-5)</i>	
92-100	A
84-91	B
83-74	C
73-65	D
64 and Below	F

**Head Lice**

Our school has a nit-free policy regarding head lice. Students who are sent home with head lice must be completely free of nits before they return to school, which must be confirmed by a check from the school nurse prior to returning. The school nurse may also conduct periodic head checks.

**Health/Wellness**

Party/Birthday treats must comply with the District’s Wellness Policy. Suggested items include: frozen juice pops (with juice as the first ingredient), 100% fruit snacks, Jell-O cups or jigglers, granola bars, pretzels, popcorn, animal or other crackers, squeezable yogurt or trail mix. All items should be peanut free.

### **Homeless Information**

The Homeless Liaison for the Ridgeview School District is the Student Services Coordinator/Professional Student Counselor. The Student Services Coordinator/Professional Student Counselor may be contacted at (309) 723-6531 ext. 4 regarding any questions pertaining to the rights of the homeless. The Ridgeview School District desires to ensure access to school and appropriate services, reduce school transfers, enhance educational stability, strengthen parental involvement, and ensure the educational rights of unaccompanied youth.

### **Homework**

Our homework policy is designed to reinforce the academic skills taught in school. Completing homework is the responsibility of the student. We encourage parents to be active in the supervision of homework and to be a resource for their children. We do not want homework to place an undue burden upon students. There may be exceptions to the policy during the school year. Students in grades K-1 should expect to spend about 10-15 minutes each night on homework. Students in grade 2-3 should expect to spend about 20-40 minutes each night on homework. Students in grades 4 and 5 should expect to spend approximately 45-60 minutes four nights each week on homework. To help their children, we recommend that parents:

- Value their student's work by displaying and/or providing appropriate recognition for their efforts.
- Provide a suitable place for study, free from distraction.
- Encourage and offer counsel, but insist that the student do his/her own work.
- Check to see that homework assignments are complete.
- Participate in assignments, which call for active parent involvement.
- Assist in balancing schoolwork with other activities.
- Talk with your child's teacher if there is continuing difficulty completing assignments within the expected time for your child's grade level.
- Recreational reading may comprise approximately 50% of the homework time.
- Remember that homework is not just something to take up time, but a valuable reinforcement for classroom learning and will be reflected on the report card.
- Set aside a consistent time to read.

### **Honors Recognition**

The Honors Program at Ridgeview Elementary will involve grades Kindergarten through 5. Students will be honored on a quarterly basis by reviewing their progress in ALL classes (Math, Science, Social Studies, Reading, English/Spelling, Physical Education, Music and Art). Students in 4<sup>th</sup> and 5<sup>th</sup> grade will be awarded ***High Honors*** when they have an A (92%) in at least 6 out of 8 class subjects and nothing lower than a B (84%) in the remaining subject. Students will be awarded ***Honors*** when they have an A in at least 4 out of 8 class subjects and nothing lower than a C (74%) in the remaining subjects. Perfect Attendance awards will be awarded to students in K-5<sup>th</sup> grades on a semester basis. The names of all honor students will be published in the local newspapers.

### **Immunizations**

All students must have the immunizations required by the Illinois Department of Health. If a student does not submit proof of the required immunizations by the first day of any school year, the student will be excluded from school until such time as he/she has met the health requirements. Students may also be excluded from school when afflicted with any contagious, infectious, or transmissible disease. \*The superintendent may pre-approve medically necessary extensions or applications for exclusion from this policy.

### **Insurance**

The Ridgeview School District offers insurance for all students. Information regarding the insurance and premiums are sent with the registration materials or may be obtained by contacting the elementary office. Please deal directly with the insurance company regarding all payments, etc.

### **Library/Media Center**

The library is to be used for quiet research or reading, before school, during study periods, or noon hour. All elementary classes visit the library weekly to check-out books. The school librarian is also available as a resource for student research and other projects.

### **Lockers**

All Ridgeview Elementary students will be assigned a locker. Lockers, with combinations, are assigned only to students in 4th and 5th grade. Only you will know the combination to this locker. If you have a problem with your locker, please notify your teacher so he/she may help you as needed.

\* Give your combination to no one.

\* Do not set your locker. Anyone can open your locker if it is set.

### **Lost and Found**

It is the student's responsibility to take care of their property. All personal property should be labeled or marked. If you lose something, you should immediately check with the teacher and then in the office. Lost items will be placed in a Lost and Found box outside the APR.

### **Lunch/Breakfast**

Lunch is served each day to all students in Kindergarten through fifth grade in the All-Purpose Room (APR). Each student in the Ridgeview School System has an account in the elementary office that is charged for all breakfast and lunch purchases. Elementary lunches cost \$2.00 and the breakfast cost is \$1.25. Students are identified in the APR by a bar code (K-3) or finger scan (4-5) and the appropriate amount is deducted from their account. Parents may add money to their child's account by sending money to school in an envelope that clearly states the student's name, grade and the amount to be added. This can be done any day of the week. Money can also be deposited via credit card on the Illinois E-Pay website which is available by link through the Ridgeview CUSD 19 website.

Parents/guardians may obtain application forms for free and reduced priced meals at the school office. Although applications may be made at any time, it is important to do so at the beginning of the school year so that eligible students will receive free/reduced price meals right away. Students who qualify for free meals will not need to deposit money into the students account. Students who qualify for reduced price meals will be charged \$0.40 for lunch and \$0.30 for breakfast and must have funds in their child's account.

Kindergarten students also have a nutritious snack each day. The yearly milk fee for this is \$65.00. Students will have 20 minutes of lunch and 20 minutes of recess each day. Schedules will be provided by classroom teachers.

### **Medications**

**Request for information** concerning behavior/health observations from physicians or outside institutions will be processed by the school nurse. The request for information will be brought to the school nurse. A location to send the materials and a deadline must accompany the request. The school nurse will distribute the forms to the appropriate teachers and collect the forms. The school nurse will send the forms to the appropriate professionals for evaluation.

Teachers and other non-administrative employees, except school nurses, shall not be required to administer medication to students. Parents/guardians are responsible for administering medication to their children. Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the health and well being of the student. Parents/guardians may authorize their child to self-administer a medication according to the district's procedures for student self-administration of medication. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including

administering medication. Appropriate medication forms will be sent home in the registration packets, or may be obtained from the elementary office.

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 has completed and signed a school medication authorization form.

Any student that self-administers an epinephrine auto-injector shall immediately report to the school nurse or in the event of the school nurse's absence, the student will report to the building designated personnel for further treatment.

### **Parent-Teacher Conferences**

Regular conferences are scheduled during the year. Many benefits result when parents and teachers have the opportunity to sit down and discuss progress and goals for each child. A conference at any other time may be requested by phoning the school and arranging a convenient time. Please do not hesitate to contact the school if you feel an individual conference is necessary.

### **Pesticide Disclosure**

Ridgeview CUSD #19 will contact people who wish to be notified prior to any pesticide applications on school property. The term "pesticide" includes insecticides, herbicides, rodenticides, and fungicides. Excluded from the notification requirement are antimicrobial agents (such as disinfectants, sanitizers or deodorizers), insecticide bait, and rodenticide baits. If you wish to be notified please contact the Ridgeview Unit Office at (309) 723-5111 and a form will be forwarded to you.

### **Physical/Dental/Eye Exams**

Students in grades Pre-K and Kindergarten must have a completed physical form on file in the elementary office on or before the first day of school. Illinois Law and Ridgeview CUSD 19 Board Policy require medical examinations of all children upon entrance into Pre-Kindergarten and Kindergarten. Physicals are required of all students from out of state, prior to entrance or within thirty days of entrance into Ridgeview schools. Dental exams are required when students enter Kindergarten and second grade. Eye exams are required when students enter Kindergarten.

### **Physical Education**

Students will participate in daily physical education classes as required by the Illinois School Code. Students are not permitted to wear earrings or other jewelry and must wear athletic shoes during physical education classes. Students who are ill or have an injury, upon request in writing by the parents, may be excused from one day of class. Absence from physical education classes for more than one day will require a written statement from a doctor. A student who does not participate, without proper documentation, will be considered unexcused.

### **Promotion/Retention**

Promotion from one grade level to the next highest grade level will be considered using one or more of the following:

- 1.) Attendance - 95% or higher attendance rate.
- 2.) Academic performance – Meets Illinois Standards in at least 3 of the 4 core classes
- 3.) Benchmarking Assessments – Shows growth in reading and math assessment.

Illinois School Code states that school districts shall not promote students based on age or any other social reasons unrelated to the academic performance of the student. Decisions to promote or retain students in any classes shall be based on successful

completion of curriculum, attendance, performance, and based on Illinois Learning Standards. 105 ILCS 5/10-20.9a and b.

The staff, counselor and administration will review each case and base their final recommendation on all available information.

### **Recess**

Students are expected to go outdoors for recess when weather permits. Please make sure that students are appropriately dressed during cold weather with coats, hats and gloves. When there is snow on the ground, students will only be allowed to play in it if they have all of the items listed above and snow pants. An exemption from recess for more than one day requires a statement from a medical doctor.

### **Student Appearance**

The dress and grooming of students shall be the responsibility of parents and students, so long as such dress and grooming is not disruptive to the educational process or violates any health, safety, or decency aspect of the school operation. Students may wear shorts and skirts to school from April 1<sup>st</sup> to October 31<sup>st</sup>. The building principal shall be the final authority in all matters concerning school appearance/attire. All Ridgeview students should take personal pride in their dress and grooming. The student is at school for an education and only appropriate attire will be allowed.

*Grades K-2* – All students in grades kindergarten through second are requested to bring a complete change of clothes in a marked bag to remain in their locker in case of accidents.

### **Student Progress**

*Family Access* is a web-based version of *Skyward*, our student management program that allows parents to check student progress. Grades are updated at least weekly by the teachers. In addition, report cards are issued at the end of each grading period. Progress reports will only be sent at the mid-term of each quarter to those parents who request them. To do so, please contact the office.

### **Student Records**

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their educational records. A parent/guardian or eligible student has the right to inspect and copy permanent and temporary records. Requests to inspect student records should be made to the building principal.

*Permanent Records:* basic identifying information, including the student's name and address, birth date and place, and gender, and the names and addresses of the student's parents; academic transcript, including grades, class rank, graduation date, grade level achieved and scores on college entrance examinations, attendance record, accident reports and health record, record of release of permanent record information, scores received on all State assessment tests administered at the high school level. The permanent record may also consist of; honors, awards, participation in school sponsored activities or offices held in school-sponsored organizations.

*Temporary Records:* a record of release of temporary record information, scored received on the State assessment tests administered in the elementary grade levels, information regarding serious infractions, that resulted in expulsion, suspension or the imposition of punishment or sanction and may also consist of: 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, participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations, honors and awards received, teacher anecdotal records and other disciplinary

information. Temporary records may include special education files, including the report of the multi-disciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals, any verified reports or information from non-educational persons, agencies or organizations, and other verified information of clear relevance to the education of the student. A parent/guardian or eligible student may ask the district to amend a record that they believe is inaccurate or misleading. They should write the district official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If an agreement is not reached, additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student. School officials with legitimate educational interests may inspect student records. A school official is a person employed by the district in an administrative supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the district has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Education. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities. Upon request, the district discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

### **Student Searches**

School officials may conduct a search of a student or his/her clothing if there is a reasonable suspicion that the student is in possession of items which threaten the safety, health, or welfare of students; or items which are or might be stolen property or contraband; or items which are prohibited by law, board policy, or school regulations. Any such item may be removed and impounded. Lockers and desks are the property of the Ridgeview School District and as such are subject to a search at any time. Disciplinary action may be taken when evidence indicates a student has violated laws, district policies or rules.

**Student Teachers/Pre-Student Teachers:** University course work requires pre-student teachers to observe and participate in activities required of certified faculty. Ridgeview will participate in pre-service experiences and student teaching experiences. In order to ensure a quality experience, those students enrolled in coursework and preapproved by the administration and supervising teacher will be allowed to videotape their experiences and participate in parent/teacher conferences, Special Education conferences, RTI benchmarking and any other activity required of a certified staff member. Parents with questions or concerns regarding this procedure should contact the building administrator.

### **Student Transfers**

Students who transfer from our school to another district will need to obtain a transfer form. Students transferring into our school district from another Illinois school district must have a student transfer form. No district is required to admit a new student unless the student can produce the transfer form from his/her previous district. Parents should notify the office when a student is moving.

### **Technology Acceptable Use Policy**

The use of the Ridgeview Schools' technology/communication system is a privilege, which the staff may revoke at any time if students engage in improper conduct on the computers. Such conduct may include, but is not limited to, the placing of unlawful information on the system, the use of obscene, abusive, or otherwise objectionable language in either public or private messages, or violation of the student computer code of ethics as stated below. All abuses of computer privileges are considered serious offenses. Offenses, which the staff decides are unlawful, obscene, abusive, or otherwise objectionable, may result in a student's expulsion/suspension from Ridgeview Schools. The staff reserves the right to review and remove any student's files and data records used on the Ridgeview technology/communication system, which violate the code of ethics below.

1. I will not use technology to harm others.
2. I will not interfere with others use of the technology, including opening others files without their permission.
3. I will not use the computer to steal.
4. I will not use equipment without authorization.
5. I will be responsible for any consequences that arise from or that are a result of my computing activities.
6. I will use both the equipment and the programs in ways that show consideration, care, and respect.
7. My parents will be financially responsible and liable for any damages to either hardware or software resources that result from inappropriate or abusive behavior.
8. I will not allow another person to use my logon (ID) and password, nor will I use anyone else's ID and password.
9. I will abide by all rules and regulations of the system as changed or added from time to time by the administration of Ridgeview Elementary School.
10. I will address all concerns regarding the use of technology first to the supervising teacher and/or computer coordinator and then to the principal.

Ridgeview Elementary School will continue to allow students to access the Internet for educational use unless you request that access be discontinued for your child/children.

### **Telephone Calls and Texting**

The telephones are for school business and should be used by pupils for emergencies only. Calls during the regular school hours will not be permitted without permission from the office. If parents have an emergency, they may leave a message with the office to be delivered to a student. Cell phones must be turned off and out of sight during the school day. Students are not allowed to use their cell phones to send or receive text messages during the school day.

### **Video Taping and Photographing**

Ridgeview Elementary School may video tape, photograph and identify your child for public viewing unless you request, in writing, that your child/children not be photographed or video taped.

### **Visitors/Guests/Volunteers**

Parents are welcome to visit classes as observers/helpers. The visit should be limited to a 1/2 day per year. Appointments for such visits should be made with the teacher. This will result in less disruption of the educational program. If a parent wishes to confer with the teacher, an appointment should be made. Children living outside the district or who are not of school age are not permitted to visit classes. The only exceptions to this policy must be pre-approved by the building principal and would be considered on the basis of the educational benefit to our students.

Other volunteers are always welcome in our schools and are under the direction of the classroom teacher/office personnel/district employees. The guidelines utilized will result in minimal classroom disruptions. Examples of volunteer activities include: copying, laminating, reading to students, making bulletin boards, tearing out workbook pages, etc. All volunteers are required to fill out an information form, waiver of liability and background check.

### **Web Page**

Our address is [www.ridgeview19.org](http://www.ridgeview19.org). School cancellations will be posted on the website. All teachers have a website that can be accessed through our school website.