

RIVERVIEW ELEMENTARY SCHOOL

TIME SCHEDULE

7:30	School Office Opens
7:35	Teacher & Student Arrival / Morning Recess
7:35-7:55	Breakfast
7:55	Students Line Up & Enter School
8:00	Attendance & Lunch Count
8:05	Office Announcements
11:15-11:55	Grade 2 Recess & Lunch
11:50-12:30	Grade 3 Recess & Lunch
12:25-1:05	Grade 4 Recess & Lunch
2:35	Student Dismissal
3:15	Teacher Dismissal
4:00	School Office Closes

VISITORS

To assure the safety of our students and teachers, the office needs to know who is in our building at all times. Therefore, all parents and visitors must enter through the main doors of Riverview Elementary School, report immediately to the office to sign in, state their business, and obtain a visitor's badge.

Parents/Guardians are welcome anytime during the school day by appointment or teacher permission. Parents who pick their students up at Riverview at the end of the day will only be allowed to wait for their child in the front foyer. Any parent who would like to see a child's teacher at the end of the school day will be allowed to enter the building five minutes after the dismissal bell and will be escorted to the classroom.

SOUTH BELOIT SCHOOLS EDUCATIONAL BELIEFS

WE BELIEVE:

- In high expectations that challenge all students to learn.
- In providing an environment that inspires, motivates and nurtures.
- Every person deserves to be treated with respect.
- In providing interactive learning experiences that challenge each student.
- In open communication within the school community.
- In a safe and healthy learning environment.
- In making the best use of our financial resources.
- Education is a continuous process needing community commitment.

Notice of Nondiscrimination

Riverview Elementary assures equal educational opportunities are offered to students regardless of race, color, national origin, age, sex, religion or disability in accordance with section 504 of the Rehabilitation Act of 1973, and Title IX of the Educational Amendments of 1972. Questions in reference to educational opportunities may be directed to the Principal of the individual schools.

Title IX: Civil Rights

All curriculum courses and vocational education opportunities are offered without regard to race, color, national origin, sex or disability.

Pesticide Treatments

Non-chemical and approved non-toxic baits and sprays will be used in the school building on a regular basis throughout the school year. A list of spraying dates is included with registration materials and can be obtained at any school building.

Asbestos

The South Beloit School District had initial building inspections for asbestos in 1988, performed by C.W. Bradley, architects. Since that time, the management of asbestos is continually monitored and in many cases has been removed or encapsulated. Ideal Environmental Engineering, Inc. from Bloomington, IL currently monitors this management plan. These management plans are available for public review at any time by contacting the District office and making an appointment to review them.

School Citizenship

We expect student conduct to be such as to contribute to a productive learning climate. Individual rights are to be honored and protected; however, the rights of one individual shall not take precedence over those of another individual or the group itself, and all students shall have equal rights and equal responsibilities on school property.

School Board

Power and Duties of the School Board

The powers and duties of the school board generally include:

1. Formulating, adopting, and modifying District policies, at its sole discretion, subject only to mandatory collective bargaining agreements;
2. Employing a superintendent and other personnel, determining their compensation, and dismissing personnel;
3. Approving the annual budget, tax levies, major expenditures, and payment of obligations, annual audit, and other aspects of the District's financial operation;
4. Letting contracts utilizing the public bidding procedure when required;
5. Providing, constructing, controlling, supervising, and maintaining adequate physical facilities;
6. Approving the curriculum, textbooks, and educational services;
7. Evaluating the educational program;
8. Establishing student discipline policies and expelling students;
9. Establishing attendance units within the district and assigning students to the schools;
10. Establishing the school year;
11. Visiting and inspecting the District's schools;
12. Providing student transportation services;
13. Entering into joint agreements with other school boards to establish cooperative educational programs or provide educational facilities; and
14. Communicating the school's activities and operations to the community and representing the needs and desires of the community in educational matters.

ADMISSIONS

STUDENT REGISTRATION

All new students must register with the Principal or school secretary before attending classes. The child's custodial parent or legal guardian must register the student. Once the registration packet is returned to the Riverview Office, the child can begin classes the

following school day. Proof of residency within the school district is required. New students must have the following:

- Two proofs of residence (i.e.: current utility bill, payroll stub, current phone bill.)
- Social Security number
- Certificate of birth issued by the county (not the hospital)
- An up-to-date physical (less than one year) if transferring from another state.
- Students enrolled in our school district will be asked to pay tuition or leave if they use a fictitious address or claim a living arrangement that is a deceptive attempt to prove residency.

PHYSICALS

Physicals are required for students who are new to the district. Parents may pick up a form for physicals in our office during business hours. Any new student to the South Beloit School District has thirty days to provide a physical. The same is true for deficient immunization records. Physical Exams and immunizations must meet the school code of Illinois (sec. 27-8.1).

GUARDIANSHIP

In all cases where a child is not living with natural or custodial parent(s), the acting guardian must provide us with a legal guardian certificate that certifies that s/he is the legal guardian. This document must be a court order signed by a judge.

BIRTH CERTIFICATES

What is required is the "Certificate of Birth" or "Certificate of Live Birth" issued by a County Clerk's Office. Hospital "birth certificates" are not acceptable.

If the child was born in Rock County (Beloit); Rock County Courthouse, Rock County Register of Deeds Office, 51 South Main Street, Janesville, WI 53545, telephone number 608-757-5656.

If the child was born in Winnebago County; Winnebago County Courthouse, 404 Elm St. Rockford, IL 61101, telephone number 815-987-3050

ATTENDANCE

Good attendance is important. Regardless of reason, excessive absence is often cause for student failure. Regular attendance at school is essential and necessary for a pupil's continued progress. When bringing a child to school after 8:00 at Riverview Elementary or picking a child up early from school, parents should come into the office and sign their child in/out in the attendance book. Students will be called to the office to be picked up early when the parent checks into the office.

ATTENDANCE DAY DEFINED

The following table is used to determine full day and half-day absences:

Length of Riverview school day = 6.40 hours/400 minutes/320 min instructional time

2nd Grade can miss 1-20 min and still count for a full day

3rd Grade can miss 1-20 min and still count for a full day

4th Grade can miss 1-20 min and still count for a full day

Hours of attendance that qualifies for half day:

2nd Grade can miss 21-170 min and still count for a half day

3rd Grade can miss 21-170 min and still count for a half day

4th Grade can miss 21-170 min and still count for a half day

ABSENCE

When a child must be absent from school a parent or guardian should call the Riverview Office (815-389-1231), by 9:30 a.m. on the day of the absence: stating the reason for the absence.

Students absent 3 or more continuous days, due to illness, are required to submit a doctor's release form to the school. A note from a doctor will be required for any absences after ten consecutive days of absence.

The building Principal should be notified in advance to approve anticipated extended absences. Both the Principal and teacher should be notified of an extended absence at least one week in advance, when possible. Arrangements for missed work should be made with the classroom teacher and approved by the Principal prior to the student's absence. The teacher will attempt to give

homework to the student prior to the absence, but some homework items/classwork may need the direct instruction of the teacher and therefore would not be able to be made up prior to the extended absence. Coursework the student misses will be available upon the student's return and will have an appropriate amount of time to complete. It is the student's responsibility to make up the work.

In all cases, the Principal reserves the right to determine whether the absence is to be excused or unexcused.

Doctor or dental appointments require a slip signed by the doctor or office nurse upon returning. All other appointments should be arranged outside of school hours when possible.

When students arrive late for school the parent must sign in their child at the office. Likewise, if students leave early from school, the parent should wait in the office and sign their child out before leaving school.

UNEXCUSED ABSENCE

An unexcused absence is for reasons not meeting the requirements of the excused absence provision. For unexcused absences, no credit shall be granted for any make up work unless the Principal grants specific authorization. Some reasons for absences that are unexcused according to the state and/or social regulations are as follows: (This is not an all inclusive list)

car trouble	baby-sitting	shopping
missing the school bus	trips not approved	birthdays
oversleeping	hair appointments	
absences not verified by parent	leaving school without permission	

ACTIVITY ATTENDANCE

Students must attend the entire school day in order to participate in an activity during that same day or night. Doctor and dentist appointments will be considered an excuse from this rule.

TARDINESS

All students reporting to school after 8:05 a.m. at Riverview Elementary must first report to the school office. A parent's notification is required to have the tardiness excused.

TRUANCY

A student absent without the consent of his/her parents and school (i.e., unexcused absences) is truant. You are truant if you:

- leave school without signing out in the office
- Are absent from class without permission (skipping)
- obtain a pass to go to a certain place and do not report directly there
- become ill and go home or stay in restrooms instead of reporting to office
- come to school and do not attend class

A student is considered chronic truant if they miss 10% of student attendance days regardless of whether the absences are excused or unexcused. Chronic truant students will be referred to the Regional Attendance Center of Boone/Winnebago Counties. The Regional Office will take its own actions to resolve the truancy problem.

BEHAVIOR/DISCIPLINE

All students are expected to follow the Student Behavior Policy while coming to, attending, and returning home from Riverview and for all activities sponsored by Riverview or in which Riverview students participate.

PRIMARY ASSUMPTIONS

1. Acceptable behavior is necessary to create mature and responsible individuals.
2. Good school discipline results in conditions favorable to effective learning.
3. High personal standards of courtesy, decency, morality, language, honesty, and relationships with others need to be maintained. Respect for property, pride in one's work, and achieving one's ability is expected of all students.
4. Every student who demonstrates a sincere desire to be in attendance and to profit from the school's educational program will be given every opportunity to do so. They will be helped in every possible way to achieve success to the extent of his/her ability.

BASIC SCHOOL RULES

We expect Riverview students to act in the following manner:

1. Follow directions and class procedures
2. Be honest
3. Exhibit conduct that is courteous to others
4. Show respect toward students, adults, and staff
5. Act and play in a safe manner
6. Help maintain and protect the property of the school or other persons

DEFINITIONS

GROSS MISCONDUCT

Specifically, gross misconduct is defined as "willful and malicious acts, which seriously disrupt the educational environment." Such acts include, but are not limited to: tobacco, possession or use of alcoholic beverages; possessions or use of illegal drugs; arson; possession of fireworks or explosives; inciting others to violence or disruption; physical attack or threat of physical attack; bullying; sexual harassment; ethnic, racial, or religious remarks; use or distribution of a controlled or dangerous substance; distribution of unauthorized print material; possession or use of weapons; shakedown or strong-arm tactics, gang activities which includes clothing, signing, drawings, etc.; vandalism or destruction of property, fighting and theft. Gross misconduct will result in disciplinary action in the form of detention, optional educational placement, suspension and/or recommendation to expel.

INSUBORDINATION

Specifically, insubordination is defined as "refusal to follow classroom or school rules, complete class work or refusal to follow a direct order from a teacher or administrator or staff person." Such acts include, but are not limited to: talking back to staff members in a disrespectful manner, refusal to work in class, persistent talking to other students in class, or not following directions. Insubordination will result in disciplinary action in the form of detention, optional educational placement, suspension and/or recommendation to expel.

PERSISTENT DISOBEDIENCE

Specifically, persistent disobedience is defined as "willful acts, which also have a disruptive effect when they are repeated over a period of time". Such acts include, but are not limited to: continued class disruption, disrespect, false reports, forgery, gambling, loitering, smoking, and excessive tardiness. Persistent disobedience will result in disciplinary action in the form of detention, optional educational placement, suspension and/or recommendation to the Board of Education to expel.

INFORMAL DISCIPLINARY ACTIONS

The South Beloit School Board recognizes both informal and formal disciplinary actions for student's disruptors. Therefore, the Board advises teachers and administrators to use a variety of informal disciplinary/guidance steps in order to correct a conduct violation before taking formal disciplinary action through suspension and/or expulsion.

These include, but are not limited to:

- Teacher-Student conference
- Teacher-Parent conference
- Administrator-Student conference
- Administrator-Parent-Student conference
- Social Worker-Community Service Agencies
- Suggested referrals to the parents if possible Student Assistance Program for appropriate intervention
- Individual behavior contract
- Individual learning contracts
- Alternative learning centers & modified schedules

While the Board has advised the administration and staff to use a variety of steps, it recognizes that some acts of disruption and disobedience can result in immediate suspension or upon due process, expulsion from school. The parent is then expected to find other school options for their child.

FORMAL DISCIPLINARY ACTION

DETENTION

Student misbehavior, will in most cases be answered first with a call to parents and then - if the misbehavior persists - with a lunch detention.

Detentions may be held daily during lunch, recess or after school. Students should bring pencil, paper, and books. Students causing problems or not following instructions during detention will face further consequences, ranging from additional detentions to suspension.

If a student fails to report for a detention, they will be issued an additional detention. If the student fails to report for two detentions in one week, or a student receives three detentions in a one-week period, they may, at the discretion of the building principal, be issued an In School Suspension.

IN SCHOOL SUSPENSION (ISS)

A student assigned an In School Suspension will be placed in a supervised area for the school day or assigned portion thereof. Students in ISS will not be allowed to mix with the rest of the student body during the day. Students in ISS will not be allowed to participate in extracurricular activities occurring the day of the ISS. A full day in ISS shall be from 8:00 a.m. to 2:35 p.m. at Riverview, or equivalent, if the school day is scheduled otherwise.

Teachers will provide assignments and instructions during their preparation period. Work assigned while in the ISS must be completed the same as if the student was in class. ISS work will receive full credit. Misbehavior and failure to do work while in ISS will be deemed gross misconduct resulting in an appropriate disciplinary action from the building Principal and a required conference between parent, student and administrator. An Administrator and/or the counselor/social worker/secretary will meet with the student prior to reporting to ISS. A student who does not cooperate with this method of discipline will receive a charge of gross misconduct possibly resulting in additional actions.

OUT OF SCHOOL SUSPENSION (OSS)

Suspensions will be served out of school. Suspensions are given on a case by case basis at the Principal's discretion as outlined in Codes 7:190, 7:200 for severe or persistent misbehavior, continued harassment and/or an attempt to inflict injury onto another person, or causes a severe disruption in the instructional setting. This is pursuant to Board Policies 7:190, 7:200. If your child is suspended, you must conference in person with the Principal and other staff who were directly involved before your child can be readmitted.

Procedures for suspension are as follows:

1. The student is given oral or written notice of the charges of misbehavior.
2. If the charges are denied, the student will be furnished with an explanation of the incidents and evidence.
3. The student is given a chance to present his/her side of the story, to be recorded and filed with the suspension records.
4. Parent(s) are notified by telephone (if possible) of the suspension and reasons.
5. Once suspended, the student and parent/guardian will receive written notice of the following:
 - a.) Reason for suspension and the rule(s) violated.
 - b.) Procedures required of student and parent/guardian for reinstatement.
 - c.) Beginning and ending dates of the suspension (Code 4-33.5).
 - d.) A request for a review hearing needs to be submitted in writing to the Principal within 2 school days after receiving the suspension notice. The hearing will then take place within 2 school days after the school receives the request or on a date mutually agreeable to both parties.
 - e.) A parent signature will be required upon receipt of the suspension notice.
 - f.) Students will be allowed to make up class work for full credit

Family members or a guardian may pick up daily assignments and textbooks in the office any time after 12:00 p.m. until 3:30 p.m. If assignments are turned in on time, full credit for those assignments can be earned. Tests may be made up by arrangement with the teacher when the child resumes attendance. Parents need to notify the school that they will be picking up their child's schoolwork by noon each day of the suspension.

During a suspension, the child may not be on the school grounds.

Suspension removes the privilege of attending school and school-sponsored activities and a direct meeting between parent and school officials must occur.

Suspensions run until 8:00 a.m. of the school day following the last day of suspension.

A student who receives more than two suspensions in a given school year can and may be referred to the School Board for an expulsion hearing, depending on the nature of the misbehavior or its persistence.

EXPULSION

Expulsion is the exclusion of a student from school for a period of time greater than 10 school days, but for no longer than two school years.

The following are expulsion procedures:

1. Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, 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.
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. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take action, as it finds appropriate.

SPECIFIC BEHAVIORAL AREAS OF CONCERN

Controlled Substances

Alcoholic beverages, Narcotics, Stimulants, Look-A-Like Drugs, Tobacco, and Vaping. The use of alcoholic beverages and controlled or look-alike drugs, or vaping products by minors is illegal in the State of Illinois and is not permitted on school buses, school grounds, property, or buildings or at any school sponsored and related activities. Students who are under the influence will be treated in the same manner as though they had controlled substances in their possession. Involvement with any substance represented as drugs may/may not result in immediate suspension of up to ten days, and an expulsion hearing may/may not be

requested.

Any student possessing or using tobacco materials on school premises during the school day or at a sponsored activity can be suspended from school.

Corporal Punishment

The use of corporal punishment is not condoned by the school district. Corporal punishment is defined as inflicting physical hurt to punish the child for misconduct.

Damage or Destruction of School Property

No student may intentionally cause or try to cause damage or destruction to school property including but not limited to: (computers, lockers, books, desks, writing or marking on walls, or in restrooms, or to steal or try to steal school property etc.) Students may be held responsible for replacement costs incurred.

Damage or Destruction of Private Property

A student may not intentionally cause or try to cause damage to private property, or to steal or try to steal private property, either on the school grounds, or during a school-sponsored activity.

Defiance of Authority

Students who show disrespect towards district employees by talking back or refusing to follow simple requests may receive a detention, an ISS, an out-of-school suspension, or be denied the right to attend school sponsored activities, depending on the intensity of the defiance. The use of profane language will add to the severity of the disciplinary action.

No person, acting for a student, may use any form of violence or abusive language to a teacher, school administrator, other school personnel or student, or cause damage to be inflicted upon their property. Violators will be escorted off school property and refused admittance to the school until they have met with a district representative to resolve the issues that underlie the problem.

Gangs

No Students may:

- Use, distribute or display clothing, jewelry or insignias, which may be evidence of membership or affiliation with any gang.
- Commit any act, speech or gestures showing association with a gang.
- Use any speech or commit any act to promote the interest of any gang or gang activity, including but not limited to:
 - a. Soliciting others for membership in a gang;
 - b. Requesting any other person to pay protection or otherwise intimidating him/her;
 - c. Committing any other illegal act or other violation of school district policies;
 - d. Inciting other students to act with physical violence upon another person.

Harassment or Discrimination

A student will not cause a disruption or interfere with the rights of any student or staff members through insults, taunts, or discriminatory conduct based on race, color, national origin, age, sex, religion or disability. Such behavior will result in disciplinary action beginning with detention.

Sexual Harassment

A Sexual Harassment of/by student is prohibited. An employee, District agent, or student engages in sexual harassment whenever he or she makes sexual advances, touches another inappropriately, requests sexual favors, and engages in other verbal or physical conduct of 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 status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student 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.

The terms “intimidating, hostile, and offensive” include conduct, which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing relating to sexual characteristics, and spreading rumors related to persons 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 building Principal, school social worker, school nurse, or classroom teacher or an adult in the building that they feel most comfortable talking to about these issues. Complaints will be kept confidential to the extent possible, given the need to investigate. Students who make good faith complaints will not be disciplined.

Threats

Threats and intimidation (strong-arming, etc.) are mentioned throughout this behavior and discipline section. The school staff takes and treats all threats seriously and responds with disciplinary action.

Weapons and Dangerous Instruments or Substances

No student may possess on school premises, or off the school grounds at any school activity; lighters, matches, fireworks, knives, guns, or other dangerous objects (including laser pens) that can reasonably be considered a weapon. Weapons will be confiscated and not returned. Parents will be notified of the confiscation and may be required to remove their student from the school grounds and or school activity.

School Bus Privileges

Students shall be provided school bus transportation as specified by the Illinois State Board of Education. In general, students living 1.5 miles or more from school will be provided transportation to and from school for the purpose of instruction. Transportation for extracurricular activities is not mandated. Students may be suspended or lose their privilege to ride the school bus for disobedience or gross misconduct.

School Bus Rules:

1. Be on time.
2. Always obey the driver and treat the driver with courtesy and respect.
3. Stand back from the curb at least 10 feet until the bus stops.
4. Stay in your seat while the bus is in motion.
5. No eating or drinking on the bus.
6. Do not yell, shout, or make loud noises on the bus.
7. No fighting, pushing or shoving.
8. No vandalism to the bus.
9. Keep the center aisle clear.
10. Keep arms, hands, and head inside the bus, and to yourself.
11. Always cross at least 10 feet in front of the bus.
12. Never crawl under a school bus.

Riding the school bus is a privilege. All school rules must also be followed on the bus.

It is not possible to write a code of conduct in such detail as to anticipate every type of conduct that could possibly occur. Therefore, the administration reserves the right to add to or delete from this code, as situations require. Unless mandated by an emergency, students, staff and parents shall receive notification of such changes.

GENERAL INFORMATION & PROCEDURES

ARRIVAL, DISMISSAL, AND BUILDING ENTRY

Students may arrive at school at 7:35 a.m. at Riverview when breakfast begins. The regular school day starts at 8:00 a.m. at Riverview. When arriving for school in the morning, students are asked to enter and exit from the following doors:

Riverview - Use only the front entrance of the building for arrival. On days when the weather is bad, students will be sent to the

gym to wait for the 8:00 bell.

Doors will be locked at 8:00 at Riverview Elementary. Any student who comes after this time will have to enter through the main entrance and BE signed in at the office by parent/guardian. WALKERS AND PICK-UPS WILL BE DISMISSED AT THE END OF THE SCHOOL DAY FROM THE MAIN ENTRANCE. BUS RIDERS WILL BE DISMISSED TO THE WEST DOORS.

ASSIGNMENT NOTEBOOKS

All students will receive an assignment notebook when they register for school. Students are expected to fill out all assignments in their assignment notebook on a daily basis. If a student needs to replace their assignment notebook, he/she must do so at his/her own expense, through the school office.

RIVERVIEW BEFORE SCHOOL HELP

Each morning, teachers will be using this time for meeting with parents, meeting with students or attending special meetings. If a student needs help with schoolwork, they should arrange with the teacher ahead of time if possible. The teacher will issue the student a pass to come to their room. If the student wishes to meet with a teacher and does not have a pass, they should come to the office to see if the teacher is available. When students are meeting with a teacher before school, the student should show their pass to the hall monitor and go only to that teacher's room.

BICYCLES

Bicycle racks are provided near the building's main door. Students may not ride bicycles, heelies, roller blades, skateboards, and scooters on school grounds anytime during the school day until 3:00 p.m. When arriving, students must dismount their bikes and walk them to the rack; when leaving, they must walk bikes to school ground boundaries and ride off from there.

CANCELLATION OF SCHOOL

In the event of severe weather or mechanical breakdown, school may be closed or starting time delayed. Such events will be announced on Class Dojo, Facebook, and the following radio stations:

WBEL 1380AM WGEZ 1490AM WZOK 97.5FM WXXQ 98.5FM WXRX 104.9FM WNIU 89.5FM

TV STATIONS:

WIFR 23WREX 13 WTVO 17

COMMUNICATIONS AND PUBLICATIONS

The school newsletter is distributed to students at Riverview Elementary on the last school day of every month. Extra copies are available in the office. Any articles submitted for publication in Riverview's/Communicator must be in the office one week prior to the last school day of the month.

DRESS CODE

Students are to be appropriately and fully dressed. Half shirts, muscle shirts, halter-tops, tube tops that are considered revealing clothing is not permissible. Underwear will not be able to be seen when bending, stretching, or movement. Headwear is not to be worn inside the building. Bandannas on the head are not permitted at all on school grounds. Imprinted clothing with sexual, profane, drug related, alcohol/liquor advertisements, illegal sayings or symbols is not allowed. Only in cases of heating problems may coats or jackets be allowed to be worn in the classroom. Any clothing, which might cause a disturbance, at the Principal's discretion, will not be allowed.

Students violating dress rules are sent to the office. If needed, parents are contacted and asked to bring suitable clothing for the student. Subsequent violations will be addressed with disciplinary action.

FEES

The district reserves the right to charge for the rental or purchase of textbooks. Registration and textbook fees will be waived/reduced for students qualifying for free/reduced lunch. Fees are due at the time of registration. Students/parents are responsible for the costs of a replacement book.

FOOD SERVICE

A breakfast and a lunch meal are served each day. A copy of the menu is sent home prior to the start of each month. The menu is also posted on the district website, outside the kitchen, and in the office.

GRIEVANCE PROCEDURE

Student and parent concerns should be directed to the following, in the order given, until the issue is resolved:

1. The faculty or staff member directly involved.
2. The Principal.
3. The Superintendent.
4. The Board of Education.

LOST & FOUND

Students are to turn in to the office any article found in the building or on the grounds. Lost items such as clothing, lunch boxes, and umbrellas are openly displayed in the lobby adjacent to the office. Items of value like jewelry and watches are kept in the office.

LUNCH HOUR

When eating lunch at school:

- Students are to eat in the gym at Riverview Elementary.
- Students are to place all waste materials in provided waste containers and recyclables placed in designated areas.
- Students in the building are to remain in supervised areas with a teacher or aide.
- Students are not allowed to have pop/soda. Parents are allowed to bring lunch to their students from McDonald's, Wendy's, etc., but the NO SODA policy is still in effect.

LUNCHROOM RULES

The following rules are observed in the gym and building during lunch hour:

1. Walk.
2. Riverview students are to sit at assigned tables.
3. All refuse must be placed in wastebaskets when students finish eating.
4. No students are to "cut" into lines.
5. Dismissals will be by the lunchroom teacher/aide when the tables and adjacent floor are all tidy.
6. Students may not leave the lunchroom without permission.

PROMOTIONS & RETENTION (GRADES 2-4)

In general, children are placed at the grade level to which they are best adjusted academically, socially, and emotionally. The education program provides for the continuous progress of children from grade to grade, with children typically spending one year in each grade.

Retention of a grade may be considered when:

1. The child is achieving significantly below their ability and grade level.
2. Retention would not cause undue social and emotional adjustment.
3. An educational plan is developed for the next school year to avoid retention in the future.
4. The child scores below grade level on the State Test or the district's local reading assessment.

Whenever such retention is being considered, the parents/guardians are invited to a conference with the teacher; principal, and appropriate support staff no later than the end of the third quarter. Discussion includes an explanation to the parents of their child's current academic standing, in relation to the class group and his/her own individual ability. Goals will be established for the third quarter. During the fourth quarter, another meeting is held to review the student's goals and progress.

In light of this review, the principal, teacher, and parents make the final decision regarding retention jointly. Only in unusual circumstances will a child be retained more than once.

SELLING OF GOODS & POSTING SIGNS

All items sold at Riverview Elementary School must have express permission of the building Principal. Additionally, parents not desiring to sell items should not accept items sent home. All items accepted, either to be sold must be returned, or money equal to the sale price of the items, will be owed to the organization sponsoring the fundraiser.

Students themselves may not, during the school day, conduct sales of items they personally produce.

TELEPHONES

In case of necessity, the office delivers telephone messages. Students will not be called from class unless it is an emergency. Office phones are for school business use. Students are not allowed to use the phone to make personal arrangements.

CELLULAR PHONE/ELECTRONIC DEVICES POLICY

It is our mission at Riverview Elementary School to provide an education that empowers all students to succeed. In providing this excellence in education, we must provide an atmosphere that is conducive to learning. Therefore, to have this optimal atmosphere, we must have as few distractions as possible. One such distraction can be the use of cell phones and smart watches and personal electronic devices. Such examples of these devices are: tablets, handheld video game systems, and music players. Although cellular phones, smart watches and portable devices can be useful for a variety of daily functions, the students of Riverview have no use for them within the classroom. While we don't discourage students from having these devices, we must make it apparent that if a student brings an electronic device to school it must be turned off and kept in their bag throughout the school day -- This includes smart watches. You must also be aware that the District of South Beloit and Riverview Elementary School will not be held responsible if your son/daughter's electronic device is lost, stolen, or damaged. Please also be aware that if your child has a cell phone or electronic device with them - not in their book bag - and the staff find out, we reserve the right to confiscate the device and hold it until a parent/guardian comes to pick it up.

VALUABLES

Students are cautioned not to bring large amounts of money or valuables to school. Students are responsible for their personal property. Property, such as tablets, iPods, handheld gaming systems, smart watches, and cell phones should not be brought to school. If any of these items are found, a parent/guardian will be required to pick up the item in the school office. Trading cards (i.e. Pokeman, baseball) or toys should not be brought to school for trading or selling purposes on school grounds. These items should remain in the student's book bag. The school accepts no responsibility for loss or theft of items.

WITHDRAWAL FROM SCHOOL

Students who will be transferring out of our school district during the school year are asked to notify their teachers and the office as far in advance as possible. On the last day of attendance, texts and school owned supplies must be returned and any fines paid in full.

Visitors must sign in and pick up a visitor pass from the office prior to visiting their child's classroom.

Parents need to come in to the school office prior to withdrawal to:

- Fill out paperwork relating to a student transfer;
- Settle any fines relating to battered or missing books or school material.

STUDENT EDUCATIONAL RECORD

South Beloit CUSD #320 practices FERPA guidelines to protect your child's educational record. FERPA is a federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education record. For more information refer to <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

HEALTH & SAFETY

EMERGENCY DRILLS

The signal for a tornado warning is sent via the P.A. or bell system. Evacuation plans are posted in each room. As directed by the staff, students should evacuate to a designated area in a quiet and safe manner.

Fire drills are held according to the provisions of the state law and conducted at regular intervals. The signal is a continuous blast of the fire buzzer.

A lock-down drill warning is sent via the P.A. system. Emergency lock-down plans are posted in each room. Teachers are trained in appropriate procedures.

Students are to stay with their class and not leave the school grounds or go home during a drill. Return directly to the classroom area you came from when the all clear is sounded.

VISION AND HEARING SCREENING

The South Beloit CUSD #320 will complete vision and hearing screening for Pre-Kindergarten, Kindergarten, Grades 1, 2, 3, and 8, referrals from parents and/or teachers, special education students, and all new students during the first quarter of each school year. If your child is absent or new to the district following the mass screening date, screening will occur at a later date during the remainder of the school year. Vision and hearing screening is not an option and your child in the above-mentioned categories will be screened. To have your child removed from the screening group, please submit a completed examination report if your child has completed an eye examination within the past 12 months. Examination forms can be obtained from your school office or the school district website at www.sb320.org.

HEALTH EXAMINATIONS AND IMMUNIZATIONS

In compliance with rules and regulations under The Department of Public Health, the School Code of Illinois (Section 27-8.1) requires evidence of:

1. Physical exams and immunizations prior to entry into pre-school, Kindergarten, 1st, 6th, 9th, and 12th grade, which is due by October 15th. Students not in accordance may be excluded from further attendance at school until all requirements are met. Students new to our school system, regardless of grade, must also meet these requirements and provide proof of completion within 30 days from the date of enrollment.
2. A dental exam is required for all Kindergarten, 2nd, 6th, and 9th grade students. Failure to provide proof by May 15th, the school may hold the child's report card until all requirements are met.
3. All children enrolling in Kindergarten in a public school must have an eye exam. Failure to provide proof by October 15th, the school may hold the child's report card until all requirements are met.

ILLNESS OR INJURY

Students may ask permission from teachers to go to the nurse's office any time they are not feeling well or have been injured. If the nurse is not there, the student should report to the school secretary.

In case of illness or injury, the school nurse or a member of the school staff will care for a child temporarily. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents and/or 911 will be contacted.

INFECTIOUS DISEASES

The School District will follow guidelines for communicable diseases written by the Public Health Department, as per district policy.

Your student should not attend school within 24 hours of fever, vomiting and/or diarrhea symptoms.

MEDICATION IN SCHOOL

Non-Prescription and Prescription use at school

1. The physician is to provide the school with a written order.
2. The parent/guardian is to provide the school with a written request authorizing the administration of the medication at school. The approved form is available in the school office.
3. Medication is to be in a properly labeled container from a pharmacist or physician, or for over-the-counter medication, in its original container. You may request a duplicate container for school from your pharmacist.
4. All medicines will be stored by the school district. (No student will be allowed to carry or store medication unless there is a medical necessity as indicated by a licensed physician.)
5. Upon arrival at school all medication must be given to the school nurse, or when she is not available, the school secretary or principal.
6. All medications will be counted to verify the total number of pills delivered to the school office for storage.
7. Student must report to nurse/office to obtain medication.
8. The school nurses, an administrator, or secretary will administer or supervise administration of the drug only if the above requirements are met.
9. Any medication not used or container not claimed will be discarded at the end of the school year.
10. The school will retain the discretion to reject requests for medication.
11. Cough drops must have a note from parent/guardian for permission to use and cannot be shared with other students.

Asthma Action Plan

Illinois Public Act 099-0843 requires schools to request an Asthma Action Plan (AAP) from parents of students with asthma. The asthma action plan must be written by a doctor, kept on file in the office of the School Nurse, and be updated annually. If you currently have an asthma action plan on file for your child, no further action is needed for this year. If your child has asthma and does not have an Asthma Action Plan, please provide a plan to the School Nurse at your child's school

Head Lice

If suspected, the school nurse will examine a student and notify the parent/guardian if head lice has been identified. Students may be excused from school at the discretion of the parent/guardian. Absences greater than the initial day will be unexcused. Education and information will be provided for treatment and prevention of head lice. It is encouraged that the student be treated before returning to school.

INSTRUCTIONAL PROGRAM

CURRICULAR and EXTRACURRICULAR ACTIVITIES

AWARDS

Awards are given each quarter for honor roll, high honor roll, high achievement or behavioral improvement, and perfect attendance. At the end of the school year, additional awards will be presented. Awards for honor roll will be given to students who earn A's and B's on their quarterly report cards. Special activities such as music, physical education, and art will also be included in the honor roll system. High honor roll will be for students who earn all A's on their quarterly report card. At Riverview we have very high standards for our students. We feel that when students earn only A's and B's for honor roll, and all A's for high honor roll, they obtain a true sense of accomplishment and achievement.

FIELD TRIPS

Off-site field trips may be conducted for each grade level every year. Trips are approved based on their relation to topics of school study.

School funds from fundraising activities underwrite the field trip costs. Occasionally the families will have to contribute an additional small fee.

The Principal reviews field trip plans for all grades annually, and makes recommendations to ensure that trips

- Are not repetitive, grade-to-grade;
- Relate well to their study program;
- Is age appropriate;
- Use a wide variety of area civic, historical, scientific and cultural attractions.

Parent volunteers may be needed to help chaperon these events. Only one parent chaperon per family will be allowed to attend the field trip. Other relatives and siblings will not be allowed to "tag along". There will be only four chaperones per classroom allowed to attend and help supervise a field trip. The classroom teachers using a lottery system will recommend chaperones to the Principal for selection purposes.

GRADING PERIODS/SYSTEM

Grade reporting - Student report cards are sent home with the student to the parent/guardians within a week after the end of each nine-week grading period. Parents should sign and return their students' report card within a week of receiving it. We will mail report cards to parent/guardian/non-custodial parent on request. In addition, mid-quarter "Progress Reports" are issued for every child immediately after the quarter's fifth week. It is the intent of the school to hold students responsible for their own work. When students receive unsatisfactory reports, parents are encouraged to contact teachers and set up conferences.

Grade recording -The following grades are used in recording student achievements:

A+	100	
A	90-99	
B+	89	
B	80-88	
C+	79	
C	70-78	
D+	69	
D	60-68	
F	0-59	Failure, less than 60.0%
Inc.		Incomplete
S		Satisfactory
U		Unsatisfactory

All grades will be based on total points earned out of total points possible. Each nine-week period will be kept as a separate grading period. The student's final grade of the year will be the average of total points earned out of the total points possible for the year or the average of the four nine-week grades.

Incomplete Grades

An incomplete grade must be cleared within two weeks after the marking period or previous arrangements should have been made. An individual contract between the student and the teacher is to be created to define what actions are necessary to remove the incomplete. A copy of the contract is to be filed with the Principal. After two weeks, the grade will be recorded an "F" unless the Principal has given an extension of time to complete the work.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conference Days are scheduled during the 1st and 3rd quarters (grading periods). A notice will be provided in advance of the schedule. We expect to be able to meet with each parent, and to help make this possible we reserve an evening for conferences as well. At any other time during the school year, parents may request a conference when grade reports raise questions or when any misunderstanding between home and school develops.

CLASS TREATS

Treats brought to school for class parties, birthdays, or other occasions need to be individually wrapped and store bought. If parents have any questions regarding the appropriateness of treats, they are asked to contact their child's classroom teacher.

HOMEWORK POLICY

Homework shall be an extension of the classroom experience. The type, frequency, and quantity of homework shall be based on the needs of the individual student as determined by the teacher. With emphasis on improving study habits, homework shall increase in complexity with the grade level of the student.

FALL PICTURE DAY

Individual student pictures will be taken in the fall. Prepayment of the package is requested on picture day; purchase is voluntary. Specific information is provided by the school prior to picture day. All children present on picture day are included on the class (homeroom) composite picture, whether they order a picture package or not.

SPRING PICTURE DAY

Individual student pictures will be taken each spring. Students will be allowed to pose with props. Parents will pay for pictures after viewing.

PLAYGROUND RULES

While on the playground, students are expected to:

1. Use the restroom before going to lunch/playground.
2. Dress properly for the weather.
3. Play safely: no behavior that endangers others.
4. Have NO dangerous objects or substances.
5. Use playground equipment as it is designed to be used:
 - a. Swing sets - one student at a time on a swing, sitting only on swing, no standing or lying upon; no run through or “underdogs”; no side to side swinging or leg hooking between swings (“spidering”); no jumping off swing while in motion. Bystanders should stay well away from the swing area while swings are in use (including students waiting turns). No tag or running in this area.
 - b. Parallel (overhead) or “monkey” bars; no pulling at student hanging from the bars, no prying or pounding of the fingers/hands of students hanging from bars; no sitting on top of equipment that is meant for climbing, hanging, or moving hand over hand.
6. Avoid fights (verbal/physical).
7. Make a playground supervisor aware of any problems immediately.
8. Select teams fairly.
9. Do not pick-up, throw or kick snow, ice, rocks, mulch, sticks, or other objects.

Students may bring their own safe toys (equipment): jump ropes, kick or footballs, soccer balls, etc. Items brought from home must be clearly labeled with the child's name.

Students will be inside for recess when the temperature or wind chill is below 15°F at Riverview, or it is too wet to play outside.

SPECIAL SERVICES

Riverview Elementary School offers specialized instruction to students in the areas of speech correction, learning disability, and behavior disorders. Children requiring additional services or requested by a parent/legal guardian, are referred to our school psychologist for evaluation. When evaluations are completed, recommendations for the best and least restrictive educational program are recommended. Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Act and implementing provisions of the School Code, may qualify for services under Section 504 of the the federal Rehabilitation Act of 1973 if the child (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

STUDY SKILLS

A parent can help his/her child be aware of skills and techniques, which make learning easier and more enjoyable. The following are guidelines for achieving good study habits:

1. Come to class prepared! (Paper, pencil and other necessary materials)
2. Be an active participant in class. Listen well and respond when given a chance.
3. Ask questions when you don't understand.
4. Plan your day and schedule time for homework and studying.
5. Use the distributed assignment notebook daily.
6. Use what is learned; apply it to situations at home or at play.
7. Strive to do the very best work possible.

VOLUNTEERS

Any family adult is more than welcome at our schools—as a visitor or as a classroom helper. For those who have the time to donate, your presence in our office or classroom as an aide is especially valued.

If you can offer us even a single hour per week, teachers at all grade levels can use your help to:

- Work with individual students, who have difficulty staying on task,
- Listening to individual students read aloud,

- Read to students,
- Help with the classroom clerical tasks,
- Check in homework, and far more.

Possibilities are limited only by the imagination.

Contact your child's teacher if interested; contact the office if you would like us to direct you to an area of need. Volunteers must be approved by the Principal and be subjected to a State Police check and drug test.

"Family adult" includes interested parents, grandparents, aunts, and uncles.

Student Acceptable Use of Technology and Networks

Students are subject to the terms and conditions outlined in School Board Policy 6:235 and all related administrative procedures and exhibits. The Administrative Procedures listed below (6:235AP1) are provided for student and parent convenience. Both Parents and students must also sign the Authorization for Electronic Network Access Form (6:235 AP1-E1) in order to comply with this policy.

School Board Policy 6:235-AP1

Administrative Procedure - Acceptable Use of 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 proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

Terms and Conditions

Acceptable Use - Access to the District's electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges - The use of the District's electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - 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 any illegal activity, including violation of copyright or other contracts, or transmitting any 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 of 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.
- n. Use of network for, or in support of any obscene or pornographic purposes including, but not limited to, the retrieving or

viewing of any sexually explicit material. If a student authorized user inadvertently accesses such information, he or she must immediately disclose the inadvertent access to a teacher or an administrator. Other authorized users should report incidents to the network administrator. This will protect the user against allegations of intentionally violating this policy.

- o. Use of the network for soliciting or distributing information with the intent to incite violence, cause personal harm or bodily injury, or to harass or "stalk" (cyberstalking) another individual.
- p. Violation of any provision of the Illinois School Student Records Act (105 ILCS 10/1et seq.), which governs students' rights to privacy and the confidential maintenance of certain information including, but not limited to a student's grades and test scores.
- q. Any form of unauthorized access, as stated above or otherwise.

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. 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, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages 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.

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.

Security – All student authorized users are to report promptly any violations of this policy to their teacher or building principal. Teachers or building principals will report such violations to the System Administrator or designee of the Superintendent in order to ensure network security.

In order to maintain the security of the system, authorized users are prohibited from engaging in the following actions:

- a. Use of any unauthorized personal equipment attached, connected, and/or installed to district network.
- b. Intentionally disrupting the use of the network for other users, including, but not limited to, disruptive use of any processes or programs, sharing logins and passwords or utilizing tools for ascertaining passwords, spreading computer viruses, engaging in "hacking" of any kind, use of proxy or filter avoidance software or devices, and/or engaging in computer tampering of any kind.
- c. Disclosing the contents or existence of computer files, confidential documents, e-mail correspondence, or other information to anyone other than authorized recipients. Authorized users must not share logins or password(s) and unauthorized information regarding other users' passwords or security systems.

- d. 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 will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result 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.

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.

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

- a. 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.
- b. Students and staff engaged in producing web pages must provide system administrators or Building Principal with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c. 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.
- d. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students, staff members and school board members in fulfilling their duties and responsibilities, and 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, staff member or school board member 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 brought to the attention of 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.

Online Activities

a. Educational Purposes

Authorized users may create webpages as a part of a class activity. Material presented on a class website must meet the educational objectives of the class activity. The District has the right to exercise control over the content and/or style of the student webpages.

Only those students whose parent(s) or guardian(s) have completed the Authorization for Electronic Network Access Form

Permission for Publication section may post their work or picture on student or school websites. Students whose work, likeness (as captured by photograph, video or other media) or voices are presented on a student website shall be identified by first name only for confidentiality and safety purposes.

b. Electronic Social Networking

While home-based web sites, message boards, blogs, forums, and other uses of home-based computers may be regarded as a benefit to a student's computer literacy, the student needs to be aware of the following:

Using a non-district computer, either during or outside of the regular school day, such that the use results in material and/or substantial disruption to the school will constitute grounds to investigate whether the use violates applicable law (see Greenfield BOE vs Boucher, 1998) or district rules. Should such misuse be found, the school will implement appropriate consequences as defined in the acceptable use policy and the student discipline code. As district network use is a privilege, such violations may result in suspension of use of district network or other technology for a period of time based upon the seriousness of the offense's impact or a threat's ability to have caused material and/or substantial disruption were it carried out.

Monitoring

The District network is routinely monitored to maintain the efficiency of the system. Authorized users should be aware that use of network resources, including their use of e-mail, is subject to monitoring by the superintendent, system administrator(s), or his/her designee. Any activities related to or in support of violations of this policy and/or the Student Handbook may be reported and will subject the user to sanctions specified either in the Student Handbook or in this policy. The district reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the user.

Internet Safety

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is almost assured if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.

Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

Each District computer or mobile device with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

LEGAL REF.: No Child Left Behind Act, 20 U.S.C. §6777.

Children's Internet Protection Act, 47 U.S.C. §254(h) and (l).

Enhances Education Through Technology Act of 2001, 20 U.S.C §6751 et seq.

Harassing and Obscene Communications Act, 720 ILCS 135/0.01.

MEDICAID

Implications of Revised Parental Consent Rule

This document summarizes information published in the Federal Register on February 13, 2013. The actual document can be found at: www.gpo.gov/fdsys/pkg/FR-2013-02-14/pdf/2013-03443.pdf

Parental consent now consists of two processes:

- Annual notification
- One-Time-Consent

Each process is described below along with sample documents.

The revised rule continues to ONLY require consent when seeking reimbursement for "services provided under the IDEA". Evaluative services that assist to identify students with learning issues are not subject to this rule.

The revised consent rule is effective March 18, 2013. Please note that Parental Consent is a Department of Education rule, NOT a Medicaid rule. Per Illinois Medicaid: "We have always stated that enrolling the child in Medicaid is providing consent to bill for medically appropriate services provided by an enrolled provider".

Annual Notification

The notification process requires the "public entity" to inform the parent/guardian, on an annual basis, that it intends to access Medicaid benefits to help offset the cost of services described in the student's IEP. This notification must include:

- The personally identifiable data to be released to Medicaid
- A statement indicating consent can be withdrawn at any time
- Affirmation that, regardless of the consent decision, services must be provided at no cost

Although it is not part of the revised rule, we recommend the notification also describe the impact of school-based claiming on the family's access to future Medicaid benefits. This may help eliminate some of the denials.

Since this is an annual process we recommend adding the notice to your student handbook. If a handbook is not published, or if you do not wish to use the handbook for this purpose, notices can be provided at annual/tri-annual review meetings or via a yearly mailing/emailing. If using mail or email, only the parents/guardians of current special education students need to be notified.

Regardless of the notification method, we recommend implementing this process **NO LATER THAN THE START OF THE 2013-2014 school year.**

A [sample](#) annual notification document can be found in Appendix A.

One-Time-Consent

This process requires the "public entity" to obtain WRITTEN consent once during the student's duration in special education. Written consent is not transferable. If a student moves, the new district must obtain written consent at the student's first IEP meeting. If a student leaves and then returns, the consent obtained during the student's prior enrollment is sufficient.

Consent requires the parent/guardian to receive the same information as in the annual notice. In addition, the consent form must document the parent/guardian name, signature and date. Electronic consent is acceptable provided the consent email is printed and maintained in the student's file.

If your staff **have** been obtaining consent in accordance with the existing rule, it is **NOT NECESSARY to obtain written consent, for the current special education students, using the new consent form.** ("...public agency is not required to obtain a new parental consent if a public agency has on file a parental consent that meets the requirements of the prior.. CFR"). Your staff can immediately end the process of obtaining consent for this population.

If your staff **have not** been obtaining consent in accordance with the existing consent rule, you **must** have your staff present the new consent form at upcoming annual/tri-annual review meetings until all current special education students are addressed. This could also be achieved via a mass mailing but follow-ups would have to occur to make sure completed forms are returned.

Regardless of how consent is being obtained today, you also must....

- Implement a new consent form (a sample can be found in Appendix B) to be presented at the student's **first** IEP meeting. If your organization uses a web-based IEP toolset contact the vendor to see if they can modify their toolset to automatically print a consent form with the student's first IEP. We recommend that consent be presented to ALL special education students, regardless of their current Medicaid status.
- Make sure the signed, consent form is maintained in the student's file
- Provide your Medicaid billing vendor the student's name and birth date when consent is denied or withdrawn.

We strongly recommend implementing the new consent form as soon as possible.

Appendix A – Annual Notification

Medicaid Data Release – Special Education Students Only

If your child receives special education services and is also Medicaid eligible, *District 123* can seek partial reimbursement from Medicaid for health services documented in your child's Individualized Education Program (IEP). Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services for

students.

The reimbursement process requires the school district to provide Medicaid with your child's name, birth date and Medicaid number. Federal law requires annual notification of our intent to pursue this reimbursement opportunity.

If you approve of the release of information to Medicaid, do nothing.

If you object to the release of information to Medicaid, now or at any time in the future, please state your objection in writing and forward it to*job title and address go here*.

Regardless of your decision the district must continue to provide, at no cost to you, the services listed in your child's IEP.

This program has no impact on your child's or your family's current or future Medicaid benefits . Under federal law, participation in this program CANNOT:

- a) decrease lifetime coverage or any other public insurance benefit,
- b) result in the family paying for services that would otherwise be covered by Medicaid,
- c) increase your premiums or lead to discontinuation of benefits or insurance, or
- d) result in the loss of eligibility for home and community-based waivers.

Your continued consent allows the district to recover a portion of the costs associated with providing health services to your child.

Appendix B – One-Time-Consent

Medicaid Data Release Consent

This notification is provided to the parents/guardians of all special education students. We do so to avoid having to ask about family finances and insurance decisions.

If your child receives special education services and is also Medicaid eligible, *District 123* can seek partial reimbursement from Medicaid for health services documented in your child's Individualized Education Program (IEP). Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services for students.

The reimbursement process requires the school district to provide Medicaid with your child's name, birth date and Medicaid number. Federal law requires your written consent to release these data to Medicaid.

Only data for Medicaid eligible students will be released.

You can deny the district the right to release this data now or at any time in the future.

Regardless of your decision the district must continue to provide, at no cost to you, the services listed in your child's IEP.

When considering your decision, please note that this program has no impact on current or future Medicaid benefits for you, the student or your family. Under federal law, your decision to participate in this program CANNOT:

- a) decrease lifetime coverage or any other public insurance benefit,
- b) result in the family paying for services that would otherwise be covered by Medicaid,
- c) increase your premiums or lead to discontinuation of benefits or insurance, or
- d) result in the loss of eligibility for home and community-based waivers.

Your consent allows us to recover a portion of the costs associated with providing health services to your child.

- I approve of *District 123* releasing data to Medicaid
- I do not approve of *District 123* releasing data to Medicaid

Child's Name:

Parent/Guardian Name:

Parent/Guardian Signature:

Consent Date:

RIVERVIEW HANDBOOK CONCLUSION

This handbook may not answer all of your questions and may not solve all your problems. It is intended to serve as a guide. If you

need help in answering specific questions, please ask your child's teacher, the office staff, or administration. We invite your opinions, too.

The provisions of this handbook are not considered an irrevocable contractual commitment between the school and the parent or student. The provisions reflect the status of the rules, practices, policies, and procedures as currently practiced.

The provisions of this handbook are subject to change. Students will be notified of such changes.

I acknowledge and will abide by the above rules and procedures for both students and parents/guardians.

Name _____

Signature _____

Date Signed _____