

# Elementary Handbook



2020-2021

## Fulton Elementary School

1301 7<sup>th</sup> Avenue Fulton, IL 61252

Phone: (815) 589-2911 Fax: (815) 589-4614

<http://www.riverbendschools.org>

Office Hours: 7:30 a.m. to 4:00 p.m. Monday-Friday

## **ABSENCE**

THERE IS NO WAY TO DUPLICATE THE CLASS INTERACTION EXPERIENCE AFTER A STUDENT HAS BEEN ABSENT. Excessive absences may result in a report of suspected truancy to appropriate legal authorities or removal from classes at the discretion of the school administration. The parent/guardian will be notified of excessive absenteeism. Illinois School Code (Section 26-1) states: "Whoever has custody or control of any child between the ages of 6 and 17 years shall cause to attend some public school in the district where the child resides the entire time it is in session during the regular school term." IT IS THE RESPONSIBILITY OF THE STUDENT'S PARENT/GUARDIAN TO SEE THAT A STUDENT IS IN REGULAR ATTENDANCE. The law is specific that parents/guardians must cooperate with the school to ensure that regular school attendance occurs. After 3 consecutive days or an accumulation of 13 days in a year, a medical excuse from a doctor or dentist will be required in order for the absences to be excused.

## **ARRIVAL/DISMISSAL PROCEDURES**

It is extremely important for the safety of ALL of our students and staff that ALL parents follow the arrival and dismissal procedures that are outlined in this handbook. If another family member is going to be bringing your child to school or picking them up after school, please make sure to inform them of the procedures they are to follow. **It is against the law in Illinois to be on your cell phone while driving.**

### **Fulton Elementary School Drop-Off Procedures**

- o In the morning, parents will pull into the bus lane after all buses have unloaded and drop students off at the sidewalk leading to the entry door.
- o Parents will be instructed when they should begin to enter the bus lane by the principal and/or the morning duty supervising teacher.
- o All cars must remain in a single line while waiting to drop-off students; there cannot be a second lane of traffic in the bus lane.
- o After dropping students off, parents should exit the bus lane allowing for a continuing flow of drop-off traffic.
- o **Parents cannot park in the bus lane or the faculty and staff parking lot. If you walk your child into the building, you must park in the designated area on the street along the field next to River Bend Middle School.**

### **Fulton Elementary School Pick-Up Procedures**

- o In the afternoon, parents will pull in the bus lane after all buses have loaded and left to pick-up students at the sidewalk leading to the entry door.
- o Parents will be instructed when they should begin to enter the bus lane by the principal and/or the afternoon duty supervising teacher.
- o All cars must remain in a single line while waiting to pick-up students; there cannot be a second lane of traffic in the bus lane.
- o After picking students up, parents should exit the bus lane allowing for a continuing flow of pick-up traffic.

- o Parents cannot park in the bus lane or the faculty and staff parking lot. **If you want to walk to personally pick-up your child or to enter the building, you must park in the designated area on the street along the field next to River Bend Middle School.**

Students that are arriving to school by walking, biking, or riding in a car should arrive after 7:30 a.m. Students that need to go to breakfast in the River Bend Middle School multi-purpose room should arrive after 7:30 a.m. A teacher is outside supervising starting at 7:30 a.m. Several more teachers are outside supervising at 7:50 a.m. Students may enter the elementary building at 8:00 a.m. The tardy bell rings at 8:10 a.m.

Students that ride the bus home or that attend daycare are dismissed at 3:07 p.m. Daycare employees meet the daycare students in the gym and walk them up to the daycare in a group. Students that go home by walking, biking, or riding in a car are dismissed once the buses have left the circle drive.

## **BIRTHDAYS**

We try to make birthdays a very special time for each child. Often, the children enjoy bringing treats to share with their classmates. Please make sure to send enough so that every child in the class receives one. *Also remember that all treats brought to school must be store bought.* Students should not bring extra treats to distribute outside of their homeroom. Invitations to a student's birthday party may only be passed out at school if the entire class is receiving an invitation. Deliveries of any kind (flowers, balloons, candy, etc.) to students will not be accepted.

We celebrate summer birthdays during the school year too. Check with your child's teacher about a day to celebrate his/her "pretend" birthday or his/her half-birthday.

## **BREAKFAST**

Breakfast is offered to all FES students and is served at the River Bend Middle School available every morning from 7:30 am to 8:00 am. Breakfast fees are deducted from the student's lunch account. For the 2020-2021 school year, the regular price for breakfast is \$1.50 and the reduced price is \$0.30. The cost of breakfast for adults is \$2.00.

## **CALENDAR**

A calendar is available on the school website or a printed copy will be provided upon parent request. Parents/guardians should refer to the calendar about school events, early release dates, vacation dates, and other important school activities.

## **CELL PHONES & SMART WATCHES**

Students may carry cell phones and smart watches on them to and from school. However, during school hours, all cell phones and smart watches must remain in the student's school bag and must be turned off. Cell phones are not to be taken to classes

or used during school hours. If students fail to follow these guidelines, the cell phone and/or smart watch will be confiscated and held in the school office.

First Offense: The student will pick the phone or smart watch up in the office after school.

Second Offense and after: Parent/Guardian will pick the phone or smart watch up in the office after school.

Excessive violations may prohibit a student from having a cell phone and/or smart watch at school.

### **CHROMEBOOK AND IPAD USE**

K – 5<sup>th</sup> grade students will have access to a Chromebook at school. Students in 5th grade will also have a Chromebook bag and be allowed to take the Chromebooks home as permitted by teachers and staff. Chromebooks must be fully charged when the student returns to school. If a student is caught using non approved activities such as, including but not limited to, Google Pictures, playing Games, listening to music, etc. without teacher permission, the following consequences may be implemented:

- Loss of Recess/Lunch Detention, Detentions, in-school-suspensions, having their Chromebook reduced to limited web access (penalty box), suspension, or other consequences

### **CONTACT INFORMATION**

It is extremely important that the office has the most current contact information on each student so that we know how to contact you if your child is sick or for any other school related reason. If your address, home phone number, cell phone number, or email address happen to change, please make sure to call the school office at (815) 589-2911 to give them the updated information as soon as possible. Also, be sure to call if any of your child's other emergency contact information changes as well.

### **COUNSELING**

Fulton Elementary School is provided with a full-time skilled counselor, Mrs. Meumann, whose services are available at any time to all students and parents by appointment. Students or parents may consult the counselor about any problem or concern with school work, adjustment, social/emotional concerns, or personal difficulties.

### **EARLY RELEASE DATES FOR 2020-2021**

September 16 - 12:30 p.m.

October 21 - 12:30 p.m.

November 5 - 1:50 p.m.

November 18 - 12:30 p.m.

December 9 - 12:30 p.m.

January 27 - 12:30 p.m.

February 24 - 12:30 p.m.

March 17 - 12:30 p.m.

April 13 - 12:30 p.m.

May 12 - 12:30 p.m.

### **FIELD TRIPS**

A well-planned field trip is considered an enriching privilege, which can contribute to the total education of children. Students not in good academic or behavioral standing may be denied this privilege. Field trips are planned by the teacher in consultation with the Principal. Transportation plans are arranged by the teacher. Classroom teachers will send a note home prior to each field trip with the specific date and details about the trip. Parents must give written or electronic permission in order for a child to participate in field trips.

### **FLOWER/BALLOON DELIVERIES**

Flower/Balloon deliveries for students will **NOT** be accepted. This applies at all schools.

### **HEAD LICE**

Students are sent home with live lice or a full head of nits. Students may return to school after effective treatment. All students sent home due to head lice must see the school nurse for a head check prior to returning to the classroom.

### **LUNCH PROCEDURES**

Students may either eat hot lunch or bring a cold lunch. Guests are welcome to come for lunch with students but must call by 9:00 a.m. to order lunch. All guests coming for lunch need to check in and pay for their lunch in the office. Visitors are not allowed on the playground during lunch recess. For the 2020-2021 school year, the regular price for a student lunch will be \$2.85 and the reduced price will be \$0.40. The price for an adult lunch will be \$3.50.

### **LUNCH PROGRAM**

Each student is entered into the school's lunch program and has a lunch account. Parents/guardians are responsible for making sure their child has money in their lunch account. When sending money to school to deposit into your child's lunch account, please make sure it is in an envelope marked with your child's first and last name, homeroom, and whether the money is for their lunch account or for a Kindergarten/First grade milk card. After a deposit is received, a yellow deposit slip will be sent home. This all helps to ensure the accuracy of the lunch program.

### **MEDICATION**

The school nurse will monitor all medications and medical conditions for students. If your child needs to take medication at school, it **MUST** be turned into the office and should be in the original medicine container with your child's name on it. **To ensure the safety of all students, medication should not be sent to school with a child but instead should be dropped off at the office by a responsible adult.** There is a form (available on the school website) that must be filled out and signed by a parent/guardian to authorize school personnel to administer the medication. An explanation of the use and duration of the medication must be provided. Students may carry asthma inhalers with them as long as the required form is completed by a parent. Many times students are in need of Tylenol, Motrin, or Tums. Parents must send a note as well as the product they

are using. ***A doctor's note is required for a student to be excused from PE or recess. A doctor's note of release is required for a student to return to PE or recess.***

## **MILK**

Kindergarten and First Grade students have the opportunity to receive a half pint of milk daily at snack time. For the 2020-2021 school year a .40 charge will be made to each student lunch account daily instead of using milk cards. A doctor's note is required for a student to receive juice instead of milk due to an allergy or milk intolerance.

## **MOVIES**

On occasion, a movie may be shown during school which relates to a unit of study or shown as a motivation or celebration. All movies shown will be G or PG rated. A PG permission slip will be sent home at the beginning of the school year. Parents will be notified prior to a PG movie being shown.

## **NOTES HOME**

Throughout the year, important notes are sent home to parents informing them about various events. In our efforts to 'Go Green' and to help reduce paper costs, Fulton Elementary sends most notes home with the youngest child only.

## **PARTIES**

FES has parties for Halloween, Christmas and Valentine's Day. Occasionally, a special party may be held. Families may send store purchased treats if they wish, but should contact their child's teacher first. Participation in holiday parties is strictly voluntary. For those students that wish to not participate, parents may pick them up early or the student may participate in another educational activity here at school during the party time. Information is sent home from your child's teacher at appropriate times concerning the party details.

## **PHYSICAL EDUCATION**

Students must have gym shoes to wear in PE class. All students will participate in PE activities unless a doctor's excuse is provided.

## **PLEDGE OF ALLEGIANCE, MOMENT OF SILENCE, AND BEHAVIOR PLEDGE**

The state of Illinois requires us to observe a moment of silence. This is a time set aside for reflection and it lasts about 15 seconds. The moment of silence is observed during the morning announcements. Each morning students and staff say the Pledge of Allegiance during the morning announcements. Participation in the pledge is voluntary. However, students that do not participate must wait politely and not disrupt others.

The Pledge of Allegiance is as follows:

**I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible with liberty and justice for all.**

Each morning the students and staff say the Behavior Pledge during morning announcements:

**I pledge to myself on this day. I will be safe in every way.  
Everyday at FES, I will follow the rules and do my best.  
I will respect myself and others too.  
That's the responsible thing to do.  
Be respectful, be responsible, be safe.**

### **POWER ANNOUNCEMENT / SWIFT REACH**

The River Bend School District will be utilizing a district communication system to notify parents of school closings, early releases, and delayed starts. It can also be used for general information or in an emergency situation. All parents/guardians are strongly encouraged to take advantage of this great communication tool. When a message is sent, the District Office number, (815) 589-2711, will appear. Please do not disregard the call as it will contain important information. If at any time you need to change the phone numbers or email addresses you have provided, please send an email to Stacey Dail at sdail@riverbendschools.net or phone the FES office during normal school hours.

### **PTO - PARENT/TEACHER ORGANIZATION**

Fulton Elementary School has an active Parent Teacher Organization. The PTO meets once a month during the school year, generally on the first Tuesday at 6:00 p.m. in the LRC. All parents are strongly encouraged to attend the monthly meetings and to become an active member of the PTO. The PTO helps to fund some wonderful activities for our school that we would not be able to do without them!

### **RECESS**

Recess is provided to all students. However, recess privileges can be taken away from students for disciplinary reasons, or to make up work. Students must adhere to all playground rules and must obey the adults supervising recess. Please discuss the following rules with your child to ensure that they have a positive experience at recess:

1. Tackling and wrestling are not allowed.
2. Wrapping swings around the top of the swing set is not allowed.
3. Only one person on a swing at a time.
4. Underdogs, swinging side-to-side, and jumping off the swings are not allowed.
5. Playing tag is allowed, but no shoving or pushing is allowed.
6. Throwing wood chips is not allowed.
7. Climbing and sitting on top of the monkey bars and spider web is not allowed.
8. Climbing up the slide is not allowed.
9. When going down the slide, feet must go first.
10. Running on and jumping off of any playground equipment is not allowed.
11. Pushing, hitting, kicking, or other physical violence is not allowed.
12. Name calling, teasing, bullying, or other verbal violence is not allowed.
13. When the recess bell rings, students must immediately line up.
14. Visitors are not allowed on the playground during recess.
15. Taking someone else's property without permission is not allowed.

\*Failure to follow the playground rules listed above may result in disciplinary action.

Please keep in mind that during the winter months, students do go outside for recess if the temperature, including wind chill, allows. The Child Care Weather Watch wind chill and heat index chart located on the Illinois State Board of Education website is used to determine outdoor/indoor recess. Please make sure that your child has appropriate winter clothing (boots, snow pants, winter coat, gloves/mittens, hats, scarves, etc.) every day. If you are in need of assistance in providing these items for your child, please contact the school office at (815) 589-2911 as there are resources available to assist you. Please discuss the following additional winter playground rules with your child to ensure that they have a positive experience at recess during the winter:

1. Throwing snowballs and/or ice is not allowed.
2. Students must stay off of icy areas.
3. Students must have boots and snow pants to go off of the blacktop area.

## **REPORTING YOUR CHILD'S PROGRESS**

Progress reports are available on PowerSchool. Paper copies can be sent home with students, but must have a parental request. These are available four times per year at the midpoint of each quarter. At the end of each quarter, report cards are available on PowerSchool or a paper copy can be sent home with students, but must have a parental request. Parent-Teacher Conferences are held in the fall.

### Parent-Teacher Conferences:

November 5th - 2:00 PM - 7:00 PM (Early release at 1:50 PM)

November 6th - 8:00 AM - 1:00 PM (No student attendance that day)

Parents of students in Grades K-5 will also have access to the grades that their child is currently earning in each of their classes through Powerschool. Parents can access PowerSchool at <https://riverbendschools.powerschool.com/public/> from any device that has the ability to connect to the Internet. ID numbers and passwords will be assigned by the school and must be used in order to gain access to your child's grades. Parents should have their ID number and password from registration. If you have problems logging on to the program with your ID number and password or you have lost/forgotten your ID number and password, you may contact the school office at (815) 589-2911 during regular school hours.

A universal screening test called Aimsweb will be administered to all students in September, January, and May. A copy of Aimsweb results are available upon parent request.

Pursuant to House Bill 3586, now known as PA 101-05015, signed into law by Governor Pritzker on August 23, 2019, you are being notified of your right as a parent or guardian of a child with an IEP to request related service logs.

School districts are required to maintain and make available to the child's parents/guardians, at the annual review or the child's IEP and upon request, related service logs that record the type of related services administered under the child's IEP and the minutes of the related service that have been administered. Under IDEA, related services include speech-language pathology and audiology services, interpreting



services, psychological services, physical and occupational therapy services, recreation services, including therapeutic recreation, early identification and assessment of disabilities in children, counseling services, including rehabilitation counseling, orientation and mobility services, and medical services for diagnostic or evaluation purposes. Related services also include school health services and school nurse services, social work services in the schools, and parent counseling and training. To the extent that any of these services are included in the student's IEP as part of the student's educational program, the related service provider must maintain a log that identifies the date services were provided and the minutes of service provided. The Illinois School Student Records Act was amended to specifically note that these required related service logs are considered student temporary records, which a district must maintain for five years after a student has transferred, graduated or otherwise withdrawn from the school district. As a school student record, a parent or guardian may request and review the related service log at any time.

### **SAFETY RULES**

1. Let your child know that they should trust and respect all the adults at school (principal, teachers, custodians, aides, bus drivers, etc.)
2. Teach your child his/her full name, address, telephone number, and the names of his/her parents.
3. Make sure your child knows the safest route to follow to and from school or the bus stop. Walk it together several times. Point out:
  - a. Traffic Lights/Stop Signs. Make sure your child knows to wait on the curb for the right light or for the cars to stop before crossing the street.
  - b. Crosswalks. Make sure that your child only crosses the street at a crosswalk. They should look left, right, then left again before crossing.
  - c. Driveways. Make sure your child knows to watch out for cars pulling in or out.
  - d. Bus stops. Make sure your child knows to stay off of the street and stay close to the stop while waiting for the bus.
  - e. Sidewalks. Make sure your child knows that they are the safest place for them to walk.
4. Help keep your child safe and to avoid dangerous situations by:
  - a. Making sure that your child knows their address and the phone numbers where you can be reached in case of an emergency.
  - b. Pointing out safe places. Show your child safe places to play, safe roads and paths to take, and safe places to go if there is trouble.
  - c. Teaching your child to trust their instincts. Explain that if they ever feel scared or uncomfortable around an adult they don't know, they should run away as fast as they can and tell an adult. Reassure your child that you will help them when they need it.
  - d. Teaching your child to be assertive. Make sure they know that it is okay to say "NO" to a stranger and to run away in dangerous situations.
5. Encouraging your child to play and to walk to school or to walk home with others. There is safety in numbers!

6. Talk with your child about their regular after school plans so that they are aware of what they should do. If your child is a bus rider, please let them know that if they should ever happen to miss the bus after school, they need to come to the school office immediately so that we can make arrangements to get them home safely!

### **SCHOOL SUPPLIES**

The list of supplies that are needed for students in each grade level can be found in the school office and on the school's website at <http://www.riverbendschools.org>. These supplies may need to be replenished during the year, so you may want to buy some extras at the start of the year to keep at home. If you are unable to provide these supplies for your child, please call the school office for assistance.

### **TOYS**

Scooters, skateboards, and roller blades may not be ridden on the school grounds from 7:30 am to 3:30 pm. No toys or electronic devices are allowed in school or at recess at any time as they often become a distraction. Toys that find their way to school may be confiscated and kept in the school office until a parent can pick them up. FES is not responsible for lost, stolen, or damaged toys, electronic games, bikes, etc.

### **VISITORS AND VOLUNTEERS**

Anyone entering the building must check in at the office to sign in on a visitor log sheet and put on a visitor badge. All visitors and volunteers must wear a visitor pass at all times while they are on school property. Classroom visits should be prearranged with your child's teacher whenever possible. All visitations and volunteer services are a privilege and are subject to administrative review.

### **WEATHER PROCEDURE**

When the weather conditions are questionable, please tune your radio, television, or computer to the following stations or websites for information on school delays and/or cancellations:

KROS (1340) AM	WSDR (1240)	KLNT (1390) AM
WLLT (107.7) FM	KMXG MIX (96.1) FM	KCLN (94.7) FM
WCCI (100.3) FM	WLLR (103.7) FM	WQAD (TV-8)
WHBF (TV-4)	KLJB (TV-18)	KWQC (TV-6)

<http://www.riverbendschools.org>

These radio and television stations are also listed in the school calendar and handbook for your reference.

The district will also be utilizing the Power Announcement to notify parents of school closings, early releases, and delayed starts. A message will be sent out to those parents that have chosen to take advantage of this service. The number displayed will be the District Office number (815) 589-2711.

## **WHO TO CONTACT**

The following people may be reached by calling the Fulton Elementary School office at (815)589-2911, unless otherwise noted.

Administrator – Mr. Jeffrey Hoese

Band – Shawn Anton (589-2611)

Bus Barn – Dale Wiersema (589-2902)

Chorus – Jennie Anton

Counselor – Tammy Meumann

Custodian – Pat Foster

District Superintendent – Dr. Darryl Hogue (589-2711)

Lunch Program – Stacey Collachia

Nurses – Linda Rogis & Lisa Outzen

Secretary – Stacey Dail

Technology Coordinator – Cheryl Piercy (589-3511)

## **Fulton Elementary/District Policies Insert**

The following pages are excerpts from the Student/Parent Handbook, which relates specifically to the elementary school student.

The entire Student/Parent Handbook is available on the school website or by parent request.

All parents/students are responsible for knowing the rules and policies contained in both of these documents.

Superintendent: Dr. Darryl Hogue

Principal: Mr. Jeffrey Hoese

RIVER BEND COMMUNITY SCHOOL DISTRICT #2

[www.riverbendschools.org](http://www.riverbendschools.org)

## ACCIDENTS

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

## ADMINISTRATIVE RESPONSIBILITY

- To provide the educational leadership and the administrative skills to build a trusting community through which the total development of each student is promoted.
- To provide encouragement and understanding to the faculty and students, recognizing each as a unique individual.
- To strive for harmony with the school community, providing an opportunity for honest, open communication.

## ASBESTOS

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

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

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

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

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

(UNLESS OTHERWISE INDICATED THE POLICIES AND REGULATIONS CONTAINED IN THIS DOCUMENT PERTAIN TO ALL RIVER BEND SCHOOLS.)

## ATTENDANCE

Irregularity in school attendance is one of the major contributing factors to difficulty in school. Regular attendance and punctuality is required.

### **ABSENCE**

Parents should call the student's school to report a student's absence before **9:00 a.m.** Please give the students name, reason for their absence, and type of illness

### **LEAVING SCHOOL DURING THE SCHOOL DAY**

1. In the case of illness:
  - a. Children are expected to be in school unless they are ill. If your child is absent from school, please call the school office before 9:00 A.M. Notification may be made by calling the school. The office will contact parents if a call is not received to report a student absent.
2. Leaving the school during the day:
  - a. Students in attendance at school must have the permission of office personnel and parent/guardian. Arrangements will be made for the student to be picked up.
3. If you are too ill to remain in school, notify your teacher, and get a pass to the office. Your parents must then be called, and arrangements must be made to get you home.

4. Students having a medical/dental appointment must have verbal notification to the office by a parent/guardian stating the date and time of the appointment. In the case of last-minute emergency appointments, the parent may notify the school by phone about the appointment.

#### **LATE ARRIVAL TO SCHOOL**

The student must report to the office to explain the late arrival and to get an admit pass to class. The student may be considered as tardy and/or absent. An absence will either be excused, unexcused, or truant based on the information obtained.

#### **TARDINESS**

**Tardy Policy** All tardy offenses will be treated equally. Students late to school and class at any time during the school day will be considered tardy (Cumulative for each semester)

#### **MAKE-UP WORK POLICY**

Excused Absences:

Students will be allowed one school day for every day absent. For example, if a student missed school on Monday, the work would need to be completed by Wednesday. However, except in the case of extended illness when special arrangements will be made, a MAXIMUM OF FIVE (5) DAYS TOTAL WILL BE ALLOWED TO MAKE UP WORK. The day following an absence should be used to get the make-up assignments. The individual teacher will determine the make-up assignment, with any additional work if deemed necessary. The principal may extend the make-up time if deemed necessary.

#### **ABSENCE FROM SCHOOL**

**THERE IS NO WAY TO DUPLICATE THE CLASS INTERACTION EXPERIENCE AFTER A STUDENT HAS BEEN ABSENT.** Excessive absence may result in a report of suspected truancy to appropriate legal authorities or removal from classes at the discretion of the school administration. The parent/guardian will be notified of excessive absenteeism. Illinois School Code (Section 26-1) states: "Whoever has custody or control of any child between the ages of 7 and 17 years shall cause to attend some public school in the district wherein the child resides the entire time it is in session during the regular school term." IT IS THE RESPONSIBILITY OF THE STUDENT'S PARENT/GUARDIAN TO SEE THAT A STUDENT IS IN REGULAR ATTENDANCE. The law is specific that parents/guardians must cooperate with the school to ensure that regular attendance is enforced.

#### **EXCUSED ABSENCES**

\*Personal illness or other medically related reason: After 3 consecutive days or an accumulation of 13 days in a year, a medical excuse from a doctor will be required in order for the absences to be excused.

#### **UNEXCUSED ABSENCES**

\*Any absence which is not within the school board definition of an excused absence will be considered unexcused, even if parental permission was received. Final determination will be made by the principal and/or his /her designee. Parental contact must be made with the FES office.

#### **PRE-ARRANGED ABSENCES**

\*Pre-arranged absences will not be granted for such things as shopping, hunting or fishing within the immediate area, haircuts,etc.

\*Professional appointments that could not be scheduled outside the school day: Appointments during the school day are discouraged. If it is necessary to schedule an appointment during the school day, the student must have a note or phone call from a parent/guardian to the school secretary.

**\*Family emergency/death in family.**

**\*Observance of religious holidays.**

**\*Pre-Arranged vacation:**

FES students and their parent/guardian must contact the principal at least three (3) days in advance of the absence. A maximum of five (5) days may be used per school year; any more days will be considered unexcused absences. In order for the five (5) days to be considered an excused absence, the student must be passing in all of his/her classes, and the trip must be such that it cannot be taken during a regularly scheduled break. Approval of additional days will be determined by the building administrator.

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

### **ABSENTEE ASSIGNMENTS**

A student who is unable to attend school due to an illness lasting for three (3) days or more is urged to obtain his assignments by calling the appropriate office **before 9:00 AM**. Parents or a friend may pick-up books in the office at the end of the school day.

### **BOARD OF EDUCATION MEMBERS**

President / Mr. Dan Portz – 710 5<sup>th</sup> Ave. South, Albany

Vice-President / Mrs. M. Jane Orman-Luker - 1011 1/2 4th Street, Fulton

Secretary / Mr. Eric Fish – 7964 Elm Dr. , Morrison

Mr. Chris Barnett – 6020 Hazel Rd., Fulton

Mr. Andy Meyers - 1015 Valley View Drive, Fulton

Mrs. Mary Simmons - 600 11<sup>th</sup> Avenue, Fulton

Mr. Jay Ritchie - 1103 Ridge St., Albany

**PREVENTION OF, AND RESPONSE TO, BULLYING, INTIMIDATION AND HARASSMENT** (See Board Policy 7:180)

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

### **CALENDAR / MENU**

Local radio stations and newspapers will publish upcoming events and the weekly lunch menus.

### **CLASS ASSIGNMENT**

Grade placement is made by the Principal based on general achievement and the mental, physical, emotional, and social maturity of the child. Students transferring into the system will be placed in the same grade level as in the school from which they transferred; however, they, as well as continuing pupils, may be retained or advanced in a grade. Such judgment shall rest with the Principal.

Parents who feel that their child should be considered for support services and/or special education services should contact the Guidance Counselor or the School Principal.

### **CODE OF CONDUCT**

Students in the River Bend School District are expected to conduct themselves as desirable members of society. General standards of conduct include: regular attendance, politeness in conduct, serious application to school work, due consideration of the rights of others, and pride in the school building and grounds. These are the criteria, which all students in the River Bend Schools are expected to meet. At all times students shall conduct themselves in such a manner that no criticism will be brought on themselves, the school, or the community. Good sportsmanship will be displayed regardless of the outcome of any contest. Students shall be responsible for their conduct at all school sponsored activities, shall be subject to all regulations of the school, and will be governed accordingly. Self-discipline is the best kind of discipline. Students should strive toward self-discipline by recognizing their responsibility and using good discretion. This may be achieved by making proper behavioral choices.

### **COMMUNICABLE DISEASES**

Each student returning to school after having a communicable disease must have the permission of the school Principal or written permission from a doctor.

### **CONFERENCES**

After the first quarter, parent/teacher conferences will be held. All parents will be scheduled to attend a conference to meet with their child's teacher.

### **COUNSELING**

We are provided with skilled counselors whose services are available at any time to all students and parents by appointment. A cumulative record of each student's progress through the River Bend Schools is kept in the counselor's office. Students or parents may consult the counselors about any problem or concern with school work, adjustment, social/emotional concerns, or personal difficulties.

### **COUNSELOR CONFIDENTIALITY**

Based on a strong foundation in federal law, Illinois Code, and by general counselor codes of ethics, students are entitled to a confidential relationship with their counselor when discussing personal problems. Section 622.10 of the Illinois Code says in part: No qualified school guidance counselor, who obtains information by reason of his employment as a qualified school guidance counselor shall be allowed, in giving testimony, to disclose any confidential communications properly entrusted to him by a pupil or his parent or guardian. Exceptions to maintaining confidentiality exist where the counselor is aware of a serious danger to health or well-being. For a more complete discussion on counselors and keeping your confidence, please consult with a member of the counseling staff. Parents who desire a more complete discussion should likewise consult a counselor, or the school administration.



## DETENTION POLICY

Detention is recognized as a legitimate form of student discipline with the following stipulations. Time in detention is planned as a learning experience.

There are two types of detentions - Administrative and Teacher. A teacher detention is given by individual teachers dealing with minor discipline problems. Administrative detentions are assigned for discipline problems that result from infractions in the classroom, on the playground, and office referrals.

**Teacher detentions** will be up to 35 minutes in length, unless parents agree to a longer period for a tutorial in a subject. Students will be given written notice of teacher detentions. Students will be given at least one 24-hour period to arrange their schedules to accommodate a detention. (Example: Detentions given on Wednesday should be served on Thursday or at a later time as assigned by the teacher.)

**Administrative detentions** - 35-minute detention hall will be scheduled throughout the week; before school times (7:25-8:00 a.m.) and after school times (3:10-3:45 p.m.) will be scheduled. Due to school holidays and other conflicts, a detention hall may be rescheduled to another day of the week.

**Materials:** All students are required to bring study materials to the detention. A teacher may require a particular set of materials when the detention is served in their classroom.

### **Rules:**

1. Students should arrive on time.
2. Students must have study materials.
3. Students will sit where assigned.
4. Students will sit quietly.
5. Uncooperative students will not be given credit and may be referred to the office for further disciplinary action.

## DISASTER DRILLS (FIRE/TORNADO)

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

In case of a fire alarm, students will evacuate the building completely, along routes designated, posted, and explained by teachers. If between classes, proceed quietly to the nearest outside exit. In all cases, get completely away from the building until the signal is given to return (minimum of 50 feet).

River Bend students are expected to take drills and all information and directions seriously, and they have regularly done so. Failure to do so impairs the safety of everyone in our building and will be dealt with severely.

## DISCIPLINE

A student's conduct must be such that the educational process can proceed in an orderly manner. All students are expected to conduct themselves properly through self-control and by showing and maintaining respect for adult authority. **Each teacher of a classroom in grades K-5 will follow the FES discipline plan in his or her classroom.** The student is expected to show:

1. Respect for property belonging to:
  - a.) classmates and themselves;
  - b.) the teacher and the school;
2. Responsibility to self by:
  - a.) being in daily attendance at school;
  - b.) educational success;
  - c.) developing personal integrity, truthfulness and honesty.

### **Minor Disciplinary Violations**

Students may occasionally violate a minor regulation of the school. These violations may indicate behavioral problems if too many occur. Examples of such violations include misbehavior in the hallway or bathroom, causing a disturbance at recess or in a classroom, failure to follow procedures in the handbooks or the instructions of a staff member. (This list contains only examples. Other violations will be considered minor violations.)

Students will be dealt with on an individual basis with penalties appropriate to the particular situation. Students who regularly violate school policies will receive special attention and additional disciplinary action. Penalties will vary and may include detention or suspension.

### **Removal From Class**

Since the goal of the District is to develop all persons to their capabilities, teachers in the River Bend Schools have the right and obligation to remove disruptive students from their classrooms for one (1) class meeting or session. Upon removal from class by a teacher, the Principal / designee will hold a conference with the student. He/She will face appropriate disciplinary action at this time.

Students who continually disrupt class (es) and are removed from class will face further disciplinary action. These actions may include parent conferences, detention, suspensions, and expulsion. Alternative actions, as deemed necessary by the Principal, could also be used.

### **Major Disciplinary Violations**

**GROSS DISOBEDIENCE OR MISCONDUCT** Maximum penalties may extend up to and including expulsion from school. Examples of gross disobedience and misconduct, along with possible penalties are:

1. **THEFT** may be reported to the police for official action. The student may be suspended, a conference with the parents will be held, and the stolen item must be returned.
2. **VANDALISM** is a criminal act and will be treated as such. The student will be required to pay for the damaged materials. Vandalism of any nature (graffiti, writing on desks, walls, damaging school or personal property and other destructive acts) may result in an out-of school suspension of 1 to 10 days and a possible recommendation for expulsion. Such offenders will also be required to make necessary restitution for all charges pertaining to their act of vandalism.
3. **ARSON** will be reported to the police, and a recommendation for expulsion will be made to the Superintendent. Tripping a false fire alarm will result in immediate suspension and a conference with the parents.

4. **BOMB THREAT** is a criminal act that disrupts the educational environment. A bomb threat will result in an out-of-school suspension of 1 to 10 days and a possible expulsion. Fulton Police Department will be notified.
5. **FIGHTING AND VIOLENT BEHAVIOR** are never acceptable acts for responsible people. Fighting may result in the suspension of both parties.
6. **IMPROPER USE OR POSSESSION OF DRUGS, DRUG PARAPHERNALIA, AND/OR ALCOHOL** will be dealt with on an individual basis, but parents and the authorities will be involved. Penalties will range from suspension to possible expulsion proceedings in severe cases. Students who are under the influence of drugs or alcohol may be treated as if they are in possession. The sale or passing of drugs or look-a-like drugs could be referred to the police for legal action and to the Superintendent for suspension or expulsion proceedings.
7. **INSUBORDINATION OR LYING** to a teacher or other staff member or **USE OF PROFANITY AND/OR OBSCENITY** directed at a staff member may be grounds **for suspension from school** and a conference with the parents.
8. **THREATENING A STAFF MEMBER** may be grounds **for suspension from school** and possible notification of the appropriate authorities.
9. **POSSESSION OR USE OF TOBACCO** by any student on the grounds or in the school building will result in a suspension. Tobacco products may be confiscated from students including electronic cigarettes or e-cigarettes.
10. **POSSESSION, USE OR TRANSFER OF A WEAPON** or any object that can reasonably be considered, or looks like a weapon, by any student on school grounds or at a school sponsored event shall result in suspension, notification of proper authorities and expulsion for up to two (2) calendar years. Weapons will be confiscated and not returned. It is unlawful for any student to carry, possess, or have under his/her control any weapon or explosive compound while on school grounds. School grounds include school buildings, school functions, any vehicle used by the school to transport students, or any public way within 1000 feet of school property. If a school employee observes any student to be in possession of a weapon on school grounds, the school employee shall immediately notify the building's school administrator and/or school office personnel. The administrator or his/her designee will immediately notify the student's parent or guardian and law enforcement officials.
11. **CHEATING.** The first time a student is caught cheating in a classroom, teachers will follow this procedure:
  1. Give both the "giver of information" and the "receiver of information" a "zero" on the work they are doing.
  2. The teacher should call both students' parents and will warn the parents that a second offense will result in an office referral. The second time a student is caught cheating, the student will be referred to the Principal immediately.
12. **TRUANCY.** Anytime that an absence cannot be verified by phone, or if the parent or guardian has no knowledge of the student's whereabouts, the student will be considered truant. Students will be considered tardy if they arrive after 8:10 a.m. but before 10:00 a.m. If a student is tardy he/she must report to the office before going to the classroom. Repeated absences are referred to the Whiteside County Truancy Alternative Program and students may face further disciplinary action determined by the administration.
13. **GANG ACTIVITY.** Students who attempt to conduct any gang activity at school or school-sponsored events are subject to suspension. No gang dress or symbols are permitted in the River Bend Community Unit District No. 2.
14. **VERBAL/PHYSICAL HARASSMENT/SEXUAL HARASSMENT.** Students who engage in harassment of other students or school personnel are subject to suspension. More serious cases of harassment including sexual harassment will result in a suspension for the offender, notification of proper authorities and may result in expulsion.
15. **ELECTRONIC DEVICES.** Students who bring electronic devices to school for use on the bus must keep the device in their bookbag and off during the school day. Because of the prevalence of cell phones and similar technologies in

our communities and our culture, FES has established a set of tiered guidelines and expectations for their use at school. **Students in Fulton Elementary School may not carry cell phones with them during the school day.** Phones must be turned off during the day.

No cameras and/or picture cell phones will be allowed to be used within the school building. During the school day, use of a picture-taking device without administration approval could result in discipline up to and including suspension.

Students who violate these rules and expectations will receive the following consequences:

1<sup>st</sup> Offense – Warning and reminder of the rules and expectations.

2<sup>nd</sup> Offense – Cell phone is confiscated and returned at the end of the day.

3<sup>rd</sup> Offense – Cell phone is confiscated and returned only to a parent/guardian.

## **SUSPENSIONS**

### **External Suspension**

Students may be suspended from school by the school Principal, or other Administrator, for violation of school rules and regulations, disobedience, misbehavior, school disruption, unexcused absence, or any just or reasonable cause. Such suspension will not exceed ten (10) days, however, the length of the suspension is at the discretion of the Administrator.

A parent or guardian will be notified that his son or daughter has been suspended. The parents have the right to appeal to the Superintendent of Schools and have a hearing before the Board of Education in regard to such a suspension. Students who are suspended from school may not attend any school activities during the suspension time. Further, suspended students are to stay away from the schools and surrounding area while on suspension.

Students who are suspended are required to complete their class work while they are out of school. Students are required to make arrangements to obtain their assignments, missed work and notes from teachers during their suspension. All work should be turned into the teachers on the day of the student's return. All tests and quizzes must be taken on the day a student returns to class. Credit for this work will be determined by the Principal.

### **IN-SCHOOL SUSPENSION (ISS)**

ISS requires students to report to the office at the assigned times. ISS is a quiet study hall. ***No eating, drinking (except during lunch), talking, listening to music, game playing, or sleeping is allowed.*** Students will be supplied with class work and will receive credit for work completed in ISS. Work is due upon the student's return to class. Students will eat lunch in the in-school room. Violation of ISS rules may result in the student being removed from ISS and placed on external suspension.

## **EXPULSION**

The Board of Education may expel students in violation of school rules and regulations, disobedience, misbehavior, school disruption, unexcused absences, or any just or reasonable cause. The parents have the right to a hearing before the Board of Education in regard to the expulsion.

## **SCHOOL DRESS CODE & STUDENT APPEARANCE**

Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear any type of hat in the building, or clothing, or hairstyles that interrupt the educational process. If there is any doubt about dress and appearance, the building principal will make the final decision. Students, who violate the dress code, will be asked to call home for a replacement set of clothes. Repeat offenders will be disciplined.

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

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

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

**Exemption from Physical Education Requirement**

A student in grades 3-12 who is eligible for special education may be excused from physical education courses if:

1. The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services, or
2. The student's individualized education program team determines that the student must utilize the time set aside for physical education to receive special education support and services.

The agreement or determination is made a part of the individualized education program. A student requiring adapted physical education will receive that service in accordance with the student's individualized education program.

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

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

For further information, please contact the school principal.

**Medicaid**

Parent/Guardian Consent for Reimbursement of Health Related Services

Your child requires or your child's Individualized Education Program (IEP) includes one or more health related services, such as Social Work, Nursing, Speech, Occupational Therapy, Physical Therapy, etc. To comply with federal law, River Bend CUSD #2 must obtain consent from parents of students requiring health related services to bill the state for reimbursement of these services. River Bend CUSD #2 will provide you with a copy of your child's services or your child's IEP and any updates to the IEP so you are informed about the types and amounts of health related services provided to your child and for which state reimbursement may be obtained.

I understand my consent for billing is voluntary. I understand if I give consent, River Bend CUSD #2 will bill the state through Medicaid for reimbursement of health related services provided to my child, including any health related services indicated on his/her IEP. I understand my consent will apply for any additional services which may be required in an updated IEP for my child. I also understand that these health related services will be provided at no cost to me, the parent/guardian.

I understand if I do not consent, River Bend CUSD #2 will continue to provide the health related services to my child in accordance with the IEP at no cost to me, the parent/guardian.

I also understand I may revoke my consent at any time, and if I revoke consent, River Bend CUSD #2 will continue to provide the necessary IEP health related services to my child at no cost to me, the parent/guardian.

**ANNUAL NOTIFICATION OF PARENTAL RIGHTS AND PROTECTIONS**

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

Federal funds, the School District must disclose information from your child's education records which may include your child's name, birth date, and Medicaid number to the Illinois Department of Healthcare and Family Services (HFS) regarding the IEP services the School District provided to your child. As required by Federal law, the School District must:

Obtain your written consent prior to disclosing your child's health information to the Illinois Department of Healthcare and Family Services (HFS), may not require you to sign up for or enroll in any public benefits or insurance programs, may not require you to pay any out-of-pocket expenses such as a deductible or co-payment for the costs of the health services the School District provides to your child, and may not use your child's Medicaid or other public benefits if that use would decrease available lifetime coverage or any other insured benefit, result in you or your family paying for services that would otherwise be covered by Medicaid or other public insurance program and that are required for your child outside of the time that your child is in school, increase your insurance premiums or lead to the discontinuation of any public benefits or insurance, or risk the loss of your eligibility for home and community-based waivers, based on aggregate health-related costs.

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

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

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy 8:20, *Community Use of School Facilities*. Any Student may file a discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure*.

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

Flower/Balloon deliveries at school will **NOT** be accepted. This applies at all schools.

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

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

#### **HEARING AND VISION SCREENING**

The state of Illinois mandates vision and hearing screening for school children. Mandated grades for vision screening include Preschool, Kindergarten, 2<sup>nd</sup> and 8<sup>th</sup> grades. Mandated grades for hearing screening include Preschool, Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> grades. In addition, all special education students, teacher referrals, and new student transfers who have not previously been screened in Illinois are mandated populations for vision and hearing screening. Vision screening is not a substitute for a regular complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report from indicating that an examination has been administered within the previous 12 months. Each school year, River Bend #2 students in mandated populations will be screened. Parents will be contacted if a student fails the screening.

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

**Required Health Examinations and Immunizations**

In accordance with the laws of the State of Illinois, all students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases (measles, mumps, rubella, diphtheria, tetanus, pertussis, hepatitis B, polio, and varicella. within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Pre-School	FES	RBMS	FHS
DPT	DPT	Tdap	Tdap
Polio	Polio	Polio	Polio
MMR	MMR	MMR	MMR
Varicella	Varicella	Varicella	Varicella
Hepatitis B		Hepatitis B	Hepatitis B
Pneumococcal		Meningococcal	Meningococcal
Hib			

\*Varicella – two doses starting in Kindergarten

\*Meningococcal – 6<sup>th</sup> & 7<sup>th</sup> Grades – one dose; 12<sup>th</sup> Grade – two doses

Children entering Kindergarten are required to have a lead screening. Proof of immunization against meningococcal disease is required for students in grades 6 and 12, beginning with the 2015-2016 school year. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was “risk-assessed” or screened for lead poisoning. Physicals must be on an Illinois Department of Health form and on file in the school where the student is in attendance. Forms are available in all school offices. Physical exams by chiropractors are not accepted in the State of Illinois.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

**Exemptions**

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

In accordance with the laws of the State of Illinois, all students upon entrance into Kindergarten or school for the first time, Sixth Grade and Ninth Grade must have a physical examination performed and be immunized against measles, mumps, rubella, diphtheria, tetanus, pertussis ,hepatitis B, polio and varicella. Children entering Kindergarten are required to have a lead screen. A dental examination is also required for all students entering Kindergarten, Second, and Sixth Grade. Physicals must be on an Illinois Department of Health form and on file in the school where the student is in attendance. Forms are available in all school offices. Physical exams are not accepted by chiropractors in the State

of Illinois. Students entering Kindergarten or an Illinois school for the first time are required to have an eye examination completed by an optometrist or physician who provides complete eye examinations.

Students in these grades must have the physical on file, or an appointment made by October 15th, or to be suspended from school. Every effort should be made to have this completed by registration time. New students entering the District will have thirty (30) days to obtain such examinations or appointments after they are enrolled. **STRICTLY ENFORCED, SO PLEASE DO IT NOW!**

The only waiver to this Policy is if the individuals involved can prove a constitutional reason for failure to comply. The Administration may require additional physical examinations at any time to protect the health and safety of students under their control.

#### **INTERVIEW BY LAW ENFORCEMENT OFFICERS**

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

#### **MEDICATION AT SCHOOL**

In accordance with the Illinois School Health Code, the administration of medication to students during regular school hours and during school-related activities is restricted to those medications necessary for the critical health or well-being of the student. The term "medication" is not limited to prescription medications and applies to over-the-counter medications as well.

If your child must receive medications at school, then it is your responsibility to complete the following steps before any medication will be dispensed.

1. A written order for either prescription or non-prescription medication must be obtained by the parent from the doctor or dentist and delivered to the school.
2. The parent must complete a request for administration of medication for their child.
3. Medication must be brought to school in a container that has been labeled by a pharmacist. Non-prescription medication must be brought in the manufacturer's original container with the ingredients listed and the child's name affixed to the container and kept in the nurse's office.

Please note that it is the parent's responsibility to pick up any unused medication at the end of the prescribed treatment period. All medication left at school must be discarded by the school nurse.

#### **OFFICE HOURS, ADDRESSES AND PHONE NUMBERS**

**Elementary** - 7:30 a.m. - 4:00 p.m. 589-2911

1301 7th Avenue, Fulton, IL 61252

**Middle School** - 7:30 a.m. - 4:00 p.m. 589-2611

415 12th Street, Fulton, IL 61252

**High School** – 7:30 a.m. - 4:00 p.m. 589-3511

1207 12th Street, Fulton, IL 61252



**Dist. Office-** 8:00 a.m. - 4:30 p.m. 589-2711

1110 3rd Street, Fulton, IL 61252

**Fulton Blended Pre-School** - 8:00 a.m. - 4:00 p.m. 589-2309

1217 14th Street, Fulton, IL 61252

**Bus Garage** - 6:00 a.m. - 4:00 p.m. 589-2902

1307 14th Street, Fulton, IL 61252

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

**PHONE USAGE**

The office phone is for office use only. Students will not be called out of class except for emergencies; we will take a message. Students will be permitted to use the office phone for emergency uses only. In order that classes not be interrupted, all messages to students must be conveyed to the main office. Phones in the classrooms are for teacher use only.

**PLEDGE OF ALLEGIANCE**

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

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

**REPORT CARDS & PROGRESS REPORTS**

Parents have the opportunity to view their students' grades on a daily basis through the district website. Due to the availability of the Internet, report cards and progress reports in grades 3-5 will not be issued to students unless parents request to receive them.

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

**RESPONSE TO INTERVENTION (RTI)**

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

be warranted and students would receive individualized, intensive interventions targeted to their needs as assessed in progress monitoring.

Fulton Elementary School will use Response to Intervention (RtI) which is a process mandated by the State of Illinois to provide additional support for children having academic or behavioral difficulties. RtI is a three-tier process that will give struggling students more adequate instruction by using scientifically researched interventions. The first step of RtI is the universal screener. Each student will be evaluated three times a year (fall and spring). This test will determine which students are struggling with math and reading and will also provide data to determine if the students are progressing at an adequate rate throughout the year.

**SEARCH AND SEIZURE** ([See Board Policy 7:140](#))

**SEX OFFENDER INFORMATION**

Sex Offender Notification Law - Adults responsible for the care of River Bend students may use the following websites to stay aware of the information regarding sex offenders and of a program to help protect students from contact with sex offenders. This fulfills the district's responsibility to provide parents such websites at registration.

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

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

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

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

**PREVENTION OF, AND RESPONSE TO, BULLYING, INTIMIDATION AND HARASSMENT** ([See Board Policy 7:180](#))

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

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

**STUDENT ACCIDENT INSURANCE**

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

<b>DURING</b>	<b>24-HR.</b>	
<b>GRADE</b>	<b>SCHOOL HOURS</b>	<b>COVERAGE</b>
K-5 \$20.00	\$73.00	

Registration for student insurance is online at [www.k12specialmarkets.com](http://www.k12specialmarkets.com). Information will be available at the school at registration time. Families having full-coverage under another policy may waive this requirement.

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

## **SUPPORT SERVICES AND SPECIAL EDUCATION PROGRAMS**

The River Bend Schools offer a variety of support services and special education programs.

- A. General services offered through the Bi-County Cooperative:
  - 1. Psychologist
  - 2. Social Worker
  - 3. Low-incidence Special Education classes such as Severe & Profound, Behavior Disorders, etc.
  - 4. Educable Mentally Handicapped Classes
- B. Offered directly by River Bend Schools:
  - 1. Speech & Language Therapy
  - 2. Special Education Supports
  - 3. Pre-School Screening and At State Grant Funded Pre-School

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

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

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

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

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

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

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

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

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

**Conduct on the Bus:**

1. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
2. Do not talk to the bus driver while the bus is in motion except in emergencies.
3. Do not ask the driver to stop at places other than regular bus stops. The driver is not permitted to do so.
4. Be absolutely quiet when approaching a railroad crossing.
5. Get permission before opening the windows and do not lower them below the line on the bus.
6. Keep all parts of the body and all objects inside the bus.
7. Keep book bags, books, packages, coats and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
8. Eating or drinking is not permitted on the bus.
9. No animals allowed on the bus.
10. Athletic footwear with cleats or spikes is not allowed on the bus.
11. Loud conversation, singing, boisterous conduct, unnecessary noise, or profanity is not allowed. Visiting quietly with your neighbor is acceptable.
12. Electronic devices (such as CD player, cell phones, etc.) are allowed, provided they are in silent mode or headphones/earbuds are worn and are not disruptive to the driver.
13. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment. Parent/Guardians will be liable for any defacing or damage students do to the bus.
14. Keep the bus neat and clean.

**In an Emergency:**

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

**Disciplinary Action:**

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

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

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

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

**U.S. MILITARY PERSONNEL**

At the time of annual enrollment or at any time during the school year, a school district or a recognized non-public school, except for sectarian non-public schools, serving any of grades kindergarten through 12 shall provide, either on its standard enrollment form or on a separate form, the opportunity for the individual enrolling the student to voluntarily state whether the student has a parent or guardian who is a member of a branch of the armed forces of the United States and who is either deployed to active duty or expects to be deployed to active duty during the school year. Each school district and recognized non-public school shall report this enrollment information as aggregate data to the State Board of Education.

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

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

**WEATHER PROCEDURE**

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

Please DO NOT call the school on mornings when the weather is bad. Calling the school ties up the phone lines. Staff members have been instructed that if they are contacted at home they are to refer the person to the radio stations and/or recorded phone message.

The technology-based information system is a positive reinforcement to our commitment to keep our students safe and remain personally connected to staff and parents thoughts directed telephone and email contact regarding inclement weather, school closings and critical or emergency school announcements.

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

**WEATHER / RADIO / TV**

When weather conditions are questionable, tune your radio to:

KROS (1340) AM

KMXG MIX (96.1)FM

WSDR (1240)

KCLN (94.7)FM

KLNT (1390AM)

WCCI (100.3)FM

WLLT (107.7)FM

WLLR (103.7)FM

WQAD (TV-8) ([www.wqad.com](http://www.wqad.com))

KLJB (TV-18)

WHBF (TV-4) ([www.whbf.com](http://www.whbf.com))

KWQC (TV-6) ([www.kwqc.com](http://www.kwqc.com))

[www.riverbendschools.org](http://www.riverbendschools.org)

Power Announcement – Messages on your cell phone will display the number 815-589-2711.