

## **FINAL A-Z School Procedures and Policies**

**Asbestos Hazard:** The Asbestos Hazard Emergency Response Act (AHERA) requires our school to undergo a three-year inspection for all forms of asbestos containing building materials. In addition, the law requires that the District conduct surveillance to determine “any change of condition” of asbestos containing material at six-month intervals. As a result of the inspection and new regulations, certain parts of the school building have been found to contain minor quantities of asbestos which the District has been advised present a low risk to students and staff and can be best, and safely, managed in place.

A management plan identifies all asbestos material in the school including a strategy for managing the material. The plan is available for public review by contacting the District’s Director of Business and Finance.

**Bicycles, Scooters, Longboards, Skateboards, Skates, Etc.:** In conjunction with the Northfield Police Department and the PTO, a detailed on bicycle safety is taught to all third and fourth graders during physical education classes. Parents please encourage your child to adhere to the rules of bicycle safety.

Bicycles are to be placed in the racks provided and once students arrive at school, bicycles should be walked to the rack area. It is strongly recommended that students lock their bike to the rack. Inline skates are to be removed before entering the building. Scooters, longboards/skateboards, and skates may not be used on school property. Storage of these items needs to be arranged with staff. Students may not put any of these items in their regular lockers as they cause damage to the metal and use up too much space. The school assumes no responsibility for your personal property that may be lost, stolen, or damaged.

**Communication:** When concerns arise, parents should make every effort to communicate them to their child’s teacher. At the junior high level, we encourage your child to consult his/her advisor. Every effort will be made to find fair and equitable solutions to all problems.

**Crossing Guard:** A crossing guard is located at the corner of Sunset Ridge and Willow Road and Wagner and Willow Road during the following school hours:

7:50 a.m. - 9:00 a.m.

3:10 p.m. - 3:40 p.m.

**All students must cross these streets only at these corners.**

**Detention:** Reasonable detention at the close of the school day may be used, as long as a teacher considers factors such as transportation, safety of walking routes, weather and any other extenuating circumstances.

The age of the pupil will be considered in determining the length of time he/she may be detained after school. The minimum detention will be ten minutes. If a student is detained more than twenty minutes after the normal closing, an effort will be made to notify the parent/guardian.

**Drop-off Cubicle Area:** Cubicles are located outside the Learning Center for students to pick up forgotten items such as lunches, athletic uniforms, instruments, etc.

**Invitations:** Party invitations are not to be distributed at school as this can lead to hurt feelings and distract classroom activities.

**Limitations on Accepting Gifts:** In accordance with State law, District employees and Board members are prohibited from accepting a gift that he or she has reason to believe is offered in an effort to influence his or her official position or employment. This ban applies to spouses of, and immediate family members living with, a Board member or employee. The following are examples of **acceptable** gifts:

- gifts from relatives or personal friends;
- gifts from an employee or Board member to an employee or Board member;
- gifts from students to teachers that have nominal value;
- Food, lodging transportation, or other benefits;
  - resulting from outside business or employment activities, or
  - customarily provided by a prospective employer;
- information or communication materials, such as books, articles, periodicals, audio tapes or videotapes;
- training (including food and refreshments);
- personal hospitality;
- free attendance at a widely attended forum, dinner, reception or similar event if attendance is related to the individual's office or job;
- commemorative items;
- golf or tennis, food or refreshments of nominal value, and catered food or refreshments;
- meals or beverages consumed on the premises from which they were purchased; and
- items of nominal value (such as T-shirts, mugs, candy, crafts or greeting cards).

The State Gift Ban Act has capped the value of nominal items to \$100 for the calendar year, from any one person.

Anyone believing that this policy is or was violated is encouraged to file a complaint with the Legislative Ethics Commission. The Commission will follow the procedures for handling complaints given in the State Gift Ban Act.

**Lost and Found:** Lost and Found boxes are located outside the physical education office. Parent and students are encouraged to check this area as soon as they note an item is missing. Periodically, lost and found articles are displayed on a table in the hall, giving everyone an opportunity to claim their lost items. **Valuable articles** are filed with the school secretary. At the end of each quarter, any unclaimed items will be donated to a worthy cause.

**Lunch Program:** The PTO sponsors a hot lunch program at both schools. Milk and other beverages are available for children who bring lunch from home. Menus are posted in each homeroom, the lunchroom, and are published in the monthly PTO Bulletin. Lunches can be purchased with cash or with an accu-scan card that is available through the PTO.

At both schools, **free** and **reduced-price** lunches are available to those children whose families qualify under the guidelines established for the National School Lunch Program. These arrangements can be made with the Superintendent and are strictly confidential. Forms are included annually in the back-to-school mailing. If you have any questions regarding the lunch program, please contact the Superintendent.

**Cafeteria Rules:**

- Show respect for the cafeteria space and each other, it is a mark of your maturity.
- Pay for every item you take from any food or beverage stations.
- Respect cafeteria supervisors and parent volunteers by following directions as given.
- Clean up your leftovers. Discard cartons and trash in appropriate waste bins.
- Return trays and silverware to the dishwasher window.
- No shouting or yelling in the lunchroom.
- No food is to leave the cafeteria or to go outdoors.
- Be prepared to go outside daily.
- Get a pass from a teacher if you are working in a classroom area during recess and/or lunch. (**NOTE:** Grades 7 & 8 have space available daily during their recess block to do homework, work quietly with others on a group project, or read).
- Stay in the designated playground area during recess. Going on to private property is trespassing.
- Misuse of another student's accu-scan card will not be tolerated.

**Non-Custodial Parents:** Unless prohibited by a court order, the school district will, upon the request of either parent of a student whose parents are separated or divorced, provide the requesting parent with copies of any documents relating to: the student's academic progress; the student's emotional and/or physical health; notices of school-initiated parent-teacher conferences; notices of major school-sponsored events which involve student-parent interaction; and the school calendar.

In the event that the right of one parent to visit or have other contact with a child has been prohibited by court order, it is the responsibility of the custodial parent to provide the school Principal with a copy of the court order. This is required to provide school personnel with a legal basis for restricting such contacts in the school setting. If a court order has expired, and another order prohibiting contact has been entered, the custodial parent should provide the Principal with a copy of that order.

**Phone Calls:** A phone is available in the nurse's office. Students must have a pass to use a telephone during school hours. Students are allowed to use the office phone only with permission. Cell phones may not be used during school hours, except for emergencies, with permission. Use of cell phones is permitted before and after school.

**School Hours:** School hours are 8:24 a.m.-3:30 p.m. (Grades 6-8) with the entrance bell ringing at 8:18 a.m. and 8:40 a.m.-3:20 p.m. (Grades 4-5) with the entrance bell ringing at 8:35 a.m. Students are welcome before and after school; however, they must have set up a

plan with a teacher. Unless arrangements have been made, all students should be out of the building by 3:45 p.m. Students are allowed in the learning center until 4:00 p.m.

**Early Arrival Plan:** Students who are coming to school early for a prearranged time with a teacher to receive academic support or to participate in an extracurricular program or music lesson are to go directly to the designated area. The teacher and/or sponsor must be present.

**During rain or extreme weather conditions,** students will be allowed in before the bell at the discretion of the administration and morning supervisors and will be supervised by a designated staff member or administrator.

**Search and Seizure:** School authorities (certified employees and school administrators) may search a student and/or his or her personal effects (purses, wallets, backpacks, book bags, lunch boxes, etc.) when there are reasonable grounds for suspecting that the search will produce evidence that the student has violated or is violating either the law or District rules. School authorities are authorized to conduct area-wide inspections of school property including but not limited to student lockers and desks without notice to or consent of the student and without a search warrant.

**Search Procedures:** School searches will be conducted in a manner which is reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student. Searches will be conducted outside the view of others when feasible, including students; in the presence of a school administrator or adult witness; and by a certified employee or administrator of the same sex.

**Search Results:** If a search produces evidence that the student had violated or is violating the law or District rules, such evidence may be seized and impounded by school officials and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement officials.

**Reporting requirements: following a search, the school authority that conducted the search will make a written report.** The written report will be submitted to the Principal/Superintendent.

**Parental Notice:** Parent(s)/Guardian(s) of a student searched in accordance with District policy will be notified of the search as soon as possible and of any referral to law enforcement.

**Lockers and Desks:** Lockers and desks are owned and maintained by the District. The student is granted a limited use of a locker and desk, subject to the right of the school administration to have access thereto at any time:

- for cleaning the lockers or desks;
- when, in the opinion of the school administration, a clear danger to health or safety exists; or
- when the school administration has reason to believe that the locker or desk contains materials which a student would not be legally entitled to have in his/her possession or which violates this policy.

**Appropriate Items for Storage:** The only items that may be placed in a locker or desk are articles of clothing, school books or supplies relating to school use, lunches, and personal items which the student is legally entitled to have in his/her possession.

**Safety Precautions:** All sixth, seventh and eighth grade students are assigned lockers with locks. **Lockers are to remain locked when not in use.** Gym lockers are assigned by the physical education teachers and are equipped with locks for all children in grades four through eight. The District will not accept responsibility for lost, stolen or damaged items stored in an unlocked locker.

**Standards for Extra-Curricular Activities:** We at Sunset Ridge are proud of our school and care about our students. Everyone works to provide students with excellent educational opportunities by putting time and thought into each learning experience. It is important that the students spend time and effort taking advantage of the educational opportunities provided by the school. This is the student's primary responsibility. If a student is having difficulty succeeding in school, we should work as a team to solve the problem. The student must be free to work alone or with a member of the school staff so that sufficient time can be devoted to improving the student's skills. Participating in extra-curricular activities often takes a significant amount of time during and after school. Therefore, the student who is having difficulty should stop participating in extra-curricular activities for a period of time, giving everyone the opportunity to focus on and solve the problem.

Extra-Curricular activities are very important in a student's personal growth and development. Participation in these activities is a privilege, not a right. Students who are succeeding academically and are honoring the behavior guidelines outlined in the SRS Code of Conduct have earned that privilege. We will work to help every student experience success in school because it promotes happiness and self-confidence.

**Standards:** There are two types of standards for all students: academic and behavioral.

A. Academic: **Students participating in extra-curricular activities must be passing all subjects.**

1. A grade check will be taken four times per quarter
2. Any student receiving a failing grade will be suspended from the activity until the next grade check. A student suspended from an activity will meet with his/her teacher/advisor to devise a plan for remediation.
3. The advisor will check on the progress of his/her advisee.

B. Behavioral: **Students are expected to follow the SRS Code of Conduct Expectations**

1. Any student found in serious violation of the philosophy will be suspended from the activity for a length of time deemed appropriate by the administration.
2. A student suspended for such violation will meet with his/her teacher/advisor to develop a plan for remediation.

**Activities:** The activities included under this plan are after-school athletics, cheerleading, musical productions, Student Council, and any other activity involving a lengthy time commitment.

**Student Dress:** The establishment of acceptable dress standards for school is a parental responsibility. We provide guidelines for appropriate dress for school in our Code of Conduct. We encourage all students to wear clothes, which will not disrupt or diminish the learning environment. Situations involving inappropriate clothing will be resolved on an individual basis. It is the hope and intent of this policy that appropriate dress will enhance the working environment for students and teachers and aid the overall aesthetic appeal of our school. The following is a brief list of items that illustrate our current dress code guidelines:

- Clothing must not bring undue attention to the individual and must not disrupt the educational environment (e.g. clothing that is tight fitting);
- Clothing must not display words or images that may be judged to be offensive, obscene, derogatory, symbolic of gangs, or advertisements for tobacco, alcohol or other illicit drugs or activities; and
- Clothing must not be revealing. This would include but is not limited to bare midriffs, low-cut or see-through tops, short shorts or micro miniskirts, bare backs, spaghetti straps, muscle shirts or any other clothing that exposes undergarments.

The above guidelines apply to both males and females. If, in the judgment of the Sunset Ridge staff, a student's dress is deemed inappropriate, distracting, or disruptive to the educational environment, the student will be required to change the clothing in question before attending classes, and his or her parents will be notified.

**Student Safety:** The District will take all appropriate measures to assure student safety including providing safety education to students and providing medical care for students in case of illness or accident. Teachers will instruct students not to accept gifts or car rides from strangers. Students will be instructed to immediately report any suspicious strangers to their teachers, parents/guardians and/or police.

District supervision of students does not extend to places or times when they are travelling to or from school except in District authorized and provided transportation, nor while they are in the school building engaged in activities sponsored by agencies other than the District. The District reserves the right, however, to discipline students for behavior off school grounds and outside of school-sponsored activities which significantly interferes with the functioning of the school district. We strongly encourage parents/guardians to discuss safety measures with their children.

**Transportation:** There is no bus service for transporting Sunset Ridge students to and from school unless such transportation is necessary to meet the needs of a student with disabilities, as determined by the IEP team. Buses are provided for field trips and after-school athletic

activities. Pupils are encouraged to walk and ride their bicycles in good weather. Car pools are also encouraged and can be arranged through the PTO's Health and Safety Chairperson. (See the PTO School Directory for the current name and phone number.)

When picking up or dropping off students, please assist us in creating an atmosphere of safety by adhering to the following:

- ❖ Have children enter school only through the designated grade-level entrances;
- ❖ Do not drop off students in the areas indicated as "No Parking or Stopping Zones"; and
- ❖ Remind your children to use the safety walkways.
- ❖ **DO NOT STOP IN THE DRIVEWAY AREA**

**Visitor Procedures:** We welcome and encourage visits to Sunset Ridge School. The following suggestions are provided:

- ❖ The teacher must be notified in advance of the day and time you wish to visit;
- ❖ All visitors must sign in at the Main Office, obtain a Visitor's Pass and sign out upon departure;
- ❖ We discourage students from bringing friends to class; however, in certain circumstances such visits are permitted with prior permission from the Principal or an administrative designee, at least **two** days in advance of such a visit.

### **School Activities and Organizations**

**After-School Athletics:** Numerous after-school programs are offered to students at Sunset Ridge School. The sixth, seventh and eighth grade programs include field hockey, soccer, track, volleyball, and basketball. Spirit Squad is available if there is sufficient interest. The Northfield Park District sponsors other athletic programs.

Students involved in any after-school activities must take their books, coats and other necessities to their activity, since the classroom area may be locked after 3:30 p.m.

**Awards:** Year-end assemblies are held to present Achievement Awards, Sports Awards, and Fine Arts Awards. "Soar with the Eagles" Awards are presented weekly for outstanding service, effort or achievement.

**Academic/Athletic Contests:** Sunset Ridge School participates in selected local, regional or national contests, only on authorization of the Board of Education and/or the Superintendent of Schools. Individuals may participate on their own. If an individual participates, he/she does not represent the District or the School.

**Dances:** The Student Council sponsors a series of dances for sixth, seventh, and eighth grade students. Listed below are rules that we will enforce to make each dance a safe and enjoyable experience.

- All students are to be brought to the dance and picked up by a parent.
- No students are allowed to come on bicycle or any other means of transportation by themselves. All dances will be from **7:00 - 9:00 p.m.**

- All students **must be picked up by 9:15 p.m.**
- Once a student enters the dance he/she is not allowed to go outside for any reason. Students leaving the building before the end of the dance will have their parents notified immediately.
- Any student absent from school on the day of a dance is not allowed to attend the dance.
- Any student desiring to bring a guest to the dance must provide name, address and phone number of the guest's parent **at least two days prior** to the dance. This must be cleared with the Principal or a designee.
- Violation of any of these rules will result in being excluded from the next Student Council sponsored dance.

**Field Trips:** Throughout the school years opportunities are presented for enrichment excursions away from the school campus. Permission forms are sent home before trips to provide parents with specific details.

**Fundraising:** A limited number of solicitations by community organizations may be authorized in order to educate students about the role of social agencies in the community and to develop an appreciation for community services.

In the conduct of the campaign for funds or goods, no form of competition among individuals, classes or schools shall be encouraged. No quota shall be set for students and all contributions will be strictly on a voluntary basis. In addition, no agency shall be allowed to solicit funds or other services from students unless approved by the Superintendent and/or the Board of Education.

**Hourglass:** The Hourglass is the school yearbook. Junior High students participate in its preparation.

**Kaleidoscope:** The Kaleidoscope is an annual publication sponsored in conjunction with the PTO containing selected writings of Middlefork and Sunset Ridge students.

**Math Club:** Math Club is an after school program for students in 7<sup>th</sup> and 8<sup>th</sup> grade who want to work on math challenges with other students. Students in the program compete with students from other area schools.

### **Music**

**SRS Musical:** Sixth, seventh and eighth grade students are encouraged to participate in an annual musical held in the spring of each year. It is open for attendance by and enjoyment of the entire school and neighborhood community.

**Instrumental Music:** The Sunset Ridge Instrumental Music Department welcomes interested and dedicated students to develop their musical potential by joining our performing groups. The program allows students an opportunity to participate individually, in small groups, and as an entire band or orchestra.

Instruments are provided by the family and should be kept in good working condition. Students are also responsible for home practice and must see that their instruments return to school on the proper days for all lessons, rehearsals and performances. Members are required to perform in all evening concerts.

Band and Orchestra are offered to students in grades 4-8.

**Chorus:** Chorus is open to students in grades 4-8 with performances planned throughout the school year.

**Bucket Band:** Bucket Band is another music program option for students who want to develop their percussion skills and interests using a unique “instrument”.

**National Geographic Society Geography Bee:** Students in grades 4-8 are invited to sign up to compete in an annual Geography Bee. This program is designed to challenge students who have a strong background in global studies. Students study for this January competition.

**P.T.O. (Sunset Ridge-Middlefork P.T.O.):** Our PTO is an active, not-for-profit organization dedicated to supporting the educational process in our schools. We achieve this by offering numerous volunteer opportunities to parents ranging from fund-raising events such as Sally Foster Wrapping Paper or the Spring Family Fair, to coordinating parent-teacher conferences, Fine Arts Day or assemblies for the schools. Interested parents can join the 60 person volunteer board or simply help by working a regular “shift” in the library or lunchroom.

Dues are collected at the Open Houses and help to defray the costs of two PTO projects: the School Directory and the Bulletin. The annual Directory provides a comprehensive list of students, parents, classes, faculty and pertinent contact information. The Bulletin is a booklet mailed monthly containing current news, messages from the administration, minutes from the PTO meetings and lunch menus.

The PTO is proud to be the only parent-teacher organization in Illinois which supervises its own hot lunch program. We work with a food service, and are responsible for the collection of all lunch monies and the training and scheduling of our volunteers.

Each year, proceeds from our fund-raising efforts are applied to our PTO budget. In addition, we are able to provide extra funding through our Ways & Means program. Faculty, parents and students alike are encouraged to submit proposals for special programs, equipment and other school activities.

PTO meetings are the second Tuesday of every month in the Sunset Ridge Learning Center and are a great source for all things school-related: event dates, program changes, and administration updates. All are invited to attend.

**Spelling Bee:** An annual spelling bee is held at Sunset Ridge School for students in grades 4-8. Students have the option to participate and are responsible to prepare for our local challenge. One finalist moves on to the regional competition level. Winners at the regional level compete in Springfield with state finalists competing at Washington, DC.

**Student Council:** Any student may participate in student government. The President and Vice President are junior high students, the Secretary and Treasurer are sixth, seventh or eighth

grade students. The President is elected by the student body and serves one semester. Students from each homeroom/advisory volunteer to serve as Student Council Representatives. Other officers are chosen by the Student Council from this group.