

Blue Ridge

**Community Unit School
District #18**



**Blue Ridge Intermediate
And
Junior High School**

Student/Parent Handbook

2018-2019

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The provisions of this handbook are not to be considered irrevocable, contractual commitments between the school and the student. Rather, the provisions reflect the current status of the rules, practices and procedures as currently practiced and are subject to change.

Policies in this handbook apply during school hours and at all school-sponsored and related events.

ACCELERATION

Acceleration Act (Public Act 100-0421):

Blue Ridge Schools offer four types of acceleration: early entrance to Kindergarten, early entrance to 1st grade, single subject acceleration, and full grade acceleration. Participation in accelerated placement is not limited to those children who have been identified as gifted and talented, but rather is open to all children who demonstrate high ability and who may benefit from accelerated placement. Referrals for acceleration may originate from a teacher, parent, family physician, or licensed educational professional. When a child is referred for consideration for any type of acceleration, parents/guardians will be notified and asked to give consent for the school to begin an assessment process that includes multiple valid and reliable indicators regarding the child's ability, aptitude, and achievement. Following the completion of the assessments, a team, comprised of the building administrator, speech and language pathologist, school counselor, teacher(s), and parents/guardians, will be assembled to discuss additional considerations, resulting in a fair and equitable decision. If the team's decision includes any type of acceleration, a written plan will be developed. If you are interested in learning more about this process, please contact your building principal.

ACCIDENTS In spite of our caution, accidents sometimes happen at school. All accidents and illnesses, which occur at school or at a school function should be reported to the office and recorded. Parents will be notified in case of serious accidents. If the parents cannot be contacted, the person or physician designated on the enrollment form will be notified and the child will be taken either to the physician or the hospital emergency room.

ADDRESS/PHONE NUMBER CHANGE When there is a change in address or work/home phone numbers or emergency numbers, please report this to our school office. Emergencies do arise and we must be able to make contact with parents or an alternate designated adult.

ARRIVAL/DISMISSAL Students should not arrive before 7:50 a.m. unless they are transported by the BR School Buses. Prior to this time no one is on duty to supervise the students. Parents are urged to cooperate by not sending children to school to arrive before 7:50 a.m. School doors will remain locked until 7:50 a.m. each day for security purposes.

Students are expected to be on their way home immediately after dismissal unless they have scheduled practices or work to be done in the classroom. Parents are responsible for their children before school and after dismissal time.

SESSION TIMES

GRADES 4 - 8

8:15 First Bell

8:20 Second Bell-Classses Begin

8:25 Tardy Bell

3:10 Student Dismissal

3:15 Bellflower-Farmer City Bus Departs

3:30 Rural Mansfield Bus Departs

ASBESTOS MANAGEMENT PLAN NOTIFICATION

In compliance with the AHERA law and to ensure the safety of students and staff, Blue Ridge School District #18 conducts a comprehensive asbestos inspection every three years as well as visual surveillance of asbestos-containing areas every six months. The most recent three-year inspection was completed March 10, 2016, and the six month surveillance was completed on March 1, 2018. An asbestos management plan is available in each school's office and in the district office for public review. Should questions arise, feel free to contact the superintendent.

ATTENDANCE Success in school is dependent upon good attendance. There can be no substitute for active class participation. Good attendance will result in higher achievement.

When a student is absent, parents or guardians are asked to notify the school by 9:00 a.m. (217-489-5201). If you need to call before or after office hours (7:30am – 4:00pm) you may leave a detailed message on our office voice mail. You may also email the secretary. If you have not called in or emailed, nor have we been able to reach you, your child will be unexcused and may not receive full credit for their work on that day.

Excused absences are generally in the following categories: pre-arranged absences, illness, doctor/dentist appointments, family emergency, family death, court appearances, and religious holidays as stated in the Illinois State School Code.

Absences which do not fall into the above category may be excused. Parents should contact the principal for absences outside of the above general categories to have their child excused. Students are responsible for completing all assignments prior to the absence.

An excused absence allows the student to make up class work for full credit. At the request of the parent, the secretary and/or teacher will collect assignments and books to enable a student to work at home while they are absent. Please make this request prior to 9:00 a.m. After the student returns to school they will receive one day to complete work missed while they were absent for each day absent. (For example, if a student is absent Monday and Tuesday and returns to school on Wednesday, then all assignments missed during the absence will be due on Friday morning.) If a student is made aware of an upcoming test prior to the student being absent, the student will be expected to take the test unless the parent contacts the teacher prior to the test. If there is material included on the test that was covered during the student's absence, they will not have to take the test. It is expected that the parent will contact the teacher in this situation only if there have been circumstances that significantly interfered with the student's opportunity to study for the test during their absence.

Excessive absenteeism may result in assignment to an alternative educational setting, loss of credit, being dropped from the school roster, grade retention or other related consequences. Parents are required to send a note or call the school to excuse their child from school due to illness. After 10 absences during a school year a doctor's note is required to excuse any additional absences due to illness.

Students must be in regular school attendance on the day of an activity in order to be eligible to

participate in or attend any after-school activity. Exceptions due to unusual circumstances may be approved by the principal.

Vacation or attendance at special events may be excused if approved in advance by the principal. Parents must request a copy of the Pre-Planned Absence Form. Students are responsible for collecting assignments from teachers and turning in the completed work upon returning to school. While we understand family events and vacations sometimes conflict with the school calendar, we encourage you to avoid these conflicts if at all possible. Even though a student can do his/her work during the vacation period, they will be missing important instructional time. We sometimes find that even when students complete their assignments while on vacation, they struggle on subsequent tests and quizzes after returning to school.

Students who have unexcused absences will be expected to take any previously assigned test immediately upon the student's return. Make up work for unexcused absences may be given lower grades for their work, when turned in.

Homebound Instruction: When a parent/guardian anticipates an absence of two weeks or more due to illness or injury, an inquiry should be made regarding homebound instruction, which the district will provide.

Sign Out – We require students who leave the school grounds during the day to check out through the school office, and in again upon their return. A parent or guardian must sign the attendance book when your child arrives late or leaves early.

AUTOMOBILE TRAFFIC - Parents who bring their children to school and/or pick them up after school are asked to drive slowly around the 4-8 campus. The circle drive in front of the building should not be used during arrival, dismissal and when buses are present. Please pick up students on the west side of the building using safety practices and cautions.

BICYCLES Students who ride bicycles to school shall observe safety rules and procedures for the use of bicycles. Bicycles brought to school must be stored in the bike racks provided by the District. Those students who do not follow safety rules, shall be prohibited by the principal from bringing their bicycles to school.

- * Bicycles must not be ridden on the school grounds. Bicycles are not to be loaned to, or borrowed by other students, and must be parked in designated areas.
- * Students who ride bicycles to school should be very careful traveling to and from school, due to the heavy traffic around the school.

BRINGING ITEMS TO SCHOOL/DELIVERIES Should students find it necessary to call home and ask that something be brought to school, the item is to be left in the school office. If the item is urgently needed, the office personnel will make the delivery to the classroom. Every attempt is made to avoid disturbing classes, if possible.

No flowers, balloons, or other gift items should be sent to school. Students have no place to store these items which may become disruptive to the learning environment.

BULLYING

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

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or

threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

BUS CONDUCT

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 before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 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.

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

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.

5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.

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.

For questions regarding school transportation issues, contact: Paulette Clagg at 309-928-2150.

Students are expected to follow all school rules when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

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.

Additionally all provisions provided in our Behavior and Discipline Code apply to students as they ride on the school bus.

BUS PERMITS Any student who would like to ride a bus that he/she is not normally scheduled to ride must have a bus permit. Permits are issued by the principal's office upon written permission from parents.

CANDY, GUM, POP Students are not allowed to chew gum, eat candy or other snacks and/or drink pop during the school day with the exception of in the cafeteria during lunch period. Students who violate this rule will be subject to Level 1 and/or Level 2 consequences under "Noncompliance" as outlined in the Blue Ridge School Behavior and Discipline Code. Exceptions to this rule may be made at the discretion of individual teachers.

CELL PHONES

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), iPod®, iPad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school. Any student who wishes to make a phone call to their parents with their cell phone should come to the office where the office staff will allow them to make the call from the office area. All efforts for privacy will be made if necessary.

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

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
4. Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the

school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Students in the building after an extra-curricular or curricular activity after the regular school day are allowed to use their phones.

CLASSROOM PARTIES The children in grades 4-6 have several classroom parties throughout the year. In order to avoid confusion and misunderstandings, we observe the following guidelines for all room parties:

Halloween: Parents provide Halloween treats for our students. These treats are distributed by parents during a party which is held the last hour of the school day. Students who wish to dress up are to dress only as storybook or non-violent characters. Pretend or real weapons are not permitted as part of costumes.

Christmas: Homerooms do observe a Christmas Party during the last hour of school prior to the start of Christmas vacation. Parents help provide food/drinks for the party through planning with the classroom teacher. In lieu of a holiday party, individual grade levels may plan other special activities.

Valentine's Day: Classroom lists will be sent home for those students wishing to participate in exchanging valentines. Parents provide the party treats and often organize party games. The party is held one hour before the end of the school day.

Birthdays: We do not observe parties at school for children with birthdays. However, a parent whose child has a birthday may provide a small treat for the child's homeroom if they wish. We have "Peanut Free" policy at this school. Treats must be prepackaged and nut free. Cakes are also available for birthdays from the school cafeteria for a fee. Please contact the cafeteria for more information. If you desire to do this, please contact the homeroom teacher so he/she will know to expect it.

Party Invitations: Party invitations of any type should not be distributed at school.

It should be noted, however, that for some religious or personal reasons some parents may prefer that their children not attend any or all of these classroom parties. Parents who wish their children to abstain from participating in any or all of these activities may make such a request to the building principal by 8:00 a.m. the morning of the party. These students will be allowed to go to the media center to read under the guidance of an aide. Alternative arrangements may also be made with the building principal.

CONCERNS There are times when misunderstandings will occur between teachers and students and/or parents. If a problem does arise during the school year, we encourage you to make the

teacher aware of the problem and discuss the solving the problem with the teacher before contacting the principal. In most cases, misunderstandings can easily be resolved by simply talking with the teacher. If after speaking with the teacher you still have concerns, please contact the principal. If the problem is of an extremely serious nature, please contact the principal immediately.

CONCUSSIONS

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

CONSTITUTION TEST The Illinois and United States Constitution tests will be given at the 8th grade level and must be passed prior to receiving a certificate of promotion.

CUSTODY CONCERNS The custodial parent needs to give the office a copy of any custody agreements and also inform the child's teacher of any information that applies. Students will be released only to the custodial parent unless a signed and dated statement is given to the office by the custodial parent, which includes the names of other adults authorized to pick up the child. Non-custodial parents have a right to a parent conference, a copy of all the child's records and may request newsletters and other information. The student or information regarding the student cannot be released to step parents or significant others without written permission from the custodial parents.

DISCIPLINE POLICY *See the Blue Ridge CUSD #18 Behavior and Discipline Code which is an addendum to this handbook.

DISTRIBUTION OF NON-SCHOOL-SPONSORED PUBLICATIONS

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations determined by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;

- c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board Policy and Student Handbook,
 - d. Is reasonably viewed as promoting illegal drug use; or
 - e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
 8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

Publications not distributed by staff or students must first be approved by the Principal.

DRESS CODE

Goals of this dress code:

1. To empower parents and students to make wardrobe choices for their families.
2. To be easily enforced by staff, keeping educator focus on learning and not on policing clothing choice.
3. To avoid disproportionate enforcement toward any gender or marginalized group.
4. To inspire conversation and teaching opportunities among teachers, students, and parents about a variety of topics, including:
 - a. Body shaming
 - b. Professional dress vs. casual dress
 - c. Consent and sexual harassment
 - d. Self-expression

Blue Ridge CUSD #18 District-Wide Dress Code

1. **Basic Principle: Certain body parts must be covered for all students at all times.**
 - a. Clothes must be worn in a way such that genitals, buttocks, torso, breasts, and nipples are fully covered with opaque fabric. All items listed in the "must wear" and "may wear" sections must follow this basic principle.
2. **Students Must Wear***, while following the basic principle of section 1 above:
 1. A shirt which covers torso: the front, back, and sides under the arms must have fabric. The shirt must also have two sleeves or two straps.
 2. Pants or the equivalent: example: skirt, shorts, jeans, dress, casual wear
 3. Shoes
3. Courses that include attire as part of the curriculum (for example, professionalism, public speaking, job readiness, or career and technical education) may include assignment-specific dress. Safety equipment such as safety glasses, closed-toe shoes, or other items may be required for some specific courses. Physical Education may also have a separate and specific dress code and/or uniform. Special events such as field trips, programs, and concerts may have additional dress code rules.
4. **Students May Wear**, as long as these items do not violate section 1 above:
 1. Athletic attire

2. Ripped jeans, as long as section 1 is observed
 3. Fitted pants such as “skinny jeans” and leggings
 4. Hooded sweatshirts as long as the hood is not on the head inside the school building
 5. Religious headwear
 6. Tank tops of any strap width
 7. Shirts/sweaters that expose the shoulders
5. **Students Cannot Wear, on clothing or visible tattoos:**
1. Violent language or images
 2. Images of language depicting drugs or alcohol (or any illegal item or activity)
 3. Hate speech, profanity, pornography
 4. Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups
 5. Any clothing that reveals visible undergarments (straps are allowed)
 6. Hats, hoods up
 7. A shirt with neither sleeves nor straps (example: tube top)
 8. Swimsuits, unless required in class or for a field trip
 9. Accessories that could be considered dangerous or could be used as a weapon, such as spikes
 10. Any items that obstruct the face or head
 11. Clothing that exposes the midriff.
 12. Blankets or outerwear such as coats or work bibs
6. **When a violation of the dress code takes place:**
1. Students should not return to or remain in class if the inappropriate clothing is still being worn.
 2. All efforts to minimize the student’s time out of class should be respected.
 3. Students may use backup clothing or a PE uniform that they may have at school.
 4. Parents can be called to bring students an extra change of clothes.
 5. A limited amount of spare clothing is available to borrow from the office. Any office clothing should be returned promptly and clean or the student will be fined.
 6. Students should not leave the building to obtain appropriate clothing: If a student leaves the building for this reason, the absence will be unexcused, even if the parent gives permission for the student to leave.
 7. We expect that no student should need to be asked more than twice in one year to adjust their attire to meet the dress code rules. Having to ask more than twice becomes an issue of disrespect rather than an issue about dress. After two violations of the dress code, specific discipline and required parent contacts will take place.

Source material: This dress code was extensively copied from two sources:

- The Oregon NOW Model Student Dress Code: http://www.noworegon.org/uploads/1/2/7/5/12754387/or_now_model_student_dress_code_feb_2016_1.pdf
- The Evanston, IL Township HS dress code: <https://www.eths.k12.il.us/site/Default.aspx?PageID=1381>

DRESS FOR RECESS Children are to be safely and appropriately dressed for weather conditions and activities. Teachers are concerned for the health and safety of students during cold weather and do not allow children to go outside without coats, hats (or hood), and gloves. Since recesses are important for children, please be sure your child has suitable clothing and wears it to school. Boots

are required to walk/run in snow and snow pants or snow suits are required to play in the snow. The temperature and wind chill factor will dictate indoor or outdoor recess. If there is outdoor recess, all children are required to go out unless they have a note from their parents indicating they should stay in due to an illness. If a student is to stay in for more than two days due to illness, we require a note from a doctor.

DUE PROCESS: In the operation of the schools, it is hoped that the hallmark of the exercise of authority will always be fairness. Every effort should be made to secure understanding and acceptance of decisions that are made in good faith.

The Board will extend to students their full rights as provided by law. It is the Board's desire that the exercise of authority necessary in a school setting be fair and that the student's rights be fully protected.

EMERGENCY DRILLS At regular times throughout the year, fire, tornado, earthquake, and intruder drills will be held. These drills are necessary for the safety of the students.

Should a tornado warning or an emergency situation alert be issued near the end of a school day, Blue Ridge will hold all students until parents sign them out in the school office or until the school receives a directive to dismiss.

ENGLISH LEARNERS The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.

For questions related to this program or to express input in the school's English Learners program, contact the principal.

EQUAL EDUCATIONAL OPPORTUNITIES The District provides equal opportunities to all students regardless of gender and complies with *Section 3.10, Section 2-3.8 and Section 200.90b* of the Illinois School Code. These laws are available at the unit office to anyone who wants additional information or to begin a Grievance Procedure.

EXTRA-CURRICULAR ACTIVITIES

Attendance -- Students are encouraged to attend extra-curricular events at BRIJHS. Students, as with all fans, need to conduct themselves with good sportsmanship; enthusiastically supporting our team, while showing appropriate respect to the officials and the other team. Students are subject to all aspects of the Behavior and Discipline Code while attending extra-curricular events.

Students should arrive at games no earlier than 30 minutes before the scheduled game time. Typically, game times are at 5:30 p.m., which means students should not arrive prior to 5:00p.m. Students may not remain at school between dismissal and the beginning of an extra-curricular event, unless they are in a supervised school activity.

Students attending extra-curricular events without a parent or some other adult directly supervising

them, are expected to remain at the school throughout the event until they depart for the evening. Students, who are not with a parent or another adult who is responsible for their supervision, may not return to an event after leaving the immediate vicinity of the school. In the event a student leaves an event and attempts to return, the student's parent will be called so that the parent may pick up the student from the event.

Finally, students need to be picked up within 20 minutes after the completion of an extra-curricular event. Students who do not get picked up within 20 minutes following the event may be subject to exclusion from attending future events.

Participation

Participation and attendance at all school-sponsored athletic activities is encouraged. There are still, basic attendance and/or academic standards students must meet to participate and/or attend school activities. The attendance and academic standards are the minimum requirements of the Illinois Elementary School Association and Blue Ridge Intermediate and Junior High School for all IESA sanctioned activities. In order for a student to compete in any junior high school athletic contest, his/her name must appear on the eligibility list. The list is compiled by the athletic director and principal, and only students who are eligible under all IESA rules and regulations are listed. In an effort to be fair to all students and to increase pride and responsibility in all who participate in school events, we have set these requirements as minimum standards for all students who wish to participate in any public activity.

Participation Expenses

Extracurricular activities are an important supplement to the school's academic program. Participation in extracurricular activities is considered a privilege; students are not required to participate in any extracurricular activity or program. Consequently, costs incurred by a student who elects to participate must be paid by the student or parent. Such costs may include but not be limited to expenses such as activity fees, shoes, clothing, and admission to events.

When activity fees are paid, students are making a commitment to participate in their designated activities. Fees for participation in extra-curricular activities will only be refunded if a student is cut from a team following try-outs or if a student is injured prior to the beginning of practice and the student provides documentation from a physician that due to the injury he/she should refrain from participation in the activity for the majority of the season. Cuts will only be done if deemed necessary by the coach due to an excessive number of students trying out for the team. In general, an attempt is made for basketball, Scholastic Bowl, and volleyball to have the player to coach ratio not exceed 15/1. Track and baseball may have ratios as high as 20/1. The school play and literary can involve an unlimited number of students.

Fees will not be refunded if a student is removed from the team for academic or disciplinary reasons or if a student simply decides to quit or not join the team after the fee has been paid. Students who become injured during the season and are unable to compete, will also not be entitled to a refund of the activity fee.

Activity fees and due dates will be announced in a separate handout.

Transportation

Parents and/or students are responsible for making transportation arrangements following practice sessions. In the vast majority of situations, practices run from immediately after school until 5:20 p.m.

Students should be picked up or begin walking home by 5:30. An activity/shuttle bus may be offered which leaves after practice and drops off at Blue Ridge High School and Bellflower Community Center.

Any student riding a bus to an event is required to ride that bus home unless s/he is excused by his/her parent or guardian only. The parent/guardian must write their signature on a sign-out sheet prior to departing from the contest event. If a parent will not be in attendance at the contest, they may authorize the student riding home with another adult by contacting the school office before noon on the day of the contest to provide the name of the authorized adult. Students will only be permitted to ride with their parent/guardian or adult authorized by the parent/guardian with permission of the respective coach. Buses to other extracurricular events are arranged for and are under the supervision of the sponsor of the organization.

ACTIVITIES CODE

Areas covered by Activities Code

Areas where the student must meet the standards of the Activities Code include, but are not limited to athletics, student council, music, literary, and scholastic bowl. In other words, students who want to participate in any extra-curricular activity must meet the minimum criteria.

Rationale

Participation in extra-curricular activities is a privilege. They are not a right of any student who attends Blue Ridge Intermediate and Junior High School. The process of determining athletic code violations is established to protect the privilege of those students who choose to participate and exact a high standard for their citizenship in Blue Ridge Intermediate and Junior High School and the community. Students who display unacceptable behavior at any time, whether or not such behavior is on school property or at a school sponsored event or activity, violate the athletic code and jeopardize their opportunity for participation in any extra-curricular activity.

Violations

Students who participate in activities at Blue Ridge Schools will be subject to disciplinary action if they commit any act that violates civil law or has a negative impact on the image of Blue Ridge Schools within the public domain. This misconduct includes, *but is not limited to*:

1. Use, possession, **association with** or distribution of illegal substances. This includes alcohol, marijuana, any non-prescription drugs, and the abuse of prescription drugs.
2. Use or possession of tobacco or tobacco products.
3. Possession of drug paraphernalia
4. Theft or vandalism of school, public, or private property
5. Acts of unsportsmanlike conduct in which the student is involved such as cheating, fighting, or verbal abuse of students, school personnel, officials, contestants, coaches, or spectators.
6. Any activity that detracts from the image and standards of Blue Ridge Schools.

Drug Testing Policy

The Board of Education adopted a Drug Testing policy at the February 15, 2012 Board of Education meeting. It is posted at the District website. To be eligible to participate in any school-sponsored extra-curricular activity program students in grades 6 through 8 must agree to submit to random testing for the use of illegal drugs. Students are randomly selected by an outside agency and the testing is done once a month throughout the year. Not all students will be selected. The purpose of

this policy is to protect the health, welfare, and safety of students engaged in extra-curricular activities. The decision to implement the Drug Testing Program is the result of increased student reporting of illegal drug use amongst their peers and the increase in the Athletic and Activities Code of Conduct infractions.

Before trying out or participating in any school-sponsored extra-curricular activities, the student and his/her parent/guardian must consent to the drug testing policy by signing the "Drug Testing Policy Form" prior to the first day of practice for Fall Junior High Baseball. The "Drug Testing Policy Form" for all other BRIJHS school-sponsored extra-curricular activities (e.g. Volleyball, Basketball, Track etc.) must be signed by the first week of school on August 19, 2016. If the student signs up by this fall deadline, Blue Ridge CUSD #18 will pay for all initial drug tests requested by the district. If the student does not sign up by the fall deadline, it will be the parent/guardian's responsibility to pay for the student's initial drug test.

See the district web-site www.blueridge18.org for more information. Band is considered a co-curricular activity and is not subject to the drug testing policy.

Enforcement Process

Judicious enforcement of the Athletic and Activities Code relies upon thorough investigation and reasonable interpretation and application. A code violation investigation starts when a representative of authority, such as a District #18 employee, a law enforcement representative or an adult community member, brings compelling evidence of student gross misconduct that is contrary to school and public rules. This misconduct includes, but is not limited to, those violations listed above. Any report of this kind will be managed with the process described below:

1. The Athletic/Activities Board consisting of the principal, the athletic director and the coach/sponsor of the extra-curricular activity will investigate reported violations.
2. A member of the Athletics/Activities Board will notify the parents/guardians of the student under investigation once the report is validated.
3. The student's right to due process will be protected, and the student will be provided the opportunity to discuss the violation before the final decision is made regarding disciplinary actions. At this time, the student's parents may be part of the discussion.
4. The Board will make a decision based on the investigation and determine the consequences if necessary.

CODE VIOLATION CONSEQUENCES - ATHLETICS

Athletes who violate the Athletic/Activities Code will be subject to the following consequences:

If a violation is confirmed in-season, the penalty will begin the day of the student's hearing with the Activities Board. If a violation is confirmed out of season, the penalty will begin the first day of practice for the next sport season in which the student is a participant.

If an in-season penalty is unable to be completed, the remainder of the penalty will be served during the next sport season in which the student is a participant.

CODE VIOLATION CONSEQUENCES - ACTIVITIES

1. First violation 25% of activity's contests/performances/social events/activities **OR** 45 school day (equivalent of one quarter) suspension - whichever is least
2. Second violation 90 school-calendar day suspension
3. Third violation 180 school-calendar day suspension
4. Fourth violation 270 school-calendar day suspension

School-calendar days are the first and last days of school attendance and all days which fall between those.

Successive Violations

If a student athlete is presently serving a Code violation penalty and, during this time, violates the Code again, the subsequent penalty will begin after the current one has been completed.

Clearing the Record

Any student who commits a first offense and remains within the limits of the Athletic and Activities Code for two consecutive years from the date of the infraction will have their record cleared.

Practice Policy

If a penalty for a Code violation will remove a student from participation for an entire season or the remainder of a season, the student is not expected to attend practice. If, however, the student will become eligible during a sport season, the student is expected to attend all practice sessions, beginning on the first day practice is scheduled.

Blue Ridge Spectators' and Visitors' Code of Conduct

The following definitions apply to this policy:

School property - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored event.

Visitor - Any person other than an enrolled student or District employee.

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Conferences with teachers are held outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the

appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device. An individual licensed to carry a concealed firearm under the Illinois Firearm Concealed Carry Act is permitted to: (a) carry a concealed firearm within a vehicle into a parking area controlled by a school or the District and may store a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area, and/or (b) carry a concealed firearm in the immediate area surrounding his or her vehicle in a parking area controlled by a school or the District for the limited purpose of storing or retrieving a firearm within the vehicle's trunk.
4. Damage or threaten to damage another's property.
5. Damage or deface School District property.
6. Violate any Illinois law, or town or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be under the influence of an alcoholic beverage or illegal drug; be present when the person's alcohol or illegal drug consumption is detectable, regardless of when and/ or where the use occurred.
9. Use or possess medical cannabis.
10. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
11. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the School Board.
12. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive.
13. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
14. Violate other District policies or regulations, or a directive from an authorized security officer or District employee or host school employee.
15. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.
16. Repeated violations of the Sportsmanship Code of Conduct.

Exclusive Bargaining Representative Agent

Authorized agents of an exclusive bargaining representative, upon notifying the Building Principal's office, may meet with a school employee (or group of employees) in the school building during duty-free times of such employees.

Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two exceptions:

1. The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. The offender received permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

Enforcement

Any staff member may request identification from any person on school grounds or in any school building; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

Procedures to Deny Future Admission to School Events or Meetings

An individual who is ejected from an interscholastic contest at home or away (including visitors, students, and employees) shall be denied admission to the next interscholastic contest at that level, and all other interscholastic contests for the district at any level in the interim. This applies to ejections occurring prior to, during, and following an interscholastic contest. This penalty is not subject to the appeal process.

It is understood that any inappropriate action which endangers students, spectators, coaches and/or officials, or significantly damages the reputation of the Blue Ridge Schools may result in additional consequences to those listed above. Except for the events described in the preceding paragraph, before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing,
2. A description of the prohibited conduct,

3. The proposed time period that admission to school events will be denied, and
4. Instructions on how to waive a hearing.

The Board reserves the right to assess penalties that are more or less severe than those recommended by school personnel.

ADOPTED: **May 16, 2018**

Student Spectator Behavior

School rules regarding student conduct will be enforced at athletic events and school-sponsored activities. Violations of school rules and behaviors, which indicate a lack of sportsmanship and citizenship will be dealt with in accordance with school disciplinary procedures.

Students attending athletic events should be there for the primary purpose of watching the event. Students are expected to sit in the bleachers at basketball and volleyball games while play is taking place on the floor and should not be repeatedly going in and out of the gym. All students attending athletic events are expected to participate appropriately as spectators by displaying proper sportsmanship at all times. Any student who does not follow these guidelines will be asked to leave the event and his/her parents will be contacted. If the student continues to disregard the rules at subsequent events, he/she may be suspended from attending athletic and school sponsored events for a designated period of time.

ATHLETIC AND EXTRACURRICULAR ACADEMIC ELIGIBILITY POLICY

SCHOLASTIC STANDING - All contestants shall be in grades six through eight and shall not have passed eighth grade standing.

A student shall be doing passing work in all school subjects as determined by the local school district, and the school shall certify compliance with this by-law. Use of a player, contestant, or participant shall be deemed by such certification.

Passing work shall be checked weekly to govern eligibility for the following Monday through Saturday. The eligibility check shall be the same day each week except when school is not in session; then it must be taken on the last day of student attendance.

Grades shall be cumulative for the school's grading period.

Co-curricular activities in which student grades are contingent upon participation are not intended for inclusion in this policy.

WEEK #1 ELIGIBILITY - All student athletes who are failing when eligibility is checked (Monday) must check with the teacher or teachers involved for help after school. Students shall work on the homework until 4:00 p.m. prior to attending the practice. The student athlete is not eligible to participate in athletic contests from Monday through Saturday during the time they are ineligible.

WEEK #2 - All student athletes who are ineligible for the second (2nd) consecutive week, cannot participate in games. It will be the coach's discretion whether the student athlete will be allowed to practice. The student athlete must meet with the teacher or teachers involved for help in the area of need.

WEEK #3 - All student athletes who are ineligible for the third (3rd) consecutive week must drop from the sport involved and turn in all equipment issued.

FIELD TRIPS Student field trips which have significant educational and/or social value will be scheduled as opportunity and finances permit. Such trips are planned by the classroom teacher and are coordinated with the school curriculum. Parents will be notified by the teacher about time, date, special clothing needed, lunch arrangements, and if any money will be required for tickets, extra fees, etc. Parents must give permission for these trips in order for the student to participate. The need for chaperones will be determined by classroom teachers. Participating in field trips is a privilege. In some cases, a child's behavior may prevent him/her from participating. Should that happen, parents will be notified prior to the trip.

GRADING POLICY and Reporting

Teachers will use a letter grading system for reporting grades on report cards. A student's grade should be a reflection of academic achievement on tests and assignments, including performance. Student effort, participation, and cooperation may be reflected in academic achievement grades.

Elementary Grading Scale

A+	100 – 105	C+	78 - 79
A	93 – 99	C	73 - 77
A-	90 – 92	C-	70 - 72
B+	88 – 89	D+	68 - 69
B	83 – 87	D	63 - 67
B-	80 – 82	D-	60 – 62
		F	59 and Below
		I	Incomplete

Junior High Grading Scale and Honor Roll - Honor roll is calculated quarterly based primarily on the six core academic subjects: Math, Science, Reading, Writing, Social Studies and PE. Exploratory, chorus, and band account for a small percentage of the GPA. Students who average a 3.500 or higher will be placed on the Honor Roll. Students who average 3.750-4.00 achieve High Honor Roll. The following point values will be used for the grades indicated.

<u>Percentage</u>	<u>Letter Grade</u>	<u>Points towards GPA</u>
100-105	A+	4.1
93-99	A	4.0
90-92	A-	3.75
87-89	B+	3.25
83-86	B	3.0
80-82	B-	2.75
77-79	C+	2.25
73-76	C	2.0
70-72	C-	1.75

67-69	D+	1.25
63-66	D	1.0
60-62	D-	.75
59 and below	F	0.0

Report Cards are sent home approximately one week after the end of the grading period.

Progress Reports are sent home at the midpoint of each nine-week grading period.

GRIEVANCE PROCEDURES It is the policy of this district that all grievances be resolved quickly and at the lowest step possible. However, the grievance procedure for District #18 students is published and available for all regular and special education students. A grievance is a difference of opinion raised by a student or a group of students involving any of the following: the meaning, interpretation or application of established policies; difference of treatment; or application of the legal requirements of civil rights legislation. Laws regarding **Due Process** are available in the unit office to everyone.

GUIDANCE/COUNSELING Guidance and counseling are two different functions of a school counselor. Guidance is a service to help students make decisions and choices about their life. Counseling is a service which helps students work through problems or concerns in their life which may be making it difficult to live normally and happily. It is important to remember the counselor does not make decisions for students nor does he/she have solutions for the problems students may be having.

What the school counselor does is provide students confidentiality, empathy, understanding, and acceptance. He/she will provide them with a variety of alternatives, perhaps some they had not considered, and will help them to become aware of all the possible consequences of the decisions they make. The guidance counselor is available on a limited basis. A list of community resources is available from the school office.

GYM SHOES We require students to wear "sneakers" or gym shoes when gym class is held on our gym floor. Please mark shoes in some way that is distinguishable to you and your child. Permanent marker on the tongues of the shoes is often effective. Students are required to have a separate pair of shoes that are left at school for the sole purpose of P.E.

HOMELESS STUDENTS The Blue Ridge School District provides an educational environment that treats all students with dignity and respect. Every homeless student shall have equal access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth and youth not living with a parent or guardian, applies to all services, programs, and activities provided or made available, as prescribed in the McKinney - Vento Homeless Assistance Act. In an effort to comply with the McKinley – Vento Homeless Assistance Act, Blue Ridge School District affirms that all Homeless Students will not be denied the benefits or be subject to discrimination under any educational program or activity as students who are not homeless.

HOMEWORK Blue Ridge will assign homework which has valid purposes. Homework serves valid purposes when it:

- Provides essential practice in needed skills.
- Trains students in good work habits.
- Affords opportunities for increasing self-direction.
- Enriches and extends school experiences.
- Helps children learn to budget time.
- Brings students into contact with out-of-school learning.
- Promotes growth in responsibility.

Assignments, which are not completed in class are to be finished at home each evening. A regularly scheduled study time in a quiet area is recommended.

Failure to turn in homework will result in a homework grade of F for the day, which will be averaged with the quarter's homework grades. Homework grades will be averaged with grades from quizzes, tests, worksheets, etc. Homework may constitute up to 25% of the report card grade.

Absences due to illness allow one day for each day of absence to turn in homework. Exceptions may be made for unusual circumstances, which warrant extension of this time. Please contact the teacher.

Homework left in lockers may be turned in during the next class change.

Incomplete homework will be graded as is. Teachers will attempt to contact the parents of any students who consistently fail to complete homework in a timely manner. It is our goal that the teacher, parents and student will work in a collaborative manner to solve the problem.

As a general rule, students should not spend much more than an hour of quiet, focused time on homework each day. There may be times when major projects are due and/or there are upcoming tests when homework will exceed an hour, but this should not be on a regular basis. If your child is spending in excess of an hour on homework on a daily or almost daily basis, you need to contact your child's teacher to discuss the situation. Sometimes an excessive amount of homework indicates that a student is not using class time in a productive manner. Excessive homework can also be indicative of other concerns such as a lack of confidence, attention problems and/or difficulty understanding the work. Once again, we strongly encourage you to contact your child's teacher if homework significantly exceeds an hour a night on a regular basis.

We also realize there may be two or three times during the school year when family events and/or emergencies may make it difficult for a student to complete his/her homework on a given night. On these rare occasions your child cannot complete his/her homework, we simply request you send the teacher a note making him/her aware of the situation. While the student will not be excused from doing the assignment, he/she will be allowed to turn it in the following day for full credit.

HOW TO STAY CONNECTED

Blue Ridge has a digital communication system which allows district personnel to contact parents via telephone and/or e-mail. The system is used to disseminate information regarding emergencies, school closings, event cancellations, rumor abatement, and other important topics.

Parents/Guardians should provide the school with up-to-date contact telephone and e-mail

information to facilitate the communication process. Please see the “Links for Parents” section of www.blueridge18.org to opt in or out of this service.

ILLNESS If a student becomes too ill to remain in class, we will reach you by phone and recommend that you come to school and pick up your child. It is essential that we have an **updated, working telephone number** on our emergency information. We will provide what temporary facilities we have to help comfort the sick child while he/she is waiting. However, transportation cannot be provided for sick children. Also, students who are ill are not to go home where no one is available to care for them. **If your child is ill, please do not send him/her to school.**

Communicable Diseases A student that contracts a contagious disease or condition, such as pink eye, chickenpox, ringworm, impetigo, or pediculosis (head lice) will be sent home from school and must remain home until the condition or disease is corrected. The DeWitt County Health Department provides the following guidelines for returning to school:

Chicken Pox - students may return after six school days from breaking out – doctor’s note is not required

Strep Throat - students may return to school after taking medication for 24 hours

Fever - students may return to school when free of fever for 24 hours

Fifth’s Disease Rash – students may return to school once diagnosis is confirmed by a physician

Rash/Skin Condition - students may return to school with a doctor’s note indicating it is not contagious

Impetigo-students must be on medication for 24 hours and have a doctor’s note before they may return to school

Ring worm - students may return to school with a doctor’s note indicating it is being treated

Vomiting - students may return to school after 24 hours without vomiting

Pink eye - students may return to school with a doctor’s note and directions for treatment

Scarlet Fever - students may return to school after taking medication for 24 hours and with a doctor’s note (rash may be present)

Cases of communicable diseases and contagious infections must be reported to the school.

The physical education program is modified, as needed, to fit the needs of any student with a temporary medical condition. The physical education teacher may, on an emergency basis, excuse a student from active participation for three days with a parent’s note. For longer periods of time, a medical excuse from a physician is needed **which states the length of time the student is excused**. Medical excuses for physical education must be presented to the Principal's office. Excuses will then be forwarded to the teacher.

Following an absence due to illness, a student may stay inside for recess for three consecutive days without a doctor’s note when their parent/guardian notifies their homeroom teacher. Students who need to stay inside for recess for more than three days for health reasons must have a doctor’s note.

Head Lice Children will be screened if head lice is suspected. This can only be done by parent/teacher referral. If live lice are found:

- Parents will be notified to come pick up their child at school, they will **NOT** be permitted to ride the bus
- Determine if student has siblings within the district, if so they will be screened as well

- Student will be excused for at least 24 hours or the following day from being sent home, any absences after this time frame will be marked as an unexcused
- If upon re-examination live lice are found, student will be unexcused
- Prior to student leaving, an appointment must be made with the nurse before returning to school
- Prior to being sent home, students will be asked to take home all personal belongings. Janitors will then be notified so that the student's classroom and locker can properly be treated
- Parents will be sent home with education material on how to effectively treat the student's hair as well as the household
- The nurse will follow up with the student for the next two weeks to make sure treatment has been effective

If **NITS** are found:

- Parents will be notified and student will **REMAIN** in class
- Student will be discouraged from close direct contact with others and told not to share any personal belongings
- Students will be sent home with education material on how to effectively treat the student's hair as well as the household
- Prior to the end of the school day, student will be asked to take home all personal belongings. Janitors will then be notified so that the student's classroom and locker can properly be treated
- The nurse will follow up with the student for the next two weeks to make sure treatment has been effective.

INCLEMENT WEATHER PROCEDURES/EARLY DISMISSAL The school website at www.blueridge18.org, district Facebook page, online messaging system (See How to Stay Connected) and local media will announce closings and cancellations. All parents and guardians are encouraged to keep their contact information up to date.

INSURANCE The district does not provide any type of health or accident insurance for injuries incurred by students at school. As a service to students and their families, the school district annually designates a company to offer student accident insurance coverage. The Board does not endorse the plan, nor recommend parents/guardians secure the coverage. Any contract made is between the parents/guardians and the company. Students participating in athletics, cheerleading or pompons must have school accident insurance unless the parents/guardians state in writing that the student is covered under a family health plan.

Parents who take school insurance should read the policy carefully to understand clearly what protection it does provide. Any student who has school insurance and who is injured at school, or on the way to and from school, should notify his/her teacher or the Principal's office immediately. The school insurance covers the student while traveling directly to and from the insured's residence and the school. It is assumed the coverage would not be effective if the student is going to a scout meeting, or is loitering, or playing somewhere on the way home from school. Only the 24-hour plan would cover these situations. The insurance does not cover injury sustained while fighting or brawling, and does not cover eyeglasses

JUNIOR HIGH DANCES The Booster Club and /or our Student Council sponsor several junior high dances during the school year. Unless otherwise specifically designated, attendance at these dances is limited to students who currently attend Blue Ridge Junior High School at the time of the dance or students who live within the boundaries of the Blue Ridge School District, and are either home schooled or attending a private school, and who are junior high aged. We ask parents of students who are home-schooled or are attending a private school, to contact the school to make us aware when their child(ren) will be attending a dance.

Students are not allowed to leave the school building during a dance. Students who choose to leave during a dance can only return to the building for the purpose of contacting their parents to pick them up.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

LEAVING THE BUILDING Students must present a written note to his/her teacher or a parent/guardian must call the office for permission to leave the building while school is in session. **Any student leaving the building *must be picked up in the office and signed out by a parent or an adult directed by the parent.*** The school reserves the right to ask for identification, such as a driver's license, before a student is released. Any student leaving without permission from the office will be subject to disciplinary action.

LIBRARY The school library will be open as staffing allows. Books are checked out for a one-week period. Books are placed on reserve for special assignments and are available for overnight checkouts only. This procedure allows materials to be available to a greater number of students. Back issues of magazines may be borrowed for overnight use.

If a book is lost or overdue, the borrower is financially responsible for the replacement or return of the book and the payment of fines.

LOCKERS Students are assigned a locker for storage of books and clothing. It is important to note that these lockers remain the property of the school and may be opened by school personnel at any time to insure the lockers are being used for the purpose intended by the school.

Unauthorized items may be removed from a student's locker and the student may be subject to disciplinary action. The school is not responsible for replacement of items which are lost or stolen. Students are encouraged to keep their lockers securely locked and to keep their locker combinations confidential. This applies to 4th through 8th students depending on how they are instructed to use their lockers.

Only approved decorations may be on the outside of students' lockers, such as decorations from the Boosters. All other items placed on the outside of the locker must be approved by the principal.

LOST AND FOUND Blue Ridge Intermediate and Junior High School maintain a "Lost and Found" area near the school offices. If a student loses something he/she is strongly encouraged to check at the school office for this item.

Unclaimed items will be donated to charity throughout the school year.

LUNCH/BREAKFAST Lunch and breakfast are served daily in the Intermediate gym/cafeteria. Students may bring cold lunch and buy milk or buy hot lunch or cold lunch which includes milk. Menus are posted.

Grade A hot lunches and breakfast are available daily in our cafeteria. You may send money to the school with your child or you may pay online using your Skyward Account. If you do send lunch money to school please follow the directions as indicated in **Money**. Extra milk, "seconds," and milk for those who bring their lunch to school is available in the lunch line. **Lunch/Breakfast, and milk cannot be charged.**

We encourage all students to eat a healthy lunch. Students who do not eat lunch also go to the cafeteria during lunch time. If a sack lunch is brought from home, please include foods from the four food groups and refrain from sugary snacks and drinks.

Free and Reduced Lunch/Breakfast applications are available at registration and in the school office. These free or reduced rates begin when the application is approved. All applicants will have until September 15 to submit applications for total school year approval. After September 15, students will receive free or reduced meals from the day of approval.

Breakfast Procedures: Mansfield town students who plan to eat breakfast should arrive at 8 a.m. so they will finish in time to be in the classroom before the tardy bell. Bellflower and Farmer City students are given time to eat breakfast after they arrive on the bus.

Lunch Procedures: Students will be asked to give their lunch choice in the classroom during morning attendance. These choices are "hot lunch", "cold lunch" or "sack". Please encourage your son or daughter to be correctly counted for lunch. Students are to observe appropriate table manners, enter and exit the cafeteria in an orderly manner, and speak within appropriate noise levels. Students are encouraged to bring healthy food items for lunch. Nutritious drinks such as fruit juice or milk instead of pop are good choices. Students who bring a sack lunch may purchase milk on a daily basis.

Family Accounts: Blue Ridge School District uses family accounts for lunch accounts. All members of a family are on the same account regardless of which building they attend in the district. Money applied to one account can then be used by all children in the family. Parents may make payments via Skyward or at individual buildings. As of January 1st, 2013 any student with any negative balance on their lunch account will not be allowed to purchase second entrees or extra milks in the lunch line. A negative \$10.00 balance or more, the student/family will only receive a cheese sandwich, fruit, vegetable, and milk for lunch. Students eating breakfast with a negative balance will receive Cheerios, fruit, and milk. If you have any questions, please contact the office.

Notices for negative amounts will be sent home daily by paper and/or by email. We will also be sending low positive lunch balance notices and/or emails for accounts with less than \$10. Low balance notices will be sent out weekly.

MAKE-UP WORK

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

MEDICAID ONE YEAR NOTICE

If your child receives special education services and is also Medicaid eligible, Blue Ridge CUSD #18 and Tri-County Special Education Association can seek partial reimbursement from Medicaid for health services documented in your child's Individualized Education Program (IEP). Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services for students.

The reimbursement process requires the school district to provide Medicaid with your child's name, birth date and Medicaid number. Federal law requires annual notification of our intent to pursue this reimbursement opportunity. If you approve of the release of information to Medicaid, do nothing. If you object to the release of information to Medicaid, now or at any time in the future, please state your objection in writing and forward it to:

Blue Ridge CUSD #18 Unit Office
411 North John St.
Farmer City, IL 61842

Regardless of your decision, the district must continue to provide, at no cost to you, the services listed in your child's IEP. **This program has no impact on your child's or your family's current or future Medicaid benefits.** Under federal law, participation in this program CANNOT:

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

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

MEDICAL AND DENTAL APPOINTMENTS Parents are encouraged to arrange medical and dental appointments outside of the school day. When a student has an appointment with a doctor, dentist or optometrist during school, a note should accompany the returning student to assure an excused absence.

MEDICATION

Students recovering from temporary illness or students on permanent medication who require medication during the school day may bring medication to school following these guidelines:

1. All medications, including non-prescription drugs (e.g. Ibuprofen, Tylenol. etc.) given at school must be prescribed by a physician. A "School Medication Authorization Form" must be

carefully completed each school year. THE PHYSICIAN AND A PARENT OR GUARDIAN MUST SIGN THE FORM.

2. A separate form is required for each medication.
3. Students are not allowed to carry any medication on their person. Exceptions will be made for students requiring asthma medication and/or epinephrine auto-injector providing the appropriate documentation from parent/legal guardian and physician has been received.
4. If the student is found with medication in their possession without written permission of parents/guardian and licensed prescriber or if the student is found distributing medication to other students the student shall be subject to disciplinary measures based upon the Behavior and Discipline Code Handbook.
5. Parent(s)/guardian(s) may administer over-the-counter medications to their child during school hours for relief of a temporary illness.
6. Cough drops may be self-administered by the student with a written permission slip from the parents(s)/guardian(s) and handed into the student's teacher.
7. Any change in medication dosage or administration shall have written authorization from the prescriber.
8. All prescription medications that have to be taken during the school day must be brought into the office by a parent/guardian and will be stored in a locked cabinet. Prescription medication must be labeled by the pharmacy showing: student's name, name of medication, dosage, schedule of administration, date and the prescriber's name. Non-prescription medication must be in the original labeled container with the student's name on the container along with the prescribed dose from the physician.
9. It is the parent's responsibility to pick up all unused medication before the last day of school. Any medication left at school will be disposed of by the nurse. We cannot send medication home with the students(s).
10. No medication will be given at school unless the above guidelines are met.

Self-Administration of Medication:

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Diabetic students must have a separate Diabetes Care Plan.

MONEY Please send any monies (lunch, milk, field trip, book orders) to school in an envelope with the student's name, teacher's name, date, amount enclosed, and purpose.

NUT FREE SCHOOL Blue Ridge Intermediate and Junior High School wants to work together with parents to make sure that we provide a safe environment for each and every student. Currently we have students in our school that have severe food allergies. These include allergies to nut products. The BRIJHS Cafeteria will not serve any nut products. In addition, we have a "nut-free" zone. This will

be an area in the cafeteria where nut products will not be allowed. **We encourage you not to send these products in sack lunches.**

Our students have a variety of food allergies, our priority remains to make sure all students have a safe learning environment. As a result, **we will only allow pre-packaged snacks that are accompanied by the food label.** Snacks that **contain nuts or are processed in a plant that processes nuts** will be sent home. Prepackaged snacks that are accompanied by a label also help diabetic students who must keep track of their carbohydrates.

OFFICE/SCHOOL HOURS Office hours are 7:30 a.m. to 4:00 p.m. on school days. The office is closed during all official school holidays, snow days, and some institute days. The school day begins for students at 8:20 a.m. and ends at 3:10.

PARENT BULLETINS/NEWSLETTERS Teachers often send home classroom newsletters to parents. Classroom newsletters and bulletins are brought home by your child to you. **Non-custodial parents who are out-of-district may receive these by mail by requesting these through the school office and providing self-addressed stamped envelopes.** Weekly announcements for Blue Ridge Intermediate and Junior High School are posted on the website at www.blueridge18.org. Many teachers also communicate electronically through Remind, a classroom website, Dojo, or Skyward. Please see your child's teacher if you need information to sign up for these.

PARENT CONFERENCES Individual private conferences between teacher, student, and parents are scheduled for all students in grades 4 through 6 in the fall. Junior High conferences will be scheduled only in those cases where the teacher feels a need, or at the request of the parent. Informal conferences between parents and teachers are encouraged. Teachers are requested to contact home whenever they find a student with a problem, be it academic, physical, social, or emotional. By the same token, parents are urged to contact the teacher any time they have a question regarding their child. To arrange a special conference with your child's teacher, simply call the school office with your request or email your child's teacher.

PARENT-TEACHER ORGANIZATIONS

Blue Ridge 4-8 parental support group is known as the Boosters. Volunteers work during athletic events selling tickets and refreshments. Proceeds from the concession stand are used to support student activities throughout the year. All parents are encouraged to join Boosters. Please support our booster club and say "yes" if called upon to work. Thank you.

PERSONAL BELONGINGS Please mark all coats, caps, lunch boxes, and other personal items with your child's name or birthday (3-18-94). This helps in returning items when lost or misplaced.

No item should be brought to school that is of such monetary or sentimental value that if lost or broken, a family hardship will be caused. At no time will students be permitted to bring **dangerous** items to school. No animal may be brought to school unless special permission is requested and granted. Students are not to bring make-up, cologne, or after shave to school.

Skateboards, rollerblades, hoverboards, and music boxes are also not allowed on school property.

PEST MANAGEMENT NOTIFICATION

In 1999 the Illinois General Assembly passed laws requiring that public schools notify parents/guardians and school employees at least forty-eight hours prior to any pesticide applications on school property. The term "pesticide" includes insecticides, herbicides, rodenticides, and fungicides. The notification requirement extends to both indoor and outdoor pesticide applications. Excluded from the notification requirement are anti-microbial agents (such as disinfectants, sanitizers or deodorizers), insecticide baits, and rodenticide baits.

Therefore, Blue Ridge CUSD #18 has established a notification registry for each school of all people who want to be notified. To be included in this registry, please contact the unit office at 928-9141 and submit the following information: name, address, telephone number, and school(s) your children attend within Blue Ridge CUSD #18. If you have any other questions regarding District #18's integrated pest management practices, you may contact the Operations and Maintenance Supervisor at 928-9141.

PHYSICAL EDUCATION The Illinois School Code requires that every student participate in daily physical education. Physical education is an integral part of the development of the student. The program presents a variety of activities which will challenge each student. Our daily goal is that every student spends at least half of the class period involved in moderate to vigorous physical activity.

Junior high school students are required to wear athletic shoes, socks and the Blue Ridge Junior High Physical Education t-shirt and shorts during P.E. If a student does not bring his/her uniform, then his/her grade will be reduced the first two "forgiveness days" each quarter. After that students will not be allowed to participate and will earn the grade of "zero" for that day without an opportunity to make up the activity. Students will start receiving detentions after their fifth no dress of the quarter for not being prepared for class.

Students are also required to provide a lock and use it on their assigned locker in the locker room for storing their clothes and toiletries. A traditional "Master Lock" with a numerical dial is highly recommended.

POLICE AND EMERGENCY SERVICES NOTIFICATION

Throughout the school year, the police and emergency services personnel provide supportive services to the schools in a variety of ways. In the event that circumstances arise which jeopardize the safety of your student and/or other students, it may not be possible to provide prior parental notification before police or emergency assistance is requested by school personnel.

PROMOTION REQUIREMENTS Promotion Policy Guidelines

Students in grades K-8 who **meet** the following criteria at the end of each grading period will **not** be at risk of grade retention:

- K-2 Meeting or exceeding Benchmark Standards and classroom instructional expectations in three of the four areas of core academic assessment: reading, spelling, English, and math.

- 3 Meeting or exceeding Benchmark Standards and classroom instructional expectations in four of the five areas of core academic assessment: language arts, reading, math, science, and social studies.

4-8 Grade averages of 60% or above in four of the five areas of core academic assessment: language arts, reading, math, science, and social studies.

Students in grades K-8 whose academic progress is described by the following criteria at the end of each grading period will be **at risk of grade retention**:

K-2 Not meeting Benchmark Standards and classroom instructional expectations in two or more areas of core academic assessment: reading, spelling, English, and math.

3 Not meeting Benchmark Standards and classroom instructional expectations in two or more areas of core academic assessment: language arts, reading, math, science, social studies.

4-8 Grade averages of less than 60% in two of the core academic assessment: language arts, reading, math, science, social studies.

<u>Grade Level</u>	<u>Does Not Meet</u>	<u>Meets</u>	<u>Exceeds</u>
K & 1	0 – 79%	80 – 94%	95% and above
2	0 – 74%	75 – 94%	95% and above
3	0 – 69%	70 – 94%	95% and above

Students in grades 4-8 who have grade averages of less than 60% in three or more of the core academic areas will not be eligible for promotion without attending and successfully completing summer school, if available.

Students with an Individualized Education Plan

For all students with an IEP, the IEP shall indicate appropriate individualized expectations for promotion criteria: attendance, Stanford grade equivalent scores, and curriculum indicators. For kindergarten-third grade students, the IEP shall indicate appropriate percentages for the above categories; for fourth through eighth grade students, the IEP will indicate appropriate percentiles of passing performance in classes.

Providing Academic Assistance to Students At Risk of Retention During the School Year

Students determined to be **at risk of grade retention** at the end of a grading period will be provided opportunities for academic assistance during the school year.

Elementary students will receive assistance in core academic subjects at times during the school day when their classmates are receiving instruction in music, art, or physical education. Junior high students will be provided assistance in core academic subjects during the time designated for exploratory classes.

Pinpointing Students At Risk of Retention At the End of the School Year

Students determined to be **at risk of grade retention** at the end of the school year will be screened for summer school, if available, using the following system:

1. The student's actual end-of-year grade percentages in the designated core academic areas will be averaged. The resulting percentage will represent 80% of the total points used for the promotion/retention decision.

2. The student's attendance will be assigned points according to the scale below.

<u>Days Absent</u>	<u>Points</u>	<u>Days Absent</u>	<u>Points</u>
0-2	100	9-10	60
3-4	90	11-13	50
5-6	80	14-17	40
7-8	70	18+	0

The attendance score will represent 20% of the total points used for the promotion/retention decision.

3. A student whose composite score fall below 60% will be retained in the current grade unless the student attends summer school, if available, and meets the designated criteria for promotion. If a student attends summer school and meets the designated criteria for promotion, the student will advance to the next grade when school resumes. A student who has grade averages of less than 60 in three or more subjects will be retained unless the student attends summer school, if available, and meets the designated criteria for promotion.
4. The administration may, in unique circumstances, waive the provisions listed above and place a student in the next grade level. Examples of unique circumstances may include, but are not limited to: students who move in during the school year with poor grades, but show significant improvement; student impacted for part of the year by disruptive personal situations, and students who demonstrate success and improvement after the implementation of academic interventions. Placement determination in these situations will be made by a committee which will include the principal and teachers with input from the student's parents or guardian.
5. A Case Study Evaluation and Multidisciplinary Conference must be completed for a student who fails to meet the criteria for promotion to the next grade level a second time, unless a Case Study has been conducted within the prior two years, before a promotion-retention decision is implemented. The recommendation for promotion or retention shall be determined by the participants in the MDC.

Providing Summer School Academic Assistance Toward Possible Promotion: The school district may offer students who do not meet promotion requirements during the regular school year, with another opportunity to earn their promotion through the successful completion of summer school. Due to financial concerns the school district does not guarantee that a summer school program will be offered.

Summer School Promotion Criteria

- A. The student's summer school attendance must be at or above the 90% level. For example, if summer school meets for 90 hours, the student must have attended a minimum of 72 hours to be considered for possible promotion.
- B. During summer school, the student must demonstrate mastery of the Benchmark Standards appropriate to the student's grade level as designated by the Common Core

Standards.

- C. Students whose summer school attendance is 90% or above and who demonstrate mastery at the Benchmark Level of the Learning Standards established by the State Board of Education for the student's grade level will be promoted to the next higher grade. Students who do not meet those criteria will remain at their current grade level.

The administration may, in unique circumstances, waive the provisions listed above and place a student in the next grade level. Examples of unique circumstances may include, but are not limited to: students who move in during the school year with poor grades, but show significant improvement; students impacted part of the year by disruptive personal situations; and students who demonstrate success and improvement after the implementation of academic interventions, such as summer school. Placement determinations in these situations will be made by a committee which will include the principal and teachers with input from the student's parents or guardian.

REGISTRATION FEE Pupils are required to take proper care of textbooks rented to them for their use. Teachers shall examine all books issued to pupils under their charge. Books that are lost or damaged deliberately or by gross carelessness must be paid for. Book rental fees for Grades K-12 are \$100.00 per year and include the cost of workbooks and copied materials. Check with the BRIJHS Office for any questions regarding book rental fees and supply lists. Unpaid fees may be turned over to a collection agency.

Free and Reduced Book Rental is available to students who qualify for free or reduced lunches. Applications are available at registration and in the school office. Free or reduced rates begin when the application is approved. All applicants will have until September 15 to submit applications for total school year approval. Thereafter, fees will be pro-rated according to the portion of the remaining school year.

REGISTRATION REQUIREMENTS

Students new to Blue Ridge must have a current physical on the most recently approved Illinois form, an immunization record with month, day, and year for each required immunization, certified birth certificate, transcript of previous school records, and, in appropriate cases, present official papers of custody and be able to prove in-district residency. Students transferring to our school from a school in another state are given 30 days in which to comply with the physical and immunization requirements. In addition, a child must be five years old on or before September 1st of the school year he or she enters kindergarten.

Health examination and Immunization requirement: Students must comply with the health examination or immunization requirement before entering school. Students who do not comply with the requirements either through examination and immunization or presentation of a religious or medical exemption, by the first day of school, will be excluded from school.

Dental examination requirement: Dental exams are required for students entering Kindergarten, 2nd grade, 6th grade, or those who have moved into the district from out of state. Dental forms are due by May 15th.

Vision examination requirement: Vision exams are required for all students entering Kindergarten or those who have moved into the district from out of state. Vision forms are due by October 15th.

Registration and change of program - Contact the Counselor regarding request for schedule changes. These will be considered if at all possible. When advisable, for the benefit of the student, due to age, maturity or other factors, a student may be assigned to the grade level of instruction deemed most appropriate as per Illinois School Code (Section 10-21.2)

REQUESTS FOR EXCLUSIONS/NON-PARTICIPATION

Occasionally, parents request that their student not participate in certain school instruction or activities. The basis for such requests may include, but are not limited to, religious, educational, or personal beliefs. Examples of occasions when parents may request that their student be excluded include such instruction/activities as Halloween celebrations, Christmas parties, human growth and development classes, AIDS education, sex education, printing of student names, addresses, and phone numbers in a student directory, or including a student's picture and/or name on Blue School District Web pages.

Requests for exclusion/non-participation relative to any of the above instances must be made annually by the parent or legal guardian and submitted to the principal of the school their student attends. The request must be in writing and parent signatures must be confirmed. The school district will provide a standard form which parents are encouraged to use if requesting exclusion from instruction, activities, or identification in printed or otherwise published materials.

SCHOOL EQUIPMENT/PROPERTY Each student is expected to assume responsibility for the care of all school property. Students who damage/lose property accidentally or intentionally are responsible for paying for the damages. Laws of the State of Illinois provide that parents are responsible for property damage caused by their children.

SCHOOL PICTURES School pictures are scheduled to be taken in the fall. An announcement concerning the cost and exact date will be given to the students and parents in advance. Money for pictures is collected prior to the day pictures will be taken. Parents are under no obligation to buy the package. All students will have their picture taken even if no purchases take place. A re-take date will be scheduled for pictures that were ruined because of photographer error or for a student who was absent when pictures were taken.

Yearbooks for Pre-K through Grade 8 are available each year. Orders and payments are collected in advance usually at the beginning of each year, with delivery in the spring. Orders forms will be sent home with students in the fall of each year.

SEARCH AND SEIZURE With reasonable suspicion, school administrators may search student lockers, desks, and computer files for materials which may be illegal, stolen, unsafe, or inappropriate for school. Confiscated materials in violation of school rules or the law will, as deemed appropriate by the administrator, be submitted to the police. BRIJHS will take necessary steps to ensure that illegal substances are not on school property. If deemed necessary police K-9's may be used to find these substances by means of search in accordance with the Illinois School Code 34-18.12.

SEXUAL HARASSMENT Any student threatened in the area of sexual harassment, misconduct, or molestation should immediately report such an incident or conduct to the proper personnel/authority in the respective building (i.e. teacher, administrator or guidance counselor). Said personnel then shall follow the guidelines as set forth in the Blue Ridge CUSD #18 Board Policies. Sexual harassment is defined in the Illinois Human Rights Act, II Rev. Stat., Ch. 68, Para 2-102 (D). The district policy is available in the unit office or by calling 309-928-9141.

SEX OFFENDER REGISTRY

Parents may access information regarding registered sex offenders that is available to the public. The Illinois Sex Offender Registry (ISOR) is available through a link on the Illinois State Police Website at <http://www.isp.state.il.us>. Individuals may search the database by name, zip code or county. Access is free.

SKYWARD (Qmlative) FAMILY ACCESS

Skyward Family Access is currently available for all students. This allows parents to view their child's grades, attendance, and book fees online. If you would like to sign up for Family Access, please contact the school's secretary or Assistant Technology Coordinator.

SOCIAL NETWORKING School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Staff members are not allowed to communicate with parents about students via personal social media platforms.

SPEECH/LANGUAGE THERAPY Speech/Language services are offered to those students who have unusual trouble pronouncing certain speech sounds, forming clear sentences, expressing ideas logically, or following rules of conversation.

Students are referred by classroom teachers, screened, and scheduled into the Speech and Language Program with written goals and parent permission. Parents are informed of their child's progress and students are dismissed from the speech program when the necessary goals are met. During the first few weeks of school, the therapist will screen all kindergarten students, new students, students previously screened where potential problems were found, and students referred by classroom teachers or parents.

STUDENT RECORDS Students and parents of the 4th through 8th campus have the right to access and review educational records as prescribed by the **Family Rights and Privacy Act**. Copies of this act are available upon request in the unit office.

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and

prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

TARDINESS It is extremely important for the instruction of all students that every student arrive at each class in a prompt and timely manner. The Blue Ridge Schools Behavior and Discipline Code defines "Tardiness" as "Arriving at class/school late without valid cause" and it is considered to be a Level 1 infraction. Junior high students who, after a brief "grace" period at the beginning of the school year, are tardy three times will be required to serve an after school time-for-time for each subsequent time they arrive late for any class without valid cause. At the elementary school whenever a student is tardy he/she must report to the school office before going to class.

TEACHER/TEACHER AIDE QUALIFICATIONS Parents have the right to request the professional qualifications of any teacher that is instructing your child. The following information may be requested: whether or not the teacher has met state certification requirements; whether or not the teacher is teaching under emergency or provisional states; the bachelor's degree major of the teacher, any other certification or degrees held by the teacher and the subject areas of the certification or degrees; and whether your child provided services by teacher aides/paraprofessionals and, if so, their qualifications.

TELEPHONE USAGE The school's telephone numbers are 217-489-5291 and 217-489-5201. Students may use the telephone ONLY in an emergency. All after-school plans need to be arranged prior to coming to school. If plans need to be changed please contact the office prior to 2:30 p.m. to allow enough time for the message to be delivered.

TESTING PARCC Tests are given to students in grade 4-8 once a year. Students in grades 5 and 8 will also be given the Illinois Science Assessment. Performance and fixed choice assessments are given periodically by the classroom teachers.

TRANSFERRING FROM BLUE RIDGE If you will be moving, please notify the office as soon as possible so that the teachers may make the necessary preparations. It is the parent's responsibility to see that the following are taken care of:

1. Textbooks will be returned to the teacher.
2. All fees should be paid, such as lost library books, book rental, and lunches.
3. If there are any refunds such as book fees or lunches, they will be refunded after all accounts are paid in full.
4. The school records will be requested by the new school principal and then will be mailed by our school.

TRANSPORTATION The District provides buses to transport students. See **Bus Conduct** and **Bus Permits** for more information. Routes vary from year to year. Pick-up times, driver, and route information are available at registration. Routes may need to be slightly altered to accommodate new students who were not pre-registered.

TRANSPORTATION REIMBURSEMENT (Public & non-Public Age Children). Parents transporting their children to school less than 1 1/2 miles because of hazardous conditions may apply for reimbursement up to \$100 for the *current* school year as a result of PA 24-126. Applications must be obtained through the Regional Superintendent's office on or before January 1. Claims must be filed with the Regional Superintendent no later than February 1. Contact the administrative office at (309) 928-9141 for any additional information.

TRUANCY Successful students strive for perfect attendance. According to the Illinois School Code, students aged 7 -17 who are enrolled in a public school shall attend school the entire time it is in session during the school year. It places the responsibility of the student's attendance upon the parents/guardians of the student. Truancy is a serious problem and requires disciplinary action. Chronic truancy (student absent 10% of school year) will be dealt with through appropriate legal channels.

VALUABLES Students are asked not to bring money, other than requested, or items of value to school. If brought to school, it is at the student's risk. Students are required to keep cell phones and other electronic items powered off either in their pockets or in locked lockers. The school will not be responsible for items brought to school.

VIDEO CAMERAS Video cameras are used on school buses to protect the safety and welfare of passengers, the driver, and school property. This service extends to school activities and grounds.

VISION/HEARING SCREENING NOTIFICATION Vision screening conducted by the school/district is not a substitute for a 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 form indicating that an examination has been administered within the previous 12 months.

VISITORS Parents are welcomed and encouraged to visit their child's classroom, volunteer in the school and participate in their child's education. To ensure that we use volunteer time most effectively, and as a courtesy to the teachers, we ask that you give advance notice of classroom visits. Please contact your child's teacher so a convenient time can be arranged. Brothers and sisters may not visit the classrooms during the school day. All volunteers and visitors are required to sign in and get a badge at the office before going to classrooms or other areas in the school.

VOLUNTEERS: Volunteers make a valuable contribution to all areas of our school. Please notify the school office if you would like to volunteer. As a safety precaution, regular and frequent volunteers are required to fill out district paperwork, including a criminal background check and fingerprinting. Regular and frequent volunteers are defined as anyone who visits the classroom more than one time. **Volunteers are not allowed to start until contact has been made by the Unit Office notifying the volunteer that they are clear to begin.**