

# *Bureau Valley Storm K-5 Handbook*



*Unity—Excellence—Pride*

**PARENT-STUDENT HANDBOOK  
2018-2019**

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The School Board and School Administration reserve the right to amend this Parent-Student Handbook. Parents will be promptly notified if changes are made.

## **Belief Statements**

Welcome to “The Home of the STORM”, where unity, excellence, and pride are the bywords of a school in which the communities take pride! Students, this is your school! It’s educational and activity programs are intended to enable you to better become a well-rounded person in our society. How much you utilize your school is largely up to you! It is our sincere hope that you will accept the challenges provided by the Bureau Valley Schools and strive to do your best. Remember, we are here to help you!

CHARACTER COUNTS! in school, at home and in our community. All students will become responsible, productive citizens of good character. Best educational decisions will be made within financial means. All grade levels are of equal importance. With appropriate instruction, all students can learn. Application of knowledge and problem solving is an essential part of education. Education is a team effort between school, community, students and parents. Education is NOT limited to the classroom, to the school, nor to the school year. Technology will enhance the educational process.

A school environment that is caring, supportive and promotes mutual respect is the most conducive to learning.

## **INTRODUCTION**

Welcome to Bureau Valley!

Bureau Valley School District 340 offers a fully certified teaching staff and a well-trained support staff, most of whom are also certified, as well as a fully certified administration. These dedicated professionals fulfill a very real commitment to the students. Careful planning, preparation, and instructional practices are focused toward providing the best possible education for our students.

Great care is taken to provide a climate that is developmentally appropriate as well as academically challenging for all students.

Parents are encouraged to visit their child's school at least once during the school year. A parent's presence at school is one of the most effective ways of letting the child know that he/she is important and that his/her education is a top priority. Visiting, even if only briefly, also helps to build a positive and mutually supportive relationship with the child's teacher(s); this can be of tremendous benefit to the child, the parent, and the school. **For the safety of all, any person entering the building during the school day is to stop in the office to sign in and get a visitor's badge before proceeding to a classroom or other areas of the building.**

This handbook has been prepared as a source of information to assist the parents and students of Bureau Valley with regard to rules and regulations mandated by Illinois State Statute as well as Board of Education and building policies and procedures. **This handbook is not a contract with students. It does reflect current rules and practices that are subject to change.** Points of interest in the handbook may be discussed in the classrooms and will be brought to the attention of the students on the intercom during homeroom at regular intervals throughout the school year.

The faculty and staff of Bureau Valley School District 340 extend a warm greeting and express the hope that the coming school year will be a positive experience for both you and your child.

Sincerely,

The Bureau Valley Schools Administration

## **Equal Educational Opportunities**

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

## **Sex Equity**

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

## **Homeless Children**

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment, this would include immunization and health records. Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

Bureau Valley School District 340 Homeless Liaison—Karen Sierens  
1-815-445-3101

## **Equal Opportunity Employer**

Bureau Valley School District #340 is an equal opportunity employer. The District does not discriminate on the basis of race, color, religion, national origin, age, sex, marital status, disability, unfavorable military discharge, or any other unlawful basis in the recruitment, selection, or employment of its employees. Inquiries regarding compliance with Title II and Section 504 (sex and handicapped) may be directed to the Superintendent, Bureau Valley Community Unit District #340.

## **PURPOSE**

The purpose of Bureau Valley Schools as an educational institution is to benefit the youth of the communities. Their primary role is to help prepare young people for the future. Whether the future holds a trade, a college career, domestic training, or military service, Bureau Valley is capable of preparing the students to attain competence wherever they go. Bureau Valley Schools' purpose is to serve the communities. It builds the communities' young people into responsible, well-adjusted adults.

***School morale, group spirit, devotion, and pride are all part of showing one's loyalty to his/her school.***

### **BUREAU VALLEY FIGHT SONG**

Go! Bureau Valley!  
Storm, you're looking fine.  
With our colors flying,  
We will cheer you all the time.  
Go! Blue! Storm!  
Go! Bureau Valley!  
Fight for Victory!  
Spread far the fame of our fair name.  
Bureau Valley, win that game!

**BUREAU VALLEY SCHOOL DISTRICT #340**

**BOARD OF EDUCATION**

Melissa Dye ..... Member  
 Tiffany Johnson ..... Member  
 Don King ..... President  
 Lynn Olds ..... Secretary  
 Kent Siltman ..... Member  
 Matt Wiggim ..... Member  
 Justin Yepsen ..... Vice President

**ADMINISTRATION**

Eric Lawson ..... Superintendent  
 Jason Spang ..... Bureau Valley High School Principal  
 Julie Platz ..... Bureau Valley Manlius Jr. High Principal  
 Kristie Cady ..... Bureau Valley (Walnut) Principal  
 Kristal LeRette ..... Bureau Valley (Buda/Wyanet) Principal  
 Josh Bell ..... Technology Coordinator  
 Kevin Barnett ..... Maintenance/Transportation Coordinator

**ADDRESSES**

**Bureau Valley CUSD #340**

9068 2125 North Ave.  
 PO Box 289  
 Manlius, IL 61338  
 Phone 815/445-3101  
 FAX 815/445-2802

**Bureau Valley Jr. High/High School**

9154 2125 North Ave.  
 PO Box 329  
 Manlius, IL 61338  
 Jr High 815/445-2028  
 HS Phone 815/445-4004  
 FAX 815/445-3017

**Bureau Valley Elem/Jr.High-Walnut Campus**

323 South Main Street PO Box 707  
 Walnut, IL 61376  
 Phone 815/379-2900  
 FAX 815/379-9285

**Bureau Valley Elem.-Wyanet Campus**

109 West Fourth Street  
 Wyanet, IL 61379  
 Phone 815/699-2251  
 FAX 815/699-7046

**Bureau Valley Elem-Buda Campus**

220 Stewart Street  
 PO Box 277  
 Buda, IL 61314  
 Elem. Phone 309/895-3273 or 309/895-2037  
 FAX 309/895-2200

**Transportation Building**

9198 2125 N. Ave  
 Manlius, IL 61338  
 Phone 815/445-2161  
 FAX 815/445-2159

DISTRICT WEBSITE ADDRESS: [bv340.org](http://bv340.org)

## **ACADEMIC CURRICULUM/STANDARDS**

Academic excellence is the goal that all instruction, both formal and informal, targets. Curriculum and instructional practices are evaluated in a continuous manner so as to provide the best opportunity for each student to reach his/her potential.

### **A. ENGLISH LEARNERS**

Students who demonstrate limited English proficiency are provided support services in the Transitional Program of Instruction. Students are tested to determine eligibility and services after the Home Language Survey form is completed at registration. If students qualify for language support services, these services are provided until the student demonstrates sufficient skill to exit the program based upon the State ACCESS test or until a parent withdraws them from the program.

The school offers opportunities for English Language 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 Language 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 Language Learners programs. For questions related to this program or to express input in the school's English Language Learners program, contact Amber Entas at 1-815-379-2900.

### **B. GIFTED AND TALENTED CHILDREN AND CHILDREN ELIGIBLE FOR ACCELERATED PLACEMENT**

School districts shall continue to have the authority and flexibility to design education programs for gifted and talented children in response to community needs, but these programs must comply with the requirements established in Section 14A-30 of The School Code by no later than September 1, 2006 in order to merit approval by the State Board of Education in order to qualify for State funding for the education of gifted and talented children, should such funding become available.

**Accelerated placement** "Accelerated placement" means the placement of a child in an educational setting with curriculum that is usually reserved for children who are older or in higher grades than the child. "Accelerated placement" under school district-adopted policies shall include, but need not be limited to, the following types of acceleration: early entrance to kindergarten or first grade, accelerating a child in a single subject, and grade acceleration.

**Non-discrimination** Eligibility for participation in programs established pursuant to this Article in The School Code shall be determined solely through identification of a child as gifted, or talented, or eligible for accelerated placement. No program or placement shall condition participation upon race, religion, sex, disability, or any factor other than the identification of the child as gifted, or talented, or eligible for placement.

#### **Accelerated placement; school district responsibilities:**

- (a) Each school district shall have a policy that allows for accelerated placement that includes or incorporates by reference the following components:
  - (1) A provision that provides that 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;
  - (2) A fair and equitable decision-making process that involves multiple persons and includes a student's parents or guardians;

- (3) Procedures for notifying parents or guardians of a child of a decision affecting that child's participation in an accelerated placement program; and
- (4) An assessment process that includes multiple valid, reliable indicators
- (b) Further, a school district's accelerated placement policy may include or incorporate by reference, but need not be limited to, the following components:
  - (1) Procedures for annually informing the community at-large, including parents or guardians, about the accelerated placement program and the methods used for the identification of children eligible for accelerated placement;
  - (2) A process for referral that allows for multiple referrers, including a child's parents or guardians; other referrers may include licensed education professionals, the child, with the written consent of a parent or guardian, a peer, through a licensed education professional who has knowledge of the referred child's abilities, or, in case of possible early entrance, a preschool educator, pediatrician, or psychologist who knows the child; and
  - (3) A provision that provides that children participating in an accelerated placement program and their parents or guardians will be provided a written plan detailing the type of acceleration the child will receive and strategies to support the child.
- (c) The State Board of Education shall adopt rules to determine data to be collected regarding accelerated placement and a method of making the information available to the public.

Administrative functions of the State Board of Education for gifted and talented children programs.

- (a) The State Board of Education must designate a staff person who shall be in charge of educational programs for gifted and talented children. This staff person shall, at a minimum,
  - (i) Be responsible for developing an approval process for educational programs for gifted and talented children by no later than September 1, 2006,
  - (ii) Receive and maintain the written descriptions of all programs for gifted and talented children in the State,
  - (iii) Collect and maintain the annual growth in learning data submitted by a school, school district, or cooperative of school districts,
  - (iv) Identify potential funding sources for the education of gifted and talented children, and
  - (v) Serve as the main contact person at the State Board of Education for program supervisors and other school officials, parents, and other stakeholders regarding the education of gifted and talented children.
- (b) Subject to the availability of funds for these purposes, the State Board of Education may perform a variety of additional administrative functions with respect to the education of gifted and talented children, including, but not limited to, supervision, quality assurance, compliance monitoring, and oversight of local programs, analysis of performance outcome data submitted by local educational agencies, the establishment of personnel standards, and a program of personnel development for teachers and administrative personnel in the education of gifted and talented children.

## C. GRADING SYSTEM/SCALE

Progress reports and report cards are issued to the students in order to keep parents informed of children's progress. Progress reports are issued mid-term and report cards each nine weeks.

### Kindergarten - 2nd Grade

The grading system used at the K-2 grade level is (E - S - NI - U) which translates into Exceeds, Satisfactory, Needs Improvement, and Unsatisfactory.

### 3<sup>rd</sup>-5<sup>th</sup> grade levels use the traditional letter grading system

A	95 – 100	C	75 – 78
A-	92 - 94	C-	72 - 74
B+	89 - 91	D+	70 - 71
B	85 - 88	D	67 - 69
B-	82 - 84	D-	65 - 66
C+	79 - 81	F	64 – below

## D. HOMEWORK

Each teacher will explain to the student his/her homework policy at the beginning of the year or semester. The 3-5 homework procedure will be given to the parent at registration the beginning of each school year.

## E. MAKE-UP WORK - ALTERNATIVE CREDITS

1. Brief absences, excused and approved:
  - A. Illness and injury: If a student is absent due to brief illness or injury and it is excused, the student has one (1) day for every day missed to make up the required work. If the work is not made up within this time, it will not be accepted unless authorized by a medical doctor or similar professional.
2. Prolonged Absence (due to illness or injury):
  - A. Homebound instruction may be requested by the parent, or recommended by an administrator, when a student is under medical care and is or will be ten (10) consecutive days absent.

## F. PHYSICAL EDUCATION EXEMPTIONS

### K-8

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Students with an Individual Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course. State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

## **G. RTI (RESPONSE TO INTERVENTION)**

RtI (Response to Intervention) involves activities that typically occur in the general education setting as schools assist struggling students prior to and in lieu of a referral for a special education evaluation. RtI provides high-quality tiered intervention strategies aligned with individual student need, frequent monitoring of progress to make results-based academic or behavioral decisions, and the application of data to make important educational decisions (such as those regarding placement, intervention, curriculum and instructional goals, and methodologies).

## **H. TITLE I**

The school annually has a meeting for all parents/guardians.

At the meeting, the school will discuss parental involvement, and opportunities for parents/guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for parents/guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

School programs, in addition to the standard educational curriculum, in which parents/guardians may wish to become involved include:

Contact: Lauren Spang Bureau Valley Walnut 1-815-379-2900

Contact: Heather Minssen Bureau Valley Walnut 1-815-379-2900

Contact: Marilyn Jensen Bureau Valley Wyonet 1-815-699-2251

Contact: Sheri Litherland Bureau Valley Buda 1-309-895-2037

The school provides Parents/Guardians with access to: school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results; a description and explanation of the curriculum

in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet; opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and timely responses to suggestions.

The state's resources on parental involvement can be located at <http://illinoisparents.org/>. The state's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

### **ACCEPTABLE USE FOR INTERNET**

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. Rules and guidelines for the use of the Internet are aligned with Authorization for Internet Access, 6:235 of the School Board Policy Manual. Each student, teacher, or community member must sign the Authorization, agreeing to follow the District's rules as a condition for using the District's Internet connection. The failure of any user to follow the terms of the Authorization for Internet Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The authorization form must be signed each year and no student may access or use the Internet without a signed form on file in the school. The use of the District's Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Building Principal will make all decisions regarding whether or not a user has violated this Authorization and may deny, revoke, or suspend access at any time; his or her decision is final.

- A. Cost:** Internet service is provided to students at no charge. However, if a student elects to order materials for which there is a charge, such as a magazine article, the student is responsible to pay that fee.
- B. Curriculum:** The use of the District's electronic networks shall be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students; and comply with the selection criteria for instructional materials and library-media center materials. The District's electronic network is part of the curriculum and is not a public forum for general use.
- C. Downloading:** Downloading programs and files is prohibited unless proper authorization has been given by the network administrator or authorized staff member.
- D. E-mail:** Users are expected to use proper network etiquette when using local or web-based e-mail. Users are also expected to abide by the following:
1. Teachers may set up web-based e-mail accounts for students for class projects or assignments. Student use of e-mail is limited to activities authorized by their instructor or network administrator.
  2. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
  3. Messages relating to or in support of illegal activities may be reported to the authorities.
  4. Do not use the network in such a way that you would disrupt the use of the network by other users (e.g. downloading huge files during prime time; sending mass e-mail messages).

5. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.

**E. Internet Safety:** Each District computer with Internet access shall have a filtering device that will attempt to limit or block visual depictions that are obscene, pornographic, or harmful/inappropriate for students as defined by the Children's Internet Protection Act and as determined by the Superintendent, building administrator and/or designated staff members. The filter may be disabled for bona fide research or other lawful purpose with prior permission from the Superintendent or system administrator. Each Bureau Valley student is instructed on the importance of internet safety.

**F. Network Etiquette:** You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

1. Be polite. Do not write or send abusive messages to others. Be careful with sarcasm and humor. What you think is funny may offend someone else.
2. Use appropriate language. Do not swear, use vulgarities, or other inappropriate language. Do not use all capital letters because this is considered yelling.
3. Do not reveal your personal address, phone number or those of other people.

**G. Printing:** It is the responsibility of the student to ensure that printed documents do not exceed ten pages in length and to ask for permission to print the document(s) if it is more than ten pages in length. There is an option to pay \$.10 a page for a document over ten pages that has not been authorized for printing.

**H. Privileges:** Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files will always be private. Network administrators may, at their sole discretion, remove any material that they believe may be unlawful, obscene, pornographic, abusive or otherwise objectionable.

**I. Reliability:** Remember that Bureau Valley School District or any other institutions or organizations on the network make no warranties of any kind, whether expressed or implied, for the service provided. This includes loss of data or service interruptions. Use of any information obtained through the Internet network is at your own risk. Bureau Valley School District denies any responsibility for the accuracy or quality of information obtained through the Internet network.

**J. Security:** Security on any computer network is a high priority, especially when the network involves many users. If you feel you can identify a security problem on the Bureau Valley School District Internet system or anywhere on the Internet, you must notify the system operators. Do not demonstrate the problem to others. Attempts to login under any procedures not sanctioned by the system administrators or to use another's login or password will result in the cancellation of all user privileges. Any user identified as a security risk or having a history of problems with other computer networks may be denied access to the Internet through the Bureau Valley Internet System.

**K. Software:** Computer software is protected by copyright laws and users are not to make unauthorized copies of software found on school computers, either by copying them onto their own diskettes or onto other computers, through electronic mail or bulletin boards.

**L. Unacceptable Use:** Some examples of unacceptable use are:

1. Using the network for financial or commercial gain, using the network for commercial activities by for-profit institutions, using for product advertisement or political lobbying;
2. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes but is not limited to copyrighted material, threatening or obscene material or material protected by trade secrets;
3. Use of the network for any illegal activity;
4. Degrading or disrupting equipment or system performance;
5. Gaining unauthorized access to resources or entities, including, but Not limited to, intentionally bypassing the District Internet firewall i.e. proxy websites;
6. Wastefully using resources such as paper, ribbons, or file space;
7. Posting anonymous messages;
8. Sending "chain letters" or "broadcast" messages to lists or individuals and any other types of use that would interfere with the work of others;
9. Ordering material to be sent to your home and billed to the school;
10. Using personal software in school computers;
11. Posting material authored or created by another without his/her consent;
12. Trespassing in another's folders, work, or files;
13. Searching, reading, and/or downloading information concerning Subversive topics are prohibited;
14. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
15. Using the network while privileges are suspended or revoked;
16. Using an off-campus computer to break a school rule that causes disruption of the school environment. Consequences will be issued for these behaviors.
17. Students may not use the Internet for Internet Relay Chat (IRC), network games, i.e. Multi-User Dungeon (MUDS), mailing lists, personal e-mail, bulletin board services, or personal Web Pages except as approved by the classroom teacher.

M. **Use:** Use of the Internet will be under the direction of the staff member in charge of the Internet system or the classroom teacher.

N. **Vandalism:** Vandalism will result in the cancellation of privileges and/or other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data or another user on any of the computers connected on the Internet network. This includes, but is not limited to the uploading or creation of computer viruses. Any student found inserting a password or in any other way altering the computer, resulting in a malfunction and/or a shut-down will be suspended or permanently removed from Computer Class and/or be prohibited from using the Computer Lab. Decision for final punishment lies with the faculty and administration. The students will also be held financially responsible for their actions if repairs are needed. The same punishment options result from pirating other students' work when discovered by a faculty member.

### **ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS AND WEBSITES**

School officials may not request or require a student or his or her parent(s)/guardian(s) to provide a password or other related account information to gain access to the student's account or profile on a social networking website. Examples of *social networking website* include Facebook, Instagram, Twitter, and ask.fm.

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.

### **ACCOMMODATING INDIVIDUALS with DISABILITIES**

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

### **ADMISSIONS/ENTRANCE AGE**

According to the Illinois School Code, children who will be **5** years old on or before September 1 may begin school. Based on a Bureau Valley's assessment of a child's school readiness, Bureau Valley may choose to permit a child to attend school prior to that date.

State law (325 ILCS 50/1) requires that all students submit a **certified** copy of their birth certificate if not already on file with the school. It is the responsibility of the parents to secure a **certified** birth certificate, which may be obtained from the courthouse in the county of the child's birth. Students will not be able to participate in graduation ceremonies without a birth certificate on file.

The Social Security Number of each student is also required and should be provided during registration prior to the beginning of the school year.

Parents may desire to postpone entrance of a child who meets the age qualification. District personnel will be available to counsel parents in making this decision.

Based upon an assessment of the child's readiness, a child will be allowed to attend first grade if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately certified teacher, and will be 6 years old on or before December 31.

Residents of the District who are special education students and meet the requirements of this policy and the Inoculations policy will be admitted between the ages of 3 and 21. All other residents will be admitted between the ages of 5 and 21, if they meet the requirements of this policy and the inoculations policy.

Those students between the ages of 3 and 21 who are not residents of the District may not be admitted without receiving Board of Education approval and paying per capita cost tuition.

### **ASBESTOS MATERIALS**

State statutes require school districts to update parents and employees annually on the presence of asbestos-containing materials throughout its school buildings.

In accordance with AHERA regulations, the buildings of Bureau Valley School District #340 have been inspected for asbestos-containing building materials by an accredited inspector. Also, an Asbestos Management Plan has been prepared

by an accredited Management Planner. Both the Inspection Report and Management Plan are on file in the Office of the Superintendent and are available for public review during normal business hours. Copies of these reports are available upon notification.

## **ATTENDANCE**

At Bureau Valley full-time attendance is required of each student. It is the philosophy of Bureau Valley Board of Education and administration that a sound education can be attained only if a student is willing and able to attend class consistently. A student cannot learn if he/she is not in class. Therefore, the higher the attendance rate, the greater the chances are for success in school. Furthermore, a student's attendance record is something that will help or hinder him/her throughout a career. Prospective employers many times contact the schools to learn of an applicant's school attendance record. Successful employment, in turn, is directly correlated with good attendance.

In addition to the positive results that can be attained from good attendance, the State of Illinois makes it mandatory for people between the ages of seven (7) and seventeen (17) to attend school. Chapter 122 of the Illinois Revised Statutes (better known as "The School Code") Section 26-2 states that, when a student's absences exceed five percent (5%) of the previous 180 attendance days, truancy exists. Bureau Valley Schools are legally obligated to (a) inform parents at appropriate intervals when a student's absences are exceeding five percent (5%) of the regular sessions, and (b) submit the names of such students to the truancy officer representing the educational service region for possible legal action.

When a student is absent from school, the parent/guardian should contact the school from 8:00-10:00 a.m. Cooperation in this manner enables the school to report truanies to parents EARLY during the day they occur rather than a day or two later. If a call has not been received at the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes personal illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Superintendent or designee. All other absences are considered unexcused.

### **A. EXCUSED VS UNEXCUSED ABSENCES**

With the exception of a school-related absence, any time a student misses a day of school or fraction thereof, for any reason, an absence will be recorded. A distinction will be made between "excused" and "unexcused" absences for the sake of determining disciplinary action.

Unexcused absence because of being late to class over ten (10) minutes will be handled in accordance with the discipline guidelines contained in Student Behavior section of this handbook. Should parents choose to withhold a student from school, the administration has the responsibility to assess the student's absences and determine if absences are excused or unexcused. Considerations for determining some absences as excused or unexcused will be the student's attendance record and past discipline.

An excused absence will be granted for valid causes such as personal illness, bereavement, quarantine, observance of a

religious holiday, and family emergencies (as determined by the building administration), situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reasons approved by the Superintendent or designee. To request these absences students must be passing all subjects and must not be at risk for truancy. Any other causes will be considered invalid and unexcused. It is the responsibility of the parent/guardian to notify the school of a student's absence. In order for an absence to be excused, the parent/guardian must provide a complete written or verbal explanation. The school may require documentation explaining the reason for the student's absence. In the event a student requests to leave school because of illness, a parent/guardian must be notified before such a request is granted. Final determination of excused or unexcused absences will be made by the building administration.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

On a day that inclement weather occurs when school is in session, a grace period of 30 minutes may be allowed for students to arrive at school. The administration will determine if the weather is harsh enough to warrant a grace period. Examples of unexcused absences are (but are not limited to): oversleeping, faulty alarm clock, shopping, car trouble, hair appointments, missing the bus, etc.

**If a student is absent from school for any reason, he/she will not participate in any after school events without written permission from the principal or designee. This includes students who want to attend events as spectators.**

When it is necessary for a student to be released from school before regular dismissal time, the parent/guardian must send a dated, signed written note explaining the reason for the early dismissal to the office or phone call. The student may then be picked up by the adult designated in the note. The student will be picked up in the school office.

## **B. HOME OR HOSPITAL INSTRUCTION**

A student who is absent from school, or whose physician, physician assistant or advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction (1) before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact the building principal.

## C. MAKE UP WORK

The most important implication of attendance is the academic work a student misses when he/she is not present in school. Make-up work will be treated as follows: for a planned absence or in school suspension, work will be due no later than the day the student returns from the absence **or suspension**; for an unplanned absence, **unexcused absence, or out of school suspension**, the student will be allotted one day to make-up work for every day he/she is absent; unless the assignment was given with a due date prior to the absence. In those cases the assignment is due when stated. In other words, if a student is absent for two days, he/she will have two days to make-up work once he/she returns to school.

## D. PLANNED ABSENCE

Special appointments that **absolutely cannot** be made outside of school hours or during co-curricular time may possibly be permitted during the school day. A parent/guardian must make arrangements with the school at least twenty-four hours in advance for such appointments. A planned absence application, to be signed by the principal first, then all the student's instructors, must be turned in to the office one full day prior to the absence.

Planned absences will count as part of a student's total number of absences. An example of a planned absence would be a doctor's appointment. (Refer to Ten-Day Absence Policy)

When a student returns to school from a doctor/dentist appointment, he/she must present a form/note signed by the doctor/dentist. A student should get this form/note from the doctor's office. The date of the appointment should be given, the time of the appointment, and the time the appointment ended. Medical appointments should try to be scheduled to allow the student at least a five hour day. All students should try to return to school if there is a morning appointment. Students should be in attendance before afternoon appointments.

School administration and personnel reserve the right to contact the dentist or doctor for verification of medical appointments.

## E. TARDIES

When a student fails to report to any class before the second bell without a valid excuse, he/she will be considered tardy. A student should always check in through the office if he/she comes to school after the class day has started. Students arriving during lunch hour must also check in through the office.

## F. TEN DAY ABSENCE POLICY

After ten (10) days of absence from school, the building administrator may require a doctor's excuse for each absence thereafter. Failure to return to school with a doctor's excuse will result in an unexcused absence. Each time a student has a doctor appointment, the student should bring in the doctor's note immediately on return.

The administration may require a doctor's excuse before ten (10) days of absence due to history of student attendance during previous years.

If a student is placed on Doctor's Excuse, the student may not be granted unadvised absence requests. It will be considered an unexcused absence.

Excessive absences may result in reduction of grade/loss of credit. Attendance is crucial to a student's success in school. Parents/Guardians are encouraged to promote daily attendance.

## **G. UNADVISED ABSENCES**

Students must use unadvised absence forms for family vacation trips. Based upon the legitimacy and time of such trips, excused absences may be assigned. In any event, family vacations will also count as part of a student's total number of absences. (Refer to Ten-Day Absence Policy)

To request these absences students must be passing all subjects and they must not be at risk for truancy. These absences must be submitted in writing to the administration in advance of the proposed absence.

To receive full credit, all work must be handed in upon the student's return to school.

## **BICYCLES, SKATEBOARDS, RECREATIONAL DEVICES**

Students from all schools within Bureau Valley School District 340 may ride their bicycles. All bicycles should be properly parked and locked at each school's designated bicycle rack. The school will not be responsible for damaged or stolen bicycles.

Bicycles should be walked on and off the sidewalks and across intersections.

Only one rider is permitted on a bicycle. Bicycle riders should obey all Rules of the Road.

Skateboards, skates, snowmobiles, go-carts, and other similar recreational devices will not be operated on school property unless in an approved and supervised activity.

## **BUILDING POLICIES**

### **A. GENERAL RULES OF CONDUCT**

1. Chewing gum or eating candy during school hours is not allowed, except as a classroom activity, snack or party.
2. Use of vulgarities and obscene language and gestures is not conducive to the best educational atmosphere and will not be tolerated anywhere on school grounds or at any school activities. Violations, as determined by school administration, will result in disciplinary action.
3. When it is believed to be in the best interest of the student for educational or behavioral reasons, recess may be withheld at the discretion of the teacher and/or principal.
4. Personal belongings such as baseball cards or collections of cards, radios, or toys, etc., should not be brought to school without permission from the teacher. Such items will be held in the office until the student or parent picks them up. No betting, trading, or buying/selling of any items is allowed in school, on the playground, or on the buses. Toys, trading cards or other nuisance items confiscated from students will remain with the principal until a

parent or guardian picks up the item(s). Parents will be notified that the item(s) will be held for two weeks, after which time the school will not be responsible for the item(s).

5. **The classroom teacher with approval of the principal may distribute invitations to personal parties only when they include every student in the classroom or all of the boys or all of the girls in the classroom. Invitations to personal parties may not be distributed directly by students or parents at school.** The distribution of party invitations during the school day can often cause problems in the classroom for the teacher as well as for the students. We encourage parents to distribute party invitations outside of the school day.
6. School parties and activities are planned for the school's students. While the help and support of parents with these parties is encouraged and greatly appreciated, it is also necessary to restrict attendance at school parties (Halloween, Winter Holiday, Valentine's Day) to our students, staff, and parents. Younger siblings, or other children, should not attend school parties held during the school day.

## **B. HALL MANNERS**

Running is not permitted in the halls or between the buildings. Students are expected to walk down the hall in a normal manner. To keep from blocking the halls, do not stand or sit in groups. Do not sit on the steps so that people are kept from going up or down. There are containers for paper placed at intervals in the halls. Please use them. When paper is on the hall floor, pick it up and put it in a container. Public displays of affection are not permitted. Students are not allowed to loiter in the hallways during lunch periods.

## **C. RELEASE DURING SCHOOL HOURS**

Teachers may not release students from school at any time other than the regular dismissal time without prior approval of the Principal.

No student will be released from school to any person other than the custodial parent/guardian without the written or oral permission of parent/guardian.

## **D. STUDENT ATTIRE**

From time to time information may be needed to guide students and parents in their choice of school apparel. The following are examples, but not total listings, of Bureau Valley District #340 standards of dress.

1. No hats or head coverings will be worn in the building during school hours.
2. Clothing that advertises weapons, drugs, alcohol, or tobacco or contains profanity, vulgarity, sexual connotation or intimidation will not be allowed.
3. The following type of clothing should not be worn in a school setting: clothing that exposes the midriff, spaghetti straps/strapless, exposes undergarments, tops with plunging necklines, and any other type of clothing that interferes with the educational atmosphere of the school. Members of the Discipline Team will determine appropriateness of the educational atmosphere of the school. Members of the Discipline Team will determine appropriateness of clothing.
4. No pajamas, slippers, or other sleepwear may be worn except during homecoming week on specified day approved by administration.
5. Jackets will not be allowed in the classroom unless permission is granted by the classroom teacher due to temperatures or other emergencies.
6. Clothing/accessories should not be worn that could be a danger to other Students or cause damage to property (e.g. long-hanging chains, chain-like accessories, or spiked jewelry).
7. No sleeveless shirts/tank tops should be worn by males during school hours.

8. Footwear is required at all times. Wearing flip flops is not advised due to student safety. (K-5)
9. No Book bags, food, or drinks will be allowed in the classrooms without administrator's approval.

***Students who dress in an inappropriate manner will be allowed to correct the situation and parents will be notified of the school's concern.***

## **BUS CONDUCT**

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.

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

## **BUS PASSES**

When a parent calls the school and asks that a student be permitted to ride a different bus home, or asks that a student who is normally a walker ride a bus, it is necessary to determine whether there is room on the requested bus for that student. If the request is made late in the day it is sometimes very difficult to coordinate the request and be certain that the student or students are safely where they are requested to be.

**All requests for bus passes or any alternative means of leaving school other than the usual, designated routine must be in writing. The student must bring a written note to school that morning. The note must be dated, must indicate specifically the request, and must be signed by the parent/guardian.** In the event of a family emergency situation where the parent/guardian cannot be at home to receive the child in the usual routine, a phone call to the office will be accepted.

## **BUS TRANSPORTATION**

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 at 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. Students may not use tablets, iPods®, iPads®, smart phones, and other electronic devices on the bus without administration approval.
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 Mr. Kevin Barnett at 1-815-445-2161

## **CAFETERIA**

Elementary students remain on campus for lunch. All elementary students will be escorted to lunch by their classroom teacher. During the breakfast and lunch programs, the cafeteria and recess will be supervised. **ALL** students must eat their lunches in the cafeteria unless given special permission. Eating in the school cafeteria is a privilege. Students creating problems in the lunchroom or similar locations may be treated the same as classroom disruption.

### **Lunchroom Rules for K-5<sup>th</sup>**

1. Students are to be seated at a designated table for their grade.
2. Cafeteria food is not to be removed from the cafeteria.
3. Food is not to be traded among students.
4. Students may not be given permission to trade food for any reason or on any occasion.
5. Food should never be placed directly on the tables.
6. Students should walk slowly in the cafeteria at all times.
7. Students should keep their hands to themselves at all times.
8. Students are to remain seated at their tables unless dismissed by one of the cafeteria supervisors.
9. Students are expected to pick up after themselves. No milk cartons, food scraps, or paper items should be left on the table or under the table. The tables and floor area should be left clean.
10. No straws, milk cartons, or any other items from lunch are to be taken out of the cafeteria. They should all be disposed of properly before leaving.
11. Students are expected to talk in a normal low tone of voice to their neighbors. There is no need to carry on a loud conversation to the opposite ends of the table or to others at neighboring tables.
12. Students should never be up and moving about talking to other students.
13. Students are not allowed to "cut" in line. Students are not to "save" a spot for another student. This is the same as "cutting" in line.

## **CHANGE OF STUDENT DATA**

If at any time a student has a change of address or telephone number, parents' place of employment, or other personal information, it is the responsibility of the parents to notify the main office of the change as soon as possible after it occurs.

## **CHANNEL OF PROFESSIONAL AUTHORITY**

This handbook is written for the purpose of illustrating clearly the function and responsibilities of all the personnel and to indicate the proper relationships involved. Often it is confusing for parents and a teacher to know just who should be contacted about a given topic and sometimes the ethics of the profession are violated.

The Board of Education consists of seven men and/or women. They represent the citizens of the School District in the

control and management of school affairs. They are responsible for determining the policies of the school system and employing an executive officer to carry out these policies. It is not their function to actively administer the school on a day-to-day basis. All of their dealings with the faculty and students are carried on through their executive officer, the Superintendent of Schools.

The Superintendent is given a relatively free hand in the administration of educational policies, even when there may be some difference of opinion regarding their merit. As long as a teacher remains in the system, the ethics of the profession demand loyalty and cooperation. In this way only can the Superintendent of Schools succeed in the administration of the school system. This does not mean an autocratic policy; teachers are encouraged to make suggestions and present evidence, which have a bearing on educational policies. However, when the policy is finally determined, it is the duty of all to see that it is properly executed.

It is impossible for the Superintendent to personally administer the school system and carry out all of its policies. For that reason, he/she delegates authority and responsibility to the Principals, who are responsible directly to him for the successful administration of the units under their direction.

In the absence of the Building Principal, specified teachers may act in administrative roles, if necessary to maintain a functional school day and to handle emergencies.

As part of a team effort, teachers are responsible for administrative detail directly to their Building Principal. The administration sets the stage so that effective teaching may be done.

Most of the materials in this handbook are devoted to making some of the administrative responsibilities and those of the students and parents clear. It is done in order to help students and parents to better understand the underlying philosophy of the administration and insure uniformity of procedure in matters when uniformity is desired. It should not be interpreted as an overemphasis on administration.

### **CLASSROOM RULES/MANAGEMENT**

Each teacher will share their classroom rules and management with parents/guardians.

### **CROSSING LIGHTS/CROSSWALKS**

It is the parents' responsibility to instruct children in traffic safety. When crossing lights and/or crosswalks exist, students should cross highways only where the crossing lights are located. Students should walk on the sidewalk going to and from school. Students should not cut across lawns or walk in the streets.

### **DELIVERIES TO SCHOOL**

Students should not have deliveries made to their school. Deliveries would include things such as flowers, balloons, pizzas, etc. The office does not have adequate space to house these types of items. If a student has items delivered to the school or another person places the delivery order, it will not be accepted by the school office/personnel/staff. If parents bring items to school they will need to take them home when they leave the building. Items cannot be left.

### **DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Bureau Valley Schools, with certain exceptions, obtain written consent from parents/guardians prior to the disclosure of personally identifiable information from students' education records. However, Bureau Valley Schools may disclose appropriately designated "directory information" without written consent, unless parents/guardians have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Bureau Valley School District to include this type of information from students' education records in certain school publications. Examples include:

- A playbill, showing a student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for football, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without parent/guardian consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If parents/guardians do not want Bureau Valley School District to disclose directory information from a student's education records without prior written consent, the parents/guardians must notify the District in writing by August 15. Bureau Valley School District has designated the following information as directory information:

- Student's name
- Address
- Telephone number
- Grade level
- Electronic mail address
- Date and place of birth
- Photograph
- Weight and height of members of athletic teams

### **Instructional Material**

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

### **Surveys by Third Parties**

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

### **Surveys Requesting Personal Information**

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.

2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine program eligibility.
9. The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

## **EDUCATION of CHILDREN with DISABILITIES**

The District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals with Disabilities Education Act (IDEA) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The term "children with disabilities," as used in this policy, means children between ages 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education's Special Education rules, that special education services are needed.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA. For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's Special Education rules.

For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), and representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the School District in fulfilling its obligations to the District's disabled students.

If necessary, students may also be placed in nonpublic special education programs or education facilities.

## **ELECTRONIC DEVICES (including 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, Smartwatches, or other similar electronic device.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and stored in student lockers during the school day (except for lunch period) 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.

Only High School Students are allowed to use electronic devices during non-instructional time, which is defined as before school, after school and during the student's lunch period with building administration approval.

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; (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting); and (4) using the device on a school bus without permission from the building administrator or his/her designee.

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

### **EMERGENCY SCHOOL CLOSINGS**

In the event school is canceled for any reason, it will be announced over radio stations, WZOE - 1490 (Princeton) and WKEI - 1450 (Kewanee) and TV stations, WQAD/Channel 8, FOX-KLJB/Channel 18, KWQC/Channel 6 and WHBF/Channel 4 and through the automatic phone call from School Messenger, the school website [www.bv340.org](http://www.bv340.org) and Facebook/Twitter bv340. School will be canceled as early as possible in case of bad weather or road problems. The school's School Messenger system will be used to contact parents. Please make sure the school has your contact number.

In some cases, as few as possible, it may be necessary to cancel parts of the school day.

### **FACILITY USE**

Building use guidelines and cost forms can be attained through each building. Requests for facility use must be made in writing at least two weeks prior to the event and approved by the administration.

### **FEES, REFUNDS, AND PARTIAL PAYMENTS**

Student fees for the Bureau Valley School District will be set by the Board of Education annually. Fees will be published in local newspapers prior to student registration.

Unpaid fees will be added to next year's statement, and the district will seek payment through the court system for all overdue accounts. Seniors will not participate in the graduation ceremony until all debts are paid in full.

Students will be expected to pay for any damage to school property or loss of school books.

Refunds on book rental will only be paid to the parents of students who move or otherwise withdraw from school. Such refunds will be computed based upon the percentage of school days remaining in the year. Partial payment for new students entering during the school year will be computed in the same manner. This refund and partial payment policy does not include consumable workbooks, etc.

### **FEE WAIVER**

The District establishes fees and charges to fund school activities and classes. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc;
- Seasonal unemployment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

Some families may be eligible for a waiver of student fees if they receive public aid, if their gross income is under that set out in the federal guidelines for free and reduced lunches, or if they are otherwise able to establish that they cannot afford to pay these fees. Applications requesting waiver of fees should be submitted to the Superintendent. Forms for submission of such requests are available in each building office. **The use of false information to obtain such a waiver is a felony under Illinois law. Any inquiries about this matter should be directed to the Superintendent.**

### **FIELD AND CLASS TRIPS**

The educational value of field trips is recognized as an important supplement to the total educational picture. Written consent of the parent or legal guardian is required. Trips must be taken in school buses or in conveyances properly insured against liability, in public buses, trains, etc.

The building administrator must authorize all field trips or class trips. All planned trips should relate to educational goals and be used to enhance classroom or extra-curricular activities. Requests for all class and extra-curricular sponsored trips must be made by the sponsor directly to the building administrator to assure proper coordination. The Building Principal or sponsor of the trip will make necessary arrangements for buses through the Transportation Director. The sponsor is responsible for completing a Transportation Request form to be submitted to the building principal. All Students participating in a Field Trip and/or Class Trip must have positive discipline and good academic standing. All homework for the day of the field trip shall be turned in before the field trip.

Teachers and sponsors should accompany their classes or groups on all trips. Volunteer adult chaperones may be secured to assist with supervision of students on trips.

### **FIRE, DISASTER AND CRISIS DRILLS**

All faculty are supplied with a detailed chart and instructions showing precisely "where, how and what to do" in case of a disaster or crisis. The class will go to its designated area when the alarm is sounded. The district conducts these drills throughout the year.

## **FIRST AID FOR ACCIDENTS/ILLNESS**

Our primary objective is to prevent accidents by close supervision. The school is equipped to render only minor first aid when accidents do occur. Parents/Guardians will be contacted and requested to come to school and assume responsibility for any additional health care. An Emergency Information Form is completed at registration each year for the parents to update. This information is essential and is often referred to when the child needs medical attention. Parents/Guardians of students who become ill at school will be contacted to come for their child.

## **FREE AND REDUCED MEALS**

Students from families whose income qualifies them for free or reduced price meals, according to the Federal guidelines, may secure an application from the office. After completing the form, it should then be returned to the District Office for review. If the application is approved, the student then qualifies for free or reduced price meals.

## **GENERAL INSURANCE**

Optional part/full time student insurance will be available through the School District. Information on fees and coverage can be attained through the school building offices.

## **HARASSMENT/SEXUAL HARASSMENT/DISCRIMINATION**

### **Prevention of and Response to Bullying, Intimidation, and Harassment**

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 district and 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 building principal, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. 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.

### Complaint Managers:

Jason Spang  
Name  
9154 2125 North Ave.  
PO Box 329 Manlius, IL 61338  
Address  
815/445-4004  
Phone Number  
jspang@bureauvalley.net  
Email Address

Kristal LeRette  
Name  
220 Stewart St. PO Box 277  
Buda, IL 61314  
Address  
309/895-2037  
Phone Number  
klerette@bureauvalley.net  
Email Address

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. Students and parents/guardians are also encouraged to read the following school district policies: 7:20, Harassment of Students Prohibited and 7:180, Prevention of and Response to Bullying, Intimidation and Harassment.

### SEX OFFENDER NOTIFICATION

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

### SEXUAL HARASSMENT & TEEN DATING VIOLENCE PROHIBITED

#### Sexual Harassment Prohibited

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The term intimidating, hostile, and offensive include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual battery, sexual abuse, and sexual coercion.

### **Teen Dating Violence Prohibited**

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

### **Making a Complaint; Enforcement**

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

### **Nondiscrimination Coordinator:**

Kristie Cady

Name

323 S. Main St. Walnut, IL 61376

Address

815/379-2900

Phone Number

kcady@bureauvalley.net

Email Address

## Complaint Managers:

Jason Spang

Name

9154 2125 North Ave.

PO Box 329 Manlius, IL 61338

Address

815/445-4004

Phone Number

jspang@bureauvalley.net

Email Address

Kristal LeRette

Name

220 Stewart St. PO Box 277

Buda, IL 61314

Address

309/895-2037

Phone Number

klerette@bureauvalley.net

Email Address

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

## HEAD LICE POLICY

Parents are required to notify the school nurse if they suspect their child has head lice.

Upon initial identification of head lice (live lice) the student will be removed from class. The school will attempt to notify the parent/guardian/emergency contact that the child has live head lice and will be sent home to be treated. Instructions for treatment will be issued to the parent/guardian/emergency contact.

After treatment, the child may return to school to be checked by the school nurse or Designee and the child is determined to be free of the head lice (live lice).

## HEALTH REQUIREMENTS

### **COMMUNICABLE AND INFECTIOUS DISEASES**

The School Board recognizes that the student with a communicable and chronic disease is eligible to receive the same rights, privileges, and services as all other students. The District shall balance those student rights with the District's obligation to protect the health of all District students and staff.

The Board directs the administration to observe all rules of the Illinois Department of Public Health regarding communicable and chronic infectious disease. The Superintendent shall develop and implement procedures for the District to report to the local health authority, where appropriate, known or suspected cases of a communicable and chronic infectious disease involving a District student. The determination of whether the student with a communicable and chronic infectious disease shall be permitted to attend school in a regular classroom setting or participate in school activities with other students shall be made on a case-by-case basis by school personnel, the student's personal physician, and local health authorities.

If the infected student is not permitted to attend school in a regular classroom or participate in school activities with other students due to a determination that he /she poses a high risk of transmission of a communicable and chronic infectious disease to other students and staff, every reasonable effort shall be made to provide the student with an adequate alternative education. State regulations and school policy regarding homebound instructions shall apply.

Temporary removal of the student from the District's classroom(s) may be appropriate when the student lacks control of bodily secretions, the student has open sores that cannot be covered and/or the student demonstrates behavior (e.g. biting) which could result in direct inoculation of potentially infected body fluids into the bloodstream.

Temporary removal of the student from the classroom for those reasons listed above is not to be construed as the only response to reduce risk of transmission of a communicable and chronic infectious disease. The District shall be flexible in its response and attempt to use the least restrictive means to accommodate the student's needs.

The removal of a student with a communicable and chronic infectious disease from normal school attendance shall be reviewed by school personnel, in consultation with the student's personal physician and local public health authorities at least once every month to determine whether the condition precipitating the removal has been changed.

When a student returns to school after an absence due to a communicable and chronic infectious disease, the school administration may require that he/she present a certificate from a physician licensed in the State of Illinois stating that the student is free from disease or otherwise qualifies for readmission to school under the rules of the Illinois Department of Public Health which regulates periods of incubation, communicability, quarantine and reporting.

If the parents/guardian(s) disagree with the student's alternative educational placement or program, they shall be offered the opportunity to an appeal to the School Board within ten (10) days of their notification of the decision.

The Superintendent or the Superintendent's designee shall be responsible for communicating and interpreting the District's communicable and chronic infectious disease policies and procedures to school district personnel, parents, students and community persons.

### **Dental Examination**

All students entering kindergarten, second and sixth grades must present proof by October 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after October 15.

### **Exemptions**

A student will be exempted from the above requirements for:

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

### **Eye Examination**

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to

hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

### **Required Health Examinations and Immunizations**

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases prior to:

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of 6 months and six years must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

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

Illinois Department of Public Health requires the following immunizations upon entry into:

#### **Pre-School/ECE**

Diphtheria, Tetanus, Pertussis (DPT):

Has received 4 doses with 4th dose as a booster having been received no less than 6 months after 3rd dose.

Polio Vaccine:

Has received 3 doses at no less than 6 weeks apart.

Measles Rubella Mumps (MMR):

Has received M.M.R. vaccine (or separate measles, mumps, rubella vaccine) at 12 months of age or older.

Hepatitis B:

Has received 3 doses of Hepatitis B vaccine with at least 2 months between second and third dose and at least 4 Months between first and third dose.

Hemophilus Influenza Type B (HIB):

One dose of HIB vaccine after 15 months of age.

Varicella (Chicken Pox):

1 dose on or after the first birthday OR statement from physician or health care provider verifying disease history OR laboratory evidence of Varicella immunity.

Pneumococcal Vaccine:

1 dose between the ages of 2 and 5 or primary series

## **Kindergarten**

### **Polio Vaccine:**

4 or more doses with the last dose received on or after the 4th birthday.

### **D.P.T. Vaccine:**

5 or more doses with the last dose received on or after the 4th birthday.

### **Measles Rubella Mumps (MMR):**

2 doses of live measles rubella mumps vaccine with the first dose on or after the first birthday and the second dose  
No less than 4 weeks (28 days) later

### **Varicella (Chicken Pox):**

2 doses with the first dose on or after the first birthday and the second dose no less than 4 weeks (28 days) later  
OR statement from physician or health care provider verifying disease history OR laboratory evidence of Varicella immunity.

## **Student Medication**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by having the physician complete a "School Medication Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian and physician. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

### **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 and physician 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.

The following are Bureau Valley School District #340 Guidelines and shall be followed without exception, unless it is in the best interest of a child or children in the District to grant an exception. The school nurse, in conjunction with the Administrative Staff, shall grant exceptions.

1. All diabetic students must use a designated room at the school for the care and maintenance of their blood glucose levels, including glucose testing and insulin injections. A sharps container will be provided for used syringes and needles.
2. Consumption and/or distribution of look-alike drugs, over-the-counter medication (including herbal supplements, vitamins, and dietary supplements) or substances without authorization by medical physician, parent, or guardian

shall be treated the same as controlled substances. Written authorization must be on file with the Building Principal for pupil's possessing and/or consuming any form of medicine or substances that may alter an individual's physical or psychological condition or attitude.

3. Anyone requesting evaluation and/or rehabilitation from alcohol and chemical substance dependency will receive referral counseling without the regular violation penalties listed. This request must be made before a student is caught in violation of the law or training rules.
4. When a student is to be sent home (not always because of illness):
  - a. Parent or other designated responsible person is to be notified by telephone, so student can be picked up.
  - b. If taken by school personnel, student is not to be left alone at home without parental permission.
  - c. If the child lives near and is allowed to walk, the home is to be called first, making sure an adult is expecting the child.
5. When a student returns to school after being absent for five or more days, particularly in case of contagion, he/she may be re-admitted by the school nurse. The Principal or Superintendent has the authority at any time to ask for a physician's re-admittance slip, particularly when illness and truancy are possible factors.
6. All physician re-admittance or excuse slips are to be turned into the school office.
7. The nurse or administrator may excuse students from physical education for a period of one to three days. Parents will be notified. All students who do not participate in physical education for a period of three days or longer must have a written excuse from the family physician. Students who are excused for medical reasons must obtain a new physician's statement for each grading period.
8. Written orders from parent(s)/guardian(s) to forgo life-sustaining treatment for their child or ward must be signed by the child's physician and given to the Building Principal or Superintendent. This policy shall be interpreted in accordance with the Illinois Health Care Surrogate Act (755 ILCS 40/1 et seq.)

Whenever an order to forgo life-sustaining treatment is received, the Superintendent shall convene a multi-disciplinary team that includes the child's parent(s)/guardian(s) and physician, as well as school personnel designated by the Superintendent. The team shall determine specific interventions to be used by school staff members in the event the child suffers a life-threatening episode at school or a school event. The District personnel shall convey orders to forgo life-sustaining treatment to the appropriate emergency or healthcare provider.

9. In case of a student emergency the school reserves the right to contact emergency personnel on behalf on the parent.

## **Students with Food Allergies**

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal..

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

## **HIGHLY QUALIFIED**

All our teachers are duly certified and highly qualified and you have the right to request information regarding the professional qualifications of your child's teacher(s). You will also be notified if your child is being taught for four or more consecutive weeks by a teacher who is not considered "highly qualified".

Parents/guardians may request information about the qualifications of their student's paraprofessional.

## **HOME/SCHOOL COMMUNICATIONS**

The school attempts to communicate with our parents about the many activities and events planned in the school. This and other pertinent information regarding school business is sent home with your child in grades K-5. Encourage your child to bring home all communications from the school. Please make every effort to read each one.

## **K-2 MILK BREAK**

Students are permitted to drink milk at one time during the day other than lunchtime. This time is set by the classroom teacher. Parents of K-2 children who would like your child/children to utilize the milk break may purchase milk by the quarter.

## **LOST AND FOUND**

On many occasions, students report articles such as clothing, books, P.E. clothes, etc. are lost, misplaced or stolen. It is the student's responsibility to report articles that are missing or suspected stolen at once. Students should check the lost and found or in the office for missing property. If such items have not been turned in, it is the student's responsibility to report at once articles that are missing or suspected stolen to the building principal and to a member of the custodial staff. Neither the school nor the teachers will be held responsible for lost or stolen articles

## **MEDIA CENTER USE**

### **K-5<sup>TH</sup> GRADE**

1. If a media center is available, students in the K-5 will be allowed library time at least once a week.
2. Discipline will be administered by the person in charge of the media center or by other teachers.
3. Books are to be checked out at the media aide's desk. Fines for overdue books are (\$.05) per day per title. There will be a one dollar (\$1.00) maximum per title.
4. Students are expected to return the book they have checked out with them the next week during library time.
5. Vandalism of media materials: Any student who vandalizes media materials will lose all library privileges. The student will be required to pay for the damages before privileges will be restored.
6. Stealing media materials: Any student who takes any media material without following proper check-out procedures will lose all library privileges for at least one month from the time of the incident. The student will also be subject to disciplinary action and responsible for replacing any stolen materials that are damaged and/or not recovered.
7. Fines and Overdue Materials:
  - a. Fines do not include holidays, weekends, and vacation periods or excused absences provided that materials are returned on the day the person returns to school.

- b. Parents will be notified for overdue materials
8. Media materials should be returned only when the media specialist/media aide or other assigned personnel is available to check them in. If material is laid on the check-in desk and disappears before it is checked in, the borrower will remain responsible for the material.

## **PARENT - TEACHER CONFERENCES/COMMUNICATION**

Formal parent-teacher conferences are scheduled each year in the district. However, in many cases parents may need to discuss various matters with the teachers at other times through the year. Parents may schedule conferences with teachers during a teacher's planning period (consult class schedule) or immediately before or after school. Parents should call the Building Principal's office in advance to schedule conferences with teachers.

Bureau Valley Schools subscribe to a web service called **TeacherEase** to keep parents and students informed on activities and grades and to increase communication between school and home. The web address is [www.teacherease.com](http://www.teacherease.com) can be accessed through the school's web page.

## **PEST MANAGEMENT**

Pursuant to IL State Law, the School District follows the procedures necessary for pesticide applications. Applications are made during non-school hours and generally when staff members are not present. If a parent, student, or staff member is aware of any specific allergic reactions from pesticides, please contact the District Office with the name of the product that causes the reaction. The District Office will then notify the individual prior to any application of the specific product.

## **PHYSICAL EDUCATION**

Our physical education program is to allow every student the opportunity to develop physical fitness, sportsmanship, recreational ability, and an appreciation for health and exercise, and desirable, social and leadership qualities.

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. (See also Physical Education Exemptions under Academic Curriculum/Standards)

The following rules will apply to both boys and girls while participating in the physical education program at Bureau Valley School:

1. Everyone should wear proper P.E. shoes required by the physical education instructor.
2. Written requests from parents or guardians to the P.E. instructor, asking that a student, for a good reason, be excused from P.E. or any portion of the activities will be honored temporarily for a period of time not to exceed 2 days. Beyond that, a written request from a medical doctor or a chiropractor will be necessary for the student to be excused.
3. Horseplay will not be tolerated in the halls while going to or coming from class or during class time.
4. No gum chewing or candy is allowed at any time.

## **PROMOTION AND RETENTION**

It shall be the philosophy of Bureau Valley Community Unit School District #340 that parental involvement is important and is to be solicited in determining whether or not a student will be retained in any grade from Kindergarten through Fifth Grade. The final decision as to whether or not a student will be retained will rest, however, with the certified professional educators employed by the School District.

The classroom teacher (K-5) of any student who is doing failing work at the middle of any grading period will, at that time, send a written note regarding that student's work to the student's parents. The teacher or teachers of any student who receives a failing grade at the end of any grading period will send a written report regarding that student's work to that student's parents by the middle of the next grading period, requesting a conference with the parents. All parents of retained students will be notified by letter.

If an elementary school student's teacher or teachers feel(s) that consideration of retention may be necessary, the teacher(s) must notify the student's parents in writing, and request a conference no later than the last day of school in January.

Promoted students are expected to perform sufficiently in effort, daily assignments, homework, tests, classroom participation, and student assessment. Any K-5<sup>th</sup> grade student who earns two unsatisfactory marks or failing grades in a school year and or scores one or more years behind on universal screening may be considered for retention.

Students who are retained may be required to attend summer school or other remedial activities as established by the Board of Education. Attendance at these activities will not alter the retention.

A student may be placed into a specific class or grade depending upon teacher recommendation. This placement may be forward or backward depending upon the student's needs.

Special Education students must meet their I.E.P. requirements.

## **RECESS AND PLAYGROUND**

Normally, it is assumed that if the child is healthy enough to attend school he is able to participate in recess activity. Should you feel that an unusual circumstance exists, please contact the school office for consideration of special arrangements. If requested that a student stay in from recess for an extended period of time, a doctor's excuse will be required. (See Indoor Recess Request). No student will be allowed back in the building during recess without the consent of the duty teacher.

1. When a student leaves the building for recess, he/she should remain on the playground for the entire recess period. Any exceptions shall be cleared with the supervisor on duty.
2. Students should play with their own age group or grade level.
3. No games that include tackling, pushing, shoving, or wrestling are permitted. This includes games commonly called chicken-fighting, tackle football, etc. Touch football is permitted only if players use a two-hand touch below the waist. If this privilege is violated then there will be no touch football.
4. At no time may students throw any object, including snow balls, ice balls, etc., at objects, in the air, or at each other.
5. No radios, tape players, electronic toys, etc. will be allowed during school hours. This equipment is expensive and can be damaged during play. The school is not responsible for damaged equipment. Radios, tape players, electronic toys, etc. are brought to school at students' own risk.

6. No roller skates, roller blades or skateboards will be allowed to be used during school hours.
7. Playground equipment should be used only in the manner for which it was designed:
  - a. Students should use slides in a proper, safe manner. No climbing up the slides except by the ladder.
  - b. Students should not play or climb on the fences at any time.
  - c. No jumping from swings.
  - d. No twisting swings or swinging sideways.
  - e. Slide down the slide feet first in a sitting position only.
  - f. No standing on movable equipment such as swings.
  - g. Only one person should go down the slide at any time. The next person must wait until the slide is completely clear before starting down.
  - h. No kites are allowed on the playground during the day.
  - i. School owned equipment must be shared.
  - j. Kicking basketballs is forbidden.
  - k. Frisbees are to be used only on grassy areas.
  - l. Jump ropes are to be used only in approved areas. They should only be used to jump rope. No one should use them to tie anyone up or to lasso anyone.
  - m. No swinging or hanging on swing bars or other unsafe places is permitted.
8. Students must at all times respect the rights and property of others.
9. On certain days, according to field and weather conditions, students will be restricted to approved areas.
10. When snow is on the ground anyone NOT wearing rubber boots and snowsuits MUST stay in approved areas. Students can become very sick coming back into the school to sit in wet socks and clothes.
11. When the signal to end the play time sounds, all students are to end their activity.
12. Students are expected to line up and prepare for an orderly, single-file entrance into the building. There should never be any running back to class.
13. When entering the building, students are expected to exhibit behavior conducive to the classroom.

Recess will be outside as long as the air temperature is 20 degrees above Fahrenheit.

Students misusing or abusing school owned equipment will lose the privilege of using the equipment.

Any violation of these rules will result in disciplinary action.

### **INDOOR SAFETY RULES**

On days of extremely inclement weather the noon recess will be spent in the student's homeroom or in an available gym.

1. Running in the halls is prohibited.
2. Students will remain inside the activity room for the entire recess period. Any exception must be cleared with the supervisor on duty during that play period.

### **INDOOR RECESS REQUEST**

If, for medical reasons, parents want their child to remain indoors during recess or the noon hour, they MUST send a note from home. After staying in TWO consecutive days, a statement from the family doctor must be sent stating that remaining in the building a longer period of time is necessary. Remember, pupils do better school work when they get exercise in the fresh air outdoors. If children are excused from gym class, they also need to remain in the classroom at recess and noon hours.

### **RECORDS ACCESS- FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes; though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

**1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

**2. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes is inaccurate, irrelevant, or improper.**

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

**3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

**4. The right to a copy of any school student record proposed to be destroyed or deleted.**

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

**5. The right to request removal from the student's academic transcript one or more scores received on college entrance examinations.**

A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. This includes the State assessment that includes a college and career readiness determination. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to post-secondary institutions to which the student applies. To request the removal of these scores from a student's academic transcript, the parent/guardian or eligible student must submit a written request to the building principal.

**6. The right to prohibit the release of directory information.**

Throughout the school year, the District may release directory information regarding students, limited to:

Name

Address

Grade level

Birth date and place

Parent/guardian names, addresses, electronic mail addresses, and telephone numbers

Academic awards, degrees, and honors

Information in relation to school-sponsored activities, organizations, and athletics

Major field of study

Period of attendance in school

Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs

*Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.*

**7. The right contained in this statement:**

No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

**8. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

**9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington DC 20202-4605

## **SEARCH AND SEIZURE**

To maintain order and security in the schools, school authorities are authorized to conduct searches of school property and equipment, as well as of students and their personal effects. "School authorities" include school liaison police officers.

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there..

The Building Principals may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

When feasible, the search should be conducted as follows:

- Outside the view of others, including students;
- In the presence of a school administrator or adult witness; and
- By a certified employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

## **SEIZURE OF PROPERTY**

If a search produces evidence that the student has violated or is violating the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

## **SECURITY CAMERAS**

All Bureau Valley Schools are equipped with security cameras. Bureau Valley Schools maintain 24-hour video security with cameras placed at entrances and in hallways. Each school office has a monitor located so that school personnel can easily observe school areas during the school day. Videotapes are reviewed when a safety or security issue is reported. They may also be reviewed at random. Viewing of videotapes is limited to individuals having a legitimate educational or administrative purpose. Those individuals with a legitimate educational or administrative purpose are the Superintendent, building administrators, or educational personnel. Videotapes will be reused or erased unless needed for an educational or administrative purpose.

## **SOLICITING AT SCHOOL**

No student or anyone else is allowed to sell items at school that are not school-sponsored or authorized by the administration or board. All requests should be on a Fundraiser Form and detailed information provided.

## **SPECIAL SERVICES**

The school provides the following special programs/services to meet the unique educational needs of the students of our district:

1. Special Education Programs
2. Speech Therapy
3. Vision and Hearing Tests
4. Learning Disabilities Programs
5. Title I Program
6. Association in the Bureau-Marshall-Putnam County Special Education Cooperative

## **STUDENT BEHAVIOR**

### **Prohibited Student Conduct**

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.

- d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
  - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
  - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.  
Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
  5. Using or possessing an electronic paging device.
  6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and stored in student lockers during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
  7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
  8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
  9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.

10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, and bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault. Also prohibited are displays of affection which are either disruptive or occur during instructional time.
12. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
15. Being absent without a recognized excuse.
16. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
17. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
18. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

## **When and Where Conduct Rules Apply**

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

## **Disciplinary Measures**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some

circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

The school will inform parents/guardians when their child engages in aggressive behavior. The information provided will include the school's intervention procedures.

### **Corporal Punishment**

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

### **Weapons Prohibition**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

### **Gang & Gang Activity Prohibited**

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

### **Re-Engagement of Returning Students**

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion

or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

## **Grievance Procedures**

A grievance shall be considered a claim by a parent or student that an unfair practice has taken place regarding fair and just treatment or interpretation of established policy or rights.

Grievances reaching the levels of the school board and/or discipline committee of the school board for review are limited to out of school suspensions or expulsions. Problems related to detentions, or in-school suspensions need to be directed for review at the building level. Normal first step procedure to resolve a question in regards to assigned consequence would be contact with the teacher or sponsor. Should a parent feel more review is needed after speaking with a teacher; the building principal will complete a review of assigned detentions or in-school suspensions. If a parent feels more review is needed after speaking to the building principal, the parent should contact the unit superintendent.

When a parent wishes to grieve an out-of-school suspension, the school must be notified in writing of the intent to grieve within five calendar days of the first assigned day of suspension. Out-of-school suspensions are to be served even when the intent to file a grievance is known. Should the board rescind an out-of-school suspension; the school will make needed changes in the student's file as to unexcused/excused absence and needed grade review.

## **STUDENT WELFARE--SAFETY**

The safety of students shall be assured through close supervision of students in all school buildings and grounds through special attention to the following:

1. Maintaining a safe school environment (safety experts shall be called in periodically to inspect the physical condition of all buildings and grounds);
2. Observation of safe practices on the part of school personnel and students, particularly in those areas of instruction or extracurricular activities which offer special hazards;
3. Offering safety education to students as germane to particular subjects, such as laboratory courses in science, shop courses, and health and physical education;
4. Providing, through the services of the school staff, first aid care for students in case of accident or sudden illness;

In addition to the above safety measures, school personnel shall be constantly on the lookout for suspicious strangers loitering in or near school buildings or seated in parked automobiles nearby. The Principal shall notify the police if the circumstances seem to warrant it. Teachers shall instruct students not to accept gifts or automobile rides from strangers and the students will also be instructed to tell the teachers, their parents, and police of any suspicious strangers.

In order to assist us in these efforts, parents are asked to limit occasions when children are picked up from school by someone else. We require a note prior to the end of school to be used to inform us of the situation, as well as the identity of the person picking the child up. If there has been no such contact from the parents and if the student does not recognize the individual, school officials will not allow departure of the student with that person.

Parents are expected to pick up their child/children from the office. If bus students wish to go to another student's house

after school, both parties must bring parental permission notes to the office, stating all parents are aware of the situation.

Responsibility of the District for the supervision of students does not extend to places or times when they are traveling to or from school, except in District authorized and provided transportation, or while waiting for the school bus, nor while they are in the school buildings engaged in activities sponsored by agencies other than the District.

### **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 counselor at each school.

### **TEACHING ABOUT CONTROVERSIAL ISSUES**

The Superintendent shall ensure that all school-sponsored presentations and discussions of controversial or sensitive topics in the instructional program, including those made by guest speakers and sex education are:

- Age-appropriate. Proper decorum, considering the students' ages, should be followed.
- Consistent with the curriculum and serve an educational purpose.
- Informative and present a balanced view.
- Respectful of the rights and opinions of everyone. Emotional criticisms and hurtful sarcasm should be avoided.
- Not tolerant of profanity or slander. Disruptive conduct is prohibited and may subject a student to discipline.

The District specifically reserves its right to stop any school-sponsored activity that it determines violates this policy, is harmful to the District or the students, or violates State or federal law.

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

### **TRAFFIC AND PARKING CONTROLS**

The Board of Education, in accepting its responsibility to provide for the reasonable safety of its students, employees, and visitors requires that the Building Principal establish and enforce safe traffic control and parking regulations with regard to school property, whether it be leased or owned by the school.

All persons operating motor vehicles on school property must drive only on paved areas or designated parking areas and observe and obey all speed, enter, exit, stop and other traffic control signs.

No vehicle may pass a school bus when it is loading students at the end of the school day. No vehicle should pass a bus

while unloading students in the morning.

Operators of motor vehicles must be licensed drivers. Students may not sit in or on vehicles parked in the school parking lot at any time during the school day. Vehicles should not be parked in the fire lane.

It is illegal to operate a motor vehicle and be on a cell phone in a school zone (this includes pick up/drop off lanes) for the safety of the students.

Once cars leave the parking lot, the school ceases to have jurisdiction. Because some elementary and junior high students may walk home, the school is particularly sensitive to situations where students drive recklessly. The school will not hesitate to contact the Bureau County Sheriff's office for the purpose of ticketing such individuals.

### **USE OF SCHOOL TELEPHONE**

The school telephones are for the use of conducting school business. Students will be allowed to use the phone when an emergency exists; for example: early dismissal, canceled activity, etc.

Teachers and students will not be called to the telephone during the school day or scheduled class time except in an emergency. Messages will be taken for teachers who may return calls during their preparation time.

### **VISITATION RIGHTS ACT**

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

### **VISITORS**

All parents and approved visitors are to sign-in at the school office and obtain a visitor badge before proceeding to their destination. All badges should be worn and clearly visible.

Parents are encouraged to visit classes as observers. Appointments for such visits are a courtesy to the teacher and will result in less disruption of the educational program. If a parent wishes to confer with the teacher, an appointment should be made for a time with the teacher or outside of school hours or a time other than student instruction time.

If a student's parent does not make an appointment with the classroom teacher to visit the classroom, the teacher or administration has the discretion to allow or deny entrance to the room.

All requests for special visitors **must** go through the building office. **Students who have dropped out of school may not visit Bureau Valley schools during the school day.** Graduate/transfer students, adults, salesmen, etc., should report to the office of the Building Principal upon entering school grounds. Students who have been dropped from attendance to be home schooled must make an appointment with the office. Special permission may be granted to non-students for special presentations, programs, etc.

## **WITHDRAWALS AND TRANSFERS**

When a family moves from the District, it is best if the school office is notified at least one day in advance. This allows time to complete transfer information for the student's new school. The district observes the statutory regulations that require the forwarding, within 10 days of the receipt of request, an unofficial record of the student's grades to the school to which the student is transferring. The school shall then forward written information relative to the grade levels, subjects, and record of academic grades achieved, current health records, and a most current set of standardized test reports, if applicable. The district, within 10 days after the student has paid all of his/her outstanding fines and fees, forwards an official transcript of the scholastic records of each student transferring.

The law requires that students take a Student Transfer Form with them. Upon receipt of a Release of Records form from the new school, which must be signed by the parent(s), student records will be sent to the new school.

Please remember that all books must be returned to the teachers and any remaining fees must be paid in the school office.