

## TABLE OF CONTENTS – BEVERLY MANOR – 2019-2020

### Page #

2. Annual School Calendar

3. Mission & Vision Statement

### State and Federal Guidelines

3. Student Records

3. Notice of Rights regarding Student Records

5. Parent Notices Required by the Every Student Succeeds Act

6. Student and Family Privacy Rights

7. District Enrollment

7. Non-Discrimination

8. Equal Opportunity and Sex Equity, Homeless Education Information, English Learners, Mandated Reporters

9. Offender Community Notification Laws, Sex Offender

Notification Law Use of Tobacco Products, Cell Phone Use

School Zone, Instructional Materials, Fines, Fees and Charges:

Waiver, Free & Reduced-Price Food Services

### Special Education Services

10. Request to Access Classroom or Personnel for Special Education Evaluation or Observation

10. Accommodating Individuals with Disabilities

10. Misconduct by Students with Disabilities

### Attendance

10. Time of Arrival and Departure – Beverly Manor

10. Request to Leave School Early

11. Reporting of Absences

11. Tardies

11. Truancy

11. Student Absences

11. Release Time for Religious Instruction Observance Make Up Work

12. Attendance for Military Connected Students

12. Dismissal of Students

### Transportation

12. Transporting Children To or From School by Car –For Beverly Manor

12. Busing

12. District 50 and Illinois State Bus Rules

### Safety

13. Safety Drill Procedures and Conduct

13. CPR and AED Video

13. Animals on School Property

13. Asbestos Containing Building Materials Management Plan

13. Pesticide Registration

### Medical

14. Sports Physical Exams

14. Student Athlete Concussions and Head Injuries

14. School Athletic Insurance

14. Physical, Dental, and Vision Requirements

14. Medication

15. Asthma

15. Hearing and Sight Screenings

15. Communicable Diseases

15. Immunization Requirements

16. Head Lice

16. Students with Food Allergies

16. Care of Students with Diabetes

16. Exclusion from School

16. Suicide and Depression Awareness & Prevention

17. Home and Hospital Instruction

## Communication

17. Conflict Resolution – Chain of Command

17. Contacting a Teacher

17. Parent Conferences

## Academics

17. Grading System

17. Homework

17. Late Work Policies

17. Standardized Testing

17. Beverly Manor Junior High Retention Policy/Earned Promotion

18. Special Education

18. Awards

18. Honor Students – Graduation

18. Honor Ushers - Graduation

## School Wide Procedures

18. Emergency School Closings

18. Change of Residence, Telephone Number, or Transfer

18. Classroom Teacher's Qualifications

18. Student Photo ID's

18. Cafeteria and Lunch Hour

18. Library Services

19. School Volunteers/Helpers

19. Visitors

19. Invitations, Gifts, and Individual Student Parties

19. Treats and Snacks

19. Student Photographs

19. Videotaping

19. Guidelines for Student Distribution of Non-School-Sponsored Publications

20. Advertising and Distributing Materials in Schools by Non-School Related Entities

20. Exemption from Physical Education Class

20. Family Life & Sex Education Classes

21. P.E. Locks and Lockers

21. P.E. Dress Regulation

21. Academic Eligibility for Athletes

## Schoolwide Expectations

21. General Information for Students

21. School Grounds

21. Recess/Playground Expectations

21. Cell Phone/Electronic Device Policy

22. Eligibility & Participation in Field Trips

22. Attendance at School Sponsored Activities

22. Dress Code

23. Classroom Behavior Systems

## Student Behavior

23. Goals and Objectives

24-26. Code of Conduct Matrix

27. District 50 Discipline Guidelines

27. Classroom Management

27. Suspension Procedures

28. Expulsion Procedures

28. Corporal Punishment

29. Gang and Gang related activity

29. Bullying, Intimidation and Harassment

30. Search and Seizure

30. Teen Dating Violence Prohibited

**Washington District 50 Schools  
2019-2020 School Calendar**

**WEDNESDAY, AUGUST 14<sup>th</sup> – HALF DAY FOR STUDENTS - (MANOR DISMISSAL BEGINS AT 11:15 AM / HENSEY AT 11:45 AM)  
EACH WEDNESDAY, AUGUST 21<sup>ST</sup> THROUGH MAY 27<sup>TH</sup> = 1-HOUR EARLY DISMISSAL  
Manor Dismissal Begins at 2:00 PM  
JLH Dismissal Begins at 2:30 PM**

August	12	Mon.	Teacher's Institute	NO SCHOOL – TEACHERS ONLY
	13	Tues.	Teacher's Institute	NO SCHOOL – TEACHERS ONLY
	14	Wed.	First Student Attendance Day – Early Dismissal	Manor Dismissal Begins at 11:15 AM JLH Dismissal Begins at 11:45 AM
September	2	Mon.	<b>LABOR DAY</b>	NO SCHOOL
	13	Fri.	Mid-Term	
	27	Fri.	Early Dismissal	Manor Dismissal Begins at 11:15 AM JLH Dismissal Begins at 11:45 AM
October	11	Fri.	Teacher's Institute	NO SCHOOL – TEACHERS ONLY
	14	Mon.	<b>COLUMBUS DAY</b>	NO SCHOOL
	18	Fri.	End of First Grading Period	(45 Student Attendance Days)
November	1	Fri.	Parent/Teacher Conference Day	NO SCHOOL
	15	Fri.	Mid-Term	
	27	Wed.	Thanksgiving Holiday	NO SCHOOL
	28	Thurs.	<b>THANKSGIVING DAY</b>	NO SCHOOL
	29	Fri.	Thanksgiving Holiday	NO SCHOOL
December	23 – Jan. 3		Winter Break	NO SCHOOL
January	6	Mon.	Teacher's Institute	NO SCHOOL – TEACHERS ONLY
	7	Tues.	School Resumes after Winter Holiday	
	10	Fri.	End of Second Grading Period	(45 Student Attendance Days)
	20	Mon.	<b>M.L. KING'S BIRTHDAY</b>	NO SCHOOL
February	13	Thurs.	Mid-Term	
	14	Fri.	Parent/Teacher Conference Day	NO SCHOOL
	17	Mon.	<b>PRESIDENT'S DAY</b>	NO SCHOOL
March	13	Fri.	End of Third Grading Period	(42 Student Attendance Days)
	23 – 27		Spring Break	NO SCHOOL
	30	Mon.	School Resumes after Spring Break	
April	10	Fri.	Easter Break	NO SCHOOL
	13	Mon.	Easter Break	NO SCHOOL
	23	Thurs.	Mid-Term	
	24	Fri.	First Emergency Day	
May	1	Fri.	Second Emergency Day	
	8	Fri.	Third Emergency Day	
	15	Fri.	Fourth Emergency Day/ 8 <sup>th</sup> Grade Graduation	Tentative Graduation date
	21	Thurs.	End of Fourth Grading Period	(42 Student Attendance Days)
	22	Fri.	Fifth Emergency Day	
	25	Mon.	<b>MEMORIAL DAY</b>	NO SCHOOL
	29	Fri.	Last day of student Attendance – Early Dismissal	Manor Dismissal Begins at 11:15 AM JLH Dismissal Begins at 11:45 AM

\* The Last five Fridays, starting from April 24 and ending on May 22, are set aside as potential make-up attendance days in place of snow days. If not used, they will be non-attendance days for students and staff.

## **Washington District 50 Schools Mission & Vision**

**Mission: "We Protect and Respect people while working together to Inspire and Develop Every student."**

**Vision: Washington District 50 Schools will provide all students the best educational experience in a safe and caring environment in order to produce productive and engaged members of a constantly changing global society.**

### **AS A DISTRICT 50 STUDENT**, it is my responsibility:

- To attend school every day and be on time to all classes
- To come to school prepared with books, paper, pencil and any materials and assignments as directed by teachers
- To obey the directions of all staff members
- To maintain a positive attitude toward learning and believe in my ability to succeed
- To respect myself and the rights and property of others
- To always be cooperative in my attitude toward learning and in my interactions with peers, all staff members, and the administration.
- To always be responsible for coming to school prepared with any supplies or assignments as directed by my teachers.
- To always be respectful in how I treat myself, my peers, school staff, and the rights and property of others.
- To always be safe with the safety of myself and others.

### **THE STAFF OF DISTRICT 50 SCHOOLS ACCEPTS THE RESPONSIBILITY:**

- To provide a quality instructional program in an integrated setting for each student
- To provide an orderly classroom and safe school environment
- To develop programs and activities which will respond to the social, emotional, personal, and physical developmental needs of each student
- To assist parents in helping their children develop self-discipline, self-respect, and self-confidence to participate in school as a responsible member

### **AS A PARENT OF A DISTRICT 50 STUDENT**, it is my responsibility:

- To send my child to school each day on time, prepared with all necessary materials, well rested, and properly dressed
- To check my child's work, homework, and planner daily
- To provide my child with suitable study conditions at home – desk or table, quiet area, lights, books, and supplies
- To communicate with my child's teachers regularly about my child's work or health

## **STATE AND FEDERAL GUIDELINES**

### **STUDENT RECORDS**

School student records are confidential. Information from them shall not be released other than as provided by law. 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 by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. Though the content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian. Upon request, the District discloses school student 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.

The Superintendent shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

### **Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records**

The District maintains two types of school records for each student: permanent record and temporary record. These records may be integrated.

The permanent record shall include:

1. Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardians(s).
2. Evidence required under the Missing Children's Records Act (325 ILCS 50/5(b)(1))
3. Academic transcripts, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations, the unique student identifier assigned and used by the Illinois State Board of Education's Student Information System
4. Attendance record
5. Accident and Health reports - Health record defined by the Illinois State board of Education as "medical documentation

necessary for enrollment and proof of dental examinations.”

6. Record of release of permanent record information in accordance with 105 ILCS 10/6(c)

The permanent record may include:

1. Honors and awards received
2. School-sponsored activities and athletics Information

No other information shall be kept in the permanent record. The permanent record shall be maintained for at least 60 years after the student graduated, withdrew or transferred.

All information not required to be kept in the student's permanent record is kept in the student temporary record and must include:

- A Record of release of temporary record information in accordance with 105 ILCS 10/6(c)
- Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8)
- Completed home language survey
- Information regarding serious disciplinary infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction.
- Information provided under the Abused and Neglected Child Reporting Act (325 ILCS 5/8.6), including any final finding report received from a Child Protective Service Unit.
- Any final finding report received from a Child Protective Service Unit provided to the school under the Abused and Neglected Child Reporting Act; no report other than what is required under section 8.06 of that Act shall be placed in the student record
- Accident report(s)
- Any documentation of a student's transfer, including records indicating the school or school district to which the student transferred

The temporary record may include:

1. Family background information
2. Intelligence test scores, group and individual
3. Aptitude test scores
4. Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews
5. Elementary and secondary achievement level test results
6. Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
7. Honors and awards received
8. Teacher anecdotal records
9. Other disciplinary information
10. Special Education records, including the report of the multidisciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals
11. Records associated with plans developed under section 504 of the rehabilitation Act of 1973
12. Verified reports or information from non-

educational persons, agencies, or organizations of clear relevance to the student's education

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 year of age (“eligible students”) certain rights with respect to the student's education 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. Parents/guardians or students should submit to the Building Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. Within 10 business days, the building Principal will make arrangements for access and notify the parent(s)/guardian(s) 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 a student (105 ILCS 5/10-22.3c and 10/5a, and 750 ILCS 60/214(b)(15)).

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

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the Building Principal or records custodian, clearly identify the record they want changed, and specify the reason. If the District decides not to amend the record as requested by the parents/guardians or eligible student, the District will notify the parents/guardians 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(s)/guardian(s) 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 is permitted without consent 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(s)/guardian(s) 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. Individual board members do not have a right to see student records merely by virtue in the student and seeing his or her record(s) would be in furtherance of the interest. 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 an official 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 will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge: (1) academic grades, or (2) references to expulsions or out-of-school suspensions. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) 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 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 after the student transfers, graduated, 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(s)/guardian(s) of the student, if the student has succeeded to the rights of the parent(s)/Guardian(s). Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. **The right to prohibit the release of directory information concerning the parent's/guardian's child.**

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

- Name
- Address
- Gender
- Grade Level
- Birth date and place

Parents'/guardians' names, and addresses, electronic mail addresses, and telephone numbers  
 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 publication, such as yearbooks, newspapers, or sporting or fine arts programs)
- Academic awards, degrees, and honors
- Information in relation to school- sponsored activities, organizations and athletics
- Major field of study
- Period of attendance in school

*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. No directory information will be released with this time period, unless the parents/guardians or eligible student is specifically informed otherwise.*

No photograph highlighting faces is allowed for commercial purposes, including solicitation, advertising, promotion or fundraising without prior, specific, dated and written consent of the parent or student, as applicable: and no image on a school security video recording shall be designated as directory information.

A photograph of an unnamed student is **not** a school record because the student is not individually identified. The District shall obtain the consent of a student's parents/guardians before publishing a photograph or videotape of the student in which the student is identified.

6. **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.**

7. **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

**PARENT NOTICES REQUIRED BY THE EVERY STUDENT SUCCEEDS ACT (ESSA)**

I. Teacher Qualifications

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

- a. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- b. The teacher is teaching under emergency or other provisional status.
- c. The teacher is teaching in the field of discipline of the certification of the teacher.

- d. Paraprofessionals provide services to the student and, if so, their qualifications.

### II. Testing Transparency

The State and District requires students to take certain standardized tests. For additional information, see handbook procedure on page 17.

A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

### III. Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at <https://illinoisreportcard.com>

## STUDENT AND FAMILY PRIVACY RIGHTS

### Student Privacy

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

### Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in School Board policy 6:10, Educational Philosophy and Objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

### Surveys Created 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 section 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 shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the 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. Behavior or attitudes about sex.
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 eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may:

1. Inspect the survey or evaluation upon, and, within reasonable time of, their request, and/or
2. Refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

### Instructional Material

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

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

### Physical Exams or Screenings

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term invasive physical examination means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.).
3. Is otherwise authorized by Board policy.

### Selling or Marketing Student's Personal Information is Prohibited

### Notification of Rights and Procedures

The Superintendent or designee shall notify students' parents/guardians of:

1. This policy as well as its availability upon request from the general administration office.
2. How to opt their child or ward out of participation in activities as provided in this policy.
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled.

4. How to request access to any survey or other material described in this policy.

This notification shall be given parents/guardians at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.

The rights provided to parents/guardians in this policy transfer to the student when the student turns 18 years old, or is an emancipated minor.

## DISTRICT ENROLLMENT

All students must register for school each year on the dates and at the place designated by the Superintendent. Parents/guardians of the students enrolling in the District for the first time, whether the student is just beginning school (including pre-kindergarten) or is a transfer student, must present:

A certified copy of the student's birth certificate within thirty (30) days of the enrollment date.

If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10 day period, the Superintendent or designee shall so refer the case.

## NON-DISCRIMINATION

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint 2 Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

### Uniform Grievance Procedure

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
6. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
7. Bullying, 105 ILCS 5/27-23.7
8. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived

children

9. Curriculum, instructional materials, and/or programs
10. Victims' Economic Security and Safety Act, 820 ILCS 180
11. Illinois Equal Pay Act of 2003, 820 ILCS 112
12. Provision of services to homeless students
13. Illinois Whistleblower Act, 740 ILCS 174/
14. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.
15. Employee Credit Privacy Act, 820 ILCS 70/

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this procedure, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this procedure may forego any informal suggestions and/or attempts to resolve it and may proceed directly to the grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

### Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other-remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

### Deadlines

All deadlines under this procedure may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, *school business days* means days on which the District's main office is open.

### Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For bullying and cyber-bullying, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

### Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this

policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this procedure about the status of the investigation. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board, which will make a decision in accordance with the following section of this policy. The Superintendent will keep the Board informed of all complaints.

### **Decision and Appeal**

Within 5 school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board. Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within 5 school business days of the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

This grievance procedure shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Should this fail to produce satisfaction, the appeal agent after the Board of Education will be the Superintendent of Tazewell County Regional Office of Education and then the Illinois State Board of Education.

## **EQUAL OPPORTUNITY AND SEX EQUITY**

Equal educational and extracurricular opportunities shall be available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or 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).

### **Administrative Implementation**

The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

## **HOMELESS EDUCATION INFORMATION**

A homeless individual is someone who lacks a fixed, regular, and adequate nighttime residence. This includes anyone who, due to a lack of housing, lives:

- In emergency or transitional shelters
- In motels, hotels, trailer parks, campgrounds, abandoned in hospitals, awaiting foster care
- Doubled up with relatives or friends
- Migratory children living in these conditions

Homeless students face multiple challenges and barriers to success in school. The Education of Homeless Children Act provides resources and technical assistance to ensure homeless students are enrolled in school and have the support and resources necessary for success. If you have questions related to the education of homeless children, or would like additional information, brochures, posters, or resource lists, please contact the Superintendent at:

Organization: District 50 Schools  
Address: 304 E. Almond Drive  
Washington, IL 61571  
Phone: 309-745-8914

## **ENGLISH LEARNERS**

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

Parents/guardians of English Learners will be:

1. given an opportunity to provide input to the program, and
2. provided notification regarding their child's placement in, and information about, the District's English Learners programs

For questions related to this program or to express input in the school's English Learners program, contact the Superintendent at 745-8914.

## **MANDATED REPORTERS**

All school personnel, including teachers, administrators, and board members are required by law to immediately report any and all suspected

cases of child abuse or neglect to the Illinois Department of Children and Family Services.

## OFFENDER COMMUNITY NOTIFICATION LAWS

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

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

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

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

## SEX OFFENDER NOTIFICATION LAW

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

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

In all cases, the Superintendent or designee shall supervise a child sex offender whenever the offender is in a child's vicinity. If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school.

A violation of this law is a Class 4 felony.

## USE OF TOBACCO PRODUCTS

Tobacco and related products are not only against the rules for students to use or possess, they are illegal (per Illinois state law) for adults to use in any way or at any time on school property. This even includes using them in your personal vehicle on school property.

## CELL PHONE USE – SCHOOL ZONE

Per Illinois state law, while driving, it is illegal for anyone to use a cell phone, which includes school zones.

## INSTRUCTIONAL MATERIALS FEES

All required instructional materials shall be rented to parents at an annual fee determined by the Board of Education.

### INSTRUCTIONAL MATERIALS FEE REFUNDED

If a student who has paid an instructional fee transfers from the District, refunds shall be granted as follows:

Start of school to November 1	– 75%
November 2 to January 1	-- 50%
January 2 to March 1	-- 25%

No refunds will be granted after March 2<sup>nd</sup>. There shall be no refunds for student publications or school insurance.

## FINES, FEES AND CHARGES: WAIVER

Fees for textbooks, technology, and other instructional materials are waived for students who meet the eligibility criteria for a fee waiver as described in this policy. In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees, the Superintendent will recommend to the Board which additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

A student shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program.

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

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

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

Questions regarding the fee waiver application process should be addressed to the Superintendent.

## FREE AND REDUCED-PRICE FOOD SERVICES

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education.

The District shall avoid publicly identifying students receiving free

or reduced-price meals and shall use methods for collecting meal payments that prevent identification of children receiving assistance.

## **SPECIAL EDUCATION SERVICES**

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 or the Individuals with Disabilities

Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22<sup>nd</sup> birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. For further information, please contact the building principal to schedule an initial 504 meeting.

In addition, District 50 offers pre-kindergarten screening, vision, hearing, and speech screening at regular intervals.

All Special Education Services provided by the District are overseen by the Washington Township Student Services Office, which includes a Program Director, social worker, psychologist, and support staff. The District contracts Occupational and Physical therapy services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the Washington Township Student Services Office.

## **REQUEST TO ACCESS CLASSROOM OR PERSONNEL FOR SPECIAL EDUCATION EVALUATION OR OBSERVATION**

The parent/guardian of a student receiving Special Education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings by Section 105 ILCS 5/14-8.02 guidelines. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

For state guidelines, please contact the school principal.

## **ACCOMMODATING INDIVIDUALS WITH DISABILITIES**

Individuals with disabilities should notify the Superintendent or

Building Principal if they have a disability which will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible before the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent or designated Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

## **MISCONDUCT BY STUDENTS WITH DISABILITIES**

### **Behavioral Interventions**

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

### **Discipline of Special Education Students**

The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

## **ATTENDANCE**

### **TIME OF ARRIVAL AND DEPARTURE – BEVERLY MANOR**

Morning- Students may need to arrive prior to the start of school for early morning extracurricular activities. The doors will be unlocked only for these students. All other students should not arrive before 7:45. Doors will open for all students at 7:45 and they will need to report to the gym upon their arrival. Breakfast will be served from 7:45-8:05 only. Other than students participating in early morning extracurricular activities, students should not be on school groups before 7:45. Students who arrive after 8:05 should report directly to the front office. Dismissal is at 3:00 p.m. for all students.

### **REQUEST TO LEAVE SCHOOL EARLY**

A written request to have students excused from classes early should be sent with the student on the morning of the dismissal. The time and reason for leaving should be included. The request should be turned in to the attendance clerk **before the start of school on the morning of the dismissal**. When possible, medical and dental appointments should be made outside of school hours.

A student will be released only to the parents or their designee as appearing on the family emergency card unless the school has been notified by the parents that they have granted permission for someone else to pick up their child. **At Beverly Manor, a parent or designated guardian must sign the student out of school with the clerk in the main office.**

## REPORTING OF ABSENCES

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

Parents are requested to call the school's attendance clerk at 745-9396 to report children's absence before 9:00 a.m. each day. Voicemail is available at both schools for calls before or after office hours.

Only guardians, or other adults designated by the guardians, are allowed to report an absence. A written excuse OR a phone call is required to excuse an absence. Extended and/or repetitive absences may result in a request for medical information or documentation. Administration reserves the right to require verification from the appropriate office for the excuse.

After 9:00 a.m., parents of absent child will be called, if notification and reasons for absences have not been reported to the school. If parents are called and cannot be reached at their home number, the emergency number will then be dialed.

Parents may request homework for children at the time absences are reported. When homework is requested by phone before 9:00 a.m., it will be available in the office between 3:00-3:30 p.m. Requests after 9:00 a.m. will be fulfilled on the following day.

### **After missing 3 consecutive days, students must have a doctor's note when they return.**

This doctor's note will allow for these days to be excused. After the 10<sup>th</sup> absence of any kind during the school year, a physician's note will be required to excuse—in order to attend after school activities.

Students will be allowed one day to complete work missed for each day of excused absence. Teacher discretion will be used in regard to accepting work from an unexcused absence.

Students will be placed on a doctor's note policy after missing 9 days of school in a year (5% of total school year.) A letter will be sent home notifying parents of this. This policy will require medical documentation for future absences to be considered excused.

## TARDIES

Tardies are disruptive to the classroom and also have an adverse effect on your child's educational progress. Students with repeated tardies will be asked to make up any missed work and time. Any student arriving at Beverly Manor School after the tardy bell (8:05 a.m.) **must report to the office with a parent or legal guardian to explain the reason for tardiness before going to the classroom.** **Students who are tardy and not checked in by parent may be detained in the office until parent contact is achieved.** If the student will be arriving after 9:00 a.m., the parents should call the absence reporting number or the school office and advise that the student will be late with the reason for the tardiness. **After three**

**unexcused tardies, a lunch detention will be assigned for each additional tardy. Tardies will start over each quarter.** Only the following reasons will be accepted for excused tardies:

1. Medical Appointments
2. Dental Appointments
3. Vision Appointments
4. Death in Family
5. Any other emergency deemed appropriate by the administration

## TRUANCY

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

If you've been given notice that your child has been absent from school without a valid cause and knowingly and willfully permitted your child to continue to miss school, you can be charged with a Class C misdemeanor in Illinois, which can result in either 30 days in jail or a fine of up to \$500 or both.

## Student Absences

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS1, or other reason as approved by the building principal.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal. The school may require documentation explaining the reason for the student's absence.

A student must attend  $\geq 150$  minutes of the school day to be considered for a half day of student attendance. A student must attend  $\geq 300$  minutes to be counted as a full student attendance day.

## RELEASE TIME FOR RELIGIOUS INSTRUCTION OR OBSERVANCE MAKE -UP WORK

A student will be released from school, as an excused absence, to

observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the Building Principal at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

## ATTENDANCE FOR MILITARY CONNECTED STUDENTS

Students may be granted up to five days of excused absences for military-connected students whose parents are experiencing a deployment. The conditions under which the absences may be approved are: (1) the absence is preapproved; (2) the student is in good standing; (3) the student has a prior record of good attendance; (4) missed work is completed and turned in within the school's allotted time period; and (5) the absence is not during standardized testing dates.

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.

## DISMISSAL OF STUDENTS

All students shall be dismissed precisely on the time scheduled for dismissal. If the student is to be detained beyond dismissal time the parent shall be notified prior to dismissal. Only in emergencies shall a student be detained by the school unless the parent has been notified. Transportation arrangements shall be the responsibility of the student and the parents in all cases of detention.

## TRANSPORTATION

### TRANSPORTING CHILDREN TO OR FROM SCHOOL BY CAR – FOR BEVERLY MANOR

Use the OFFICIAL ENTRANCE ONLY!! Cars should not park anywhere in the bus driveway on School Street at any time. When picking up a student, the office entrance is to be used. If it is during school hours, parents should report to the office and the child will be called from his/her room. The parking areas are very congested, so please park in the marked parking spaces only. Please do not block traffic lanes to wait for children. Students are not to be picked up opposite of School Street. **All transportation changes need to be made prior to 2:00 p.m. in order to notify students and teachers in a timely fashion prior to dismissal.**

### BUSING

All District 50 bus students will be put on the bus that the parent/guardian has designated for them unless we have a written note indicating that for that day the student is a walker/parent transport. All permanent changes need to be made in the school

office or using the online form located on the district website. Bus students are required to ride the bus assigned to them.

## DISTRICT 50 AND ILLINOIS STATE BUS RULES

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the Building Principal. While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the Building Principal. Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school. In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus. Food and drink should be kept inside of a backpack or other bag.
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.

**12. No arousal sprays, such as, Axe Body Spray, Any brand of Arousal Deodorant, perfumes, etc. may be used on the bus.**

\* In addition to the guidelines, see the extended rules on page 22 for the complete School Cell Phone/Electronic Device Policy.

**All students must follow the District's *School Bus Safety Rules*.**

### **School Bus Suspensions**

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in School Board policy, 7:190, *Student Behavior*.
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 Superintendent or designee 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. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

### **Academic Credit for Missed Classes During School Bus Suspension**

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.

### **Electronic Recordings on School Buses**

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety. Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

For questions regarding school transportation issues, contact: the Transportation Director.

## **SAFETY**

### **SAFETY DRILL PROCEDURES AND CONDUCT**

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill to address an active shooter incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

### **CPR AND AED VIDEO**

State law requires the District to notify staff members and parents/guardians that a hands-only cardiopulmonary resuscitation and automated external defibrillators training video can be seen on the IHSA's website. You are encouraged to view the video, which will take less than 15 minutes of your time, at:

[www.ihsa.org/Resources/SportsMedicine/CPRTTraining.aspx](http://www.ihsa.org/Resources/SportsMedicine/CPRTTraining.aspx)

### **ANIMALS ON SCHOOL PROPERTY**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the Building Principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

### **ASBESTOS CONTAINING BUILDING MATERIALS MANAGEMENT PLAN**

This is to notify you that Beverly Manor School, District 50 Schools, has submitted its Management Plan prepared pursuant to the requirements of the Asbestos Hazard Emergency Response Act (AHERA 40 CFR 763) for the school facilities. Copies of the Management Plan are available in the administrative office of the school district and in the administrative office of the school building. These plans are available for your inspection during normal business hours of the administrative office of the school building. These plans are available for you inspection during normal business hours of the office (Monday through Friday - 8:00 a.m. to 4:00 p.m.) and during other times by special arrangement. We request that appointments be made with us to review such plans. To make arrangements, please contact the Superintendent at 745-8914.

### **PESTICIDE REGISTRATION**

District 50 has an Integrated Pest Management (IPM) Policy which incorporates building maintenance, sanitation, physical barriers and as a last resort, the most safe, effective means of pesticide. Although we have no intention of spraying or fogging with pesticides, in the unlikely event that this is found necessary, we are creating a voluntary registration. By putting your name on this list, you are asking to be notified two days before an airborne pesticide application. In the event of an extreme emergency and pesticides must be used immediately, we

will notify you as soon as possible. Contact the main school office if you wish to be added to the registry.

## **MEDICAL**

### **SPORTS PHYSICAL EXAMS**

No student athlete shall be permitted to compete in a regularly scheduled practice unless he or she has filed with the office a certificate of physical fitness issued by a licensed physician not more than one year preceding such practice.

Physical exam forms may be picked up from the school office when you register your child for enrollment for the current school year. However, most physicians have these available in their office.

### **STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES**

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

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

### **SCHOOL ATHLETIC INSURANCE**

All participants in athletic events, including cheerleaders, must be covered by a health insurance policy.

### **PHYSICAL, DENTAL, AND VISION REQUIREMENTS**

- District 50 Schools has established the policy that students entering kindergarten, sixth grade, and students entering from out-of-state or out-of-country must have a current State of IL physical examination and immunizations on file before the first day of school.
- Dental examinations are required for students entering kindergarten, second and sixth grades.
- Vision examinations are required for students entering kindergarten or an Illinois school for the first time.

### **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 as directed by the Illinois Department of Public Health. Medications will be given by the nurse or designee at Beverly Manor. 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 completing a "School Medication Authorization Form." This form is required for all long-term or daily medications (prescription and non-prescription). These forms are to be renewed annually and the

medication is to be brought to school by the parent in the unopened original container with written instructions and the consent form (includes cough drops, ibuprofen, etc.). All medications will be locked in the nurse's office.

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. 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 injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine 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 injector and/or asthma inhaler, or the storage of any medication by school personnel.

#### **Designated Caregiver Administration of Medical Cannabis (Ashley's Law)**

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form – Medical Cannabis*,

Medical cannabis infused product (Product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she required administration of the product during school hours.

If you have any questions, please call the school nurse at 745-5847.

## ASTHMA

Newly created Public Act 92-402 of the Illinois School Code addresses the self-administration of asthma medication. The law requires schools to permit the self-administration of medication by a student with asthma when certain conditions are met. With the student's health and wellbeing in mind, District 50 Schools permit students with asthma, who need to self-administer medication, to do so, with the following requirements:

1. The medication must pertain to the student's asthma and have an individual prescription label.
2. The medication must be prescribed by a physician, physician's assistant, or advance practice nurse having authority to prescribe such medication.
3. The student's parents or guardians must provide the school with written authorization for self-administration of the medication ("self-administration" means the student has the discretion as to the use of his/her medication).
4. The parents or guardians must also provide the school with a written statement from the student's physician, physician's assistant, or advance practice registered nurse. The statement must contain the following information:
  - Name and purpose of the medication.
  - Prescribed dosage.
  - The time or times at which, or the special circumstances under which, the medication is to be administered.

Authorization Forms are available in the school offices.

District 50 Schools, along with its employees and agents, incurs no liability as a result of any injury arising from the student's self-administration of asthma medication.

## HEARING AND SIGHT SCREENINGS

- Hearing screenings will be done yearly for students in grades K, 1, 2 and 3 as well as all Special Education students, students new to the district and teacher referrals.
- Vision screenings will be done yearly for students in grades 2 & 8 as well as Special Education students, students new to the district and teacher referrals.
- Speech screenings are done in kindergarten.
- These screenings are done as a service to the students in our district.
- This statement serves as notice to parents of screening procedures.
- To allow this data to be shared back to District 50, we will ask you to sign a Health Information Privacy Act (HIPPA) release at registration.

## COMMUNICABLE DISEASES

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

- Parents are required to notify the school nurse if they suspect their child has a communicable disease.
- In certain cases, students with a communicable disease may be excluded from school or sent home from school

- following notification of the parent or guardian.
- The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
- A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

## IMMUNIZATION REQUIREMENTS

Beginning in the 2016-2017 school year, students in sixth grade must show proof of immunization against:

- Meningococcal disease: The first dose received on or after the 11<sup>th</sup> Birthday; second dose at least eight weeks after the 1<sup>st</sup> dose.

Beginning in the 2015-2016 school year, children entering school at any grade level shall show proof of having received the following vaccinations:

- Diphtheria, Tetanus, Pertussis (Tdap) K-12: 4 doses is only required of those children entering kindergarten. 3 doses for children entering any other grade, with the last dose received on or after 4<sup>th</sup> birthday. For students entering 6<sup>th</sup>-12<sup>th</sup> grades: 1 dose of Tdap.
- Hepatitis B requirement: Children entering the sixth grade shall show proof of having received three doses of hepatitis B vaccine, or other proof of immunity described in Section 665.250(f). The first two doses shall have been received no less than four weeks (28 days) apart. The interval between the second and third doses shall be at least two months. The interval between the first and third doses shall be at least four months. Proof of prior or current infection, if verified by laboratory evidence, may be substituted for proof of vaccination.
- Rubella: Children entering school at any grade level (kindergarten through 12) shall show proof of having received two doses of live rubella virus vaccine, the first dose on or after the first birthday and the second dose no less than four weeks (28 days) after the first dose, or other acceptable proof of immunity. For students attending school programs where grade levels (kindergarten through 12) are not assigned, including special education programs, proof of two doses of live rubella virus vaccine and shall be submitted prior to the school years in which the child reaches the ages of five, 11 and 15.
- Mumps: Children entering school at any grade level (kindergarten through 12) shall show proof of having received two doses of live mumps virus vaccine, the first dose on or after the first birthday and the second dose no less than four weeks (28 days) after the first dose, or other acceptable proof of immunity. For students attending school programs where grade levels (kindergarten through 12) are not assigned, including special education programs, proof of having received two doses of live mumps virus vaccine and shall be submitted prior to the school years in which the child reaches the ages of five, 11 and 15.
- Measles: Children entering school at any grade level (kindergarten through 12) shall show proof of having received two doses of live mumps virus vaccine, the first dose on or after the first birthday and the second dose no less than four weeks (28 days) after the first dose, or other acceptable proof of immunity. For students attending school programs where grade levels (kindergarten through 12) are not assigned, including special education programs, proof of having received two doses of live mumps virus vaccine and shall be

submitted prior to the school years in which the child reaches the ages of five, 11 and 15.

- Polio: Two doses by 1 year of age. One additional dose by 2<sup>nd</sup> birthday. For the first entry into school four or more doses of the same type of Polio vaccine with the last dose qualifying as a booster and received on or after the 4<sup>th</sup> birthday.
- Varicella: Any child entering kindergarten, sixth grade, or ninth grade for the first time shall show proof of having received two doses of varicella vaccine, the first dose on or after the first birthday and the second dose no less than four weeks (28 days) after the first dose, or proof of prior varicella disease or laboratory evidence of varicella immunity. For students attending school programs where grade levels (kindergarten through 12) are not assigned, proof of having received at least two doses of varicella vaccine or other proof of immunity shall be submitted prior to the school year in which the child reaches the ages of five, 11 and 15. Only those children who have been (1) immunized with varicella vaccine, (2) have had physician diagnosed varicella disease, (3) have a health care provider's interpretation that A parent's or legal guardian's description of varicella disease is indicative of past infection, (4) or have laboratory evidence of immunity, shall be considered to be immune.
- Invasive Pneumococcal Disease: Any child under two years of age entering a child care facility or school program below the kindergarten level shall show proof of immunization that complies with the pneumococcal vaccination schedule. Children 24 to 59 months of age who have not received the primary series of pneumococcal conjugate vaccine, according to the recommended vaccination schedule, shall show proof of receiving one dose of pneumococcal vaccine.  
Any child who has reached his or her fifth birthday shall not be required to provide proof of immunization with pneumococcal conjugate vaccine.

**The new Certificate of Religious Exemption form is available on the IDPH website.** This form must be signed by a health care provider.

## HEAD LICE

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. Upon request the school will provide written instructions to parent or guardian recommending appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or Building Principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

## STUDENTS WITH FOOD ALLERGIES

State law requires our school district to annually inform parents of

student 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 at 309-745-3921. 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.

Illinois Food Allergy Emergency Action Plan Forms are available in the school offices.

## CARE OF STUDENTS WITH DIABETES

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

1. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan (DCP) on file with the school for their child.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the Diabetes Care Plan.
4. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the DCP.

## EXCLUSION FROM SCHOOL

According to policy, your child may not attend school or may be sent home from school if he has the following disease:

1. IMPETIGO – Child is to be excluded until lesions are dry or no drainage is present.
2. CHICKEN POX – Child is to be excluded a minimum of 6 days from date of last eruption.
3. HEAD LICE – Child is to be excluded until all evidence of nits (eggs) is gone.
4. PINK EYE - Pinkeye/Conjunctivitis noted – Child will be sent home; may return to school after treatment has started and guardian can provide proof of treatment.
5. RINGWORM – Child is to be excluded until 24 hours after treatment begins.

## SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

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

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information,

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

## **HOME AND HOSPITAL INSTRUCTION**

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

For more information on home or hospital instruction, contact your Building Principal.

## **COMMUNICATION**

### **CONFLICT RESOLUTION – CHAIN OF COMMAND**

In the event a parent or guardian has a question concerning issues within their child's classroom, the following chain of command needs to be adhered to:

1. Teacher/Coach
2. Principal
3. Superintendent
4. Board of Education

If chain of command is not followed, parent(s) will be redirected to the appropriate conflict resolution step.

### **CONTACTING A TEACHER**

Teachers can be contacted directly by phone 745-3921, or email. Messages can also be left with the secretary and/or voicemail. Teachers will not be called from class for phone calls or visitors. Appointments must be made in advance to meet with a teacher. Messages and emails will be returned as soon as the teacher is able. If you need immediate assistance, you can see the principal. (See website for teacher contact information)

### **PARENT CONFERENCES**

Parent conferences are held twice a year. Additional conferences can be scheduled as needed by parents and teachers. Email or call a teacher to set up a conference at any time that is convenient prior to contacting administration.

## **ACADEMICS**

### **GRADING SYSTEM**

The evaluation of student achievement is one of the important functions of the teacher. The District 50 grade system is:

<b>A</b>	100-90
<b>B</b>	89-80
<b>C</b>	79-70
<b>D</b>	69-60
<b>F</b>	59 and below

Any incomplete on a report card is given only in those cases where illness, emergency, or by pre-arrangement, the student has not been able to complete his assignments. An incomplete on the report card becomes an "F" two weeks from the date the report card is issued. Make-up work is the complete responsibility of the student.

## **HOMEWORK**

We ask that parents encourage students to complete their homework daily. Some research suggests that students should spend 10 minutes times the grade they are in daily completing homework and studying. For example, a student in 6<sup>th</sup> grade should allow for 60 minutes of homework/studying. In addition to this time, students should be encouraged to read at least 20 additional minutes a day.

### **LATE WORK POLICIES:**

Late work policies will be reviewed by each classroom teacher at the start of the school year. Any question about late work policies should be addressed with the classroom teacher first in order to follow the chain of command.

### **STANDARDIZED TESTING**

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following: STAR Math & Reading tests to track Student Growth & Progress, the Illinois Science Assessment 5th/8th grade to test content knowledge, and any of the State Mandated tests to track College and Career Readiness.

Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing because the quality of education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents/Guardians can assist their students to achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year.
2. Ensure students get a good night's sleep the night before exams.
3. Ensure students eat well the morning of the exam.
4. Remind & emphasize the importance of good performance on standardized testing to students.
5. Ensure students are on time and prepared for tests; with appropriate materials.
6. Teach students the importance of honest and ethics during the performance of these and other tests.
7. Encourage students to relax on testing day.

### **BEVERLY MANOR JUNIOR HIGH RETENTION POLICY/EARNED PROMOTION**

#### Academics

Students must meet the following criteria to be promoted to the next grade level.

Passing grades (final average) in 80% (4 out of 5 core subjects) of all their academic classes

The 80% must include 1 reading and 1 math class

A student who earns less than 80% of their academic grades at a passing level will be retained

Any student who earns less than 80% of their academic grades at a passing level will be retained and offered an opportunity to remediate.

Any 8<sup>th</sup> grade student being retained will not:

1. Attend the eighth grade field trip.
2. Attend any end of the year school sponsored activities.
3. Participate in the graduation ceremony.

Parents will be notified after spring Parent/Teacher Conferences that their student may be retained. The Building Principal will also communicate this possibility in writing. Remediation in the summer is at the expense of the parents. Successfully completing summer classes may qualify a student for promotion to the next grade.

## Special Education

A student's potential retention may be determined as needed with information provided by the IEP team, general education teacher(s), and the general education retention/promotion academic policy requirements. Administration may recommend retention based upon the information provided by the report.

## AWARDS

At the end of the school year, an awards ceremony is held. Various awards are presented to students who excel in such areas as academics, attendance, sports, etc.

Perfect Attendance: No tardies to school and no days absent.

Special Attendance: No more than two tardies to school and a half day absent or one full day absent (or any combination thereof such as two half day absences).

Beverly Manor will recognize academic achievement in grades 4-8 by means of two Honor Rolls each nine weeks.

## ACADEMIC HONOR ROLLS

Honor Roll: straight "A's"  
Merit Roll: All A's and B's

All subjects will be averaged for the Academic Honor Rolls including P.E., music, band, and computers.

## HONOR STUDENTS – GRADUATION

Eighth grade students with academic straight "A's" for the year will be designated as Honor Students.

## HONOR USHERS – GRADUATION

The top ten-students academically from the seventh grade class determined from scholastic data compiled during the seventh grade will be selected as honor ushers. These students will assist with the graduation ceremony.

## SCHOOLWIDE PROCEDURES

### EMERGENCY SCHOOL CLOSINGS

In cases of bad weather and other local emergencies, please listen to any local radio or television station and/or check news station websites. In addition, automated calls are sent out for school closures

and any other important information. Every attempt will be made to announce school closings for any reason by 6:00 a.m. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. **If we dismiss early for an emergency, all after-school functions are automatically cancelled. It is critical that all changes in phone numbers or email addresses be reported to the office.**

### CHANGE OF RESIDENCE, TELEPHONE NUMBER, and/or TRANSFER

If a change is made in address, telephone number, babysitter's number, emergency number, or parent's work number, the parent **must** notify the secretary at once. If you move outside the District 50 area, contact the school secretary to obtain the necessary transfer form required.

### CLASSROOM TEACHER'S QUALIFICATIONS

100% of teachers and paraprofessionals at District 50 Schools meet NCLB requirements.

In accordance with the No Child Left Behind Act (PL107-110), be advised that district parents have the right to request information on the professional qualification of their children's classroom teachers. Parents have the right to request the following information:

- Whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas taught;
- Whether the teacher is teaching under the emergency or other provisional status;
- The major of the bachelor's degree earned by teacher and other graduate certification or degree held by the teacher, and field of discipline of the certification or degree; and
- Whether the child is provided service by paraprofessionals and, if so, their qualifications.

### STUDENT PHOTO ID's

Student ID's are not to leave the building. The ID's will be used for lunches as well as to make it easier for staff members to identify students when needed. In the event a student loses his/her ID, they will be given **one replacement ID for free**. Each replacement ID thereafter will cost \$1.00. Students who do not have their ID at lunch will be required to be last in line for lunch during their lunch period.

### CAFETERIA AND LUNCH HOUR

Student behavior in the cafeteria should be based on courtesy and cleanliness. Students are to remain in the cafeteria until they have finished eating. At no time are students to take food or drinks outside of the cafeteria. Failure to behave appropriately may result in being assigned a seat or removed from the cafeteria for a period of time.

No glass bottles are allowed during lunch hours at any time.

### LIBRARY SERVICES

The library will be opened at 8:05 a.m. at Beverly Manor and remain open until 3:00 p.m. Students are encouraged to use the library as

much as possible. From time to time, it may be desirable for a student to visit the library during class time to do research. In such cases, the student should first get permission from the teacher and then, upon entering the library, inform the librarian about his or her particular need. If a student loses a library book, the student and parent will be responsible for replacement cost.

## **SCHOOL VOLUNTEERS/HELPERS**

All school volunteers or helpers who are interacting with students must complete the "Volunteer Information Form" and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the Building Principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

## **VISITORS**

- All visitors are required to enter through the front door of the building, (Door #1), and proceed immediately to check in at the front office window.
- Visitors should identify themselves by name when buzzing in inform office personnel of their reason for being at school, sign in at the office window, and provide the date, time of arrival, and the classroom or location they are visiting.
- Approved visitors must wear a visitor ID tag on outer clothing in a clearly visible area and proceed quietly.
- All visitors must return to the main office window and sign out before leaving the school.
- Visitors who come to eat lunch with their student must be listed on the student's emergency contact list in Skyward and must provide valid ID to approve their lunch visit. Lunch visitors are not allowed to return to the classroom or attend recess with their student. These visitors should return to the front office to sign out when the lunch period is over.

As a member of the District 50 Schools community, parents and volunteers need to be cognizant of their behavior while attending field trips, extra-curricular activities, and other school sponsored functions. Please be aware that adverse behaviors reflect not only upon yourself, but the school and community. We appreciate your help in setting a positive example not only for the students, but for District 50 Schools.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Visitors also need to know that Illinois State Law prohibits the carrying of firearms into the school building.

## **INVITATIONS, GIFTS, AND INDIVIDUAL STUDENT PARTIES**

Party invitations or gifts from classmates should not be brought to school to be distributed. Store bought treats may be brought in for recognition of individual student birthdays, but individual student parties are not allowed at school.

## **TREATS AND SNACKS**

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

## **STUDENT PHOTOGRAPHS**

### **PICTURES OF UNNAMED STUDENTS –**

Students may occasionally appear in photographs and video recordings taken by school staff members, other students or other individuals authorized by the Building Principal. The school may use these pictures, without identifying the student, in various publications, including the school yearbook, school newspaper, and school website. No consent or notice is needed or will be given before the school uses pictures of unnamed students taken while they are at school or a school-related activity.

### **PICTURES OF NAMED STUDENTS –**

Sometimes the school may want to identify a student in a school picture. For example, school officials want to acknowledge those students who participate in a school activity or deserve special recognition. In order for the school to publish a picture with a student identified by name, one of the student's parents or guardians must give consent.

### **PICTURES OF STUDENTS TAKEN BY NON-SCHOOL AGENCIES –**

While the school limits access to school buildings by outside photographers, it has no control over news media or other entities that may publish a picture of a named or unnamed student. School staff members will not, however, identify a student for an outside photographer.

## **VIDEOTAPING**

Parents/Guardians please note that as a standard operating practice we videotape some classrooms, functions, activities, and operations. Student teachers and teachers, in general, use videotaping as an aide in assessment and development. If you have questions, concerns, or specific exclusion request, please notify your Building Principal in writing each school year.

## **GUIDELINES FOR STUDENT DISTRIBUTION OF NON-SCHOOL-SPONSORED PUBLICATIONS**

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

1. The student(s) must notify the Building Principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the Building Principal, such as, before the

- beginning or ending of classes at a central location inside the building.
3. The Building Principal may impose additional requirements, whenever necessary, to prevent disruption, congestion, or the perception that the material is school-endorsed.
  4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
  5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
  6. Students must not distribute material that:
    - Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
    - Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
    - Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as identified by School Board policy and Student Handbook;
    - Is reasonably viewed as promoting illegal drug use; or
    - Is primarily prepared by non-students.
  7. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

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

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or
5. Is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

Refer to Code of Conduct matrix for details on possible discipline.

## ADVERTISING AND DISTRIBUTING MATERIALS IN SCHOOLS PROVIDED BY NON-SCHOOL RELATED ENTITIES

No material or literature shall be posted or distributed that would: (1) disrupt the educational process, (2) violate the rights or invade the privacy of others, (3) infringe on a trademark or copyright, or (4) be defamatory, obscene, vulgar, or indecent.

### Exemption from Physical Education Class

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 Individualized Education Program may also be excused from physical education courses for reasons stated on Handbook page 11 (Accommodating Individuals with Disabilities). 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.

If a student cannot participate in gym for **more than five consecutive days**, the student must have a written explanation from the doctor. These notes should be given to the P.E. teacher and front office at the beginning of the gym class and not to the homeroom teacher.

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.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases; and
2. The student's class schedule.

## FAMILY LIFE & SEX EDUCATION CLASSES

Students will not be required to take or participate in any health class or course in comprehensive sex education, including in grades 6-8, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-8, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, 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/health.

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

## P.E. LOCKS AND LOCKERS

All students in grades 6-8 will be furnished, free of charge, a locker and combination lock. The student is responsible for these items for the entire school year. Students are NOT to give their lock combination to any other student. A replacement fee of \$3.50 will be assessed for locks lost during the year.

## P.E. DRESS REGULATION

Students must have a pair of tennis shoes on to participate in P.E. class for the day. They do not have to be brand new, nor do they have to be left here in their locker, but they must be a good supportive running/walking shoe, and must have a clean sole. For safety reasons, any larger skateboard shoe with a flat, non-supportive sole are not allowed as these shoes do not provide enough support. If a student does not have the proper tennis shoe for class, they will be asked to borrow, or will lose academic participation points for sitting out. Although a uniform is **NOT** required, students will still be able to bring their own clothes if they would like to change so their school clothes do not get sweaty. Due to student safety, all dangling or loose piercings must be removed for P.E. classes unless a student has a doctor's note. In order for student athletes to participate in after school athletic contests, **they must change shoes and participate for P.E. the day of the contest in order to compete.** Failure to do so may result in, but not limited to, the following teacher managed consequences in accordance to the PE teachers' rules and consequences provided to each student **for each grading period:**

1<sup>st</sup> Time = Warning

2<sup>nd</sup> Time = Parent contact

3<sup>rd</sup> Time = 30 minute Detention

4<sup>th</sup> Time = 1 Hour Detention & a possible drop in letter grade

5<sup>th</sup> Time = Office Referral & a possible drop in letter grade

Any subsequent offenses will be discussed among the teacher, administration, student, and parent(s)/guardian(s).

Chewing gum or having may result in an after school detention.

## ACADEMIC ELIGIBILITY FOR ATHLETES

Eligibility goes from Saturday-Friday. If ineligible, an athlete will be notified on Monday, and a letter will be sent home as well. An athlete cannot participate for an entire week in any interscholastic competitions. 3 ineligibility violations will result in the student being removed from the team per IESA guidelines. Guidelines for Ineligibility are as follows:

1<sup>st</sup> Week: May attend practices/games. May not participate or dress in games, but will be required to complete a 30 min. work period before participating in a practice.

2<sup>nd</sup> Week: May not participate/dress in games or practice, but may utilize practices for work completion if they so choose.

3<sup>rd</sup> Week: Removal from the team per IESA guidelines.

## SCHOOLWIDE EXPECTATIONS

### GENERAL INFORMATION FOR STUDENTS

1. Family pets are not allowed at school. Students will be required to take the pet home, should it come, and make up lost time after school.
2. All clothing, lunch boxes, etc., should be clearly and carefully marked. This will prevent any mix-up of articles which are exactly alike.
3. Once students have arrived on school grounds, students may never leave school property unless the parents request, in writing, in person, or by phone that they will be excused. Student must be accompanied by a family member. (Permission will be given by the principal only.) This applies to our "closed campus" lunch periods.
4. If a student should willfully destroy any school property or equipment, the student and/or parents will be expected to pay for a replacement.
5. The office telephone is not to be used by students except in cases of emergency. Students can call from the classroom phones under teacher supervision.
6. Recess – a note is required from the parents stating the need for remaining inside at recess. Students are required to study during this time. These are limited to one or two days unless a doctors authorized note is received.
7. Students are not to walk or ride bikes to or from Beverly Manor School on School Street. Students who use School Street to get to or from school must use the sidewalk. Bikes and scooters must be walked on the sidewalk.
8. Bicycles must be walked while on the school grounds and locked into bike racks.
9. Bus students, grades 4-8, are not allowed to walk to school or ride bicycles to or from school unless they have a note from their parents to do so.

## SCHOOL GROUNDS

District 50 School Grounds Policy states that the playground is closed to the public at sundown. Policy also states that the following are not allowed on the school busses or school grounds: knives, any type of gun, bean shooters, slingshots, rubber bands, matches, tobacco, alcohol, go-karts, motor bikes, drones, playing cards, skateboards, dice, drugs and/or drug-related paraphernalia, motorized or radio-controlled airplanes, or any other items not directly associated with safe school activities. The same behavior expected at school applies to the bus. All school rules apply.

## RECESS/PLAYGROUND EXPECTATIONS

Students are not allowed near the bike racks or back in the building, unless permission is given by the teacher. Students will not be allowed to play tackle football, wrestle, jump off playground equipment, or tumble. Half-court basketball is the only running game allowed to be played on the blacktop and students are not to bring sports equipment from home to school.

## CELL PHONE/ELECTRONIC DEVICE POLICY

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 within the handbook. An electronic device includes, but is not limited to, the following: cell phones/smart phones, audio/video recording devices, Ipods or Ipads®, laptop computers, tablets, or other similar devices. The following policy rules must be followed to use electronic devices:

- During instructional time (all classes and passing periods), the electronic device should be powered-off and out-of-sight during the entire school day unless: (a) permission is granted

by an administrator or school staff member; or (b) use of the device is provided in a student's individualized education program (IEP).

- The electronic device may only be used during non-instructional times, which are defined as before and after the school day (7:45-3:00).
- Electronic devices may never be used in a manner that: (a) disrupts the learning environment; (b) violates student conduct rules or the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs during the school day, (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual picture or non-consensual circulation of private sexual images (i.e. sexting). Any use of an electronic device in this manner may result in: ATS, RSS, OSS, or possible expulsion.
- Students are not allowed to use cameras/laptops/electronic devices to take pictures or video of students or staff without teacher or administration approval. Any use of an electronic device in this manner may result in: ATS, RSS, OSS, or possible expulsion.
- Students will not be allowed to broadcast any type of music, noise, etc. through any personal electrical device. Phones must be silenced and headphones may not be used in the building due to safety concerns in hearing a staff member's instructions.

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

If a student is found to have violated the cell phone/electronic device policy, they are subject to the following consequences:

- First Offense- The device will be confiscated by school personnel. A warning will be given and the student can come to the office and receive the device at the end of the school day.
- Second Offense- The device will be confiscated, a detention may be assigned, and a parent/guardian will be notified of the consequences for a third offense by the school office.
- Third Offense- The device will be confiscated. A detention will be assigned and a parent/guardian will be notified and required to retrieve the phone from the school office.
- Fourth Offense-The device will be confiscated. A detention will be assigned and a parent/guardian will be notified and required to retrieve the phone from the school office. Additionally, the student will be prohibited from bringing the device to school for the next 5 school days. If the student is found in possession and use of the device during this 5-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student may also face additional consequences for insubordination ranging from Detention, ATS, or Suspension.
- Any use that violates student conduct rules or the rights of others may result in: ATS, RSS, OSS, or possible expulsion.
- Any subsequent offenses will be discussed among the administration and student's parent/guardian. The student may also face additional consequences for insubordination ranging from Detention, ATS, or Suspension.

## ELIGIBILITY & PARTICIPATION IN FIELD TRIPS

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. In addition, if a student's behavior fails to abide by school rules and expectations during a field trip and the behavior requires a parent to pick the student up from the activity, the parent/family assumes the financial responsibility and will not be reimbursed. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission.

**Eligibility: Fourth through eighth grade** students must meet school academic and behavioral requirements to attend field trips (including, but not limited to, the DARE baseball game, Medieval Times trip, Six Flags, annual grade-level field trips, etc.) Each quarter the following conditions may prohibit students from attending field:

1. Any student failing to receive the appropriate permission from a parent/guardian or teacher.
2. Any student that is not passing 4 out of 5 core academic subjects (2 of the classes being Reading and Math) may be denied after review of the academic records by the team and administration.
3. Any student with a violation of the Code of Conduct during the current school year that results in an Out of School suspension may automatically be denied participation after the student's behavior records are discussed amongst the team and administration.
4. Any student with a truancy referral will be denied participation (for Truancy details see pg. 12).
5. A student must not be considered a behavioral or safety concern as determined by the administration/staff in order to attend a field trip.

\*Any student receiving more than one out-of-school suspension will automatically lose field trip privileges.

## ATTENDANCE AT SCHOOL SPONSORED ACTIVITIES

Attendance at school-sponsored dances is a privilege. Only students who attend Beverly Manor and who have attended at least a half day of school on the day of the dance may attend. All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances.

Attendance at sporting events/plays/and other extra-curricular school-sponsored activities is a privilege as well. A student must attend at least a half day of school on the day of the activity to attend. Please refer to Student Absences on pg. 11 for half day attendance requirement.

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

## DRESS CODE

A student's appearance, including dress and grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.

Modesty, decency, safety, and cleanliness in attire and appearance shall be positively encouraged by parents, teachers, and administrators.

It is strongly recommended that students label their clothing, particularly coats, hats, gloves and boots. The lost and found is located in the main vestibule. Please ask your child to check this area for lost items.

Dress expectations include, but are not limited to:

- Costume-like items such as ears, tails, etc. should not be worn in the building or during classes
- shorts, dresses, or skirts need to be an appropriate length (fingertip length or mid-thigh may be used as a good guide)
- fishnet type clothing is not allowed
- hoods, hats, or sunglasses are not to be worn in the building
- cut, burned, shredded, or slashed jeans above the knee that expose undergarments are not to be worn
- transparent attire is not allowed
- clothing which has any reference to drugs, tobacco, alcohol, death, obscenities, weaponry and occult related symbols or activities is not allowed
- winter coats and jackets are not to be worn to class
- tank tops, tube tops, muscle shirts, or halter/crop tops are not to be worn
- jeans or pants that completely covers the shoes should be rolled for safety purposes
- jeans, pants, or shorts that do not stay up off their hips-student should be worn with a belt
- all tops must have straps/sleeves that are 2 inches wide, cover undergarments, and cover appropriate areas (including the midriff). No spaghetti straps are allowed.
- piercings that would be considered a safety concern should be removed
- no chains are to be worn on clothing at any time.
- anything deemed by administration as inappropriate or disruptive to the learning environment

If clothing is deemed inappropriate by administration students will be required to change clothing. Parents will be contacted to bring in a change of clothes or a change of clothes will be provided by the school.

## CLASSROOM BEHAVIOR SYSTEMS

Parents can refer to their child's daily planner for information regarding assignments and behavior for the day. Please refer to the teacher's classroom rules sent out at the beginning of the year and the school's code of conduct located on page 24 to reinforce student behavior expectations and possible consequences. Teachers should be contacted first with any classroom discipline concerns before contacting the administration in order to follow the chain of command.

## STUDENT BEHAVIOR

The **goals and objectives** of this policy are to provide effective discipline practices that:

- (1) Ensure the safety and dignity of students and staff;
- (2) Maintain a positive, weapons-free, and drug-free learning environment;
- (3) Keep school property and the property of others secure;
- (4) Address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and
- (5) Teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

### When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, 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.

The following disciplinary methods may be used by District staff with the students in appropriate circumstances:

Detention- student held after school could range anywhere from 30 minutes to 2 hours

RSS (ISS)- Restorative Student Support (In School Suspension) length determined by administration

Saturday School – 8:00 – 12:00 – scheduled by administration

ATS- Alternative to Suspension: including but not limited to Saturday School 8:00am-12:00pm (scheduled by admin), ISS (length determined by administration), any other alternative deemed appropriate by administration.

OSS - Out of School Suspension

Expulsion- permanent exclusion from school for a certain time period

# CODE OF CONDUCT

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

Offense	Disciplinary Action
Abuse of passes	Consequences will range from warnings to suspension, based on the seriousness of offense
Affection inappropriate- holding hands, embracing, kissing, etc.	Consequences may range from- warning, detentions, Saturday School, RSS/ISS, ATS or OSS
Alcohol, drugs, prescription drugs, OTC drugs, inhalants, drug paraphernalia, tobacco (or related nicotine products including vape/e-cigs), anabolic steroids, look a likes	1 <sup>st</sup> – Immediate confiscation. The student’s parents will be contacted to set up a conference with the Principal. The student may be placed on in-school suspension or may be suspended out of school for a period of up to 10 days depending on severity and police will be notified. Student will be asked to submit written evidence of entering a counseling program with a certified counselor within two weeks of the offense and then having completed a program of in-depth counseling consisting of a minimum of five (5) counseling sessions regarding drug and/or alcohol abuse from any one of the following sources: a) School Counselor b) Psychiatrist, psychologist c) Family pastor, priest, or rabbi d) Youth Outreach e) Child Family Service f) Catholic Social Service g) Mental Health Clinic h) Any other mental health facility approved by principal  A first offender may be subject to the penalties of the Second Offense if: a). The student is involved in the sale of drugs, or b). The student fails to comply with any of the above stipulations including the holding of the parent conference, counseling, or completing his/her suspension  2 <sup>nd</sup> and Subsequent Offenses - The student may be suspended from school for a period of not more than ten (10) days. Police will be notified. At the next regularly scheduled Board of Education meeting, or at a special meeting of the board, the student may be recommended by the administration for possible expulsion from school
Possession/Use/Under the Influence *Unless administration of a medical cannabis infused product is authorized under Ashley’s Law (see Medication pg. 14)	
Alcohol, drugs, prescription drugs, OTC drugs, inhalants, drug paraphernalia, tobacco (or related nicotine products including vape/e-cigs), anabolic steroids, look a likes	Student may be suspended for up to 10 days and may be recommended for expulsion. Police will be notified and student will be referred to outside counseling.
Distribution – giving or selling to others	
Ammunition	Consequences may range from- confiscation with parent notification, detentions, Saturday School, ATS, RSS/ISS, OSS, or possible expulsion
Arson	Student may be suspended for up to 10 days and may be recommended for expulsion. Police will be notified and student will be referred to outside counseling.
Bomb Threats	Student may be suspended for up to 10 days and may be recommended for expulsion. Police will be notified and student will be referred to outside counseling.
Bullying (Verbal, Physical, or Cyber) threats/hazing/harassment	Consequences could range from- Warning, Detention, ATS, RSS/ISS, OSS, possible expulsion proceedings
Cell Phones/Electronic devices	First Offense- The device will be confiscated by school personnel. A warning will be given and the student can come to the office and receive the device at the end of the school day.  Second Offense- The device will be confiscated and a parent/guardian will be notified and required to retrieve the phone from the school office.  Third Offense- The device will be confiscated. A detention will be assigned and a parent/guardian will be notified and required to retrieve the phone from the school office.  Fourth Offense-The device will be confiscated. A detention will be assigned and a parent/guardian will be notified and required to retrieve the phone from the school office. Additionally, the student will be prohibited from bringing the device to school for the next 5 school days. If the student is found in

	<p>possession of the device during this 5-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student may also face additional consequences for insubordination ranging from Detention, ATS, or Suspension.</p> <p>Any use that violates student conduct rules or the rights of others may result in: ATS, RSS, OSS, or possible expulsion.</p> <p>Any subsequent offenses will be discussed among the administration and student's parent/guardian. The student may also face additional consequences for insubordination ranging from Detention, ATS, or Suspension.</p>
Chronic Absences-10 missed days, Dr. note required after absence 10th	<p>Possible exclusion from class field trips or other special activities throughout the school year.</p> <p>If no Dr. note after - 10<sup>th</sup> absence, these absences will be considered unexcused and administrative actions may be assigned.</p>
Cheating	Consequences may range from: Parent notification, detention, and resubmission of work. Repeat offenses may result office referrals with additional consequences of a percentage reduction for academic dishonesty and submission of a written work on the topic of plagiarism.
Class Cutting	Consequences may range from: Make up class period after school, Detention, ATS, or student may receive an RSS/ISS or possible OSS.
Disruptive Behaviors- classroom, hallways, library, lunchroom, bus, school sponsored activities, bicycles, recess/school grounds	Consequences could range from the following- Warning, denial of privileges, detention, Saturday School, ATS, RSS/ISS, OSS, or possible expulsion
Dress Code	Consequences may range from- warning/change of clothes, parent conference, detention, RSS/ISS, or Saturday School
Failure to serve disciplinary detention	<p>1<sup>st</sup> Additional detention</p> <p>2<sup>nd</sup> Office Referral</p>
False accusations against other students, teachers, school staff, and others	Consequences could range from-Warning, detention, ATS, OSS
False Fire Alarm	Student may be suspended for up to 10 days and may be recommended for expulsion. Police will be notified and student will be referred to outside counseling.
Fighting- Physical Contact	<p>1<sup>st</sup> Possible Saturday School/ATS or 3-Day external suspension (severity)</p> <p>2<sup>nd</sup> Possible 5-Day external suspension</p> <p>3<sup>rd</sup> Possible 10-Day external suspension, expulsion proceedings</p>
Fireworks	<p>Possession-</p> <p>1<sup>st</sup>- Student may receive 3-day OSS, police will be notified, possible expulsion proceedings</p> <p>2<sup>nd</sup>- Student may receive 5-day OSS, police will be notified, and possible expulsion proceedings</p> <p>Use of- Student may receive a 10-day OSS, police will be notified, and possible expulsion proceedings</p>
Forgery	Consequences could range from- detention, parent notification, Saturday School, ATS, OSS
Gang related/Cult activity/Secret Society	Consequences could range from- parent conference, required counseling, detention, ATS, OSS, police notification, expulsion proceedings
Gum, coffee, energy drinks	Consequences could range from- detention, parent notification, ATS, OSS
Giving false information/Lying when being questioned	Consequences could range from- warning, detentions, ATS, OSS
Insubordination/Defiance/Disrespect	Consequences could range from- detention, ATS, OSS, possible expulsion proceedings
Inappropriate language verbal/nonverbal	Consequences could range from- detention, ATS, OSS
Leaving class without permission	Consequences could range from- detention or ATS
Leaving school grounds- unauthorized	At the discretion of administration
Matches or lighters	<p>Possession</p> <p>1<sup>st</sup> - Consequences may range from 2-hour detention and confiscation with parent notification</p> <p>2<sup>nd</sup> – Possible ATS</p> <p>3<sup>rd</sup> – Possible 3-day external suspension</p> <p>Use of</p> <p>1<sup>st</sup> – Possible 3-day external suspension with police notification</p> <p>2<sup>nd</sup> – Possible 5-day external suspension with police notification</p> <p>3<sup>rd</sup> – Possible 10-day external suspension with police notification, expulsion proceedings</p>
Physical assault/battery towards student, teacher, staff, guests	Student may be suspended for up to 10 days and may be recommended for expulsion. Police will be notified and student will be referred to outside counseling.

Physical horseplay	Consequences may range from- detention, ATS, suspension
Possession of inappropriate objects: rubber bands, tacks, chains, laser pointers, etc. If any items are deemed to be used as weapons, consequences will be assigned for possession or/use of weapons.	Consequences will range from confiscation with parent notification to external suspension with expulsion proceedings, depending on the severity of offense
Sexual harassment – physical/verbal/non-verbal/sexting	1 <sup>st</sup> - May result in 1 or 3-day external suspension, will have mandatory conference with principal or complaint manager, police will be notified 2 <sup>nd</sup> – May result in 5-day external suspension, will have mandatory conference with District 50 superintendent prior to re-entry, police will be notified 3 <sup>rd</sup> – May result in 10-day external suspension with possible expulsion proceedings, police will be notified Students may lose the privilege to attend field trips or other activities at the discretion of administration
Stealing/possession of stolen property (school property or another person's personal property)	Consequences may range from parent notification to external suspension with expulsion proceedings, depending on the severity of offense
Tardies (unexcused) to school – only the following reasons will be accepted for EXCUSED tardies – medical, dental, vision appointments with verification, death in family, other emergencies deemed appropriate by administration	Students will receive a lunch detention after three unexcused tardies. A 10 <sup>th</sup> tardy may result in the addition of an after school detention & learning packet. This will start over each quarter.
Threats toward a student, teacher, staff, guest – verbal/non-verbal/electronic	Consequences may range from parent contact, detention, ISS or OSS Student may be required to submit written evidence of entering a counseling program with a certified counselor within two weeks of the offense and then having completed a program of in-depth counseling consisting of a minimum of five (5) counseling sessions from any one of the following sources: a) School Counselor b) Psychiatrist, psychologist c) Family pastor, priest, or rabbi d) Youth Outreach e) Child Family Service f) Catholic Social Service g) Mental Health Clinic h) Any other mental health facility approved by principal  2 <sup>nd</sup> – Student may receive a 10 day external suspension, expulsion proceedings
Truancy	1 <sup>st</sup> – Possible ATS for each day truant Subsequent – Outside agency referral, Police notification
Unauthorized use of cameras	Consequences may range from confiscation with parent notification to external suspension with expulsion proceedings, depending on the severity of offense
Unexcused Absence from Saturday School	May result in One Day Out of School Suspension or ATS
Vandalism – includes school, employee and students effects and/or property	Consequences may range from confiscation with parent notification to external suspension with expulsion proceedings, depending on the severity of offense. Restitution may also be required. Police may be notified.
Vulgar or obscene language – verbal/non verbal	Consequences could range from ATS -Possible 3-day external suspension Possible 10-day external suspension with expulsion proceedings
Violation of Authorized Use Policy for Technology	Consequences could range from the following- warning, limited access, denial of privileges, detention, ATS, OSS, possible expulsion, police notification
Weapons/firearms or look a likes – possession/use/or threat to cause harm to an individual by using a weapon ( or any item interpreted as a weapon)	1 <sup>st</sup> Consequences will be confiscation and parent notification with external suspension and possible expulsion proceedings and police notification, depending on the severity of offense

## DISTRICT 50 DISCIPLINE GUIDELINES

The staff, administration, and Board of Education of District 50 Schools believe that every student should have an opportunity to receive a quality education. One of the most essential ingredients in striving to ensure each student has this opportunity is appropriate student behavior. The rules and regulations set forth by this district were created in order to provide a safe environment which tries to protect the rights of all students. It is important that students and parents know the school rules and consequences which relate to conduct and discipline.

We realize that these discipline guidelines are not all inclusive. Therefore, rules and regulations stated in the individual teacher's classroom, the Parent-Student Handbook, the Athletic Code of Conduct, and the Board of Education Policies also apply.

The Superintendent, or his designee, shall be responsible for notifying the student body of the contents of this policy.

### Definition of Misconduct:

Gross disobedience or misconduct may be grounds for suspension or expulsion. Such conduct may occur on school grounds, on a school bus, or at a school function. Such conduct may also occur outside the school, provided there is a direct relationship between the conduct and the school's education function. It shall be further defined as committing any act or conduct disruptive to, or interfering with, any phase of school or classroom operation or activity.

Gross disobedience or misconduct of students shall include, but not be limited to, extreme or repeated instances of any suspension/expulsion reasons.

These rules will apply for all school-sponsored activities and athletic events on, within sight of school grounds, or at another school, before, during or after school hours, and at any other time when the school is being used by a school group.

### Off Campus Disruptions:

Actions that take place off campus, including social media, can result in disciplinary action if the act causes a disruption at school or interferes with the safety of those at school or going to/from school (such as bus stops, walking to/from school, walking to/from bus stop,).

**Due to extenuating circumstances, with any and all handbook policies/regulations, the administration reserves the right to determine whether consequences may be altered or changed to fit the situation.**

## CLASSROOM MANAGEMENT

As a part of classroom management, teachers will occasionally assign detentions. Parents will be notified of the detention through detention slips or phone calls. If the detention is not served during the agreed upon time, the detention will double. If second detention is not served, an administrative referral will result. Please refer to the Code of Conduct matrix.

## SUSPENSION PROCEDURES

### Restorative Student Support/In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each

of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.
4. Students complete a Restorative Practice packet and meet with an administrator or school counselor to discuss restorative measures/behaviors.

### Out-of-School Suspension

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
  - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
  - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
  - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
  - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
    - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
      - a) A threat to school safety, or
      - b) A disruption to other students' learning opportunities.
    - ii. For a suspension of 4 or more school days, an explanation:
      - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
      - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
      - c) That the student's continuing presence in school would either:
        - i) Pose a threat to the safety of other students, staff, or members of the school community, or

- ii) Substantially disrupt, impede, or interfere with the operation of the school.
  - iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.

Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

## EXPULSION PROCEDURES

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
  - a. Include the time, date, and place for the hearing.
  - b. Briefly describe what will happen during the hearing.
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
  - d. List the student's prior suspension(s).
  - e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
  - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.

3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. If the Board acts to expel the student, its written expulsion decision shall:
  - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
  - b. Provide a rationale for the specific duration of the recommended expulsion.
  - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
  - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon expulsion, the District may refer the student to appropriate and available support services.

## CORPORAL PUNISHMENT

Corporal punishment is prohibited. 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.

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.

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. 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.

**WEAPONS: Firearms, Knives, Brass Knuckles & Other Objects Used or Attempted to Be Used to Cause Harm**

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:

at least one calendar year but not more than 2 calendar years.

(1) A firearm. For the purposes of this Section, "firearm" means 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.

(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 a likes" of any firearm as defined above

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

**GANG AND GANG RELATED ACTIVITY**

"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.

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

All requests by agency or police officials to interview a student shall be handled according to the procedures for the interrogation of students developed by the Superintendent.

**BULLYING, INTIMIDATION AND HARASSMENT**

Bullying, Intimidation, and Harassment Prohibited

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from 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; 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. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. 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.

Building Reporting Policy \*if reported to a Staff member or Harassment is Suspected.

1. Staff member will intervene immediately & separate the kids involved to ensure safety.
2. Staff member will collect or present administration with any testimonies or pictures (if available) to document the following information:  
-Who was involved & witnesses?  
-What happened or was said?  
-Where and when the incident(s) took place?  
-How the incident took place (in-person, written, social media, etc.)?
3. Involved students and witnesses will be kept confidential unless willing to participate in the problem solving.
4. The staff member and/or the administration will document and notify guardians of restorative actions taken \*will not share discipline actions for other students

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person, including a

district employee or agent, or student, 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:

5. 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
6. 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 terms *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 assault, sexual battery, sexual abuse, and sexual coercion.

#### Making a Complaint; Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, 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. An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, for appropriate action.

**Any student that has been found to have committed sexual harassment against another student may automatically lose the privilege to attend end of the year field trips, 8<sup>th</sup> grade class trip, or other activities, as per administration.**

**For more information on Prevention of and Response to Bullying, Intimidation, and Harassment see Board Policy 7:180.**

## **SEARCH AND SEIZURE**

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes 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 Principal 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.

### Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, backpacks, 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 school or district's student rules and policies. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated 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.

### Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. 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.

## **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.

\*\*\*\*\*

The Superintendent or their designee shall be responsible for notifying the student body of the contents of this policy. All of the above rules, regulations, and procedures are in effect for the 2019-2020 school year and have been approved as policy by the District 50 School Board at the May, Regular School Board Meeting. Any changes in state law or board policy adopted during the year will supersede stated information in the Handbook for the 2019-2020 school year.