

Bismarck-Henning Elementary School
Community Unit School District #1

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Table of Contents

Table of Contents

2022-2023 Student Handbook Acknowledgement Page	3
Educational Objectives	4
Chapter 1: GENERAL INFORMATION	4
Purpose of Parent-Student Handbook	5
School District Policies	5
Residency Requirements	5
Students Rights and Responsibilities Rights	5
Responsibilities	5
Parent Complaint Procedure	6
Chapter 2 - STUDENT ATTENDANCE	9
School Hours Schedule	10
Attendance Policy	10
Homework	12
ACADEMIC INFORMATION	14
Grading Scale	14
Student Retention	15
Chapter 3 – STUDENT FEES and MEAL COSTS	15
Chapter 4 - TRANSPORTATION	16
Chapter 5 - MEDICAL EXAMINATION REQUIREMENTS AND SERVICES	18
Chapter 6 - STUDENT DISCIPLINE AND CONDUCT	22
Chapter 7 – INTERNET, TECHNOLOGY & PUBLICATIONS	31
Chapter 8 – SEARCH AND SEIZURE	34
Chapter 9 - STUDENT SERVICES	35
Chapter 10 – SPECIAL EDUCATION	36
Chapter 11 - STUDENT RECORDS & PRIVACY	37
Chapter 12 – PARENTAL RIGHT NOTIFICATIONS	39

2022-2023 Student Handbook Acknowledgement Page

Name of Student: _____

Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

Student Signature

Date

Parent/Guardian Acknowledgement

I acknowledge receiving and/or being provided access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

Parent/Guardian Signature

Date

FOREWARD

This handbook is designed to answer questions that you may have about our Elementary School. Study the handbook and use it as a guide during the school year.

Educational Objectives

The Unit #1 educational program is designed to meet the individual needs of our students and to assure for each the opportunity to become a useful and productive citizen. Educational goals are:

1. To provide opportunity to acquire the basic educational skills.
2. To promote physical and mental health.
3. To prepare students through citizenship training to acquire skills necessary to function in a democratic society.
4. To offer a program that meets the varied and individual needs of the students.
5. To offer information about career opportunities and the world of work.
6. To develop students self-pride in a job well-done.
7. To promote home-school-community cooperation.
8. To strive for program excellence through use of the expertise of available resource people.
9. To promote creativity along with clear and concise thinking among our students.
10. To offer varied extra-curricular activities for students.
11. To encourage a sense of pride in our school, our community, and our nation through participation in school activities.

School Policy is to be determined by the Board of Education and carried out by the administration and staff.

Chapter 1: GENERAL INFORMATION

Purpose of Parent-Student Handbook

The Bismarck-Henning Parent-Student Handbook is designed to provide information and also help ensure the maintenance of an appropriate balance between individual freedom and social responsibility. With this in mind, the school has established the following principles that students should observe if they are to obtain the most they can from this educational opportunity and make this a positive school experience.

School District Policies

The Parent-Student Handbook contains primarily the policies of the school district relating to students. A complete "District Policy Manual" is available for review in the elementary office and the office of the superintendent. The "District Policy Manual" contains a policy concerning the behavioral interventions for disabled students.

Residency Requirements

Only students who reside within the boundaries of Community Unit School District #1 with their natural or adopted parents or, in certain situations, with court appointed guardians, are entitled to enroll at Bismarck-Henning Elementary School. Parents will be asked to provide proof of residency including mortgage or lease documentation, current utility bills, driver's license, tax bill, voter's registration card, or other items deemed necessary.

Proper documentation including a certified copy of the birth certificate, proof of residency and legal guardianship are required; as is a completed, current health exam before a student will be enrolled. Any other child seeking admission must apply to the superintendent for special admission permission. If granted, special admission shall require payment of full tuition cost for the child's school attendance. If the Board of Education or Superintendent determines that any student is not a legal resident of the District, it will terminate the student's enrollment and charge the parents tuition, pursuant to the Illinois School Code, on a retroactive basis.

School Fee Waiver Policy

In accordance with the Illinois School Code, school fees assessed by District #1 shall be waived for each student whose parent/guardian is unable to afford such fees. School fees include those expenses for rental of textbooks and other instructional materials, fees for supplies or laboratory equipment; and fees for participation in extracurricular activities including athletics, field trips and driver's education. Waiver applications are available in the main office. Within 30 days, the building principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the building principal. District #1 is not required to waive fees or fines levied against a student for lost or damaged items.

Students Rights and Responsibilities Rights

- Each student has the right to pursue an education.
- Each student has the opportunity to practice decision-making.
- Each student has the right to dress in such a way as to express his/her personality within the Board policy guidelines.
- Each student has the right to expect that the school will be a safe place to gain an education.
- Each student has the right to due process in matters of disciplinary actions.

Responsibilities

- Each student must respect the rights of others in his/her pursuit of education.
- Each student has the responsibility to express opinions and ideas in a respectful manner so as to not offend or slander others.
- Each student is expected to become actively involved in school.
- Each student is responsible to dress in an appropriate manner which meets the standards of the Board of Education.
- Each student needs to know and follow the rules and regulations of the school.
- Each student is responsible and accountable for his/her actions.
- Each student is responsible to do the best he/she can in academic and extra-curricular situations.
- Each student is expected to respect authority both in school and at school-sponsored events.

Parent Complaint Procedure

We recognize that occasionally there will be those who are concerned about a problem within our schools. If a person wishes to express or discuss a concern, it should be done through proper channels.

1. Talk to the employee involved.
2. If the concern still exists, contact others in this order: building Principal, Superintendent, Board of Education.
3. A written complaint should be submitted if the complaint is against personnel.

Visitors

Parents and citizens of the Bismarck-Henning School District are encouraged to visit school. Visitors should call the teacher or building principal to arrange an appropriate time prior to the actual visit. However, students are not encouraged to bring student visitors. No visiting students are to come to school without obtaining permission from the elementary school principal or designee before the visit occurs. All visitors must report to the school office and sign in upon entering the building. Visitors will be given badges to be worn during the length of their visit.

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

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.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.

13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Volunteers

All school volunteers must complete the "Volunteer Information Form" and be approved by the building 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 check out at the main office and receive a visitor badge before going to their destination.

Parent Organizations and Booster Clubs

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

Equal Educational Opportunities and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy.

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 or parent/guardian with a sex equity or equal opportunity concern should contact: Mr. Sean Click

Video Surveillance

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Safe School Zone

The Bismarck-Henning Board of Education believes that students should be able to attend school and school activities in a positive atmosphere that is free of violence, threat, intimidation, weapons, drugs or other prohibited items. To that end, the Board of Education has declared all buildings, buses and district property to be a "Safe School Zone." This means that on any school property and within 1,000 feet of school property increased penalties for violation of anti-drug and anti-weapons law will be in force. This "Safe School Zone" is in effect 24 hours a day, 365 days a year.

School officials can request law enforcement officials to conduct a search for drugs or weapons on the school grounds, including, but not limited to, lockers using specially trained dogs.

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.

Accommodating Individuals with Disabilities

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

Students with Food Allergies

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (217) 759-7251

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.

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 building principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care

providers.

c. Sign the Diabetes Care Plan.

d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal.

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

Chapter 2 - STUDENT ATTENDANCE

School Hours Schedule

Regular Dismissal
8:05 – 2:30

Early Dismissal
8:05 – 1:00

School Improvement Early Dismissal
8:05 – 11:30

Tardy Bell 8:10 daily

Attendance Requirement

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age (unless the child has already graduated from high school) 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 and to inform the school of any absence and its cause.

The Student Day

All regularly enrolled students will be in attendance during all periods of the day. State law dictates that students must attend school five clock hours per day unless administratively authorized otherwise. Unsupervised students will be permitted to enter the school at **7:50 a.m.** and must depart by **3:20 p.m.**

Attendance Policy

Attendance at school is required by state law. The district believes that in preparation to be an effective, productive, responsible citizen in our society, a student's primary occupation must be schooling. In addition to this, the district expects parents or guardians to make reasonable efforts to ensure the regular attendance of their children, consistent with 26-1 of the Illinois School Code, and to inform the school of any absence and its cause. The school will monitor each student's attendance and inform parents or guardians of any attendance problems. Students absent more than 3 consecutive days will be required to provide medical documentation.

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 TAPS[1], or other reason as approved by the building principal.

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.

Students will also be allotted 5 mental health days per year. Each mental health day will be recorded in TeacherEase. The school social worker will also be informed in order to provide support and resources.

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. In most cases this will require a doctor's note or similar documentation from a health care provider.

In the event of any absence, the student's parent/guardian is required to call the school at 217-759-7251 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Authorizing an Absence

Parents should call the elementary school office prior to 8 a.m. the day of an absence. The number is 217-759-7251 and is available 24 hours a day. Each day a student is absent, a parent or guardian must call and should indicate the reason for the absence. If no call is received, the office will attempt to call the student's parent or guardian. If no contact is made from the parent within 24 hours, the absence will be considered unexcused.

Tardy Policy

A student is considered tardy if they arrive at school past the 8:10 tardy bell. If a student is tardy a parent must bring them into the office to sign them in and provide the reason for the tardiness. Excessive tardies will be grounds for disciplinary action. Chronic tardiness will be reported to the Vermilion County Truant Officer.

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 are 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.

Leaving School During the Day

No student will be permitted to leave school without the permission of the parents. Parents must send a note or call the office to make the school aware that the child will be leaving early. Parents must come into the office and sign out the student. All class work missed should be made up.

Attendance at School Activities

Students who are not in attendance during the school day may not attend school related functions that evening including the Christmas Program or other academic events.

Excessive Absences

Students with excessive absences may risk losing academic credit for classes missed, regardless of whether their absences are excused or unexcused. Sufficient warning will be given to both the student and his parent/guardian before this occurs. Chronic absences from school will be reported to the Vermilion County Truant Officer and court action may be taken.

Excused Absences

An excused absence carries with it the privilege of making up academic work. The school administration, in accordance with Section 26-2A of the Illinois School Code, considers only the following circumstances to be valid causes for a student absence:

- illness
- observance of a religious holiday
- attendance at a wake and/or funeral

- family emergency
- circumstances that cause reasonable concern to the parent or guardian for the safety or health of the student
- other situations approved by the school principal or his/her designee

Unexcused Absences

An unexcused absence may be issued for the following reasons:

- no parent phone call or contact
- oversleeping
- skipping or cutting class
- being tardy more than 5 minutes to class

The consequences for an unexcused absence include the loss of make-up privileges which results in a "0" for all work for the day of the absence. After a student accrues several unexcused absences, the elementary school office will contact the county truancy officer.

Homework

Bismarck-Henning Elementary School defines homework as any time spent on school-related work, designed to practice skills learned in the classroom, at home.

Rationale for Assigning Homework

Evidence suggests that there is a limited connection between homework completion and overall academic achievement in elementary schools. However, a limited amount of homework is assigned from classroom teachers to accomplish the following purposes:

- To provide practice of skills and concepts explored in the classroom.
- To improve study habits by reviewing skills and concepts taught in class.
- To promote learning independence with an emphasis on time management.
- To convey that learning never ends and can take place outside of the classroom.
- To create opportunities for parents to participate in their child's education.

Quantity of Homework Assigned

Bismarck-Henning Elementary School has limited control over factors that affect homework completion such as home environment, student involvement in community activities, religious activities, and differences among students. Research suggests that students should receive a **maximum** of 15 minutes of homework per night, multiplied by the student's school grade.

Kindergarten = <15 minutes

1st Grade = 15 minutes

2nd Grade = 30 minutes

3rd Grade = 45 minutes

4th Grade = 60 minutes

These minutes include the time needed at home by the average student, who is using class-time wisely, to:

- Complete all assigned work, including projects.
- Study for assessments/tests.
- Engage in silent sustained reading or read to self during Daily 5.

Administration Responsibilities

The Bismarck-Henning Elementary School administrator will:

- Communicate the BHES Homework Policy to teachers, parents, and students.
- Be a resource for teachers, parents, and students requesting homework assistance.
- Monitor implementation of the BHES Homework Policy.
- Serve as a mediator should disputes arise between teachers, parents, and/or students regarding the completion of homework.

Teacher Responsibilities

Bismarck-Henning Elementary School teachers will:

- Honor the Quantity of Homework Assigned policy.
- Assign high-quality homework that:
 - Is related to the topic under study.
 - Includes a clear purpose and is intentional.
 - Includes direction on how the assignment might be best completed
- Occasionally assigns homework that gives students some choice that allows them to use their own learning style.
- Receives questions and concerns communicated from parents and students in regards to homework.
- Requires students to use their homework folders/agenda books. For students in 2nd - 4th grade, class time will be given every day for students to fill in their agenda books.
- Provides resources for students to use to review content and skills prior to classroom assessments.
- Strives to enter grades on a timely basis with no more than a calendar week lapse from the assigned date to the entered date.

Student Responsibilities

Bismarck-Henning Elementary School students will:

- Use class time wisely in order to not have more assignments/projects to complete at home than the average student.
- Ask questions if instructions are not understood.
- Take home the necessary materials to complete all assigned work.
- Keep an updated homework folder/agenda book that is to be returned to school daily and taken home daily.
- Manage time at home to complete assignments, review for tests, and engage in silent reading.
- Complete all assigned homework by its due date.
- Confer with teachers if homework struggles or overload occurs.

Parent Responsibilities

Bismarck-Henning Elementary School parents are encouraged to:

- Schedule a daily time when your child can complete homework assignments.
- Help your child create an appropriate location to complete assignments.
- Allow your child to work on his/her own, but be available as a resource. It is acceptable to check your child's homework, but not to complete the work for him/her.
- Be available to study with your child.
- Compare your child's work with the homework folder/agenda book to determine if work is complete.
- Put assignments away for a while if your child becomes too frustrated. Discuss with the teacher if this becomes common.
- Be encouraging! Remember, sometimes the best help is a hug, smile, or word of approval!
- Contact your child's teacher if you encounter problems with homework. Acceptable ways to communicate include a letter, a note written in the assignment book, a private message on Class Dojo, or by email.

Scoring of Homework

At Bismarck-Henning Elementary School, most homework is practice and is not used for assessment purposes. As a result, it is essential that students receive timely feedback on their homework. However, that feedback does not need to be a score in order for the homework to have a positive effect on the learning of students. Though teachers may score homework from time to time, at the teacher's discretion, other options for feedback may be utilized.

Academic Assistance Available to Students

Bismarck-Henning Elementary School does not have an after-school homework lab or program. However, Bismarck-Henning Elementary School teachers are available in their rooms before/after school with prior arrangements being made directly with the teacher(s). There are some local organizations that provide homework assistance for students through the form of tutoring, but are not directly affiliated with Bismarck-Henning Elementary School.

Homework for Absent Students

- When students are absent from school, parents are encouraged to call the school in the morning and request the student's work. When this occurs, teachers will prepare the work and have it available in the office by the end of the school day. Homework must be picked up in the office no later than 3:20 pm. When a student absence occurs, students will have the same number of school days they were absent to complete and turn in their work without having a consequence.
- Teachers will administer missed tests per their classroom policies, as tests will not be sent home as homework.

Homework during School Breaks and Evening Events

- Homework will not be assigned during Winter Break and Spring Break.
- Homework will not be assigned on the evenings of BHES family events; including the Winter Music Program and the Spring Family Night.
- Teachers will try to avoid assigning homework on popular holidays; including, Halloween, Valentine's Day, and Easter.

Home and Hospital Instruction

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

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

Exemption from PE Requirement (K-4)

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.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

ACADEMIC INFORMATION

Grading Scale

A letter system of grading is to be used— A, B, C, D, F

The following grading scale will be used:

90 - 100	A
80 – 89	B
70 – 79	C
60 – 69	D
59 or below	F

In some curricular areas E (Excellent), S (Satisfactory), I (Improving), N (Needs Improvement), or U (Unsatisfactory) will be used. In Kindergarten, students will use a point grade system.

Parent Report

Bismarck-Henning Elementary School uses three formal methods of reporting pupil progress to parents. They are as follows:

- Progress reports are sent to parents/guardians of all students at or near the mid-point of the nine-week grading period. Those receiving less than satisfactory grades are encouraged to contact the teacher to discuss possibilities for getting help for the student.
- Report cards are quarterly grade reports sent home with the student at the end of each nine weeks to allow parents to assess progress.
- Parent-Teacher conference days are scheduled at the end of the first grading period and in the spring of each school year. Individual parent-teacher conferences are set on designated days. The purpose is to provide the teachers and parents an opportunity to discuss the student's progress.
- Student grades are available through the student management program (TeacherEase). Parents will be provided usernames and passwords in order to access student grades.

Student Retention

In order for a student to be retained in a grade, the following guidelines will be met:

1. Any Kindergarten, first or second grade student who has below average or below satisfactory grades or is below grade level academically in math or reading may be retained.
2. Any student in grades 3 and 4 who fails two of five solid subjects may be retained.
These subjects are: Reading, English, Science, Math and Social Studies.

Any student may be excused from the above requirements by a group consensus reached at a parent-teacher conference.

Acceptable alternatives must be decided upon at this conference. If an agreement cannot be reached, the school reserves the right to make the final decision.

3. Chronic truancy as defined by the Illinois School code (unexcused absences for more than 10% of the past 180 days) may be a factor in retention of any K-8 student.
4. State law prohibits social promotion.

Chapter 3 – STUDENT FEES and MEAL COSTS

Fees, Fines & Charges: Waiver of Student Fees

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

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The building principal will give additional consideration where one or more of the following factors are present:²

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

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

Pursuant to the Hunger-Free Student's 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

School Lunch Program

A student may bring a sack lunch from home or may purchase a school lunch for approximately \$2.20 and/or milk for \$.50

Prices for meals change starting in August. Current prices may be attained by calling the office at (217) 759-7251

Free or reduced price meals are available for qualifying students. For an application, contact the building principal.

Chapter 4 - TRANSPORTATION

Transportation of Students

District #1 provides bus service to students residing more than 1 ½ miles from the school. The parents are expected to be at home when their child is dropped off. The bus driver will make every effort to not drop off a student where no adult is present. If parental contact cannot be made prior to the driver's completion of the bus run, the student will be returned to the Transportation office at the High School and parents must pick the child up. Individuals who ride buses must abide by set rules of conduct or will be subject to discipline and loss of transportation privileges. The bus rules include but are not limited to the following:

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.

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 a single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones

6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.

Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact: Transportation Director at (217) 759-7428.

Chapter 5 - MEDICAL EXAMINATION REQUIREMENTS AND SERVICES

Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

Required Health Examinations and Immunizations

A student's parent(s)/guardian(s) shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health (IDPH), within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required for students in grades 6 and 12.

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.
4. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was *risk-assessed* or screened for lead poisoning.
5. The IDPH will provide all female students entering sixth grade and their parents/guardians information about the link between human papilloma virus (HPV) and cervical cancer and the availability of the HPV vaccine.

Unless an exemption or extension applies, the failure to comply with the above requirements by the first day of student attendance of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after the first day of student attendance of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by the first day of student attendance, the student must present, by the first day of student attendance, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by the first day of student attendance may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required. Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before the first day of student attendance of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by the first day of student attendance, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after the first day of student attendance. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examination

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH.

If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

1. Religious or medical grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease* and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunization requirements on medical grounds, if a physician provides written verification.
3. Eye examination requirement, if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
4. Dental examination requirement, if the student's parents/guardians show an undue burden or a lack of access to a dentist.

Homeless Child

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

Medication at School

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the BHSD procedures on dispensing medication.

No School District employee shall 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 shall 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 policy and its implementing procedures.

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.

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school.

The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Prescription medication must be in the original package or appropriately labeled container. The container shall display: student's name, prescription number, medication name and dosage, administration route and/or other direction, licensed transcriber's name, pharmacy name, address, and phone number. Non-prescription medications must be in the manufacturer's original container with the label indicating the ingredients and the student's name affixed.

Safety Drill

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, 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.

Latex Free Policy

Bismarck-Henning School District #1 (BHSD) acknowledges its responsibility to reduce, to a reasonably practicable extent, the exposure of its students, employees and visitors to latex protein in the school environment. This will reduce the likelihood of presenting latex allergy symptoms through exposure to latex containing materials. The purpose of this latex sensitive policy is to avoid the severe, life threatening allergic reaction to latex while in the school setting.

No latex balloons will be allowed in the school at any time. This includes all school sponsored events on and off campus. Supplies such as gloves, band aids, stethoscope covers, blood pressure kits, first aid kits and any other nursing or cleaning supplies purchased by the district will be latex free.

Head Lice

The school will observe the following procedures 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. The school will provide written instructions to parent or guardian regarding 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.

Communicable Disease

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

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. 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.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.

4. 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.

Allergies. Students with allergies

Bismarck-Henning School District #1 understands that food and sting allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting with parents, physicians, and the school working together. After completion of the food allergy meal accommodations form by the parent and physician, BHCUSD #1 will coordinate with parents, food service, and teachers to make a food allergy action plan. This action plan will accommodate a student's specialized needs throughout the school day including but not limited to the classroom, cafeteria and school sponsored events.

BHCUSD #1 will educate all staff who interact with the student, the basic understanding of food and sting allergies, signs and symptoms of an allergic reaction, what to do in an emergency, and how they can help eliminate that particular allergen in the classroom. Symptoms of an anaphylactic or life threatening reaction may be but is not limited to the following; tingling sensation in the mouth, itching or a metallic taste in the mouth, hives, a sensation of warmth, wheezing or other breathing difficulties, coughing, swelling of the mouth and or throat area, vomiting or diarrhea, cramping, decrease in blood pressure, loss of consciousness. These symptoms can begin several minutes to 2 hours after exposure to the allergen. BHCUSD #1 will have a school nurse and at least one other person in the building who can handle a reaction and be prepared to administer life threatening medications if needed.

BHCUSD #1 recognizes that a first time anaphylactic reaction may occur at school. Public act 97-0361 allows schools to voluntarily maintain a supply of emergency epinephrine auto-injector (EpiPens) for students who have forgotten their EpiPen at home or who do not have a known allergy. A school nurse may administer an EpiPen to **any** student that she, in good faith, professionally believes is having an anaphylactic reaction and who does not have an Emergency Action Plan in place. Under Public Act 97-0361, a school district and its employees and agents are to incur **no liability** for the administration of an EpiPen, provided the school nurse acted in good faith when administering the EpiPen to a student she professionally believed to be having an anaphylactic reaction.

Chapter 6 - STUDENT DISCIPLINE AND CONDUCT

Philosophy

Effective discipline is based upon a teaching philosophy and not punishment. Our approach, discipline as teaching, integrates the school's discipline philosophy with its overall mission. The intent of this philosophy is to remediate inappropriate behavior and help each student make good choices. Bismarck-Henning Elementary School does not condone discipline as punitive or pejorative. Disciplinary action will also occur outside the school grounds if a direct relationship exists between the conduct of the student and the school's educational function. Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

General Expectation of Student Behavior

Student behavior and attitude in the classroom must be cooperative and serious. The school insists that students do the following:

- arrive on time to class
- prepare for class with all necessary materials
- be considerate of others
- respond promptly to all directions of the teacher
- take care of school property and the property of others

Student Dress Code

Student dress and grooming shall be governed by the philosophy that a BHES student will always be dressed and groomed in a neat, clean, safe, and healthful manner of which all other BHES students, parents and adults can be proud. Students will be asked to observe the following established guidelines for the student dress code:

- No suggestive or objectionable material or writings on clothing (this includes but is not limited to weapons, drugs, violence, inappropriate language, and gang related content)
- Clothing may not cause any disruption to the educational environment for the student themselves or others.
- Shoes must be worn. Bathroom/House slippers are not allowed
- No hats, sweatbands or bandanas shall be worn as headwear.
- Nothing can be worn that can be construed as being a safety hazard to the individual or others.
- Shorts may only be worn during the first and last quarters of the school year.
- No book bags that have rollers or wheels.

Students shall be required to observe these guidelines. Parental cooperation is greatly appreciated to avoid sending students home to change clothes or other punitive measures. Students who are deemed in violation of these standards may be asked to change clothes which can be provided by the school nurse if necessary.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

LUNCH DETENTION

Lunch Detention- In cases of misbehavior, disobedience, misconduct of repeated infractions, a student may be given a lunch detention. Lunch detentions will involve a removal of the student from the cafeteria to a designated location for the length of the lunch period. Lunch detentions will be served at the discretion of the administration.

SUSPENSION

In cases of gross misbehavior, disobedience, misconduct or repeated infractions, a student may be suspended from one to ten days of school. Students are not allowed to attend any school activities during a suspension. When students are suspended, a required rights procedure is followed by the school and a parent-student-teacher conference may be required for re-admittance.

In School Suspension- In cases of gross misbehavior, disobedience, misconduct or repeated infractions, a student may be placed in in-school suspension. Students will be isolated from class and cannot participate in daily classroom activities.

Due Process- Due process requires in connection with a suspension of up to ten days, that the student be given oral or written notice of the charges against him/her. If he/she denies them, an explanation of the evidence that the authorities have shall be given and the student may request a hearing. Notice and hearing should precede the student's removal from school but circumstances may cause immediate removal. The building principal or superintendent may serve as the hearing officer and also issue the suspension.

Suspension should be the last method employed. If suspended, the following steps should be taken within 48 hours:

1. Inform the Superintendent of Schools in writing, stating the reasons for the suspension.
2. Inform the parents or guardians of the suspension stating the reason for the action taken and their right to review the same.

If a review hearing is necessary, the following steps should be taken:

1. The Principal or Superintendent shall set a time and location.
2. In no case shall the hearing be held later than 10 school days following suspension.
3. The school administration shall proceed first and the student may respond.
4. Witnesses shall be subject to inquiry by both parties.
5. Either party may record the proceedings at his/her own expense.
6. The review proceeding must be held in closed session at the request of either party.

The report of the hearing shall be as follows:

1. A written decision shall be issued to the pupil and the parents within 48 hours after the review hearing by the Hearing Officer.
2. The report shall be sent by certified mail.
3. The written decision shall be directed to the Board of Education.
4. The Board shall review the report at its next regular meeting and-
 - a. concur with the findings and make notation of this in the minutes
 - b. reject the report and disallow the suspension; in such case the student's absence shall be "excused."

EXPULSION

Expulsion- A student may be expelled from school for an extended period of time for gross rules infraction, disobedience, misconduct or repeated infractions. The expulsion may be imposed for up to two calendar years. Expulsion is a School Board action and follows a student rights procedure.

Expulsion shall take place only after the parents have been requested to appear at a meeting of the Board, or with a Hearing Officer appointed by it, to discuss their child's behavior. Such a request shall be made by registered or certified mail and shall state the time, place, and purpose of the meeting. The Board, or a Hearing Officer appointed by it, at such a meeting shall state the reason for dismissal and date on which the expulsion is to become effective. The decision of the Board shall be final.

Physical Attack or Weapons- Physical attack upon a person may be grounds for expulsion from school. A student who is found to be carrying a weapon, or any item that may be used as a weapon, to, or within the Bismarck-Henning Community Unit Schools, or to, from, or during attendance at any school sponsored activity may be expelled. Any student who has initiated or taken part in any act of vandalism may be expelled. The school district will seek to recover damages involved in any act of vandalism.

Parent Conference

When behavior is endangering the health, safety or academic performance of the student or other students, a parent conference will be required to consider strategies for helping solve the problem.

Police Referral

Acts that are illegal under the Criminal Code of Illinois are reported to the police. This referral does not replace the application of school disciplinary action for the same incident. Conversely, the police and the Illinois State's Attorney share information regarding student behavior.

Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from an out of school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make up missed work for equivalent academic credit.

Specific Expectations, Rules and Regulations

There is no list of rules that can be all-inclusive. Any time student behavior is disruptive, illegal or inconsiderate of others, the student will be subject to disciplinary action. These rules apply while in school or on school district property, on a school bus, on school-sponsored field trips, and while in attendance at extra-curricular activities in which Bismarck-Henning is participating. It may also occur outside the school grounds provided that a direct relationship exists between the conduct of the student and the school's educational function.

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - o Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - o Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - o Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - o Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
 - o Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - o "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.

- o Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- o Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

1. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
2. Using or possessing an electronic paging device.
3. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
4. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
5. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
6. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
7. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
8. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
9. Engaging in teen dating violence.
10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
11. Entering school property or a school facility without proper authorization.
12. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
13. Being absent without a recognized excuse.
14. Being involved with any public school fraternity, sorority, or secret society.
15. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
16. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
17. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
18. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the

threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

19. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

When and Where Conduct Rules Apply

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

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

Disciplinary Measures

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.

14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal Punishment

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

Weapons Prohibition

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

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

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

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

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

Gang & Gang Activity Prohibited

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

Re-Engagement of Returning Students

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

The consequences for these offenses may result in a maximum ten (10) day out-of-school suspension with the possibility of being recommended to the Board of Education for expulsion.

Harassment Prohibited

No person, including a school or school 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 identity⁴; 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.

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

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

Student – Sexual Harassment

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. The Bismarck-Henning Board of Education and personnel will not tolerate sexual harassment by employees or students. Anyone with a complaint should report it to the principal's office or to the superintendent's office.

The school district is required to provide instruction about recognizing and avoiding sexual abuse. The school district shall give notice to parents/guardians of students in grades K-8 before such a class begins. Parents/guardians of students in grades K-8 have the right to request for their child not to take such classes.

Aggressive Behavior Prohibited

Bismarck-Henning CUSD #1 prohibits students from using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct.

Prohibited aggressive behavior includes, but is not limited to, within limitation, the use of force, noise, coercion, threats, intimidation, fear, bullying, or as deemed by the school district, and other comparable conduct.

The parent or custodian of a student who exhibits prohibited aggressive behavior will be contacted by the school administration. This notification will also include early intervention procedures intended to help the student avoid repetition of the behavior.

Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

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

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status, status of being homeless, or actual or potential marital or parental status,

including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is **prohibited** in each of the following situations:

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

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

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

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

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

Cafeteria Rules

1. Students shall not save seats for other students.
2. Students shall walk to lunch and shall be orderly and quiet during lunch.
3. Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
4. Loud talking, yelling, screaming, and other disruptions are prohibited.
5. Students shall not throw food, milk cartons or other items.
6. Students shall not trade food.
7. Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
8. Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
9. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
10. Students shall report spills and broken containers to cafeteria staff immediately.
11. Students shall be dismissed from the cafeteria by the lunchroom supervisor.

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. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

Chapter 7 – INTERNET, TECHNOLOGY & PUBLICATIONS

Acceptable Use of the District's Electronic Networks

All use of the District's *electronic networks* shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

Terms and Conditions

The term *electronic networks* includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

Acceptable Use – Access to the District's electronic networks must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges – Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use – The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

1. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
2. Using the electronic networks to engage in conduct prohibited by board policy;
3. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
4. Unauthorized use of personal removable media devices (such as flash or thumb drives);
5. Downloading of copyrighted material for other than personal use;
6. Using the electronic networks for private financial or commercial gain;
7. Wastefully using resources, such as file space;
8. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
9. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
10. Using another user's account or password;
11. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
12. Posting or sending material authored or created by another without his/her consent;
13. Posting or sending anonymous messages;
14. Creating or forwarding chain letters, spam, or other unsolicited messages;
15. Using the electronic networks for commercial or private advertising;
16. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
17. Misrepresenting the user's identity or the identity of others; and
18. Using the electronic networks while access privileges are suspended or revoked.

Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the networks in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the electronic networks to be private property.

No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification – By using the District's electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security – Network security is a high priority. If the user can identify or suspects a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of malware, such as viruses and spyware.

Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules – Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

1. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
2. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of *public domain* documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
4. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email – The District’s email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the District’s Internet gateway carry with them an identification of the user’s Internet *domain*. This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.
5. Use of the District’s email system constitutes consent to these regulations.

Internet Safety

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

Chapter 8 – 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 Property and Equipment as well as Personal Effects Left There by Students

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 Searches

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

School officials may 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 the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. 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.

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Chapter 9 - STUDENT SERVICES

Activities

Rules of conduct which are observed during the school day are also in effect at after-school activities. All participants and spectators are expected to behave as ladies and gentlemen.

Assemblies

Assemblies are held for the benefit of students. All students and teachers are required to attend assemblies. These assemblies will attempt to present a variety of activities so that everyone will find some presentations which will appeal to him or her.

Lunches

All lunches are to be eaten in the cafeteria. School lunches and milk are available to those who wish to eat at school. All money needs to be turned in to the office by 9:00am in order for it to be credited to the student's account for that day. Free milk and lunches are provided for those students whose family income does not meet established levels. Lunches need to be paid for in a timely manner. Parents are invited to eat lunch with their students on designated days only (Lunch on the Lawn).

Telephone Calls

Students are not allowed to use the office telephone except in cases of an emergency. Students will be called out of class only in cases of emergencies. Students may not carry or use cellular phones or pagers in school or on the school bus. If students have such devices, they must be kept in their book bag or locker until the end of the school day and/or until they exit the school bus.

Emergency Information

Each student is required to complete emergency information each year. Information should be complete including work and cell phone numbers, and other emergency contacts. The information needs to be current so it can be used in case of serious illness or accident during the school day. Parents should notify the school immediately if any of the information changes.

Bismarck Henning CUSD #1 has contracted with Alert Now Emergency Notification System. Parents must fill out emergency and non-emergency contact information including home, work, and cell phone numbers, as well as email addresses. This information will be used to immediately contact parents of students in the Elementary building should an emergency arise such as an unscheduled early dismissal due to weather or other critical situations. Non-emergency numbers or email addresses may also be used to send important school information and reminders to the parents of the entire student body.

Fire, Tornado and Bus Drills

At various unannounced times disaster drills will be held. Students are to go to predetermined areas in a quiet and orderly manner. Quick, efficient movement to safety areas is essential in times of danger. Teachers will explain exit routes to students at the beginning of the school year.

Bicycle Rules

Students are allowed to ride bicycles a reasonable distance to school. Bicycles must be parked in designated areas and left for the school day. Bicycle riders are expected to observe rules of safety while riding to and from school. Bicycles must be walked across the street at the school crosswalk.

Chapter 10 – SPECIAL EDUCATION

Response to Intervention (RTI)

Response to Intervention (RtI) is a process designed to help schools focus on high quality interventions that are matched to student needs and monitored on a frequent basis. The information gained from a Response to Intervention problem solving process is used by school personnel and parents to adapt instruction and make decisions regarding the student's educational program. The RtI approach eliminates a "wait to fail " situation because students get help promptly within the general education setting. As soon as assessment data indicates a problem area for a student or a group of students, interventions are put into place to address these concerns. While the interventions are taking place, school staff monitor any progress that these students are making in their problem areas. These progress monitoring techniques used within the RtI process provide information that allows teachers to better evaluate student needs and match instruction, resources, and interventions appropriately. Parents and teachers will meet during the problem solving process to determine the interventions or proper placement.

Specialized Personnel

A school nurse, a social worker, a speech pathologist, a learning disabilities teacher, and remedial reading teachers are available to give special help to those students who have special needs. Parents or students who feel that help from any of these individuals would be useful are encouraged to contact teachers or the building Principal.

Education of Children with Disabilities

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 22nd 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. A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

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.

Behavioral Interventions for Disabled Students Requiring Intervention

The school will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's Special Education rules when disciplining students with disabilities.

This policy was developed with the advice of parents and parents of disabled students, teachers, administrators, advocates for the disabled and individuals with expertise or knowledge regarding behavioral intervention plans. It will be distributed to parents/guardians of students with IEPs within 15 days of adoption by the Board or at the time an IEP is first initiated for a student.

Administrative regulations and procedures for students with disabilities include: will be developed that:

- emphasize positive interventions
- incorporate procedures and methods consistent with generally accepted practice in the field of behavioral intervention
- include criteria for determining when a disabled student may require a behavioral intervention plan
- reflect the ISBE guidelines concerning interventions
- include the address of the ISBE so that copies of the ISBE guidelines may be requested
- include procedures for monitoring the use of restrictive interventions

Different levels of intervention are often necessary from one situation to another. Therefore, interventions will be divided into three levels.

Level I – Least Restrictive Interventions

Least restrictive interventions are preferred, when appropriate, because of the low risk of negative side effects and the high priority placed on positive behavior change rather than behavior control. Examples of Level I interventions are calling parents, environmental modification, interest boosting, peer involvement, proximity control, and verbal reprimand.

Level II – Moderately Restrictive Interventions

Level II interventions may be used without the development of a written behavioral management plan or inclusion in the student's IEP. Extensive use of Level II interventions may become restrictive in nature requiring more caution and documentation. Examples of Level II interventions are detention, exclusion from activities, in-school suspensions and time-out.

Level III – Restrictive Interventions

Level III interventions are appropriate when less restrictive interventions have failed or when the behavior is too extreme to use a lower level intervention. These interventions should only be used after an analysis of the behavior has been completed and documented. Examples of Level III interventions are out-of-school suspension and isolation.

Related Service Logs

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

Chapter 11 - STUDENT RECORDS & PRIVACY

Student Records

A student's record shall contain both permanent and temporary records. A transcript of grades would be a permanent record. Test scores and evaluations would be part of the temporary record which is to be destroyed following the student's graduation. The school principal of each building is the records custodian and is responsible for the maintenance and security of all student records.

A student's record may be released to the following:

- Parents or persons designated to represent the parents
- Employees who can demonstrate an educational or administrative interest to the student
- The records custodian of another school district
- The appropriate persons when necessary to protect the health or safety of the student or other persons
- Permanent records may be released to students

Temporary records will not be maintained more than 5 years after a student graduates. If graduates wish to review or copy these records, they should make a request within 10 days of graduation. Parents/guardians or students may request, in writing, the amendment of an educational record that is believed to be inaccurate or misleading. They should clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. District #1 will notify the parent/guardian or student of its decision. If the decision is not to amend the record, the parties may request a hearing with the Board of Education.

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

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

1. **The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

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

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

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

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

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

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

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

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

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

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

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

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

Name

Address

Grade level

Birth date and place

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

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

Academic awards, degrees, and honors

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

Major Field of study

Period of attendance in school

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

Chapter 12 – PARENTAL RIGHT NOTIFICATIONS

Parents Right to Know – Every Student Succeeds Act

The Every Student Succeeds Act requires us to let you know that you may ask for, in writing, information about the professional qualifications of any teacher that is instructing your child. You may ask if your child's teacher has met state certification requirements; if they are teaching under emergency or provisional status, the bachelor's degree major of your child's teacher, any other certification or degrees held by the teacher and subject areas of the certification or degrees; and whether your child is provided services by teacher aides/paraprofessionals and, if so, receive their qualifications. You will receive a written response to your request for information within 14 days.

All Bismarck-Henning Elementary Teachers meet the Highly Qualified standards set forth by the State of Illinois.

Teacher Qualifications

Parents/guardians may request information about the qualifications of their student's teachers and paraprofessionals, including:

- Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction:
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived:
- Whether the teacher is teaching in a field of discipline of the teacher's certification:
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

Testing Transparency

The State and District requires students to take certain standardized tests. For additional information, see handbook procedure Standardized Testing.

Standardized Testing

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following: Illinois Readiness Assessment (IAR).

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.

Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the 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 can assist their students 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, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

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.

Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to: (1) All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education; and (2) Any student who is a victim of a violent criminal offense that occurred on school grounds during regular school hours or during a school-sponsored event.

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.

Rights of Homeless Students

The Bismarck-Henning School District shall provide an educational environment that treats all the students with dignity and respect. Every homeless student shall have equal access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and youth not living with a parent or guardian, applies to all services, programs, and activities provided or made available, as prescribed in the McKinney-Vento Homeless Assistance Act.

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

English Language Learners

The school offers opportunities for resident English Language Learners to achieve high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parents/guardians of English Language Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact Aubrey Carpenter at (217) 759-7261

Asbestos Management Plan

Asbestos-containing building materials (ACBM) are present in the high school. In accordance with the Federal Asbestos Hazard Emergency Response Act, an accredited inspector and management planner have completed a review of the locations, quantities and friability of the asbestos containing materials and have prepared an assessment and response action plan to reduce exposure to asbestos fibers. Copies of the Asbestos Management Plan for the high school, which includes the inspection report, are located in the principal's office and in the superintendent's office. The plan is available for inspection without cost or restriction within five days after receiving a written request for inspection. Should a request be made for a copy of the report, the school district is allowed to charge a reasonable fee to make copies of the plan. Any questions regarding the Asbestos Management Plan may be addressed to the Superintendent of Schools.

Pest Management Policy

It is the policy of the Bismarck-Henning School District #1 to implement Integrated Pest Management procedures to control structural and landscape pests and to minimize exposure of faculty and staff to pesticides. It is also the policy of the Bismarck-Henning School District #1 to control pests in the school environment. Pests such as cockroaches, fleas, wasps, termites and rodents are annoying and can disrupt the learning environment in school. Pests are known to bite, sting or transmit diseases, and may also cause allergic responses.

It is also the policy of the Bismarck-Henning School District #1 to reduce the exposure to pesticides in the school environment. When pesticides are used to control pests in schools, there is potential for human exposure. Excessive exposure may result in pesticide poisoning or allergic responses in sensitive individuals. Children may be more susceptible to pesticides than adults due to their smaller size and rapid growth and development. Their playful behavior may expose them to more pesticide residues.

Integrated Pest Management

- Non-chemical prevention of pest populations using such methods as sanitation, exclusion and cultural practices.
- Selecting the least hazardous methods and material effective for the control of targeted pests.
- Precision targeting of pesticides to areas not contacted or accessible to children, faculty and staff.

Application of pesticides only "as needed" to correct verified problems.

Success

- Full cooperation of administrators, faculty, maintenance/custodial staff, parents and students
- Establishment of a school district-wide coordinator and advisory committee
- School based safety committees shall include a pesticide policy as part of their agenda
- The coordinator shall designate a staff member to coordinate the Integrated Pest Management Policy and maintain pest management records

Pesticide Application Notice

The district maintains a registry of parents and guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact: Scott Watson @ 217-759-7261

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Mandated Reporters

All school personnel, including teachers and administrators, 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.

Sex Offenders

Public Act 94-004: Sex Offender Registration. This legislation requires that principals and/or teachers of public or private elementary or secondary schools notify parents that information about sex offenders is available to the public. This sex offender information is available on this web address: www.isp.state.il.us Bismarck-Henning CUSD #1 will adhere to all state and federal laws in regards to adult and student sex offenders.

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child, such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

Violent Offender Community Notification

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

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

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