

Student and Parent Handbook 2020-2021



Bluford Unit School District 318 *Home of the Trojans*

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FOREWORD

This handbook is designed to give important information about the policies of Bluford Unit School District 318. This will assist new students in adjusting to BUSD while providing a constant reminder to current students of the school's general policies, ideals, and traditions. Parents and students are urged to read this book carefully and use this as a reference if there are any questions regarding general policies, ideals, and/or traditions.

It is the student and parents' responsibility to become familiar with and abide by the policies of BUSD.

PHILOSOPHY

The Bluford Unit School District strives to provide each student with the opportunity to acquire the very best education according to his or her needs and abilities. Upon leaving the Bluford School District, each student should have an employable skill and/or an adequate preparation for further training or education so that he or she may become a responsible, productive citizen. The school also attempts to develop in each student an understanding of and appreciation for our American heritage.

In accordance with these goals, students are guided toward an understanding of and respect for the dignity and worth of the individuals, regardless of age, race, religion, sex, creed, national origin, sexual orientation, handicap, or economic status. In addition, the school attempts to foster interest and participation in the study and solution of community problems. The school also attempts to foster interest in national and international problems.

The stimulation and development of ideals and the ability to think clearly, logically, and independently are essential to life in a democratic society. The Bluford Unit School District strives to use all possible resources, especially those of the community, to meet these goals.

Each student is expected to develop self-discipline based on respect for others. The school assists in this development by reinforcing and rewarding independent responsible behavior. The Bluford Unit School District also assists in this development by providing the necessary guidance and direction to aid individual students as they become responsible citizens in a democratic society.

Education must be functional and dynamic so that it contributes to the development of the capabilities of all youth to their fullest extent. The Bluford Unit School District exists to provide the educational opportunities within which the students, hopefully, can gain the experiences which will cause them to develop as young, contributing citizens of our community, our state, and our nation. Our curriculum must be improved to the point that all of our students will be stimulated and motivate those who are going on to college and those who will complete their formal education with high school. Because our school must be constantly growing to meet the demands of the ever-changing world, irrelevant material must be discarded and new vital material added.

A MESSAGE FROM THE PRINCIPAL

Welcome to Bluford Unit School District #318. The Board of Education and staff are eager to work with you this year. While aspects of this school year may look and run differently, our goals and commitment to the students and families of our community remain our top priority.


Bluford USD has a dedicated board of education and faculty committed to helping every student succeed in academic as well as extra curricular programs. We will work to provide the academic programs and services necessary so that students may develop the knowledge and skills to become a productive member within the community.

The handbook is designed so students and parents can familiarize themselves with the rules, regulations, procedures, and other relevant information necessary in maintaining a safe and productive learning environment. We each play a vital role in establishing a daily structure and an environment conducive to high level achievement and student success. Students with regular attendance, proper preparation and study habits, and appropriate conduct develop life skills that will benefit them on their path to college or career readiness.

I am excited for the opportunity to serve the students and community of Bluford Schools as your principal. The staff and I are committed to the school's vision to "Educate a Community of Learners" through the Core Values established by the staff and administration.

I want to extend a warm welcome to the students and families we will be serving. I look forward to working and interacting with each and everyone of you. Should you have any questions or concerns throughout the school year, please feel free to contact me. Let's make it a wonderful year!

Sincerely,



Nicole Henson
Principal
Bluford USD #318

ACADEMICS/HONOR ROLL

ACADEMIC CREDITS – Grade School Students

Grades will be assigned for students in Kindergarten and 1-2 science, social studies, and language arts as follows:

S - Satisfactory
P - Progressing
N - Needs Improvement

Grades for other subjects in grades 1-2 and for all subjects in grades Three through Eight will be assigned as follows:

Quarter Grade Calculation

A	-	90-100
B	-	80-89
C	-	70-79
D	-	60-69
F	-	0-59

Grade point averages will be computed as follows:

A = 4 Points	C = 2 Points
B = 3 Points	D = 1 Point

Valedictorian and Salutatorian

A valedictorian and a salutatorian award will be presented at the graduation exercises each year to the top eighth grade graduate performing at grade level for outstanding accomplishments in required academic studies. Each award will be based on the graduate's cumulative grade point average using the sixth, seventh, and eighth grade quarterly grades. The highest cumulative grade point average will be the class valedictorian and the second highest will be the class salutatorian. In case of a tie, co-awards will be presented.

ACADEMIC CREDITS - High School Students

High school students must accumulate academic credits for graduation by following the guidelines set forth.

1. Student will select subjects listed for their respective year in high school unless specific permission is otherwise granted.
2. The following are requirements for high school graduation

Class of 2021- 26, Class of 2022- 28, Class of 2023- 30, Class of 2024- 32

- English - 4 credits
- Mathematics - 3 credits
- Science - 3 credits
- Social Studies- 3 credits **(All students must pass the Constitution of the United States and the State of Illinois.)**
- Health - 1/2 credit
- Driver Education - 1/2 credit
- Consumer Economics (Resource Management) - 1/2 credit
- Physical Education - 3 credits
- Electives - Class of 2021- 8.5, Class of 2022- 10.5,
Class of 2023 12.5, Class of 2024- 14.5

6. Grades will be assigned using the following scales:

<u>Grading Scale</u>	<u>Trimester Grade Calculation</u>
A - 90-100	4/5 for trimester
B - 80-89	1/5 for trimester test
C - 70-79	total is trimester final grade
D - 60-69	
F - 0-59	

****Exception:** Rend Lake College Dual Credit Classes will use the grading scale set by Rend Lake College.

7. Only academic subjects will be counted in computing grade point averages. Plus and minus attached to grade will not be counted.

- | | |
|--------------|--------------|
| A = 4 Points | C = 2 Points |
| B = 3 Points | D = 1 Point |

7.1 Honors Classes are those courses which are dual credit as well as others defined by Administration.

7.2 A student shall be required to have four (4) honors courses in order to qualify for the honor of valedictorian or salutatorian.

8. Students who do not have the requirements to graduate will not be given a diploma or allowed to participate in graduation ceremonies.

9. The highest cumulative grade point average will be the class valedictorian and the second highest will be the class salutatorian. In case of a tie, co-awards will be presented.

HONOR ROLL - Bluford Unit School District 318

All courses will be counted in computing averages for the honor roll. Plus and minus attached to grades will not be counted.

A - 4 Points

B - 3 Points

C - 2 Points

D - 1 Point

High Honors: 3.75 to 4.0 average in all major subjects.

Honors: 3.50 to 3.74 average in all major subjects.

Honorable Mention: 3.25 - 3.49

CREDIT FOR PROFICIENCY, NON-DISTRICT EXPERIENCES AND COURSE SUBSTITUTIONS

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course.
2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College courses offering dual credit courses at both the college and high school level.
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.
6. Work-related training at manufacturing facilities or agencies in a Youth Apprenticeship Vocational Education Program (Tech Prep).
7. Credit earned in a Vocational Academy.

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

Proficiency credit is available in limited subjects where a student demonstrates competency. Contact the building principal for details.

Vocational or technical education. A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and

Advanced placement computer science. The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

DRIVER EDUCATION

Students who qualify (by the number of credits) shall be allowed to enroll in Driver's Education. Scheduling will be determined by the student's birth date.

DROPPING OR TRANSFERRING OF CLASSES

A high school student may drop or add classes during the first 3 days of a trimester without penalty. A student that wants to drop a class or transfer to another class after the third day must complete a "Request to Drop or Transfer" form. This form requires the reason for the drop or transfer and the special permission of the parents, teacher, counselor, and principal. A student and/or their parents who insist upon dropping the class without approval will receive a failing grade in that class.

Students who drop dual credit classes will not be refunded any fees.

DUAL CREDIT COURSES ON REND LAKE COLLEGE CAMPUS

Students of Bluford Unit School District 318, who are participating in dual credit courses on the campus of Rend Lake College, are expected to abide by all rules, regulations, policies, and/or procedures outlined by Rend Lake College and BUSD. Students who violate the rules, regulations, policies, and/or procedures are subject to disciplinary actions by BUSD and/or Rend Lake College. All decisions made by Rend Lake College are final, and BUSD will uphold any and all decisions.

It is the student's responsibility to become familiar and abide by the rules, regulations, policies, and/or procedures outlined by Rend Lake College and BUSD. Rend Lake College Student Rights and Responsibilities Handbook can be found online at:

<https://www.rlc.edu/images/pdfs/handbook/handbook.pdf>

EXAM POLICY

All high school students are required to take trimester examinations first trimester unless exemptions are earned. Students who earn an A average in a class will be exempt from the exam. They may elect to take the exam to improve their grade, but it cannot lower their grade. Teachers are required to give trimester examinations in all classes. Exams shall be scheduled during the last part of each trimester. Students enrolled in Dual Credit classes must take trimester exams if required by the course.

GRADE SCHOOL PROMOTION, GRADUATION, AND RETENTION

Students who demonstrate appropriate academic progress will be promoted to the next grade level. For promotion to the next grade, students must, at a minimum, pass all but one core subject area. Core subject areas include language, math, reading, science, and social studies. Students who do not meet promotional requirements are subject to retention. Retention in Kindergarten - Eighth grade is under the discretion of the teacher and administration.

For graduation students must pass both the US Constitution and the State Constitution tests.

A student must have a zero balance on all fees owed to the school in order to walk at 8th grade graduation.

INCOMPLETE GRADES

Each teacher will determine which aspects of class work must be completed by every student before the awarding of credit can be considered. Students who do not fulfill all such course obligations to the teacher's satisfaction shall receive an incomplete at the end of the grading period. If the student satisfactorily completes the mandatory work within two (2) weeks of the end of the quarter/trimester in which the incomplete was received, the incomplete will be removed and the earned grade recorded for the trimester. Incomplete grading is primarily used in cases of students who have medical issues that keep them out of school for extended periods of time. Administration could use it in other cases if necessary.

SPECIAL EDUCATION

The Special Education programs are designed to meet the individual educational needs of students with a learning handicap. The type and amount of instruction received in a special class is dependent upon the severity of the learning handicap. Placement in special classes ranges from tutoring to total instruction from the Special Education teacher.

The Special Education program focuses on four categories of learning handicaps. These categories include: Learning Disabilities support, Learning Disabilities instruction, Educable Mentally Handicapped, and Emotionally Disordered. The Cross-Categorical Program provides all courses required for graduation.

ADMISSIONS

In order to enroll at Bluford Unit School District 318, one must be a resident of the district and at least 5 years old, qualify under the district's accelerated placement policy, or be a transfer student from a recognized grade school or high school. All students entering this school for the first time are required to have physical and dental examinations by a medical professional and dentists or submit a statement of objection on the basis of constitutional grounds signed by the parent or guardian.

ASSURANCE OF RESIDENCY

In order to enroll at Bluford Unit School District 318, the student must reside in the district with his/her parents or legal guardian. If there are questions regarding the student's residence status, the

administration has the right to request proof of residency. If a student is found to have violated the residency policy, the district could ask for tuition reimbursement. By enrolling at Bluford Unit School District 318, you are assuring the district the student is a legal resident of the district.

TEXTBOOKS, SUPPLIES, AND FEES

A fee of ~~\$40.00~~ (fee is waived for the 2020-21 school year) per student, to be paid at the beginning of the school year, covers the rental of all basic texts. All rented books must be returned when the classes are completed. Students withdrawing from school must check in their books to the office on the day that they leave. Supplementary materials needed in some classes may be requested by the teacher. Library books and rented textbooks are the property of the school and must be kept in good condition. Damage done to textbooks or library books must be paid for those to whom they are charged.

High school students taking Rend Lake College Dual Credit Classes must pay \$10 per class per trimester for books and any lab fees that Rend Lake College may charge for.

ALL REND LAKE COLLEGE FEES MUST BE PAID IN FULL BEFORE THE FIRST CLASS BEGINS OR THE STUDENT WILL NOT BE ALLOWED TO ATTEND.

WAIVER OF SCHOOL FEES

Bluford Unit School District 318 will waive student fees required as a prerequisite for that student's participation in any curricular program for all students who receive full free lunch and/or free breakfast benefits. (Legal citation for free lunch in accordance with USDA guidelines.)

These fees will include charges for:

- Use of school property.
- Field trips required for a class.
- Required class materials and/or supplies.

This waiver does not apply to Rend Lake College Fees or class dues.

ATTENDANCE

The official school day is 8:10 - 3:10. Breakfast will begin at 7:30 a.m. for both grade school and high school students. Grade school students will need to go to the cafeteria and sit in their area if they get to school before 8:00 am.

ABSENCES

Anytime a student is absent from school, the school office must be notified by 9:00 a.m. on the day of the absence.

The student will have two (2) school days from the date of the absence to bring in the appropriate documentation for an absence to be considered excused.

After the fifth and tenth absences, the school will forward a deficiency report to parents concerning the student's attendance record. The Truancy Officer of the Regional Office of Education may also be notified if a student is considered to be truant. An alternative learning experience will not be made available to truant or suspended students.

Pre-arranged excused absences must be approved by the principal. A prearranged absence form should be obtained from the office, properly completed and signed, and then returned to the office for the principal's approval. Students are to secure the assignments they will need to make-up **PRIOR** to the absence. Students are expected to have the assignments completed upon returning to school unless other arrangements were made prior to the absence with the teacher(s).

CLOSED CAMPUS

Bluford Unit School District 318 is a closed campus. Students are to stay on campus for the duration of the school day, including lunchtime. The only time a student may leave campus is with parent permission (by phone call or written permission for that day), with a pass from the office, or for medical/illness reasons. Students must sign out in the office prior to leaving. Students failing to follow these procedures shall be considered truant and face consequences listed in the discipline plan.

No student will be excused if they did not receive permission before leaving. The principal will not grant permission unless the parents have contacted him/her consenting to the departure of his/her child.

If a student leaves the school grounds during the day without permission, the student will be subject to consequences as assigned/defined by administration.

If a student leaves before the scheduled conclusion of the day, the student will receive an absence unless there is prior approval or the student has a documented excuse from a doctor or other appointment.

EXCUSED ABSENCES

Students will be allowed to make up assignments or tests that are missed due to an excused absence. An excused absence is an absence from school with a legitimate cause, including the following:

1. Personal illness – after **THREE (3)** absences a doctor's note WILL BE required, **per trimester.**
2. Professional health service appointments that could not be otherwise arranged outside of school hours
3. Serious illness of a family member which requires the presence of the student
4. Death of a relative
5. Participation in a school sponsored activity
6. Observance of a religious holiday
7. Court ordered appearances: when the student is subpoenaed to appear in court for reasons not caused by the student or required to appear in court because of family problems. The principal will make decisions on questionable cases.
8. Other absences will be reviewed by the principal and approved or disapproved

LUNCH PROVISIONS

Bluford Unit School District 318 will offer various options in an effort to assure students have an adequate lunch.

1. All students may go eat at the cafeteria for lunch. HS students who choose the cafeteria option will need to sign up before school starts for lunch at a determined location. HS students will be able to eat in the lobby or hallway providing there is no abuse of this privilege.
2. All students may also bring a lunch from home to be eaten at school.
3. School breakfasts and lunches are FREE for all students in the district.
4. An extra milk is \$0.30, an extra breakfast will cost \$1.50, extra lunches will cost \$2.55
5. BUSD #318 is a closed campus for lunch. Students are not allowed to leave school grounds during lunch without permission from administration.
6. Students should stand in line in an orderly fashion and wait their turn in the lunch line. Students should also remain in their seats after picking up their lunch until they are dismissed.

MAKE-UP PRIVILEGES

When a student is absent from class . . .

A. **For *other than a field trip***, the teacher will take the following steps:

1. Provide the student with an ALTERNATIVE LEARNING EXPERIENCE or the assignment or quiz or evaluation, given all students present the day of the absence. As a general rule, the alternative learning experiences should equal approximately one-half (1/2) hour of study.
2. New assignments or alternative learning experiences will be allowed one day for each day absent to make up work, unless other arrangements are made with the teacher. Previous assignments are due upon return to school. Any exceptions will be at the discretion of the superintendent and/or principal. Tests are to be made up on the day the student returns to school from an absence or upon an alternative date to be determined by the instructor. When the alternative learning experience is returned within the due date, the teacher will evaluate it as satisfactory or unsatisfactory. If satisfactorily completed, the teacher will record the alternative learning experience as complete.
3. Extended absences will be reviewed on an individual basis by the principal.

B. **For any extracurricular activity**, the student and teacher will take the following steps:

1. Students are to get assignment(s) prior to planned absence. Assignments are due next attendance day. Quizzes and tests are to be made up on the next attendance day.
2. Prior assignments scheduled as due on the day of the planned absence for a field trip must be turned in ***before leaving*** on the trip.

Failure to follow items 1 and 2 will result in a zero “0” being assigned as the grade for the assignment, quiz or test.

TARDINESS

Students are expected to be regular and punctual in their attendance. Students should be in their assigned classroom before the last bell rings for the start of the period. (Teachers may develop more clearly defined rules regarding tardiness beyond this point.) If a student arrives at school after the tardy bell, the student must report to the office before going to class. Students are also expected to be punctual to their classes. Therefore, when a student is tardy to class, the teacher should discuss the situation with the student. When a student has been tardy to school or class two (2) times during a trimester or twice in two quarters, he/she will be given a verbal warning by the teacher. On the third (3rd) (**and each succeeding tardy thereafter**), the student will be given an after school detention with an office referral. Students in kindergarten through fourth grade will serve a lunch detention in place of an after school detention. After the sixth tardy, BUSD has the right to revoke driving privileges. A student who is more than 10 minutes late is considered absent.

The office will take care of all tardies that students have to first period. The office will also assign all detentions for first hour tardies. If students are already in the building when the tardy bell rings, they will not necessarily have to be sent to the office if tardy to first hour. Teacher can call down to the office.

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 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

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

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

UNEXCUSED ABSENCES

1. No phone call or documentation to explain student’s absence
2. Missing the bus
3. Oversleeping /alarm problems
4. Lack of appropriate clothing
5. Car trouble/transportation issues
6. Unapproved planned vacations

7. Other absences classified as unexcused by principal or designee

UNEXCUSED ABSENCES will result in the school district contacting the Regional Office of Education Truancy Officer.

CODE OF CONDUCT

BEHAVIORAL INTERVENTIONS

The Bluford Unit School District 318 employs behavioral interventions in a manner consistent with Public Act 87-1103 and Public Act 89-191, amending 105 ILCS 5/14-8.08. The Bluford Unit School District 318 in concert with State Law, emphasized "that when behavioral interventions are used, they be used in consideration of the pupil's physical freedom and social interaction and be administered in a manner that respects human dignity and personal privacy and that ensures a pupil's right to placement in the least restrictive educational environment."

Assessment, planning, supervision, documentation, and evaluation of behavioral interventions conducted by Bluford Unit School District 318 personnel support optimum student development and freedom from unnecessary restrictions. To this end, positive interventions that strengthen desirable behaviors are adopted to the maximum extent possible.

Restrictive approaches are used only for learner objectives judged to be essential and when positive approaches are demonstrated to be ineffective. Such procedures are used only following substantial consideration of less restrictive alternatives, potential benefits to the student and potential adverse effects. In any case, they are administered in a manner that respects the individual's dignity and personal privacy.

BUS REGULATIONS

School bus riders, while in transit, are under the jurisdiction of the SCHOOL BUS DRIVER unless the local Board of Education designates an adult to supervise the riders. It is recommended that all riders, parents of riders, and teachers become familiar with the following regulations governing school bus riders.

1. Be ON TIME at the designated school bus stop to help keep the bus on schedule.
2. Stay well off the roadway at all times while awaiting the arrival of the bus. No fighting or running after another student while waiting.
3. Be careful in approaching the place where the bus will stop. Do not move towards the bus until the bus has been brought to a complete stop. When entering the bus, use the handrail and move quickly to your seat.
4. Remain in the bus in the event of road emergency until instructions are given by the driver.
5. Do not leave your seat, stand up, or kneel in your seat while the bus is in motion.
6. Be alert to a danger signal from the driver. He/she is in complete command of the bus.
7. Keep your hands and arms inside the bus at all times after entering and until leaving the bus. Never throw things out the windows of the bus.

8. Remember that loud talking, laughing, or unnecessary confusion diverts the driver's attention and could result in a serious accident. No profanity should be used by student or driver.
9. No smoking is allowed on the bus by any rider; including the driver or student-rider.
10. Be absolutely QUIET when approaching and crossing a railroad crossing stop.
11. Assist in keeping the bus safe and sanitary at all times. No eating or drinking is allowed on the bus.
12. Carry no animals or pets on the bus.
13. Keep books, packages, band instruments, athletic equipment, project materials and all other objects out of the aisles.
14. Be courteous to fellow students and especially to the bus driver.
15. Help look after the safety and comfort of smaller children.
16. Do not ask the driver to stop at places other than the regular bus stop. The driver is not permitted to do this except by proper authorization from a school official.
17. Observe safety precautions at all discharge points. When it is necessary to cross a two-lane highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross safely.
18. The same rules and regulations for safe riding practices should be observed on curricular or extracurricular activities under school sponsorship and practiced daily. Be respectful of all chaperones appointed by the school.
19. No vases, balloons or objects that can not fit inside a backpack are to be taken on the bus
20. Bus misconduct could result in assigned detention, demerits, and/or suspension from the bus.

BULLYING, INTIMIDATION, AND HARASSMENT

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

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

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

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

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

Complaint Managers:

Nicole Henson
901 S. 6th Street
GS 618-732-8242
HS 618-732-6121
nhenson@blufordschools.org

Garrett Wingo
901 S. 6th Street
GS 618-732-8242
HS 618-732-6121
gwingo@blufordschools.org

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

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

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*. These policies can be found on the school website at www.blufordschools.org

CARE OF SCHOOL BUILDINGS

It is the desire of the Board of Education to give students and teachers the best possible equipment and facilities so that a good school program may be conducted.

Because the school building and grounds are the pride of the community, the cooperation of all who are a part of the school is needed. It is the mark of a good school citizen to do just a little more than his or her share in helping to care for school property.

Street shoes should not be worn on the gym floor. Another example is keeping the classroom floors clean by picking up trash, books, pencils, etc.

CODE OF CONDUCT

1. Students refusing to do class work and/or those in danger of failing will be reported to administration.
2. Any student who directs obscenities and/or profanities or displays flagrant disrespect or insubordination toward the teacher(s) or other school personnel will receive a minimum In-School Suspension, depending on the severity of the infraction. Out-of-School could be used in certain cases.
3. All teachers are requested to be on the alert for any student behavior which is a violation of school regulations.
4. Students will be allowed to leave an individual classroom for personal reasons (ex. restroom, forgot materials, etc.) two (2) times per quarter, upon the third time a detention may be issued and for each one thereafter. Teachers may keep a sign-out sheet to track student absences.
5. GRADUATION: During the last few weeks of school, any student doing inappropriate behavior or missing school without reason may not be able to participate in graduation ceremonies if recommended by the administration.

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.

CORRIDOR CONDUCT

Proper corridor conduct is expected of each student. This means:

1. Each student is expected to be in his/her assigned classroom by the time the last bell rings in the morning and at each period throughout the day.
2. Any student in the corridors during class hours must carry a pass signed by a faculty member or office staff.
3. No running, throwing or dropping paper, loitering or blocking of traffic, or yelling in corridors.
4. Public display of affection is prohibited. This applies to all areas of the school. Hand holding may take place. Students should refrain from other bodily contact.
5. Students and teachers must understand that any teacher has authority and responsibility to maintain discipline in the hallways regardless of whether or not the student is enrolled in the teacher's class.
6. Teachers may assign detentions to students for corridor misconduct.
7. Students caught not picking up after themselves will be disciplined.

DETENTIONS

Students could be assigned an after school detention(s) and/or lunch detention(s) upon teacher/administration discretion. Students assigned lunch detention will eat lunch in a designated area, with supervision, while also having their recess privileges revoked.

RULES FOR AFTER SCHOOL DETENTIONS:

1. A high school student should report to detention in a timely manner after the close of school. High school students will be dismissed from detention an hour after they reported in. A grade school student will immediately begin his/her detention after dismissal in the assigned location.
2. All students will receive a 24 hour school day notice in order to arrange transportation and/or work schedules. Practices, busing, and/or work does not excuse a student from detention.
3. Student should complete any detention assignments or have enough school related work to occupy them for the entire detention session.
4. Talking or communicating in any manner will not be permitted. Cell phones are to be turned off until the completion of the detention.
5. Sleeping, putting feet on chairs or desks, or laying one's head on the desk is not permitted.
6. No food or drinks will be allowed in detention.

7. Students will be allowed to reschedule 1 detention per trimester or two quarters. Any others may only be rescheduled with administrative approval.
8. If a student misses a detention, the student will be assigned 1 additional detention for a total of two detentions.
9. If a student misses 3 detentions in a trimester, an ISS will be issued.

DISCIPLINE

The rules and standards set forth in this handbook apply 1) to conduct on school premises, on school buses, or involving school property, 2) to conduct off school premises which directly affects other students or the school, 3) and to conduct at school functions of any kind. Please note that this handbook does not define all types and aspects of student behavior.

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole education structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration of other people.

The presence of a relatively large number of participants in a school environment makes necessary a code of conduct which enables everyone to realize the full benefits of school. Students are expected to conduct themselves in a manner which reflects respect for each other, their teachers, other staff members, and the school facilities. With an understanding of the purposes of discipline in a school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning, but develop the habit of self-restraint which will make you a better person.

In keeping with the philosophy and reason for discipline in the school, certain rules are necessary to maintain an orderly, beneficial learning atmosphere.

STUDENT BEHAVIOR

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials, including electronic cigarettes or e-cigarettes and “look-alike” materials.
2. Using, possessing, distributing, purchasing, or selling an alcoholic beverage or “look-alike” beverage.
3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical marijuana and hashish).
 - b. Any anabolic steroid or performance-enhancing substance not administered under a physician’s care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
 - d. 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.
- e. “Look-alike” or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; 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 or controlled substance.
 - f. 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.
 - g. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling or transferring a firearm or “look alike,” 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.
 5. Using or possessing an electronic paging device.
 6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others.
 7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
 8. Disobeying rules of student conduct or directives from staff members or school officials.
 9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
 10. 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.
 11. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
 12. Being absent without a recognized excuse.
 13. Being involved with any public school fraternity, sorority, or secret society.
 14. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
 15. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
 16. 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.

17. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.” Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, smartphone or cellular phone.
18. Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois Association of High School Association’s most current banned substance list, unless administered in accordance with a prescription.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Fighting or aggressive behavior toward others.

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

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

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

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

DISCIPLINARY MEASURES

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges. Parking, attending after school events, field trips, etc.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.

5. In School Suspension and all school activities.
6. Suspension of bus riding privileges.
7. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
8. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), “look-alikes,” alcohol, weapons, and/or physical harm to others.
9. Notifying parents/guardians.
10. Temporary removal from the classroom.
11. After School Detention.
12. Loss of driving privileges.
13. Removal from extracurricular activities.
14. Not being allowed to attend school functions. i.e. Prom, Homecoming, Graduation.

DISRUPTIVE BEHAVIOR

It is possible that a student would become disruptive to the educational process in the classroom.

Section 10-20.14 of the School Code of Illinois maintains that teachers may remove students from classrooms for disruptive behavior. Procedures for teacher’s removal of disruptive students are as follows:

1. Recognize the discipline problem in the classroom as serious enough to necessitate the removal of the disruptive student from class.
2. If the disruptive problem needs immediate attention, the teacher should instruct the disruptive student to go immediately to the office and be seated. The student is to remain in the office for the remainder of that period.
3. The disruptive student will be counseled with, and the teacher will be consulted to explain the disruption.
4. Any extended time removals, longer than the remainder of the period, of the student from the class would be determined by the administration, and the student would have the right to due process Student Appeal Procedure on Discipline as specified in the Student-Parent Handbook.

DRESS

Dressing or grooming in a manner which causes an interference with school work or which creates a classroom or school disruption is prohibited.

Improper appearance includes but is not limited to the following: sunglasses in class, apparel depicting or advertising drugs, alcohol, or tobacco, or clothing which causes a distraction.

Additionally, clothing will meet the following requirements:

1. No spaghetti strap tops unless worn under a non-see-through cover-up shirt
2. Strapless tops, halter or side-halter tops are not permitted
3. Shirts will have a complete front and back

4. Shirts will be of sufficient length that it could be tucked into pants, although it is not required for the shirt to be worn tucked in
5. Shirts worn with cut-out sleeves will have entire side seams intact
6. The length of shorts (dresses and skirts included) are considered appropriate when the bottom of the garments are no shorter than 4 inches above the knee
7. Any holes, cuts or tears in garments must be below mid-thigh.
8. Undergarments will not be visible; this includes boxers as a style statement
9. Shoes will be worn at all times.
10. Hats are not allowed to be worn inside the school, except when in transition to an interscholastic baseball/softball game or an outdoor physical education class. Administration may make exceptions.
11. Leggings or other form fitting pants will be allowed to be worn to school. Leggings and form fitting pants must have a top worn that is long enough to completely cover one's bottom.

ELECTRONIC DEVICES

Students will be allowed to have cell phones and electronic devices at school, but they must be kept powered-off and out of sight unless permission has been granted by a teacher or school official. Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school and during the student's lunch. The school does not assume responsibility for the cell phones/devices.

For the first offense a verbal warning from the office will be given to the student, and the cell phone or electronic device will be confiscated and not released back to the student until the end of the school day. The second offense and offenses after, the phone will be confiscated and taken to the office and after school detention will be given to the student. Students will be allowed to pick phones up at the end of the day.

FUNDRAISERS, OVERNIGHT TRIPS, AND SENIOR TRIPS FOR HIGH SCHOOL STUDENTS

1. All students must participate in each fundraising activity and turn in required money two (2) weeks after completion of the fundraiser, or otherwise, purchase a ticket to attend prom.
- Students must demonstrate the following eligibility:**
2. Students cannot have not one or more Out-of-School Suspensions during the year of the trip.
 3. Number of absences cannot exceed 6. For any exceptions to this rule, students must appear before a review board made up of two senior sponsors and three senior students. After hearing appeal, vote must be unanimous to make exception.
 4. During the trip, students must follow the same rules as at school.
 5. There should be one adult for every 10 students.
 6. Sponsors and administrators make all necessary decisions during the trip concerning student offenses.
 7. Sponsors and administrators will screen student records prior to the trip regarding tardies, absences, and suspensions, as well as eligibility.

8. Any student that is unlikely to graduate because of a deficiency in credits will be not able to participate in the Senior Class Trip.
9. There will be no overnight senior trips starting with the 2017-2018 senior class.
10. Must have a “C” average in all classes on designated date

FIREARMS, KNIVES, BRASS KNUCKLES & OTHER OBJECTS USED OR ATTEMPTED TO BE USED TO CAUSE HARM

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year: Zero Tolerance SB 100.

(1) A firearm. For the purposes of this Section, “firearm” means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. 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 ACTIVITY

Students are prohibited from engaging in gang activity. A “gang” is any group of two or more persons whose purpose includes the commission of illegal acts. No student shall engage in any gang activity, including, but not limited to:

1. wearing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbol, or other things that are evidence of membership or affiliation in any gang
2. drawing gang signs on a notebook, any school related materials, or on any person
3. displaying tattoos in reference to gangs (tattoos must be covered)
4. committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or handshakes), showing membership or affiliation in a gang, and
5. using any speech, or committing any act, or omission, in furtherance of the interests of any gang or gang activity, including, but not limited to:
 - a. soliciting others for membership in gangs
 - b. requesting any person to pay protection, or otherwise intimidating or threatening any person
 - c. committing any other illegal act or other violation of school district policy
 - d. inciting other students to act with physical violence upon any other person

Students engaging in any gang-related activity will be subject to serious disciplinary actions, including possible suspension or expulsion from school.

INTERNET ACCEPTABLE USE POLICY

OVERVIEW

The Internet is an electronic communications network which provides vast, diverse and unique resources. Our goal in providing this service to teachers, staff, and ultimately students, is to promote educational excellence in Bluford Unit School District 318 by facilitating resource sharing, innovation, and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. There may be some material or individual communications which are not suitable for school-aged children. BUSD views information gathered from the Internet in the same manner as reference materials identified by the school. Specifically, BUSD supports resources that will enhance the learning environment with *directed guidance* from the faculty and staff. Exploration and manipulation of resources is encouraged. However, it is impossible to control all materials on a global network and an industrious user may discover inappropriate information.

At BUSD, student access to, and use of, the Internet will be available only through a student account and, as such, should be under teacher direction and monitored as any other classroom activity. **Supervision is required.** BUSD, however, cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals and policies of BUSD, since Internet access may be obtained outside of the school setting.

GUIDELINES

Internet access is coordinated through a complex association of government agencies and regional networks. The operation of the Internet relies heavily on the proper conduct of the users, who must adhere to strict guidelines. Internet access is a privilege, not a right. If a BUSD user violates any of the acceptable use provisions outlined in this document, his/her account may be terminated and future access may be denied. Some violations may also constitute a criminal offense and may result in legal action. Any user violating these provisions, applicable state and federal laws, or posted classroom and BUSD policies, is subject to loss of access privileges and any other BUSD disciplinary options.

1) Acceptable Use

- Must be in support of education and research consistent with BUSD policy
- Must be consistent with the rules appropriate to any network being used/accessed
- Unauthorized use of copyrighted material is prohibited
- Threatening or obscene material is prohibited
- Distribution of material protected by trade secret is prohibited
- Use for commercial activities is not acceptable
- Product advertisement or political lobbying is prohibited

2) Privileges

- Access to the Internet is not a right, but a privilege
- Unacceptable usage may result in cancellation of account
- Training is incorporated into the curriculum

3) Netiquette

- Be polite
- Do not use vulgar or obscene language
- Do not reveal any personal information, such as: your address or phone number (or those of others)
- Electronic mail is not guaranteed to be private
- Do not intentionally disrupt the network or other users
- Abide by the generally accepted rules or network etiquette

4) Security

- If you identify a security problem, notify a teacher or an administrator immediately
- Do not show or identify a security problem to others
- Do not reveal your account password or allow another person to use your account
- Do not use another individual's account
- Attempts to log on as another user may result in cancellation of privileges
- Any use identified as a security risk or having a history of problems with other computer systems may be denied access
- User must notify the BUSD system administrator of any change in account information
- User may be occasionally required to update registration, password, and account information in order to continue Internet access.

5) Vandalism/Harassment

- Vandalism and/or harassment may result in the cancellation of the offending user's account
- Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet or other networks. This includes, but is not limited to, creating and/or uploading computer viruses
- Harassment is defined as the persistent annoyance of another user or the interference in another user's work. This includes, but is not limited to, the sending of unwanted mail

6) Penalties

Any user violating these provisions, applicable state and federal laws, or posted classroom and BUSD rules is subject to loss of network privileges and any other BUSD disciplinary options, including criminal prosecution. School and district administrators will make the final determination as to what constitutes unacceptable use and their decision is final.

Bluford Unit School District 318 makes no warranties of any kind, whether expressed or implied, for the service it is providing. Bluford Unit School District 318 will not be responsible for any damages a user may suffer, including loss of data. The District will not be responsible for the accuracy or quality of information obtained through this Internet connection.

All terms and conditions as stated in this document are applicable to all users of the network. These provisions reflect an agreement of the parties and shall be governed and interpreted in accordance with the laws of the State of Illinois and the United States of America.

I understand and will abide by the Bluford Unit School District 318 Acceptable Internet Use Policy. I further understand that any violation of this Acceptable Internet Use Policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, district disciplinary action, and/or appropriate legal action may be taken.

MOTOR VEHICLES REGULATIONS

High school students are permitted to drive motor vehicles to school under the following regulations.

1. Caution for the safety of pedestrians and other drivers is to be exercised at all times.
2. Cars driven to school by students must be parked in the school parking lot and not used during the school day unless the student driver is given permission by the principal to do so.
3. If leaving the parking lot when buses are present, drive with extra caution and watch for pedestrians.
4. Any students who fail to comply with student vehicle regulations shall have his or her driving privileges suspended by the principal.
5. Any student that attempts to evade the suspension of driving privileges may be subject to disciplinary consequences.
6. After the sixth tardy in a trimester, student driving privileges may be revoked until the end of the trimester.
7. A student may have his or her driving privileges completely suspended or revoked for repeated violation of vehicle regulations. This suspension or revocation may be made by the principal until action can be taken by the Board of Education at their next regularly scheduled meeting.
8. Parking areas will be assigned to all students who will be driving to school.

POSITIVE BEHAVIOR INCENTIVES AND SUPPORTS (PBIS)

BLUFORD UNIT SCHOOL DISTRICT 318 BEHAVIOR PLAN FOR HIGH SCHOOL

Positive Behavior Interventions and Supports also known as PBIS is a program that encourages students nationwide to have better decision making skills regarding their choices in school and in society by promoting good citizenship.

PBIS works similarly to other behavior programs, such as Character Education. In 2009, PBIS was the behavior program chosen to be used for the students of this district. Since the incorporation of PBIS, daily collection of data has proved a decline in the need of student discipline, therefore, producing a more positive learning environment. Due to this increase in a positive learning environment, PBIS will continue this school year.

“The Trojan Way” is the motto for our PBIS program. Students will be taught what it means to be a good citizen of Bluford School Unit District. “The Trojan Way” focuses on the prescribed areas: accountability, responsibility, and safety. A copy of “The Trojan Way” follows this section of the handbook. Please encourage your child to abide by it at school.

At BUSD, your child will participate in the following behavior activities as well as others added during the school year:

- A) **TOKEN SYSTEM:** Students who display positive behaviors may be acknowledged through a token system. Tokens are given sporadically to students whom staff find making positive decisions; such as helping a fellow student pick up his or her books dropped in the hallway, turning assignments in early, or throwing away trash that is not his or hers.
- B) **PBIS STORE:** As students collect his or her tokens throughout the school year, he or she will be given the opportunity to exchange tokens for items in the PBIS store. The store will be open at various times throughout the school year.
- C) **FINISH STRONG:** Each month, one or multiple goals or objectives will be set for the students. Students will be encouraged to make specific positive choices and meet the monthly objectives. Students who meet those objectives will be acknowledged.
- D) **CELEBRATIONS:** PBIS celebrates students' success by improving the overall quality of behavior. Students will participate in various celebrations throughout the school year.

THE TROJAN WAY

	W We are Responsible	A Be Accountable	Y Yield to Safety
Assemblies	<ul style="list-style-type: none"> ● Pick up trash ● Arrive on time ● Leave cell phones at home, in vehicle, or in locker 	<ul style="list-style-type: none"> ● Be quiet ● Eyes on speaker ● Clap when appropriate ● Appropriate language ● Hand holding only 	<ul style="list-style-type: none"> ● Keep aisles clear
Bathroom	<ul style="list-style-type: none"> ● Soap, rinse, dry ● Keep clean ● Leave cell phones at home, in vehicle, or in locker 	<ul style="list-style-type: none"> ● Be quiet ● Flush ● Be quick ● Respect privacy of others ● Appropriate language 	<ul style="list-style-type: none"> ● Wash hands with soap ● Water stays in sink
Hallways	<ul style="list-style-type: none"> ● Keep walk area clear ● Keep moving ● Leave cell phones at home, in vehicle, or in locker 	<ul style="list-style-type: none"> ● KHFOOTY ● Be quiet ● Have pass ● Appropriate language ● Hand holding only 	<ul style="list-style-type: none"> ● Keep clean ● Walk ● Open doors for others
Parking Lots	<ul style="list-style-type: none"> ● Keep in your area ● Have permit ● Park in designated student areas ● Leave cell phones at home, in vehicle, or in locker 	<ul style="list-style-type: none"> ● Park appropriately ● Park in student designated areas ● Appropriate language ● Hand holding only 	<ul style="list-style-type: none"> ● Slow down ● Leave parking lot safely ● Watch for others
Outside	<ul style="list-style-type: none"> ● Be considerate of property and personal space ● Leave cell phones at home, in vehicle, or in locker 	<ul style="list-style-type: none"> ● Pick up trash ● Report negative behavior ● Appropriate language ● Hand holding only 	<ul style="list-style-type: none"> ● Take care of property ● Keep area clear

Lunch Period	<ul style="list-style-type: none"> • Keep walk area clear • Keep traffic flow moving 	<ul style="list-style-type: none"> • Appropriate language • Hand holding only 	<ul style="list-style-type: none"> • Put trash in trash can • Keep traffic area clear • KHFOOTY
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(KHFOOTY – Keep Hands and Feet and Other Objects to Yourself)

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.

SEARCHING OF SCHOOL PROPERTY, EQUIPMENT, AND STUDENTS’ PERSONAL EFFECTS

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 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.

School authorities may search a student and/or the student’s personal effects in the student’s possession (such as, purses, wallets, knapsacks, backpacks, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district’s student rules and policies. The search 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.

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.

STUDENT RECOURSE ON DISCIPLINE

The principal has been authorized to handle all matters pertaining to student discipline. The principal will notify parents in situations involving major discipline of a student. In the event a student feels that he/she has been treated unfairly or has been suspended for an unjust cause, he/she may ask for a hearing with the principal and those involved present at the hearing.

The principal will be involved in all cases involving student discipline. The proper chain of command for students with complaints to follow is teacher, principal, superintendent and board of education.

STUDENT RIGHTS, RESPONSIBILITIES, AND GUIDELINES

The privileges and rights of all students are guaranteed without regardless of age, race, religion, sex, creed, national origin, sexual orientation, handicap, or economic status.

Students have the right to advocate change in any policy or regulation. Students may exercise their right to freedom of expression through speech, assembly, petition, and other lawful means. The exercise of this right shall not interfere with the rights of others. Freedom of expression shall not be utilized to present material which tends to be obscene or slanderous, to defame character, or to advocate violation of federal, state, and local laws, or official school policies, rules, and regulations.

Students may present complaints to teachers or administrative officials. Students have the right to be represented and to present witnesses.

SUSPENSION OR EXPULSION AND RIGHTS TO HEARING

Students who are on Out-of-School Suspension (OSS) will be able to complete all work missed. Reinstatement following suspension may require the appearance of the parent and the suspended student in the principal's Office upon termination of the period of suspension. Any student who receives an Out-of-school Suspension will not be allowed to participate in any overnight or non-academic day trips during the remainder of the trimester. For every 3 detentions missed, an ISS will result.

Chapter 122, Section 10-22.6 of the Illinois Revised Statutes provides that students may be expelled for gross disobedience or misconduct, and further provides that students may be suspended for a period not to exceed ten (10) days pending review by the School Board.

1. The principal may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days if the student violates any of the rules set forth in or contemplated by this handbook. Any such suspension shall be reported immediately to the parents or guardian of such suspension and a notice of their rights to a review, a copy of which shall be given to the School Board.
2. If a student is to face disciplinary action, which could result in his/her expulsion from school for the balance of the trimester or school year, he or she will be notified of this fact. Under policies, rules, and regulations adopted by the Board of Education, 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 reasons for dismissal and the date on which the expulsion is to become effective. If a hearing officer is appointed by the board, he/she shall report to the board at the meeting and the board may take such action thereon as it finds appropriate.

SUSPENSION POLICY FOR SPECIAL EDUCATION STUDENTS

1. Prior to the suspension of a Special Education student, the local school district shall determine if the misconduct is the result of the student's handicapping condition as ***defined by the rules and regulations to govern the administration and operation of special education.***
2. Such determination shall be made by the staff of the student's resident district and Franklin-Jefferson Special Education Co Op who are familiar with the student's handicapping condition and educational program in consultation with the staff of the district in which the misconduct occurred.
3. If the misconduct is the result of the student's handicapping condition he/she shall not be suspended except as provided by Section 4 below. In such cases, the student's program shall be reviewed in a conference and if necessary altered to reduce or eliminate the misconduct. Parental participation in this process shall be encouraged.
4. The local district may suspend the student, even if the misconduct is the result of the student's handicapping condition if the student's presence poses a danger to the student, other students, faculty, or school property. A conference with the student's parents and appropriate staff from the resident school district and Franklin-Jefferson Special Education Co Op staff familiar with the student and his/her program shall be convened within five (5) school days of the suspension in order to re-evaluate the appropriateness of the student's program and to make alterations in the program as necessary.
5. Suspension of an individual student should not exceed individually or in aggregate ten (10) school days in a given school year. (Section 10.0 and (j) of the rules and regulations of the School Code.)
6. A special education student may be required to serve time in Crisis Classroom or closed campus in lieu of suspensions.
7. Franklin and Jefferson Counties Special Education District #801 offers a special education component to the program at the Safe School in Mt. Vernon. Attending the Safe School in lieu of suspension allows the student to continue his/her education without any interruption. The Safe School Special Education teacher shall follow the IEP in place during the "placement in lieu of suspension."

EXPULSION POLICY FOR SPECIAL EDUCATION STUDENTS

1. The school district may expel students from school for gross disobedience and misconduct. An expulsion may be for a period in excess of ten (10) days, but not beyond the remainder of the school term. (Illinois School Code Section 10-22.6: Opinion of the Illinois Attorney General.)
2. An expulsion shall occur only after the student's parents have been afforded the right to a hearing before the school board of the district of residence or a hearing officer appointed by it. The parents shall be notified of the hearing by registered or certified mail and it shall state the time, place, and purpose of the hearing. (Illinois School Code, Section 10-22.6)
3. Prior to the expulsion of a special education student the local school district shall determine if the misconduct is the result of the student's handicapping condition as defined by the ***Rules and Regulations to govern the administration and operation of special education*** (hereinafter referred to as the Rules and Regulations). Such determination shall be made by the local district staff and with Franklin-Jefferson Special Education CoOp staff familiar with the student's handicapping condition and educational program in a

conference with the student's parents. If the misconduct is not determined to be the result of the student's handicapping condition, the local school district staff shall, during the conference, propose alternative service to be provided if the student is subsequently expelled by the Board of Education. Any subsequent expulsion shall include the proposed alternative services. The student and the parents shall be advised of their rights to a due process hearing under the Rules and Regulations.

4. If the misconduct is the result of the student's handicap, he/she shall not be expelled. In such cases, the student's program shall be reviewed in a multi-disciplinary staff conference and if necessary, altered to reduce or eliminate the misconduct. Parental participation in this process shall be encouraged.

ELIGIBILITY RULES

ELIGIBILITY FOR ATHLETIC OR EXTRA-CURRICULAR PARTICIPATION

Selection of members or participants in extracurricular activities is at the discretion of the designated teachers, sponsors, and coaches.

ATHLETIC & ALL EXTRA CURRICULAR CLUBS & ORGANIZATIONS ELIGIBILITY:

CLUBS AND ORGANIZATIONS: Students must pass all classes of school work per trimester or quarter to participate in any clubs or organizations.

BETA CLUB: A 3.40 grade point average must be achieved on each quarter. If a student drops below this, they are put on probation. They must make a 3.40 on their grade card by the end of the 2nd quarter after they dropped below this level or be subject to removal from the club. Any 3 quarters in a row below 3.40 will be automatically removed. New members each year must reach the 3.40 grade on one of the first two quarters of that year and then follow the above.

Clubs may require students to pay dues that have been board approved to participate in activities throughout the year.

Siblings of athletes will not be allowed to stay at school and wait while the other sibling has practice.

The principal of your school is responsible to see that only eligible students represent the school in interscholastic athletics. Any question concerning your athletic eligibility should be referred to your principal, who has a complete copy of all SIJHSAA and IHSA eligibility rules, including the Association's due process procedure. Only the SIJHSAA or IHSA Executive Director are authorized to make formal rulings on eligibility, so if your principal has questions or wishes assistance in answering your questions, the principal should contact the IJHSAA or IHSA Office.

Information contained here highlights only the most important features of the SIJHSAA and IHSA by-laws regarding interscholastic athletic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic athletics. The information here is

only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety.

You will lose eligibility for interscholastic athletics if you violate SIJHSAA or IHSA by-laws. Therefore, it is extremely important that you review this material with your parents, your coaches, your athletic director and your principal to thoroughly understand the SIJHSAA or IHSA eligibility by-laws and how they relate to you.

REQUIREMENTS FOR PARTICIPATION IN EXTRACURRICULAR ATHLETIC ACTIVITIES

A student must have the following fully executed document on file with the school nurse before being allowed to participate in any extracurricular athletic activity.

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant good for 395 days.
2. Medical insurance
3. Performance enhancing drug form

ABSENCE FROM SCHOOL ON DAY OF SPORT OR ACTIVITY

A student who is absent/suspended from school is ineligible for any sport or activity on that day unless the absence has been approved in writing by the principal.

Exceptions may be made by the designated teacher, sponsor or coach:

- 1) for a pre-arranged medical absence; or
- 2) for a death in the student's family. A student who has one or more truanancies or who has been suspended from school may be suspended from participation in athletic activities by school officials.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday sports and activities at the sole discretion of the designated teacher, sponsor or coach.

TRAVEL

All students must travel to sporting events and activities and return home from such events with the team on which the student participates, by the use of school approved means of transportation. The teacher, sponsor or coach in charge of the sport or activity may allow a student's parent/guardian/grandparent to sign them out from the event, provided the parent/guardian/grandparent appears and accepts custody of the student. Parents/guardians may also provide a dated, written notice granting permission for the student to ride with another adult. Oral requests will not be honored and oral permissions are not valid.

Any student found to be in violation of this rule will be subject to discipline in accordance with the Extracurricular Athletic Code of Conduct.

CODE OF CONDUCT

This Code of Conduct applies to all school-sponsored activities that are neither part of an academic class nor otherwise carry credit or a grade. **This Code of Conduct will be enforced 365 days a year, 24 hours a day.**

This Code does not contain a complete list of inappropriate behaviors for students in extracurricular athletic activities. Violations will be treated cumulatively; with disciplinary penalties increasing with subsequent violations and a student may be excluded from sports or activities while the school is conducting an investigation regarding that student's conduct.

The student shall not:

1. Violate the school rules and district policies on student discipline;
2. Use a beverage containing alcohol (except for religious purposes);
3. Use tobacco in any form;
4. Use, possess, buy, sell, barter, or distribute any illegal substance or look alike (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in sports, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Vandalize or steal;
9. Haze or bully other students;
10. Violate the written rules for the activity or sport;
11. Behave in a manner that is detrimental to the good of the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff;
13. Falsify any information contained on any permit or permission form required by the activity or sport.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* is any physical or verbal act or conduct that has or can be reasonably predicted to place a student in reasonable fear of harm; cause a detrimental effect on a student's physical or mental health; interfere with a student's academic performance; or interfere with a student's ability to participate in or benefit from school activities.

DUE PROCESS PROCEDURES

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.

6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student.
7. The administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the superintendent.

All students remain subject to the district's student discipline policy and/or the school's student handbook and the disciplinary measures listed in them.

BUSD ELIGIBILITY RULES FOR EXTRACURRICULARS

Eligibility for most athletics is also governed by the rules of the Illinois High School Association or Southern Illinois Junior High School Athletic Association and, if applicable, these rules will apply in addition to this Extracurricular Athletic Code. In the case of a conflict between IHSA or SIJHSAA and this Extracurricular Athletic Code, the most stringent rule will be enforced.

1. Passing work in all academic courses weekly. Eligibility will be checked on the first day of the week for the current week of participation. A student failing any classes will be suspended from the sport or activity for 7 calendar days or until all academic requirements are met, whichever is longer.
2. The first incident of academic ineligibility in a season results in a one (1) week suspension. The second incident results in an academic review by the coach and a two (2) week suspension. A third incident results in the athlete being dropped from the team.
3. If a student fails a course for a trimester, they are ineligible for the entire next trimester unless they agree to the terms of an eligibility contract. A student must meet the IHSA standards of eligibility at all times to be able to compete. If a student violates the terms of the contract, they will immediately become ineligible for the remainder of the trimester.
4. Distribution/association with or use of alcoholic beverages, tobacco and drugs are prohibited. If violation is observed by law enforcement or faculty, the team member will be suspended for the **REMAINDER OF THE SEASON UNLESS THEY ACCEPT PROBATION CONDITIONS OUTLINED BELOW:**

FIRST VIOLATION

- A. 25% of the season game suspension. Suspension may carry over to the subsequent season depending on the number of games remaining at the time of suspension. (i.e., the next season in which the student participates)
Extracurriculars that are not part of the IHSA or SIJHSAA will be handled by the activity sponsor.
- B. Students can schedule with a qualified counselor a drug/alcohol evaluation and show proof of evaluation to coach. Student must also follow up on recommendations of counselor,

SECOND VIOLATION—AFTER PROBATION PERIOD

- A. A second offense, anytime during school career, results in suspension of 50% of the season. Suspension may carry over to the subsequent season depending on the number of games remaining at the time of suspension.

- B. Follow the same counseling sequence as stated in First Violation.

THIRD VIOLATION

- A. Immediate removal from all teams for the remainder of the high school career.
5. UNEXCUSED ABSENCE from practice/game results in SUSPENSION with the amount of suspension to be at the coach's discretion. ANY ABSENCE OTHER THAN INJURY, ILLNESS OR DEATH IN THE FAMILY IS UNEXCUSED, UNLESS CLEARED BY THE COACH.
Out-of-School Suspensions are considered unexcused absences. Results of an In-School Suspension will be determined on an individual basis by the coach.
6. NO PROFANE LANGUAGE OR GESTURES are to be used at any time OR ANY DISPLAY OF UNSPORTSMANLIKE CONDUCT.
7. Players MUST comply with the by-laws governed by the SIJHSAA or IHSA.
8. No athletic practice will be allowed on Sundays.
9. There will be no athletic practice on Christmas Day, Thanksgiving Day, or New Year's Day.
10. All athletic rules will be in force year round, including summer months.
11. Athletes must comply with any other team rules the coach establishes.

TEAM PRACTICES

Team practices will be scheduled with the Athletic Director.

MISBEHAVIOR DURING CONTESTS

1. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.
2. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties. Such as being banned from attending any home activities.
3. Any other person(s) found to be in violation of the ethics of competition or principles of good sportsmanship may also be barred from interscholastic athletic contests.

USE OF PLAYERS

You may not appear at a contest in the uniform of your school while you are ineligible. This means that you may not dress or sit on the bench if you are not eligible to play. Also, you may not compete as an "exhibition" contestant if you are not eligible.

MEDICAL INFORMATION

ADMINISTRATION OF MEDICATION

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

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

COMMUNICABLE DISEASES

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.

HEAD LICE

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

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parents or guardians 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.

SELF-ADMINISTRATION OF MEDICATION

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

MISCELLANEOUS

ASBESTOS NOTICE

In accordance with federal and state laws, Bluford Unit School District 318 has been inspected to determine the location and condition of asbestos-containing materials and has developed an asbestos management plan to remove, repair, or maintain asbestos-containing material as needed to protect the health of the students and staff members. A copy of the district's management plan is available for inspection. Questions concerning the asbestos management plan should be directed to the administration.

ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS & WEBSITES

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

COLLEGE DAY POLICY

A college day will not be granted to any student who is not a candidate for high school graduation.

Students must request a prearranged absence form and submit it to the principal prior to the proposed college day. A college day must be verified upon the return of the student by a written statement signed by a college or university advisor or other official attesting to the date of the visit.

DISCRIMINATION NOTICE

It is the philosophy of the Board of Education of Bluford Unit School District 318, that no student or employee of said school shall be discriminated against regardless of age, race, religion, sex, creed, national origin, sexual orientation, or economic status. Consequently, the Bluford Unit School District 318, shall not discriminate on the basis of handicap in violation of Section 504 of the Rehabilitation Act of 1973, and in the admission, access to, participation in, or employment in its programs and activities.

Furthermore, the Board of Education of Bluford Unit School District 318, hereby appoints Nicole Henson to serve as Section 504 Coordinator fully vested with the authority to process compliance complaints under this policy and to conduct or cause to be conducted all appropriate evaluations as may be required under Section 504 of the Rehabilitation Act of 1973.

EARLY DISMISSAL AND CLOSING OF SCHOOL

Decisions on early dismissal or school closings due to severe weather or other emergency situations will be broadcast as soon as they are made through School Messenger. Parents can also tune into WMIX (AM 940) (FM 94.1) and also on WSIL TV 3.

EDUCATION OF HOMELESS CHILDREN

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public preschool education. A “homeless child” is defined as provided in the McKinney Homeless Assistance Act and State law. The superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy’s implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school’s attendance area may attend that school.

The superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

EMERGENCY DRILLS

Regularly scheduled fire drills will be held. Each room will have proper directions for evacuation of the building.

Disaster drills for maximum protection during severe weather or other disasters will be held at different times. Proper directions for these drills will be addressed by the appropriate classroom teacher and posted in each classroom.

FIELD TRIPS

Teachers or sponsors of any school sponsored trip are responsible for making sure that all students know in advance all requirements for trip attendance. Any student that meets the designated requirements will be allowed to go on the trip.

LOST AND FOUND

Lost and found is located in the main office. The school does not assume responsibility for lost items. It is the student's responsibility to check in the office when an item is lost.

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.

PARENTAL RESPONSIBILITY POLICY

The parents or legal guardians of a Bluford Unit School District 318 student shall be financially responsible in accordance with current State Law for personal injury and property damages caused by the willful and malicious acts of the student. The Bluford Unit School District 318 District shall, when deemed necessary, seek recovery of damages under the Illinois Parental Responsibilities Law, Chapter 70, Section 56 of the Illinois Revised Statutes.

PEANUT FREE SCHOOL

BUSD 318 is a peanut free school. NO food items containing peanuts or processed along with peanuts will be allowed to ensure the safety and well-being of all students of the district. This includes items for lunches, parties, activities, fairs, etc.

PEST CONTROL MANAGEMENT

Structural and landscape pests can pose significant hazards to people, property, and the environment. Pesticides can also pose hazards to people, property and the environment. It is therefore, the policy of the BUSD Board of Education to incorporate pest control management procedures for control of structural and landscape pests.

BUSD has designated a reputable pest control company to spray for pests inside and/or outside the school on a regular basis. The pesticide used is not harmful to students or employees. The application of the pesticide is always before or after school on a designated day set forth by the administration and the pest control company.

PLAYGROUND/RECESS

It is the school's policy that students will be outside for recess unless it is determined to be too frigid. The wind chill will be a factor when determining whether or not recess will be outside or inside.

Weather permitting, all students will go outside and participate in recess each day unless a doctor's note is received stating the student cannot be outside and/or cannot participate at recess. If a student has make up work, it is his/her teacher's discretion to keep the student in from recess to complete the work.

Students are expected to act appropriate and use the equipment the way it should be used. If students misuse the equipment or act inappropriately, they will be disciplined.

SCHOOL LOCKERS

Students are co-tenants with the school, and the administration has the right to search periodically for anything that could be dangerous to the health and safety of our students. Bookbags should remain in lockers during the school day.

Students are forbidden to be in possession of contraband or weapons on the property of Bluford Unit School District 318. Bluford Unit School District 318 Board of Education delegates the authority to the administrators to search any student which they feel may be in possession of materials or substances which would be harmful or dangerous to the staff and student body.

SCHOOL SUPPLIES

Children are expected to be furnished with certain school supplies by their parents/guardians. All students need an inexpensive pair of tennis shoes or sneakers for gym class. Other required items will be dependent upon the grade levels.

SEX EQUITY GRIEVANCE PROCEDURE

1. Inquiries regarding possible sex discrimination shall be directed to the District Equity Coordinator (principal).
2. Within seven (7) calendar days of inquiry, the Coordinator shall send a copy of the district's sex equity policy and grievance procedure to the inquiring individual (s). This grievance procedure is available to anyone wishing to file on behalf of a student or students.
3. Upon receipt of a written grievance, the Coordinator shall initiate an investigation of the grievance, involving others to the extent necessary and appropriate. The Coordinator may seek advice from related state agencies or legal counsel.
4. Within sixty (60) calendar days of receiving the grievance, the Coordinator shall render a written decision. Copies of the written decision shall be given to the Grievant, the party charged (if any), and the superintendent
5. If either the Grievant or the party charged is not satisfied with the decision rendered by the Coordinator, the decision may be appealed within fifteen (15) calendar days to the School Board by submitting a written request for hearing before the Board, addressed to the Office of the superintendent. Copies of the grievance and the Coordinator's decision

shall be forwarded by the superintendent of the School Board. The School board shall review the aforementioned documents at its next regularly scheduled meeting, at which time both the Grievant and the party charged shall be given the opportunity to be heard before the Board. The School Board shall render its written decision on the appeal within fifteen (15) calendar days of the date on which the grievance decision was considered and/or heard.

6. If either the Grievant or the party charged is dissatisfied with the School Board's decision, a further appeal may be made to the superintendent of The Educational Service Region, and ultimately, to the State Superintendent of Education. Appeal outside the district should be made in a timely fashion.

NOTICE: The Grievant is entitled to confidentiality. The Grievant shall not be subjected to harassment or retaliation as a result of having filed a grievance or appealed a decision.

The Coordinator shall be available to provide assistance to the Grievant as needed in the preparation and processing of the grievance and in the appeal of decisions.

The Coordinator for Bluford Unit School District 318 may be contacted by calling or writing.

Coordinator:

Nicole Henson

901 S. 6th Street

GS 618-732-8242

HS 618-732-6121

nhenson@blufordschools.org

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 – 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.

STANDARDIZED TESTING

Students and parents/guardians should be aware that students in grades 3 through 8, freshman, sophomores, and juniors in high school will take state standardized tests. The iReady local standardized tests will be given to all students in grades K-9 three (3) times per year. Tenth and eleventh grade students may test up to three (3) times per year, depending on their performance on the initial test in those years. Parents 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.

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association¹ before being allowed to participate in any athletic activity, including practice or competition.

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

STUDENT INSURANCE

BUSD only offers optional purchase student insurance. If you are interested, please contact the district office at (618) 732-8242.

STUDENT RECORDS

An accurate cumulative record shall be maintained for every student in the BUSD. The records will be maintained in accordance with the following criteria:

¹

1. All cumulative records shall be made available for inspection by parents within twenty-four hours after the request is made to the particular school principal in charge of the records in question.
2. Parents shall have an opportunity for a hearing to challenge the contents of their child's records, to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any inaccurate, misleading, or otherwise inappropriate data contained therein. The initial hearing will be held in the office of the superintendent within ten days of the request and the initial hearing officer will be the superintendent. If a satisfactory agreement is not reached at the initial hearing, the parents may appeal the decision to the Board of Education within thirty days of the initial hearing.
3. Written permission of the parents or the student after he or she has attained the age of 18 years is required before records are released to any person or agency other than those included in the following list:
 - 3.1 Other school officials, including teachers within the educational district or cooperating agency who have legitimate educational interests.
 - 3.2 Representatives of the Federal and State government as defined in Section 438 b-1C of Federal General Education Provisions Act.
4. Records will be released to other schools when a student transfers upon the written request of parents or legal guardian. If parents refuse to give written permission, they will be notified that the records are being transferred, given the opportunity to receive a copy of the records, and opportunity for a hearing to challenge the content of the record.
5. Written requests for release of records shall contain specifications by the parents that the records are to be released, to whom, and with a copy released to the student's parents upon request.
6. Records will be released in compliance with judicial order, or pursuant to any lawfully issued subpoena, and the parents shall be notified of all such orders of subpoenas in advance of compliance therewith.
7. When a student attains the age of 18 years, he or she shall have the same rights as parents in reference to school records.

STUDENT RIGHTS AND RESPONSIBILITIES

The privileges and rights of all students are guaranteed without regard to race, religion, sex, creed, national origin, or handicaps.

Students have the right to advocate change in any policy or regulation. Students may exercise their right to freedom of expression through speech, assembly, petition, and other lawful means. The exercise of this right shall not interfere with the rights of others. Freedom of expression shall not be utilized to present material which tends to be obscene or slanderous, or to defame character, or to advocate violation of federal, state and local laws, or official school policies, rules, and regulations.

TEACHEREASE

Teacherease is a student data entry system, which parents can access to have up-to-date information regarding their children's education. All parents are encouraged to provide the school's office with an email address, which will allow parents to set up a Teacherease account.

TREATS/FOOD/GIFTS

All treats or food brought in for parties, activities, and/or fairs, excluding students' lunches, must be store bought, prepackaged food. No homemade treats or food will be allowed for any occasion or reason except for students' lunches. NO items containing peanuts or processed along with peanuts will be allowed.

Items delivered to students, such as flowers or gifts, will stay in the office until the end of the school day. **Vases, balloons, and gifts too large for backpacks will not be allowed to go home with a student on the bus.**

USE OF THE TELEPHONE

Students will not be called out of class for telephone calls unless it is an emergency. Permission to use the phone must be secured from the office.

VISITORS

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.

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.

VOLUNTEERS

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

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