



**BOURBONNAIS ELEMENTARY SCHOOL DISTRICT #53**

**STUDENT HANDBOOK**

**2016-2017**

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## DISTRICT STAFF INFORMATION

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281 West John Casey Road  
Phone: 815-929-5100  
Web: <http://www.besd53.org>  
Dr. Daniel Hollowell, Superintendent  
Dr. James Duggan, Director of Instruction  
Kevin Baker, Director of Business Services  
Dennis Crawford, Assistant Director of Business Services  
Shawna Taylor, Receptionist  
Lisa Leppert, Superintendent's Secretary  
Cathy Langlois, Director of Instruction Secretary  
Mary Beth Mathis, Bookkeeper  
Michelle Brosseau, Reading Coordinator  
Roger Hale, Director of Technology

### Bourbonnais Upper Grade Center

200 West John Casey Road  
Phone: 815-929-5200  
Jeff Gindy, Principal  
Shannon Swilley, Associate Principal  
Tracy Pettet, Secretary  
Melody Higgins, Secretary  
Becky Payne, Secretary

### Liberty Intermediate School

1690 Career Center Road  
Phone: 815-929-5000  
Mary Bicknell, Principal  
Abby Saldivar, Associate Principal  
Marie Dersien, Secretary  
Pam Waszak, Secretary

### Alan B. Shepard School

325 North Convent  
Phone: 815-929-4600  
Shirley Padera, Principal  
Kim Butterfield Secretary  
Kristie Hodge, Secretary

### Shabbona School

321 North Convent  
Phone: 815-929-4700  
Jon Hodge, Principal  
Sharon Bowman, Secretary  
Jackie Hazzard, Secretary

### Noel LeVasseur School

601 W. Bethel Drive  
Phone: 815-929-4500  
Jenn Longtin, Principal  
Sandy Dato, Secretary  
Jeannie Guebert, Secretary

### Student Support Services

Bernadette Henriott, Director  
Ph. 815-929-5130  
Erin Emerson, Nurse Ph. 815-929-5285  
Natalie Brandon, LPN  
Megan Allsteadt, LPN  
Andrea Sexton, School Psychologist  
Ph. 815-929-5256  
Nichole Dailor, School Psychologist  
Ph. 815-929-5056  
Julie Langer, Social Worker, Ph. 815-929-5257  
Diana Estes, Social Worker, Ph. 815-929-4655  
Michael Keigher, Social Worker, Ph. 815-929-5004  
Grace Thompson, Social Worker, Ph. 815-929-4500  
or 815-929-4700  
JoAnne DeYoung, Student Support Services  
Secretary

### Transportation – Bus Garage

Mike Stone, Transportation Director  
Ph. 815-929-5151  
Lydia Robertson, Transportation Secretary,  
Ph. 815-929-5150  
Pandy Johnson, Dispatcher, Ph. 815-929-5155

## GENERAL INFORMATION

*It is understood the Handbook for Parents may be amended during the school year without notice. This published Handbook for Parents is the latest version and its contents are applicable to all students. The administration will notify all parents and students via the District website, where possible, of any changes to the Handbook for Parents.*

### Daily Time Schedule and Before School Supervision

#### **NOEL LeVASSEUR, SHABBONA and ALAN B. SHEPARD SCHOOL**

8:30 a.m - Classes Begin

3:30 p.m. - Dismissal

Alan Shepard Pre-K AM - 8:30-11:15 PM - 12:45-3:30

**NOTE:** There is no supervision for students arriving before 8:15 a.m. Do not drop off children prior to this time. At dismissal time, non-bus riders should be picked up immediately after the 3:30 dismissal bell.

#### **BOURBONNAIS UPPER GRADE CENTER and LIBERTY SCHOOL**

7:45 a.m - Classes Begin

2:45 p.m. - Dismissal

(Zero hour 6:50 a.m. – 7:40 a.m. at BUGC ONLY)

**NOTE:** There is no supervision for students arriving before 7:30 a.m. Do not drop off students prior to this time.

### Attendance

Students are expected to be present on all school days except for absences defined by Illinois School code such as illness, observance of a religious holiday, death in the immediate family or family emergency. Family vacations during the school year are discouraged and considered unexcused. Education is the cumulative result of many experiences on a regular basis. Interruption of these planned experiences generally has a detrimental effect on the quality of a student's education. Parents are urged to avoid removing their children from school classes unless absolutely necessary.

We care about the safety of each of our students. Therefore, your assistance as a parent is REQUIRED (Illinois School Code, Ch. 105 paragraphs 5/26 -5/26-15) in the following ways.

1. Call your child's school each day she/he is absent or if she/he must leave early for or arrive late from an appointment during the day. The call should be made before 8:00 a.m. for the Upper Grade Center/Liberty and 8:45a.m. for Shabbona/Shepard/LeVasseur. (or by 12:00 p.m. for afternoon prekindergarten). Schools have voice mail for recording calls.
2. Please provide the student's name, grade and reason for absence. We will also want the name of the person calling.
3. Calls will be accepted only from the parent or adult responsible for the student. If a call has not been made to the school on the day of a student's absence, a school official will call the home to inquire why the student is not in attendance.
4. For full school day credit a student (grades 2-8) must be in session for 300 minutes, for half-day credit 150 minutes. Students must be present for 240 minutes in kindergarten and first grade and 120 minutes in ½ day pre-kindergarten for full-day credit.

5. For longer absences, such as extended illnesses, it will not be necessary for you to call each day. Instead, inform the school of the days your child will be gone when you make the initial call.
6. Provide the attendance center in which your child is enrolled with two telephone numbers, enabling school personnel to contact you about illness or emergency.

Excessive absences either excused or unexcused can be referred to the Truancy Division at the Iroquois/Kankakee Regional Office of Education at any time. A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor.

Make-up work is the responsibility of the student regardless of reasons for absence.

## School Zone Regulations

Drivers are reminded to observe the special speed limit while passing schools. Drivers that inappropriately pass school buses while loading or unloading will be reported to authorities.

## Crossing Guards

A crossing guard is provided by the Village of Bourbonnais for the safety of students and is located at Bethel Drive/LeVasseur School. Students are to obey the directions of crossing guards.

## Bicycles, Skateboards, Scooters, Etc.

1. Students should understand bicycle, skateboard, scooter, etc. safety regulations and follow them. (Examples: Obey stop signs, no riding double, etc.) Safety regulations may be found at [www.isp.state.il.us](http://www.isp.state.il.us) )
2. Bicycles must be parked in designated areas as soon as the student arrives at school. Preferably bikes should be individually locked.
3. Bicycles, skateboards, scooters, etc. must be **walked on the school property**.
4. Bicycle, skateboard, scooter, etc. riders must cross at crosswalks or the crossing guard location(s).
5. In case of loss or damage, the student's parents should report such loss to the police.

Anyone who does not abide by these regulations will lose the privilege of riding a bicycle, skateboard, scooter, etc. to school. BESD is not responsible for damage or loss of bicycles, skateboards, scooters, etc.

## School Closings

There are times when it becomes necessary to close school due to inclement weather and/or school emergency situations. Information regarding closings will be sent to your phone via Skylert Automated Message and posted on social media. This communication is used by Bourbonnais School District No. 53 for official announcements regarding school closings.

## Severe Weather Warning or Other Emergencies

Tornado "Watch and Warning" ... A Tornado -WATCH" is in effect when conditions exist that may spawn a tornado. If a 'watch' is in effect at the close of the school day, students **will be** dismissed. A 'WARNING" however, means that a tornado has been sighted in our immediate area or is traveling

toward our area. When a "warning" is received, emergency procedures are immediately implemented, and students are taken to areas of safety. If the "warning ~ is in effect at the close of the school day, students **will NOT** be dismissed until an –ALL CLEAR" is announced. School Administrators determine when conditions are safe.

School is subject to be canceled for the safety of the students if temperatures are expected to reach negative 30 degrees (wind chill) or colder. This decision will be made by the Superintendent.

When weather conditions (tornado, snow, etc.) cause the threat of school closing or early dismissal, **parents** should have a **prearranged** procedure to follow. It is impossible for the offices to handle the requests with which they are deluged when these situations occur.

If parents come to the school to get their children during such weather conditions, the procedure is that they remember the following:

Go to the school office and ask for your child. **Do NOT** go into the classroom yourself and get your child. To secure the safety of students and comply with Illinois statutes, we must have an accurate accounting of students during emergency situations. It is absolutely essential for us to record your child's departure from school.

If you have questions concerning school closings or emergency procedures, please call the principal at your child's school.

## Safety Drill Procedures and Conduct

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

## Bus Rules

Bus transportation is provided for all pupils living at least 1.5 miles from the school attended and for those who live under 1.5 miles if there is not a safe walking route to the school grounds. Each person involved with student transportation is interested in providing the safest system possible.

Generally, each student is permitted one pick up point and one drop off point. However, the District is aware of the complexity of our families' schedules and will attempt to provide support when possible. The District can safely manage students who may need to be transported to alternate locations on a consistent schedule. If your child does need alternate transportation, you **MUST** follow these steps:

- DO NOT CALL THE BUS GARAGE—this must be managed at the school.
- Place in writing (or email) to the building principal the alternate location for the bus drop off and what the drop off schedule will be (certain days, certain weeks, etc.).
- Make the request **AT LEAST** 24 hours in advance.

- DO NOT ASSUME the request will be honored until it is confirmed by the school office via email, note, or phone call.

By following these steps, we can properly notify the bus garage, the teacher, the bus driver, and the bus duty staff of the alternative busing request. This will allow us to accomplish both goals safety for our children and supporting our families' needs.

## **ASSERTIVE DISCIPLINE**

Children are under the direct authority of the bus driver while being transported to and from school. Please be sure your bus riders are familiar with the following rules and expectations. This will assist us in the safe transportation of all students.

Student Behavior Expectations: These should be reviewed with all students at the beginning of the school year.

1. Arrive at the bus stop five minutes before the designated time
2. All school rules apply on the bus, at the bus stop, or waiting for the bus.
3. In the event of an emergency stay on the bus and await instructions from the bus driver.
4. Return home if the bus is missed (running after the bus is not safe).
5. Board and get off buses at your stop only.
6. Get on the bus, sit down, and stay seated.
7. No foul language.
8. No shouting or screaming.
9. Be totally quit when the bus stops at railroad crossings.
10. Only students whose names are on the driver's passenger list and authorized school personnel are permitted to ride the bus.
11. Students are responsible for any damage they do on the bus.
12. Keep all body parts and other objects inside the bus.
13. Eating and drinking is not permitted on the bus.
14. Large items are not allowed the bus.
15. No video or audio recording is allowed on the bus.
16. No non-students other than parents serving as chaperones or Elementary School District 53 employees are to ride on district buses unless permission is obtained.

### General Rules:

1. Follow adult instructions.
2. Sit properly in assigned seats.
3. Inside voices.

## **BUS REFERRALS**



A student's failure to comply with the above rules and expectations could result in loss of the bus riding **privilege**. Students have the responsibility to conduct themselves properly on the bus and at bus stops. Students are to respect the rights and feelings of fellow students, parents, and school personnel.

The following steps are to be taken for students not following the bus rules:

- 1st Violation: Driver issues verbal warning student.
- 2nd Violation: Driver takes steps to remedy situation which may include asking the student to put away object, assigning a new seat, or confiscating the object.
  - a. Any confiscated object should be returned at the end of the route, or turned in to a school official to coordinate the return of the object.
- 3rd Violation: Driver enters disciplinary referral into Skyward.
- Severity Clause: An incident may warrant an immediate referral. This is at the discretion of the driver and the school officials.

## Video and Audio Monitoring Systems on Busses

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

## Bus Emergency Weather Procedures

When a tornado siren is sounded or during an active electrical storm, all buses will return to the nearest school with the students and move them into the building until weather conditions are safe. Variances may occur when buses are a distance from a safe harbor location i.e. District boundaries.

If a tornado warning is issued during dismissal, area sirens will be sounded and these steps are to be followed when in a bus. The bus drivers will take the students who are already on board the bus to the nearest school building or a building with substantial shelter area. The bus driver will notify the district Transportation office with the location of where they will be sheltering your children.

If the tornado warning occurs at or near dismissal time while the children are still in school, the children will be held in safety areas at school until an all clear is given. Parents may come to the school and sign out their own children if they wish, but they may not sign out other children even if they are on the emergency list.

**LIGHTNING STORMS AT ARRIVAL AND DISMISSAL TIME WHEN RIDING A BUS:** If lightning is occurring at arrival or dismissal time, bus riders will not be dismissed from the bus or the school building until it is safe. At dismissal time car riders and walkers will be held inside the school until conditions are safe. If

lightning is occurring while students are on the bus, bus drivers will approach their first stop and pull off to the side of the road in a safe manner to wait out the threat of the storm.

## Free and Reduced Lunch / Book Fee Waiver

Waiver or reduction of lunch costs and/or waiver of book fees may be allowed if certain income or other criteria are met. If you have questions, please contact your child's building principal. Applications will be considered within ten days and the applicant will be notified of the outcome. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, technology, supplies, and/or equipment.

## Classroom Treats/Food Guidelines

**Invitations, Gifts, and Birthday Treats:** Birthday gifts, or **birthday treats shall NOT be brought to school for distribution.** Gifts such as flowers, balloons, etc. shall NOT be delivered to school. Invitations are of a personal nature and individual personal invitations may be mailed home using a classroom directory specific for each classroom. Invitations shall NOT be brought to school unless they include the entire classroom or entire same gender as your student. The office is unable to release addresses and phone numbers of students who are not listed in the classroom / school directory.

**Classroom Holiday Parties (Pre-K-5th grade):** Harvest Day and Valentine's Day parties allow treats but all treats/food have to be store bought, unopened, and individually wrapped and distributed by those wearing food-handling gloves. Due to food allergies, please communicate with teacher before bringing treats to school. Wellness Plan Board Policy #6:050.

## Field Trips

Field trips provide an effective and worthwhile learning experience for students. Field trips are encouraged and supported when experiences are an integral part of the school curriculum and contribute to the District's educational goals. Guidelines for field trips scheduled during the school day are as follows:

- All field trips shall be adequately supervised by staff members and other adults with an appropriate student/supervisor ratio as determined by administration.
- Supervising parents are to attend without younger children so time and supervision can be given to our students and to the educational purpose of the trip. Only children for whom this trip is planned will participate in the event.
- Students and adult supervisors are required to ride the District's buses to and from the trip/event
- Parental permission is granted at registration for trips within Kankakee County, permission will be obtained separately for trips outside of Kankakee County.
- Chaperones must be 21, unless the parent of a child in the classroom.
- Chaperones must stay with the group of students assigned until chaperone duties are completed.
- Chaperones shall be responsible for the continuous monitoring of their group's activities.
- Teachers reserve the right to assign and/or reassign students to groups.
- Chaperones are to serve as positive role models, display appropriate behaviors at all times and refrain from the use of tobacco and/or inappropriate language from the time of arrival at the school until departure from school when the activity has been completed.

- The district reserves the right to conduct a **criminal background check** on any parent/grandparent/sibling/adult chaperoning any field trip or entering any school.
- Please Reference Board Policy #6 :240 for additional information.

## **Tobacco Free Policy**

In compliance with Illinois statutes, the School Board has adopted a tobacco-free policy for the District. No person shall smoke or otherwise use tobacco products, including electronic cigarettes, while on school property, in school parking lots, in school owned vehicles, or in a vehicle used for school purposes. (Board Policy 5:055)

## **Sexual Abuse Instruction**

Bourbonnais Elementary School students may be educated with information / instruction on avoiding sexual abuse.

## **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.

## **Animals at School**

Before a student or visitor may bring any pet or other animal into school, permission must be obtained through the form, Guidelines and Application for Using Animals in School. Board Policy 6:105

## **Breakfast /Lunch**

Nutritionally balanced breakfasts and lunches are provided at a reasonable cost to the students. Parents may apply for free or reduced meals at the office of their youngest child's school. Breakfast service will begin at the times the students are allowed into the building. The total lunch period in lower grades (K-4) lasts 45 minutes. Approximately 30 minutes are provided for eating and 15 minutes for recess. The total lunch period in upper grades (5-8) lasts 24-30 minutes. Students are not to leave the school during lunch unless signed out in the office and accompanied by parent or guardian.

As with our other programs, parents are welcome to visit the lunch rooms. However, we ask that these guidelines be followed:

1. The visit should be non-disruptive. We feel that most parents would be opposed to their child being questioned or disciplined by a visiting parent. This applies to the extension of the lunch period to the playground (recess).
2. The child of the visiting parent or other children, should not be made to feel uncomfortable (i.e. bringing in elaborate lunches or snacks such as ice cream, to be eaten in front of the other children).
3. If the visiting parent chooses to eat from the hot lunch line, he/she must call the school office for a reservation to ensure adequate food quantities.
4. Students are NOT permitted to leave school during their lunch period unless leaving with their parents). Therefore, students must participate in the school hot lunch program or bring their lunch

to school. Students leaving for lunch are expected to return on time for their next class. Lunch periods are 24-30 minutes. Returning to school late is considered an unexcused tardy. Due to various food allergies, students are not allowed to share or trade food.

## Labels/Lost & Found

With the exception of PE shoes, it is not required that clothes be labeled. However, parents could save a considerable amount of money if they would permanently mark coats, hats, boots, sweaters, etc. which belong to their children. At the end of each semester personal items that have not been claimed are given to charities.

## Recess and Physical Education Dress

1. Pre-K to 4th grade children are required to participate in outside activities (recess) as planned by lower grade faculty for fifteen-minute intervals during the day unless prohibited by the weather (rain, heavy snow, and/or wind chill factor below 18 degrees). Children should dress appropriately including shoes, so the activity can be a pleasant and safe situation for them. Exceptions to participating in outside activities will be granted for up to three days, for reasons of illness, when requested by a parent. Exceptions beyond the three days will be given only when a doctor's excuse is on file in the office.
2. All children have physical education or planned physical activities five days each week. Tennis shoes are required for this activity. They are to be kept clean and should not be the same shoes worn each day for school. Gym shoes are kept in the student's classroom or locker when they are not being used.
3. Upper Grade P.E.- Students take physical education five times each week. The regulation P.E. uniform is required for physical education classes. This can include the BUGC uniform or the BBCHS uniform.

## District Dress Code

Bourbonnais Elementary School District No. 53 is a Pre-K through 8 district. The Student Dress Code applies to all students attending District No. 53 schools. The Student Dress Code exists to support a safe and effective learning environment. Students are required to wear clothing that covers the skin from the shoulders through the majority of the leg above the knee. Clothing must be the appropriate size for the person wearing it.

Clothing may not exhibit words or products that are considered inappropriate for minors and school officials have the authority to make that decision on an individual basis. Shoes must be safe and appropriate for school. Hats, hoods and headgear are not allowed in school. Contact your child's building administrator should you need more information.

## Extra-Curricular Activities

Students in grades 6, 7 and 8 have many opportunities to participate in extracurricular activities. As a member of the Illinois Elementary School Association (IESA) students can participate in competitive athletics, academic, and fine arts contests if they are eligible. Eligibility status is checked on a weekly basis per IESA guidelines.

The following achievement/work habits matrix will be used to determine eligibility for extracurricular:

<b>ACHIEVEMENT--&gt;</b>	4	3	2	1
WORK HABITS 3	E	E	E	PC
WORK HABITS 2	E	E	PC	N
WORK HABITS 1	PC	PC	N	N

- E = Eligible
- PC = is eligible to participate after having a “parent conference” to discuss work habits and achievement.
- N = NOT Eligible.

**Extra-curricular activities include:**

Athletics: Basketball, Track, Cross Country, Volleyball, Baseball, Softball, Wrestling and Cheerleading for grades 6, 7 and 8.

Fine Arts: Band, Group, Solo and/or Ensembles; Orchestra, Chorus, Group, Solo and/or Ensembles; Speech Contest and Scholastic Bowl Team.

**Eligibility for Extra-curricular Athletics**

1. CURRENT PHYSICAL EXAMINATION (must be on file in the school nurse’s office prior to tryouts. (Within one calendar year of the sport season)
2. CURRENT INSURANCE FORM filled out yearly by the parents, school and/or family insurance.
3. BIRTH CERTIFICATE (baptismal certificate is not acceptable) is required by IESA office. Copy must be on file in school main office.

**Student Athlete Concussions and Head Injuries**

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

**Bullying, Intimidation & (Sexual) Harassment**

Bullying, intimidation, and (Sexual) Harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses, and transportation vehicles, or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon perceived race, color, nationality, immigration status, sex, sexual orientation, gender related identity or expression, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as

homeless, or actual or potential marital or parental status, including pregnancy, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristic or any other distinguished characteristic. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

**Bullying means any severe or pervasive physical or verbal act of conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear or harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the students academic performance; (4) substantially interferes with the student's ability to participate in or benefit from services, activities, or privileges provided by the school.**

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

Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures and images is 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, or cellular phone.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences. (Board Policy 7:20, 7:180, 7:190, & 2:260.)

## **Sexual Harassment**

Students who believe they are victims of sexual harassment are encouraged to discuss the matter with the building principal, or a District complaint manager. Complaint managers: Jeff Gindy (929-5291) and Bernadette Henriott (929-5130).



## Suicide and Depression Awareness and Prevention

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

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

## Visiting School – Safety and Security Measures

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. (BP 6:250) 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. In the interest of school safety and security **all parents and other visitors must enter the front door, stop at the office to sign in and present a Driver's License or State I.D. card**, which will be scanned with V-Soft Technologies. Visitors will receive a badge to wear before proceeding to other areas. The visitor's badge must be worn and visible at all times. Visitors will be asked to present their driver's license for identification purposes. This procedure does not change the long-standing policy of schools being "open" to parents. ALL parents should feel free to visit their child's school as long as the visit concurs with the following guidelines.

1. Classroom visits must be non-disruptive. The visiting parent must not speak with students or attempt to speak to the teacher during a classroom visit.
2. Bourbonnais Elementary School District appreciates and encourages the use of volunteers to increase students' educational accomplishments, to provide enrichment experiences for students, to increase the effective utilization of staff time and skills, to give more individual attention to students and to promote greater community involvement. We do however have a rule in place that does not allow younger children to accompany parents on school visits or field trips due to liability and disruption problems when the parent is going to have direct interaction with the students. With the exception of lunch and school performances we thank you for making childcare arrangements for younger siblings. This includes, but is not limited to Harvest and Valentine parties. If you have any questions regarding this policy please contact your building administrator.
3. When parents visit they must not attempt to supervise the students.
4. Non-enrolled students of a similar age may be able to visit a classroom on a limited basis, **only** if prior approval has been given by a building principal. Visitors may **not** ride district buses.
5. When visiting school for the purposes of chaperoning a party, providing assistance in the school or classroom, or working with students, administration and teachers, younger siblings and children under the care of the visiting parent or adult are not allowed to attend the school function with the parent or adult visitor.

Illinois School Code, Ch. 105, 5/24-5 **makes it a crime for *any* person to refuse to tell a school employee his/her name and purpose for being on school property.**

## Accommodating Individuals With Disabilities

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

## Teacher Qualifications

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

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the District Administrative Office at (815) 929-5100.

## PARCC

Students and parents / guardians should be aware students in grades 3-8 are required to participate in the PARCC standardized test. Students in grades 5 & 8 also participate in the Illinois Science Assessment. Parents are encouraged to cooperate in preparing students for the standardized test. The quality of the education Bourbonnais Elementary School District provides is partially dependent upon the school's ability to continue to prove its success in the PARCC standardized test.

## Student Off-campus Behavior

Parents and students need to be informed that if a student's off-campus conduct materially, or substantially, disrupt or pose a true threat and interfere with the school's educational functions. Then the student can be disciplined to include school consequences or criminal charges when applicable. Rules of conduct extend to bus stops and while walking to and from school.

## Notes and Phone Calls

Give your children any special instructions for the school day prior to the time children leave for school. Also, to avoid confusion and misunderstanding, please take time to write a note providing information we should have. **Without a note or a phone call from a parent, no special arrangements will be permitted.** Please refrain from using Email as a primary communication for notifying the classroom teacher of a change in transportation. Except in emergencies, students are not called to the telephone and are not permitted to use the telephone to call home. The office secretary will deliver only IMPORTANT and EMERGENCY messages to the students.



Teachers are not called from their classes to talk with parents. Voice mail messages may be left for teachers to return calls as soon as time allows. Frequent or lengthy telephone conversations indicate the need for a parent-teacher conference, and one should be arranged.

## **Student Participation in District News Releases, Web Pages, and Publications**

Classrooms may create a variety of projects throughout the year. There is a possibility that pictures of your student and/or their work/accomplishments may be used in District news releases, classroom web pages, video recordings, and local and regional newspapers. Student pictures used on web pages will not be identified by names. If your child's work is selected for inclusion on web pages, only his/her initials will identify it. At registration, parents will be provided a signature form to grant permission or disallow identification of their child in community/web communications.

## **Communication of Complaints**

Concerns and constructive criticism are welcome when they are motivated by a sincere desire to improve the quality of education. Issues are best handled and resolved as close to their source as possible. Staff should have the opportunity to consider the issues and to attempt to resolve the problems first. Therefore, the proper channeling of complaints involving instruction, a discipline or learning material is: 1. Teacher; 2. Principal; 3. Superintendent. Attempts to resolve concerns must be made at each point before proceeding to the next position.

## **Internal, External, Social Media and Home Based and Other Technological Sites**

While home-based student web sites and other uses of home-based computers are regarded as a benefit to a student's computer literacy, the student needs to be aware of the following:

- Using a home-based or other off-campus computer such that the use results in material and/or substantial disruption to the school and/or a true threat will constitute grounds to investigate whether the use violates applicable law or district rules. Should such misuse be determined, the school will implement appropriate consequences as defined in the student discipline code.
- Cyber bullying may result in suspension, expulsion, or other discipline, based upon the seriousness of the offense's impact or the threat's ability to have caused material and/or substantial disruption were it carried out.
- Making an explicit threat on an internet website/Social Media website against a school employee, a student, or any school related personnel if the Internet/Social Media 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.

## **Standards-Based Grading**

In the 2015-2016 school year, BESD53 transitioned to a new reporting system in order to provide more accurate and meaningful feedback for parents, students, and other educators. Additional information can be found on our website at <http://www.besd53.org/Page/1986>

## Progress Reports

The report card, which is issued quarterly to all students in grades K-8, is one way of informing parents of children's progress in school. This report reflects current academic achievement and work habits (homework, behavior, etc.). One of the best ways to be an informed parent when it comes to your child's progress is Family Access. Simply visit the District Website and click on the Family Access Link below the Parent Menu Heading.

Additionally you can acquire information concerning students' progress is through a parent-teacher conference. It is for this reason that the district schedules specific conference times into the yearly calendar. Parents are required to meet with the teachers of each student In grades Pre-K - 6 on parent/teacher conference days to discuss student progress. Upper Grade Center teachers are available for conference at parents' request and should schedule conferences as would lower grade teachers to maintain home/school communications. Teachers will contact parents if they believe there is a need and in accordance with District Policies (6:280, 6:280R, 7:400, and 8:95).

Parent/Teacher conferences are a collaborative partnership to enhance communication and provide an understanding of how a student progresses in school. Some suggestions for making this process a success include :

1. Think about what can be learned from the conference-what are the questions to ask?
2. Talk with the student ahead of time to determine what she/he thinks their teacher will share regarding likes, dislikes, problems, successes, etc.
3. Ask for an explanation about anything that is not clear.
4. Be prepared to talk as well as listen.
5. Be sure to let the teacher know about anything that might affect the student's learning.

## Sex Offender Registration

Please be aware of the Public Act 94-004: This legislation requires that principals and or teachers of public or private elementary or secondary schools notify parents that information about sex offenders is available to the public. The sex offender information is available at [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor).

## 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.

## **Internet Acceptable Use**

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. Parents will sign an Authorization for Electronic Network Access (Board Policy 6:235-E2) at registration which outlines all terms and conditions defining acceptable use.

## **The Virtual Backpack**

The Virtual Backpack is helping BESD53 "go green" by allowing approved non-profit community organizations to post flyers online. We hope you find this tool helpful! Please contact the BESD53 Superintendent's office for more information at (815) 929-5181, or via email at [leppertl@besd53.org](mailto:leppertl@besd53.org). To add a flyer to the Virtual Backpack, please complete the online request form on the District webpage under the For Families.

# STUDENT REGISTRATION AND RESIDENCY

## *Registration Requirements*

All students enrolled in District No. 53 will be required to show proof of residency including photo identification for the parent or guardian registering them. A registered birth certificate is also required of all students who enroll in the district for the first time. A child may be enrolled without a birth certificate and will have 10 days to present a county issued (registered) birth certificate, passport, or state issued letter in the case of a foster child. To enter kindergarten a child must be five years of age on or before September 1 of the current school year. To enter first grade a child must be six years of age by the same date. Students transferring from a public school within the state of Illinois, MUST have a "Student in Good Standing" form.

Illinois law requires that all children entering schools for the first time provide evidence of physical examination and necessary immunizations for communicable diseases.

## **Residency Requirements**

HB3426 which took effect January 1, 1997, provides that a tuition charge be made if a nonresident pupil is found to be improperly attending Bourbonnais Schools. This change adds 5/10-20.12b to The School Code and includes a hearing process under which a person who has legal custody of the pupil may challenge the school board's determination of the pupil's non-residency. It is now a Class C misdemeanor to knowingly enroll or attempt to enroll a nonresident of a district in a school of that district on a tuition free basis or to knowingly or willfully present to a school district false information regarding the residency of a pupil.

The law establishes residency criteria and defines legal residency as being that of the person having legal custody of the student. Such custody includes the following:

1. A natural or adoptive parent with whom the student lives;
2. Guardianship granted by a court order to-a person other than the student's parents with whom the student resides for reason other than to have access to the educational programs of the district;
3. Short-term guardianship;
4. An adult caretaker, relative who receives Illinois Public Aid for the student;
5. An adult who demonstrates that he has assumed and exercises legal responsibility for the student and provides the student with a regular night-time abode for the purposes other than to have access to the educational programs of the District;
6. Custody awarded by DCFS to a foster family outside of a child's former school district, when accompanied by a DCFS finding that it is in the best interest to continue attending in the former district.

# Health Information

## Insurance

Parents who do not have their own health insurance are encouraged to purchase student accident insurance which helps cover medical costs resulting from accidental injury while traveling to or from school or at school. School districts do not carry insurance policies that make payments for students who are injured as a result of normal school activities. Information and Insurance applications are available at registration. This Insurance is provided as a service and does not generate funds for the school district.

## If Your Child is Eligible for Medicaid/All Kids

The therapy and diagnostic services that his or her school provides are partially reimbursable to the district. Unless you object to this policy in writing, your child's school will receive information concerning these services to the government automatically in order to qualify for Medicaid/KidCare reimbursement

**Please note:** Claims by your child's school for Medicaid/KidCare reimbursement do not have an impact on your personal ability to receive Medicaid funding now or in the future.

Remember; Medicaid reimbursement is a source of federal funds that have been approved by Congress to help school districts maintain and Improve their services for special education.

## Health and School Attendance

1. Attending school is very important; however, a child who is ill should not be in school. It is requested that parents check their child(ren) each morning: if she/he shows any of the symptoms or disorders described on page 22 keep him/her at home.
2. It is the responsibility of parents to provide transportation home when a Child becomes ill at school.
3. Parents should provide the school nurse with information relating to health problems of their child. This information is confidential and is kept on file in the nurse's office. It is, however, important that the school have this information.
4. A child with a temperature of 100° or over will be sent home.
5. EMERGENCY first aid is available at all times. Please do not expect the nurse to diagnose illness and injury.
6. Annual hearing and vision tests are administered by the nurse's office. Vision screenings are done at the kindergarten, first, second, and eighth grade levels. The vision screening is not a substitute for a complete eye/vision evaluation by an eye doctor. If your child wears glasses, they are not required to undergo the vision screening. Hearing screenings are administered at the kindergarten, first, second, and third grade levels. You will be notified by letter If your child has failed the vision and/or hearing screenings. If you have a concern about your child's vision or hearing, please contact the nurse's office.
7. The school reserves the right to exclude any child from school until a note of contagion is received from a doctor. This is the only means at preventing spread of disease within the schools.
8. Exclude from school if live lice are found until after the shampoo (pediculicide) and live lice are removed and cleared by the district nurse. It is recommended that parents assist the schools by doing periodic checks at home. If uncertain about how to do this, please call the District nurse.

## **Home and Hospital Instruction**

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

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend a regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage. For information on home or hospital instruction, contact Mrs. Bernadette Henriott (815) 929-5130

## **Pesticide/Herbicide Application Notice**

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides/herbicides to school grounds. To be added to the list, please contact the Director of Business Services, 281 W. John Casey Rd, Bourbonnais, Illinois 60914, (815) 929-5100. Notification will be given before application of the pesticide/herbicide. Prior notice is not required if there is imminent threat to health or property.

## **Policy for Administration of Medication: Student Medication**

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

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or nonprescription 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 nonprescription medication on school grounds or at a school-related function other than as provided for in this procedure.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian and physician has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel. (Board Policy 7:270; 7:270-AP; and 7:270-E)

## **Students With Food Allergies**

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal.

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

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

## **Physical Examinations and Immunizations**

In accordance with the regulations of the State of Illinois Department of Public Health, District No. 53 requires the following immunizations and exams for school entrance: Physical exam by licensed physician and immunizations.

Illinois School Code does permit objections to health requirements on religious grounds or medical grounds. The religious waiver must be completed by a parents/guardian and licensed physician. The Religious Exemption waiver can be found on the district website or by contacting the school nurse. The Religious Exemption must be submitted to the district nurse. A statement of medical objection must be written and signed by your child's licensed physician and submitted to the district nurse.

State law requires that all entering PreKindergarten, Kindergarten, 1st grade (if kindergarten was not attended), 6th grade students, and out of state transfers need proof of having a physical exam within 12 months prior to entering an Illinois school district. All new students who are first-time registrants shall have 30 days following registration to comply with the health examination and immunization regulations (leg. Ref. 105 ILCS 5/27-8.1)

Students not submitting a physical exam form, including immunization dates by October 15th, will not be permitted to attend school until all the information is received. No appointment cards will be accepted.

District No. 53 will strictly enforce these rules of the Illinois Department of Public Health and the Illinois Office of Education.



## Dental Exams / Student Eye Exams

**Dental Exams:** State law requires all children in Kindergarten, 2<sup>nd</sup> and 6th grades to have a dental exam. School dental exams must have been completed within 18 months of the **May 15th** deadline.

**Eye Exams:** All children enrolling in kindergarten and any children enrolling for the first time in public, private or parochial schools must have an eye examination by an optometrist and present the completed eye examination form to the school on or before **October 15<sup>th</sup>** of the school year.

## Care of Students With Diabetes

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

- A. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- B. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- C. Sign the Diabetes Care Plan (Plans are available at each school building.)
- D. Grant consent for an authorize designated school district representative to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.
- E. Diabetes Care Plans must be renewed each year.

For further information, please contact the building principal.

## Communicable and Infectious Diseases

### 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. For appropriate treatment of head lice refer to the district website or contact the school nurse.
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.



<b>DISEASE</b>	<b>SYMPTOMS</b>	<b>INCUBATION PERIOD</b>	<b>EXCLUSION FROM SCHOOL</b>
Chicken Pox	Low grade temperature; appearance of pink colored lesions which become fluid-filled, turning to scabs in 24-48 hours.	14-21 days ; Lesions usually appear the 13-17 <sup>th</sup> day after exposure.	Until all vesicles have become dry and scabbed over and no fever
Common Cold	Red nose. watery eyes, generally tired feeling .	One day before onset of symptoms to 5 days after symptoms begin.	For fever of 100° or greater
Head Lice	Scratching of the scalp, pin point sized gray/white eggs (nits) attached securely to the hair shaft. Presence of live tee	Eggs hatch in 7-10 days	Head lice- exclusion from school: If live lice are found, exclude from school until after the shampoo (pediculicide) is completed and no live lice are found. Must be cleared by the school nurse before returning to school.
Pink Eye (Conjunctivitis)	Pink redness of the eyes, white or yellowish discharge on the eyelids. eye pain and/or itching.	1-3 days until active infection resolves and medication given for 24 hours.	Until 24 hours after treatment begins or child is examined by a physician and approved for readmission to school.
Ringworm	Highly contagious disease of the skin and scalp, begins as small, rounded elevate., scaly grayish patch on the skin or scalp. Affected hair is dry and brittle. Hair is eventually lost leaving bald patches. Mild itching. The skin will have a red ring that continues to become larger if left untreated.	10-14 days -Fungus persists on contaminated material as long as untreated lesions are present	Until 24 hours after treatment begins.
Fifth Disease	Blotchy rash begins on cheeks and spreads to exposed areas of the extremities. Low grade fever. Rash may occur intermittently for many days. Women of childbearing age should consult their physicians concerning problems of exposure during pregnancy.	4-12 days	Exclusion from school until no fever or child is examined by physician and approved for readmission to School
Streptococcal (Strep) Throat and/or Scarlet Fever	Fever, sore throat, often enlarged, tender lymph nodes in the neck. Scarlet fever-producing strains of bacteria cause a fine red rash (reddish blush rash that fades on pressure) which starts on upper chest or face. This appears one to three days after onset of sore throat. Untreated or incompletely treated cases are at risk of developing rheumatic fever or inflammation of kidneys. Hand washing, covering mouth when coughing/sneezing, and completing the full course of antibiotic are important.	Usually 1-3 days. Spread by person-to-person direct contact with nasal secretions.	Exclusion from school until 24 hours after treatment begins, readmit provided fever is absent.

## **Student Absence for Communicable Disease**

When a student has been absent for more than 5 days with any illness other than familiar communicable diseases (chicken pox, measles, mumps, etc.) a doctor's note is required for the student to be readmitted to school. When a student is absent or is sent home with a highly contagious disease (impetigo, ringworm, undiagnosed rashes, etc.) a doctor's note is highly recommended when the student is readmitted to school.

Any other absence of more than five days may require a Doctor's statement.

Information regarding the handling of other communicable or chronic infectious diseases is available in the Bourbonnais Elementary School District No. 53 policy manual (Section 200, 400, 500, 700).

# Special Services

## Student/Special Education Services

Students in Bourbonnais Elementary District No. 53 have available to them a full continuum of special education instructional and related services based on individual needs. The Student Support services Department includes a variety of professional staff members who help students both inside and outside the regular education classroom.

Student Support Services staff members work directly with parents, students, teachers and administrators. All students and parents in the district have the right to personally contact any member of this department for consultation on any concerns.

- I. Nurse/LPN: The Nurse/LPN consults with parents and teachers, keeps medical records, handles medical emergencies, chronic health problems, hearing and vision screening, fluoride treatments, health education classes and several other responsibilities.
- II. Social Worker: The social worker counsels directly with students and parents in regard to personal, social or emotional problems they may be experiencing. In addition, the Social Worker coordinates with Teachers, Administrators and Community Agencies in helping children and families in the classroom and school setting
- III. Psychologist: The psychologist is primarily concerned with the general intelligence of students through individual testing. The psychologist also provides some counseling to students and consultation to parents, teachers and administrators.
- IV. Special Education Teachers: Special Education teachers provide specialized educational assistance to children who have a particular difficulty with some area of learning. They assist the classroom teacher with developing individual programs for children who have specific identified needs.
- V. Speech-Language Pathologist: The Speech-Language Pathologist works with children, either individually or in small groups, who have demonstrated a particular difficulty in areas of speech or language development.

## Annual Notification of Parent/Guardian Rights and Protections.

BOURBONNAIS ELEMENTARY SCHOOL DISTRICT currently provides necessary school-based health services to your child at no cost to you, the parent/guardian. The School District is participating in the Illinois Department of HealthCare and Family Services (HFS) program through which Federal Medicaid funds are made available to school districts in the State to help cover the costs of providing necessary school-based health services to students. By participating in this program, the School District is allowed to seek Federal Medicaid funds to help cover the costs of health services the School District provides to your child. In order to seek the Federal funds, the School District must disclose information from your child's education records to the Illinois Department of Healthcare and Family Services (HFS) regarding the health services the School District provided to your child.

To ensure that your child has access to a free appropriate public education, as required by federal law, the School District: 1) must obtain your written consent prior to disclosing your child's health information to the Illinois Department of Healthcare and Family Services (HFS); 2) may not require you to sign up for or enroll in any public benefits or insurance programs; 3) may not require you to pay any out-of-pocket expenses such as a deductible or co-payment for the costs of the health services the School District provides to your child, and; 4) may not use your child's Medicaid or other public benefits if that use would: A) decrease available lifetime coverage or any other insured benefit; B) result in you or your family paying for services that would otherwise be covered by Medicaid or other public insurance program and that are required for your child outside of the time that your child is in school; C) increase your insurance premiums or lead to the discontinuation of any public benefits or insurance, or D) risk the loss of your eligibility for home and community-based waivers, based on aggregate health-related costs.

Whether or not you give your consent or if you withdraw your consent for the school district to disclose your child's health service information to the Illinois Department of Healthcare and Family Services (HFS) in order to seek Federal Funds to help the School District to cover the cost of your child's health services, the School District will continue to provide services to your child at no cost to you, the parent/guardian.

## **Education of Children With Disabilities**

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

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

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

## **Home and Hospital Instruction**

A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital. (Board Policy 6:150) Contact Mrs. Bernadette Henriott at (815) 929-5130 for more information.

## **Discipline of Students With Disabilities**

The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's Special Education rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student

whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

## **Exemption from Physical Education Requirement**

A student in grades 3-12 who is eligible for special education may be excused from physical education courses if:

1. The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services, or
2. The student's individualized education program team determines that the student must utilize the time set aside for physical education to receive special education support and services.

The agreement or determination is made a part of the individualized education program. A student requiring adapted physical education will receive that service in accordance with the student's individualized education program.

## **Academically Talented Program**

### **Kindergarten - Second Grade**

Students are not formally identified in grades K-2. The primary AT teacher provides support on an as needed basis for teachers with students needing enrichment.

### **Third and Fourth Grade**

The students will participate in a pull out program of enrichment. Students are identified for enrichment in Language Arts , Math/Science, or both using a battery of assessments (MAP, OLSAT, SAGES). Students receive enrichment in their area of strength. Once identified, students remain in the program for 3rd and 4th grades.

### **Fifth - Eighth Grade**

Accelerated classes in mathematics and language arts are available to high performing students based on MAP assessments and academic achievement. Placement is for **one year only** and is evaluated at the end of each academic year. Alignment with BBCHS programs is on-going.

For additional information or questions check the District Web Site at [www.besd53.org](http://www.besd53.org)

## Response to Intervention (RtI)

Bourbonnais Elementary School District No. 53 is implementing a general education initiative titled Response to Intervention (RtI) to help students who are experiencing difficulties in the classroom. RtI is a federal requirement for all schools. By definition, RtI is a multi-step process to provide interventions for students experiencing difficulty in one or more curricular areas or difficulties with behavior management. RtI has three tiers. Tier I is high quality classroom instruction. Tier II is small group intervention. Tier III is intensive interventions. These interventions are put in place to support students toward success before a need for special education services.

Each building has established an ESSIST Committee (**E**stablishing **S**uccessful **S**upports and **I**nterventions for **S**tudent and **T**eachers) to help students experiencing difficulties. Each teacher making a referral requesting assistance meets with the ESSIST Committee to develop a plan consisting of interventions to assist the student in their specific area of need.

## Homeless Child's Right to Education

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

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

Assistance and support for homeless families includes educational organizations and schools, food bank and meal programs, local service organizations (Goodwill, Salvation Army, etc.), family shelters, medical services, and other supports.

## English Language Learners

All new students to the district are required to complete the Home Language Survey. This survey is used to determine who needs to be screened for services. The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

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

For questions related to this program or to express input in the school's English Language Learners program, contact Mr. James Duggan at (815) 929-5100.

# Student Records, Title IX, ADA and Section 504 Policy

The policy of Bourbonnais Elementary District No. 53 in regard to Student Records, Title IX, ADA and Section 504 Policy is as follows:

## Student Record

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

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

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

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

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

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

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

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff



and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student to parent/guardian can be identified; any person named in a court order, appropriate person if the knowledge of such information is necessary to protect the health or safety of the student or other person and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

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

Throughout the school year, the District may release directory information regarding students, limited to: Name, Address, Gender, Grade level, Birth date and place, Parent/guardian names, Addresses, Electronic mail addresses, and Telephone numbers, Photographs, Videos, or Digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs Academic awards, degrees and honors, Information in relation to school-sponsored activities, organizations, and athletics, Major field of study, Period of attendance in school.

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

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



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

7. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
8. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA,**  
The name and address of the Office that administers FERPA is: Family Policy Compliance office, U.S. Department of education, 400 Maryland Avenue, SW, Washington DC 20202-4605
9. Definition:
  - (A) The STUDENT PERMANENT RECORD consists of basic identifying information, academic transcript, attendance record, accident reports and health record of release of permanent record information, and other basic information provided under the Abused and Neglected Child Reporting Act, and a completed home language survey. The permanent record is kept for 60 years after graduation or permanent withdrawal.
  - (B) The STUDENT TEMPORARY RECORD consists of all information not required to be in the student permanent record including family background information, test scores, psychological evaluations, special education files, teacher anecdotal records, record of release of temporary records, and disciplinary information provided under the Abused and Neglected Child Reporting Act, and a completed home language survey. Temporary records may be released to "juvenile authorities" if they submit a written request and certify that the information will not be disclosed to any other party except by law or order of court. The term "juvenile authorities" is broadly defined to include judges, staff members, certain parties to proceedings, probation officer, court appointed advocates, placement providers, authorized military personnel and others. The temporary record is reviewed every four years for destruction of out-of-date information and is destroyed entirely within five years after graduation or permanent withdrawal.
10. Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identification, ancestry, age, religious beliefs, physical or mental disability, status of homeless, or actual or potential marital or parental status, including pregnancy. No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.
11. In addition to the equal opportunity provisions listed above, guidelines for Sections 24-7 and 27-1 of *The School Code of Illinois* specify that teaching materials should become free of sex bias as soon as possible and that in all classroom activities both sexes should be treated fairly and equally.

The IX Regulations issued by the Department of Health, Education and Welfare and regulations governing ADA and Section 504 require each school to identify a coordinator for district efforts to eliminate sex discrimination or discrimination based on handicapping condition or ability, and to establish a grievance procedure through which students may present problems of suspected sex discrimination for resolution.

The following steps provide a plan of recourse for students or persons alleging sexual discrimination Or discrimination based on handicapping condition or disability.

- STEP I** The student(s) and/or student(s) representative(s) should discuss the matter with the person(s) directly responsible for the grievance issue within fourteen (14) days of the event giving rise to a grievance. An oral response made within five (5) days thereafter.
- STEP II** If the problem is not resolved at Step I, the grievance should be referred informally to the next higher authority, i.e. department head, assistant principal. A meeting must be held within five (5) days after referral and an oral response made within five (5) days thereafter.
- STEP III** If the grievance is not resolved at Step II, it should be formally submitted in writing within ten (10) days to the equal opportunity coordinator. The grievance should be described as specifically and complete as possible. A thorough investigation of the issue will be initiated immediately and will become documented. Extra time, if needed, can be mutually agreed upon.  
A meeting must be held between the grievant and the coordinator with ten (10) days of receipt of a formal written grievance and a written response must be made within five (5) days thereafter.
- STEP IV** If a satisfactory solution is not reached, the grievant (2) may appeal the issue in writing to the office of the superintendent or designee within ten (10) days from the receipt of the response at Step III. A meeting between parties will be called by the administrative office within ten (10) days and a written response made within an additional five (5) days. A complete record of this meeting shall be kept and signed by both parties for possible future preference.
- STEP V** If the issue is not satisfactorily resolved at Step IV the grievant(s) may appeal the grievance in writing to the School Board within five (5) days of receipt of the written response from the office of the superintendent. The Board shall consider the appeal within sixty (60) days and a written response shall be given to the grievant within ten (10) days of the Board meeting at which the grievance was heard.
- STEP VI** Grievance decisions made at the local school board level may be appealed to the appropriate Education Service Region Superintendent and, thereafter, to the State Superintendent of Education.

Mr. Shannon Swilley is the District Title IX/Equal Opportunity ADA Coordinator; (Bourbonnais Upper Grade Center; 815-929-5200). Mrs. Michelle Brosseau is the District 504 Coordinator; (Central Office, 815-929-5100).

Please be advised that Bourbonnais Elementary School District No. 53 will be sharing the physical and immunization records for our exiting 8th graders with Bradley-Bourbonnais Community High School to facilitate the registration process. All of these records will be sent to the Nursing Department by June 15th of the current school year. Parents/Guardians have the opportunity to inspect, copy, challenge the information or request that this information not be released by contacting Bernadette Henriott, Director of Student Support Services, at [815-929-5130](tel:815-929-5130) by June 1st of the current school year.

# Bourbonnais Elementary School District No. 53 Uniform Discipline Code

## I. Philosophy

The major responsibility of the Bourbonnais Elementary School District No. 53 is to provide all students with an equal opportunity for a high-quality education. This includes the rights of all students to have equal access to and full participation in the available school program.

The Board of Education recognizes that education is an essential factor in the wellbeing of all people and guarantees equal educational opportunity to every student. To this end, the students, parents, teachers and administrators work cooperatively to maintain a positive educational atmosphere in both the academic and behavioral areas. All students are expected to know and obey all basic school rules and regulations and thus contribute to the establishment of an appropriate climate.

The disciplinary policies of Bourbonnais Elementary School District No. 53 are based on principles of humaneness, sound educational theories and legal statutes that recognize the dignity and worth of every student. Discipline is most effective when based on proactive strategies rather than punishment. The objective of these policies is student growth in abilities, attitudes, and habits necessary for acceptable self-controlled behavior. When it becomes necessary to use corrective measures, the action should be based on an understanding of the student and sound guidance principles consistent with these policies.

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*"The school may report any illegal act to local law enforcement agencies. Police will share information with the schools only as allowed by law." (8:100; 105 ILCS 5/10-22.37)*

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Discipline should be directed toward developing the skills that are necessary for young people to:

1. Cope with real life situations;
2. Develop good relationships with others;
3. Become productive individuals;
4. Recognize when their actions are interfering with the rights and property of others;
5. Recognize their rights within the limits of the society.

## II. Responsibilities of Members of the School Community

The responsibility for discipline within the schools rests with the school staff, parents, and students. With the cooperation of all persons, it will be possible to maintain an environment that is safe, orderly, and conducive to learning. Therefore, it is necessary that the total community of parents, students, and staff understand their responsibilities;

A. The **students** have a responsibility to:

1. Conduct themselves properly in the School building, on School grounds, to and from School, on buses and at bus stops, and at any School related activity;
2. Attend school regularly, arrive on time to school and to class and be prepared to learn;
3. Respect the rights and feelings of fellow students, parents, school personnel, volunteers, visitors, and guests;
4. Respect the materials, equipment, and property of the school and others.

B. The **parents** have a responsibility to:

1. Provide affection for their child and allow each child to be an important member of the family;
2. Take care of the student's health and personal cleanliness;
3. Cooperate with school personnel and community agencies in solving student-related problems;
4. See that their child attends school regularly and on time;
5. Provide atmosphere for learning and the development of good study habits;
6. See that a student who is ill does not attend school;
7. Meet the financial obligations they have accepted;
8. Teach their child to respect the rights, property and feelings of others;
9. Model and teach respect and responsibility.

C. The **principal and school staff members** have a responsibility to:

1. Provide good atmosphere for learning and teaching;
2. Help students realize that, as individuals, they are important and that as group members they should act in a responsible way;
3. Seek conferences with students, parents, and other school personnel in an effort to understand and resolve behavior problems before the behavior becomes a serious matter;
4. Know and enforce consistently and fairly the rules and policies of the school;:
5. Be good listeners and be patient;
6. Be sensitive to the feelings and concerns of all groups by choosing non-biased materials;
7. Encourage students to participate in classrooms and extra-curricular activities;
8. Participate in formulating rules and procedure s in the school.

NOTE: The principal shall advise staff members about serious disciplinary matters and support the staff members so long as they have acted in accordance with the disciplinary policies of the school district and the law of the State of Illinois.

- D. The **superintendent and central office** staff have a responsibility to:
1. Provide for the development of new educational programs and disciplinary strategies that will help minimize disciplinary problems and to be sensitive to the needs of the faculty, students, and parents in instituting these programs;
  2. Inform the Board of Education of educational trends relating to discipline;
  3. Advise principals about serious disciplinary matters and to support the principals so long as they have acted in accordance with the disciplinary policies of the school district and the law of the State of Illinois.
  4. Consider and act upon recommendation for expulsion;
  5. Review with principals the policies of the Board of Education and Illinois Laws relating to discipline.
- E. **The Board of Education** has a responsibility to:
1. Adopt and support a set of clearly defined student rights and disciplinary policies for the school district;
  2. Review all recommendations for changes in disciplinary policies;
  3. Provide adequate personnel and sufficient building space so that conditions within every school are conducive to good discipline.

### III. Student Code of Conduct

A uniform discipline code has been established for all students enrolled in Bourbonnais School District No. 53. It is expected that this code shall be followed and enforced in the same spirit and manner throughout the school system. Staff members shall **consider all mitigating circumstances** prior to disciplinary action and ensure due process for each student. Mitigating circumstances include but are not limited to the following factors: Age, health, maturity, and academic placement of student; prior or repeated conduct; attitude of student: seriousness of offense.

#### Rules, Regulations, and Violations

The list of rules, regulations, and violations on the following pages are the most important ones in the school, but these lists DO NOT include every possible violation. Even though there may not be a specific rule, any act that disrupts school activity or causes danger to people or destruction to property is forbidden and will not be tolerated.

It must be understood that state law gives the school the responsibility for student behavior in the school building, at any school activity at school or away from school, at bus stops, and on school buses and to and from school.

#### Search and Seizure

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" include the school resource officer. (Board Policy 7:140)

There are three levels of misconduct for students. They are as follows:

- A. Category I Violations - Misconduct
- B. Category II Violations - Serious Misconduct
- C. Category III Violations - Intolerable and/or Illegal Conduct

Each category is followed by authorized disciplinary actions.

## Misconduct – Category I Violations

**Category I** violations include behavior that disrupts or interferes with the orderly educational process of oneself and/or other students. These violations include the following:

- I-1** *Disruptive/Disrespectful behavior* --- Displaying any behavior that is disruptive/disrespectful.
- I-2** *Disruptive dress or appearance/inappropriate advertisement* --- Dressing in a manner that is dangerous to health or safety or in way that interferes with one's own learning or the learning of other students. Also, includes the possession of any item which advertises or promotes drugs, alcohol, sex, profanity, gang activity, intolerance or obscenity.
- I-3** *Failure to abide by specific school rules and regulations* --- Each building will distribute rules and regulations that pertain specifically to that building.
- I-4** *Failure to put forth effort required to do class work.*
- I-5** *Failure to serve detentions.*
- I-6** *Forgery* --- Writing the name of another person, or altering times, date, grades, passes or permits for another which leads oneself or another student or students into doing something that is against the school rules. May be classified as Category II or III based upon seriousness of the incident.
- I-7** *Improper hall/lunchroom/outdoor conduct* --- Running, excessive noise and/or horseplay.
- I-8** *Littering* --- Throwing paper or other trash on the floor inside the building or on the grounds outside the building.
- I-9** *Lying/cheating* --- The intentional telling of stories that are not true, copying another's work on assignments or tests, or allowing another to copy one's own work.
- I-10** *Misuse of item brought to school* --- radio, toys, balls, electronic games, etc.
- I-11** *Inappropriate items brought to school* --- including electronic communication devices.
- I-12** *Cell Phones* --- Cell phones are allowed at school during the school day.
  - They must be turned off and stored in the locker. If the phone causes a disruption during the school day, the phone will be confiscated and must be picked up by a parent.
  - Cell phones may only be used in designated areas (main lobby and outside of building) after school is dismissed. Cell phones must also be used in the designated areas during all after school activities.
  - Cell phones are not to be used to take or send pictures while on school grounds.
  - Cell phones or other electronic devices are not to be used to send, receive or possess sexually explicit or otherwise inappropriate images (commonly known as "sexting.") or inappropriate language.
- I-13** *Tardiness* --- Persistent tardiness to school or class.
- I-14** *Throwing of objects* --- Throwing of any object at any time to include rocks, dirt, snow balls, ice balls, crayons, paper wads, rubber bands, etc. may be classified as Category II or III based upon seriousness of the incident.
- I-15** *Inappropriate, abusive, profane language, or vulgar behavior* --- written or directed toward others. May be classified as Category II or III based upon seriousness of the incident.
- I-16** *Bullying* --- Any behavior that does physical or psychological harm to someone or urging other students to engage in such conduct.
- I-17** *Failure to comply with the terms and conditions of the district internet agreement.*

NOTE: Category I includes any other offenses not specifically listed which are similar to the above **Category I** violations.



### Authorized Disciplinary Actions - Category I

The principal, assistant principal, teachers and/or staff members are authorized to choose an appropriate disciplinary action that may include any one or a combination from the following list. Any Category I violation may be punishable with • Category II or III discipline action when that misconduct becomes repeated or flagrant.

<b>ACTIONS</b>	<b>DEFINITIONS</b>
Verbal Reprimand	Misconduct clarified and warning of consequences should behavior continue.
Parental Contact	Parents contacted by phone, written communication, or in person to relate problem behavior and solution.
Office Time Out	Conference with Principal/Designee. Reflection time in office.
Loss of Privileges	Removed from one or more special school activities
Activity Restriction	Denied participation in a scheduled group activity
Work Assignments	Physical or academic work assigned to student. (Written assignments may include letters of apology. description of incident, alternative behavioral response, and themes about impact of negative behavior on self and others as well as one's responsibilities to the group. Example: A theme or book report is an academic assignment. Collecting trays from the cafeteria tables or litter from the school grounds are examples of physical assignments.)
Seizure of item	Illegal or inappropriate item is kept in the classroom/office for a specific period of time. The item may be turned over to the police as required by law. Parents may be required to come in and pick up any confiscated item.
Removal From Classroom	A teacher may remove a student from the classroom for disruptive behavior.
Parental Conference	Communications conducted that may include the principal, parents, student, teachers, administrative staff, and counselors concerning improving student's behavior at school
Referral to Principal or Principal's Designee	Sent to the office with background information regarding behavior. (Principal takes necessary action consistent with student Code of conduct.)
In-school Counseling	Counseled within the school by school personnel specializing in student disciplinary problems.
Student Support Service Referral	S.S.S. personnel notified to assist in solving exhibited behavior problem.
Detention(Classroom and/or Office)	Kept at school (before or after regular school hours) with parental knowledge.
Classroom Suspension	Assigned to a specific area during a class period.
Saturday Detention Hall	A three-hour detention from 9:00 a.m. to 12:00 noon on a Saturday scheduled by the building administrator. Saturday detentions may be videotaped.
Alternative Learning Classroom	Assigned to a specific room or area for up to 3 days to do assignments for the duration of the suspension. Scheduled by the building administrator.

## **Serious Misconduct – Category II Violations**

Category II violations include behavior that disrupts or interferes with the education of oneself and/or other students and is more serious in nature. These acts are more likely to result in harming the well-being of other people or damaged property. Some violations in this category may be unlawful. These violations include the following:

- II-1** *Vandalism* --- Damaging/misusing staff/student/school property
- II-2** *Fighting* --- Physical contact, no injuries
- II-3** *Bus/Bus stop misbehavior*
- II-4** *Stealing* --- Taking something that belongs to the school or another person without permission. Student accused of stealing personal items such as shoes, coats, purses, wallets, or school property may be charged with Category III stealing.
- II-5** *Gambling* --- Playing any game of chance or skill involving the exchange of anything of value.
- II-6** *Insubordination/Disrespect to an adult* --- Failure to obey reasonable, fair, and proper instructions or directions of any adult, lack of respect, rudeness, lack of courtesy to others.
- II-7** *Truancy* --- The willful refusal of a child to attend school for a day or a portion thereof, in defiance of parental or lawful authority or when a child is not at the assigned place at the assigned time.
- II-8** *Excessive horseplay.*
- II-9** *Gang Related Activities* --- Use of graffiti, hand signals, colors, jewelry, dress, etc. to communicate gang membership.
- II-10** *Trespassing* --- Being in any building without permission of the principal or his designee
- II-11** *Possession of tobacco products.*
- II-12** *Hazing* --- forcing or encouraging someone to do something embarrassing, dangerous, or painful, as in initiation.
- II-13** *Harassment.*
- II-14** *Pornography* --- Possessing, viewing, or distributing in any format.
- II-15** *Sexual Harassment* --- Repeated verbal, written or gesturing conduct of a sexual or sex-based nature. Cell phones or other electronic devices are not to be used to send, receive or possess sexually explicit or otherwise inappropriate images (commonly known as “sexting.”) or inappropriate language.
- II-16** *Possession of Stolen Property* --- Having property that the student knows was stolen by another person.

NOTE: Category II includes other offenses not specifically listed which are similar to the above Category II violations.



## Authorized Disciplinary Actions – Category II

The principal and assistant principal are authorized to choose an appropriate disciplinary action that may include anyone or a combination from the following list. Any Category II violation may be punishable with a Category III discipline action when that misconduct becomes repealed or flagrant.

<b>ACTIONS</b>	<b>DEFINITIONS</b>
Verbal Reprimand	Misconduct clarified and warning of consequences should behavior continue.
Parental Contact	Parents contacted by phone, written communication, or in person to relate problem behavior and solution.
Loss of Privileges	Removed from one or more special school activities
Activity Restriction/Probation	Denied participation in a scheduled group activity.
Bus Suspension	Denied privilege to ride bus for a period of up to ten (10) school days or, for safety reason, a period in excess of ten (10) days.
Work Assignments	Physical or academic work assigned to student. (Written assignments may include letters of apology. description of incident, alternative behavioral response, and themes about impact of negative behavior on self and others as well as one's responsibilities to the group. Example: A theme or book report is an academic assignment. Collecting trays from the cafeteria tables or litter from the school grounds are examples of physical assignments.)
Parental Conference	Communications conducted that may include the principal, parents, student, teachers, administrative staff, and counselors concerning improving student's behavior at school
Repair or Replace Damaged Item	Sent to the office with background information regarding behavior. (Principal takes necessary action consistent with Student code of Conduct)
Referral to Principal or Principal's Designee	Sent to the office with background information regarding behavior. (Principal takes necessary action consistent with student Code of conduct.)
In-school Counseling	Counseled within the school by school personnel specializing in student disciplinary problems.
Student Support Service Referral	S.S.S. personnel notified to assist in solving exhibited behavior problem.
Make-up Day for Truancy	During a vacation period, the student attends 5 hours of school.
Detention (Classroom and/or Office)	Kept at school (before or after regular school hours) with parental knowledge.
Classroom Suspension	Assigned to a specific area during a class period.
Saturday Detention Hall	A three-hour detention from 9:00 a.m. to 12:00 noon on a Saturday scheduled by the building administrator. Saturday detentions may be videotaped.
Alternative Learning Classroom	Assigned to a specific room or area for up to 3 days to do assignments for the duration of the suspension. Scheduled by the building administrator.
Out-of-School	Removed from school for no more than five (5) consecutive school days.
Referral to Law Enforcement Agency	Law enforcement personnel notified for appropriate action and in cases of serious misconduct, school officials may press charges.

## Intolerable And/or Illegal Conduct - Category III Violations

Category III violations include intolerable behavior that not only breaks the school rules, but may be against the law. These violations pose a direct threat to the safety of others and seriously disrupt the orderly educational process in the classroom, in the school building, on the school grounds or during transit to and from school. These violations include the following:

- III-1** *Stealing* --- items of greater value than category II.
- III-2** *Extortion* --- forcing a person to give up money, projects, assignments, or anything of value by threats, intimidation, or force.
- III-3** *Possession of a Firearms/Weapon* --- 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.
- III-4** *Arson* --- Setting fire in school or on school property.
- III-5** *Assault* --- Threatening to physically harm any student or staff member, and/or threatening to bring a weapon to school or threatening to use any weapon against student or staff.
- III-6** *Battery* --- Physically touching another person either directly or with a weapon or dangerous object and causing injury. This includes any physical attack on any person or any fights involving two or more people.
- III-7** *Explosives/Fireworks* --- Having, using, selling or giving away any explosives or fireworks.
- III-8** *False Alarms/Bomb Threats* --- Making a report, attempting to pull or pulling an alarm for a fire or bomb when neither exists.
- III-9** *Possession of Stolen Property* --- Having property that the student knows was stolen by another person.
- III-10** *Sexual Misconduct/Harassment* --- Behaviors that would be considered sexually offensive. Cell phones or other electronic devices are not to be used to send, receive or possess sexually explicit or otherwise inappropriate images (commonly known as “sexting.”) or inappropriate language.
- III-11** *Willful Exposure* --- Showing or revealing parts of the human body in such a manner that embarrasses or offends other people or causes disruption to others in the school
- III-12** *Drug/Look-Alike Drug/Inhalants/Alcohol Violations* --- Having, using, selling, buying or giving away any medicines, drugs, look-alike drugs or alcohol. If a student has a drug prescribed by a doctor, it must be kept in the nurse’s office or main office.
- III-13** *Disrupting School or School Related Functions While Under the Influence of Drugs or Alcohol* --- Attending school by student, regardless of age, who are under the influence of drugs other than prescribed by a doctor and/or alcohol or who have used or consumed drugs and/or alcohol which can alter their behavior.
- III-14** *Use of Tobacco Products* --- In the school building or on school property.

NOTE: Category III includes other offenses not specifically listed which are similar to the above Category III violations.

### Authorized Disciplinary Actions – Category III

The principal and/or assistant principal are authorized to choose an appropriate disciplinary action that may include any one or a combination from the following list ultimately leading to a recommendation for the expulsion of guilty students.

<b>ACTIONS</b>	<b>DEFINITIONS</b>
Saturday Detention Hall	A three-hour detention from 9:00 a.m. to 12:00 noon on a Saturday scheduled by the building administrator. Saturday detentions may be videotaped.
Alternative Learning Classroom	Assigned to a specific room or area for up to 3 days to do assignments for the duration of the suspension. Scheduled by the building administrator.
Out-of-School	Removed from school for no more than five (5) consecutive school days.
Referral to Law Enforcement Agency	Law enforcement personnel notified for appropriate action and in cases of major violations, school officials may press charges. Parent of student found to possess a weapon or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.
Expulsion	Removed from the school for the remainder of the school term or for a shorter period as determined by the School Board. Student bringing a firearm to school shall be expelled for not less than twelve (12) months except that 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. (105 ILCS 5/10-22.6). For purpose of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

## **IV. Building and Classroom Rules and Regulations**

### **Building Rules**

Each school staff is authorized and required to adopt a set of rules and regulation pertaining to each specific building.

Each building administrator, with the assistance of the staff, will develop and implement the building rules and regulations.

Building rules and regulations must not be in conflict with district policies or the procedures of this handbook.

The building rules and regulations shall be distributed and/or presented to students (as appropriate for age), instructional and non-instructional staff, building administrator(s), and the superintendent.

### **Classroom Rules**

Teachers will be required to adopt written classroom rules, which are not in conflict with building and/or district policies and rules.

Classroom rules must be submitted to the building administrator for review and approval and posted in the classroom or distributed to students, as appropriate for age.

This disciplinary policy will be applied consistently to all District #53 students except when federal and state laws and their subsequent regulations would prohibit or be in conflict of such an application. Expulsion or suspension shall be construed in a manner consistent with the Federal Individuals with Disabilities Education Act. (Misconduct by Students with Disabilities (Policies 17; 230.7; 230-R).