

# Brimfield Grade School



## Student /Parent Handbook

2023-2024

[www.brimfield309.com](http://www.brimfield309.com)

## Faculty and Staff

**Mr. Chad Jones- Superintendent**  
**Mrs. Nicole Loser - Assistant Principal**

**Mrs. Julie Albritton - Principal**  
**Mrs. Bren Dwyer - Administrative Assistant**

<b>Primary Teachers</b>		<b>Paraprofessionals</b>	
Bright Futures	Mrs. Angel Frail		Mrs. Tara Binder
Kindergarten	Mrs. Angie Sneeringer		Mrs. Liz McFarden
	Mrs. Katie Gorham		Mrs. Kim Johnson
First Grade	Mrs. Jan Doubet		Mrs. Anissa Krietemeyer
	Mrs. Katie Hersemann		
Second Grade	Mrs. Hollie Cahill		Mrs. Lyndsey Forney
	Mrs. Ashley Savage		
Third Grade	Mrs. Alison Jones Mrs. Jeanie Jones		Mrs. Joanna Fox
Fourth Grade	Mrs. Pam Asbell Mrs. Erin Miller		Mrs. Lisa Dawson
<b>Middle School</b>			
Fifth Grade	Mrs. Erin Self		Mrs. Kim Runyon 5th/6th
	Mr. Griffith Inskip		Ms. Mandi Carroll 5th/6th
Sixth Grade	Mrs. Jessica Avery		
	Mr. Troy Tilly		
<b>Reading Interventionist</b>	<b>Counselor</b>	<b>Speech Pathologist</b>	<b>School/District Nurse</b>
Mrs. Kelly Walker	Mrs. Angie McGrath	Mrs. Sarah Moon	Mrs. Lonna Sumner
Mrs. Heather Rumbold - aide			
Mrs. Cami Snyder - aide			
<b>Junior High</b>		<b>Special Classes</b>	
Mr. Kevin Faulkner	Science	Ms. Amber Sampier	K-8 P.E./Health
Mr. Josh McKown	Math	Mr. Trent Trotter	6-8 P.E./Health
Ms. Fran Meyers	Math	Mrs. Kaselyn Gibbs	Music/Chorus
Mrs. Jaden Shoff	Language Arts 8	Dr. Erich Weiger	Band
Mrs. Amy McKinty	Language Arts 7	<b>Cafeteria Manager</b>	<b>Custodial</b>
Mr. Jason Sunderland	Social Studies	Mrs. Petrina Winkleman	Mrs. Ashley Cornelison
Mr. Jamie Henson	Technology Coordinator	Mrs. Ashley Webb	Mr. Lee Ray
Mrs. Kristin Wagner	Library		
<b>Special Education</b>		<b>Paraprofessionals</b>	
Miss Ashley Haines	CC I	Ms. Maureen Baumgarten	
Mrs. Jane Mason	CC II	Mrs. Danette Jackson, CCI Aide	
Ms. Jody Eller	CC III	Mrs. Kim Runyon, CCIII Aide Mrs. Carol Gilles, 1:1 Aide	
Mrs. Heather Fraelle	CC IV	Mrs. LuAnn Baldock, CCIV Aide Ms. Devyn Lewis, CCIV Aide	
TBA	Full-time Para		

## 2023-2024 BGS EXTRA CURRICULAR COACHES

\*\* Updated 7/2023 - changes in handbook may not reflect resignations and new assignments after this date\*\*

POSITION	NAME
ATHLETIC DIRECTOR	SUNDERLAND, JASON
BOY'S BASKETBALL (8 <sup>TH</sup> GRADE)	JOHNSON, JOSH
BOY'S BASKETBALL (7 <sup>TH</sup> GRADE)	TROTTER, TRENT
GIRL'S BASKETBALL (8 <sup>TH</sup> GRADE)	TBA
GIRL'S BASKETBALL (7 <sup>TH</sup> GRADE)	TBA
BASEBALL	JOHNSON, JOSH
ASST. BASEBALL	MEINDERS, MIKE
DEVELOPMENT BASEBALL	JOHNSON, PHIL
SOFTBALL	JUERGENS, KURT
ASST. SOFTBALL	MCKOWN, JOSH
DEVELOPMENT SOFTBALL	MENOLD, MALLORIE
GOLF	TROTTER, TRENT (NICK HERBST- VOL.)
BOYS CROSS COUNTRY	MEYERS, FRAN (GRIFFITH INSKEEP - VOL.)
GIRLS CROSS COUNTRY	MCKINTY, AMY (DEVIN JONES - VOL.)
BOYS' TRACK (8 <sup>TH</sup> GRADE)	TBA IN FALL
GIRLS' TRACK (8 <sup>TH</sup> GRADE)	TBA IN FALL
BOYS' TRACK (7 <sup>TH</sup> GRADE)	TBA IN FALL
GIRLS' TRACK (7 <sup>TH</sup> GRADE)	TBA IN FALL
CHEERLEADING	SIMPSON, TAYLOR
SPEECH	MCKINTY, AMY
VOLLEYBALL (8)	ASBELL, PAM
VOLLEYBALL (7)	JONES, ALISON
STUDENT COUNCIL	SUNDERLAND, JASON
YEARBOOK	FAULKNER, KEVIN
CHESS	BERNALES, ROBERTO
SCHOLASTIC BOWL	FAULKNER, KEVIN
ASST. SCHOLASTIC BOWL	MCKINTY, AMY

### Board Of Education

Steve Updyke Mark Bell Jason Snyder Katie Kappas Constance Monk Rachel Blodgett Nick Butterfield	<a href="mailto:steve.updyke@brimfield309.com">steve.updyke@brimfield309.com</a> <a href="mailto:mark.bell@brimfield309.com">mark.bell@brimfield309.com</a> <a href="mailto:jason.synder@brimfield309.com">jason.synder@brimfield309.com</a> <a href="mailto:katie.kappas@brimfield309.com">katie.kappas@brimfield309.com</a> <a href="mailto:constance.monk@brimfield309.com">constance.monk@brimfield309.com</a> <a href="mailto:rachel.blodgett@brimfield309.com">rachel.blodgett@brimfield309.com</a> <a href="mailto:nick.butterfield@brimfield309.com">nick.butterfield@brimfield309.com</a>
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Brimfield Grade School  
 216 E. Clinton, Box 380  
 Brimfield, IL 61517  
 Phone 446-3366  
 Fax 446-9500

Brimfield District Office  
 323 E. Clinton, Box 380  
 Brimfield, IL 61517  
 Phone 446-3378  
 Fax 446-9962

**Homeless Liaison Coordinator**  
 Mrs. Marcy Steele  
 323 E. Clinton  
 Brimfield, IL 61517  
 Phone 446-3378

# **BRIMFIELD GRADE SCHOOL MISSION STATEMENT**

We at Brimfield Grade School believe that our students are educated in a safe, secure environment. Students are provided educational experiences that enable them to become responsible, respectful citizens and lifelong learners in a global society. Professional development opportunities promote new and innovative ideas. Parents, staff, administration, and the community working together collaboratively, will foster quality educational opportunities and academic growth in students.

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## **Welcome to ...**

BRIMFIELD GRADE SCHOOL: Home of the INDIANS

This handbook is presented to you with hopes for success from the administration, faculty, staff, and the Brimfield Board of Education. We hope the information presented will help you in your academic work and in choosing activities at BGS.

BGS will be your home for the next school year. You are an integral part of it! Make effective use of its facilities and your own abilities. Gain great satisfaction from doing things well, whether that is in the classroom, or in co-curricular activities.

The BGS staff strives to play a positive role in your educational development. It is now your responsibility to do all you can to use these experiences to help mold you for your future life. Have a successful and rewarding year.

## **PROTECTION OF THE RIGHT TO LEARN**

Every student has the right to learn all that the curriculum and the faculty can provide.

Your teachers are here to provide learning opportunities for you. In order to gain from your experiences at BGS, you will be expected to be on time to school and class. You will need to be prepared for school each day. Bring all necessary materials to school and class with you every day. Your first priority is to be an active learner and participant.

Every child has the right to learn in an environment free of unnecessary distractions.

Classroom conduct should be such that it does not distract attention of classmates from the lesson nor disrupt the teacher conducting the class. Hallway and break time conduct should be orderly. Students need to recognize that they must learn to be respectful and considerate of themselves and others.

Every member of the faculty has the right and the obligation to maintain a learning environment which is conducive to the educational process and free from emotional strain. Students belong in class. However, no student has the right to interfere with the education of another student or disrupt the environment in such a way as to diminish the opportunities of students and teachers to do their best work. When students are disrupting the educational process or not being active listeners or learners, they will suffer the consequences of their actions according to the teacher's classroom rules or the discipline procedures of the school. Teachers and/or administrators will make every attempt to contact the parents of students who choose to be distractions to the learning environment. It is our goal to discuss the problem and work together in order to see that the problem is not repeated. Continual disruptions may have severe consequences on the academic advancement of the student.

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The purpose of this handbook is to make students and parents aware of district rules, regulations, and general information concerning our school. This handbook is only a summary; the District is governed by Board Policies which are available to the public at the administrative office and on our website [brimfield309.com](http://brimfield309.com). Since this handbook cannot address every situation or contingency, the administration and school staff will address each instance as it occurs. Please consult with the school's principal if you have any questions about any part of this handbook. For reasons of practicality and brevity, not every rule or item of parent or student interest has been included.

### 2023-2024 CALENDAR

August 14 – 15	NO SCHOOL – Teachers’ Institute
August 16	FIRST DAY OF SCHOOL 1:50 DISMISSAL
August 16 – 18	1:50 DISMISSAL
September 1	11:30 DISMISSAL TEACHER INSERVICE
September 4	NO SCHOOL – LABOR DAY
September 13	1:50 DISMISSAL
September 15	Midterm Reports Sent to Parents
September 27	1:50 DISMISSAL
October 9	REGULAR SCHOOL DAY – HOLIDAY WAIVED
October 11	1:50 DISMISSAL
October 13	End of the 1st Grading Period
October 17	Report Cards Sent Home
October 18 & 19	1:50 DISMISSAL – P/Teacher Conf. (2:30-4:30 & 5:00-7:00)
October 20	NO SCHOOL
October 25	1:50 DISMISSAL
November 8	1:50 DISMISSAL
November 17	Midterm Reports Sent to Parents
November 22 – 24	NO SCHOOL – THANKSGIVING BREAK
November 29	1:50 DISMISSAL
December 6	1:50 DISMISSAL
December 18 – 19	EARLY DISMISSALS (8:00 -1:50 p.m.)
December 20	End of 1st Semester
December 20 – January 3	NO SCHOOL – WINTER BREAK

#### **SECOND SEMESTER**

January 3	Teachers’ Institute
January 4	School Resumes for Students
January 5	Report Cards Sent Home (1st Semester)
January 10	1:50 DISMISSAL
January 15	NO SCHOOL – MARTIN LUTHER KING JR’s BIRTHDAY
January 24	1:50 DISMISSAL
February 2	Midterm Reports Sent to Parents
February 14	1:50 DISMISSAL
February 16	11:30 DISMISSAL
February 19	NO SCHOOL – PRESIDENTS DAY
February 28	1:50 DISMISSAL
March 6	1:50 DISMISSAL
March 8	End of 3rd Grading Period
March 12	Report Cards Sent Home
March 13 & 14	1:50 DISMISSAL – P/Teacher Conf.(2:30-4:30 & 5:00-7:00)
March 15	NO SCHOOL
March 20	1:50 DISMISSAL
March 29 – April 1	NO SCHOOL – EASTER
April 10	1:50 DISMISSAL
April 12	Midterm Reports Sent to Parents
April 15 - 19	NO SCHOOL SPRING BREAK
April 24	1:50 DISMISSAL
May 8	1:50 DISMISSAL
May 11	High School Graduation
May 21 & May 22	EARLY DISMISSAL (8:00-1:50 p.m.)
May 30	LAST DAY OF SCHOOL
May 31	Teacher Institute

*Discretionary Days – 5/23, 5/24, 5/28, 5/29, 5/30 (Will become non-attendance if snow days are not used) (revised 1/17/23)*

## A/B Schedule

A DAY - B DAY SCHEDULE      2023-24											
AUG. 16	A/B	OCT. 2	B	NOV. 13	A	JAN. 4	A	FEB. 12	A	APR. 2	A
AUG. 17	A	OCT. 3	A	NOV. 14	B	JAN. 5	B	FEB. 13	B	APR. 3	B
AUG. 18	B	OCT. 4	B	NOV. 15	A	JAN. 8	A	FEB. 14	A	APR. 4	A
AUG. 21	A	OCT. 5	A	NOV. 16	B	JAN. 9	B	FEB. 15	B	APR. 5	B
AUG. 22	B	OCT. 6	B	NOV. 17	A	JAN. 10	A	FEB. 16	A	APR. 8	A
AUG. 23	A	OCT. 9	A	NOV. 20	B	JAN. 11	B	FEB. 20	B	APR. 9	B
AUG. 24	B	OCT. 10	B	NOV. 21	A	JAN. 12	A	FEB. 21	A	APR. 10	A
AUG. 25	A	OCT. 11	A	NOV. 27	B	JAN. 16	B	FEB. 22	B	APR. 11	B
AUG. 28	B	OCT. 12	B	NOV. 28	A	JAN. 17	A	FEB. 23	A	APR. 12	A
AUG. 29	A	OCT. 13	A	NOV. 29	B	JAN. 18	B	FEB. 26	B	APR. 22	B
AUG. 30	B	OCT. 16	B	NOV. 30	A	JAN. 19	A	FEB. 27	A	APR. 23	A
AUG. 31	A	OCT. 17	A	DEC. 1	B	JAN. 22	B	FEB. 28	B	APR. 24	B
SEPT. 1	B	OCT. 18	B	DEC. 4	A	JAN. 23	A	FEB. 29	A	APR. 25	A
SEPT. 5	A	OCT. 19	A	DEC. 5	B	JAN. 24	B	MAR. 1	B	APR. 26	B
SEPT. 6	B	OCT. 23	B	DEC. 6	A	JAN. 25	A	MAR. 4	A	APR. 29	A
SEPT. 7	A	OCT. 24	A	DEC. 7	B	JAN. 26	B	MAR. 5	B	APR. 30	B
SEPT. 8	B	OCT. 25	B	DEC. 8	A	JAN. 29	A	MAR. 6	A	MAY 1	A
SEPT. 11	A	OCT. 26	A	DEC. 11	B	JAN. 30	B	MAR. 7	B	MAY 2	B
SEPT. 12	B	OCT. 27	B	DEC. 12	A	JAN. 31	A	MAR. 8	A	MAY 3	A
SEPT. 13	A	OCT. 30	A	DEC. 13	B	FEB. 1	B	MAR. 11	B	MAY 6	B
SEPT. 14	B	OCT. 31	B	DEC. 14	A	FEB. 2	A	MAR. 12	A	MAY 7	A
SEPT. 15	A	NOV. 1	A	DEC. 15	B	FEB. 5	B	MAR. 13	B	MAY 8	B
SEPT. 18	B	NOV. 2	B	DEC. 18	A	FEB. 6	A	MAR. 14	A	MAY 9	A
SEPT. 19	A	NOV. 3	A	DEC. 19	B	FEB. 7	B	MAR. 18	B	MAY 10	B
SEPT. 20	B	NOV. 6	B			FEB. 8	A	MAR. 19	A	MAY 13	A
SEPT. 21	A	NOV. 7	A			FEB. 9	B	MAR. 20	B	MAY 14	B
SEPT. 22	B	NOV. 8	B					MAR. 21	A	MAY 15	A
SEPT. 25	A	NOV. 9	A					MAR. 22	B	MAY 16	B
SEPT. 26	B	NOV. 10	B					MAR. 25	A	MAY 17	A
SEPT. 27	A							MAR. 26	B	MAY 20	B
SEPT. 28	B							MAR. 27	A	MAY 21	A
SEPT. 29	A							MAR. 28	B	MAY 22	B
										MAY 23	A*
										MAY 24	B*
										MAY 28	A*
										MAY 29	B*
										JUNE 30	A*

\* DISCRETIONARY DAYS MAY 23 - MAY 24, MAY 28 - MAY 30  
(revised 01/19/23)

## RESIDENCE

Only students who are residents of the District may attend a District school without tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than receiving an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. In addition, the child's natural or adoptive parent, if available, shall complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within 60 days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.



### Requests for Non-resident Student Admission

Non-resident students may attend District schools upon the approval of a request submitted by the student's parent(s)/guardian(s) for non-resident admission. The Superintendent may approve the request subject to the following:

1. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
2. The student will be accepted only if there is sufficient room.
3. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.
4. The student's parent(s)/guardian(s) will be responsible for transportation to and from school.

### Admission of Non-Resident Students Pursuant to an Agreement or Order

Non-resident students may attend District schools tuition free pursuant to:

1. A written agreement with an adjacent school district to provide for tuition-free attendance by a student of that district, provided both the Superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance.
2. A written agreement with cultural exchange organizations and institutions supported by charity to provide for tuition-free attendance by foreign exchange students and non-resident pupils of charitable institutions.
3. According to an intergovernmental agreement.
4. Whenever any State or Federal law or a court order mandates the acceptance of a non-resident student.

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. Board policy 239.0 – Education to Homeless Children, and its implementing administrative procedure, given the enrollment of homeless children.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

### ATTENDANCE

**Students are expected to be in attendance at school every day and to be on time.** A complete record is kept of absences and tardiness and becomes part of the student's permanent record.

School hours are from **8:00 a.m. to 3:00 p.m.** Brimfield Grade School now has a soft start which means that students can be dropped off anytime between 7:45am and 8:00am. **Students who walk to school should not be on the school grounds before 7:45 a.m.** If students arrive after 8:00 am they should be taken to the office by parent/guardian.

A student will receive credit for a full day of attendance when the student has been **in class 300 minutes** of the school day. This does not include passing time between classes and lunchtime, but actual time in the classroom. A student will receive credit for a half-day of attendance if the student has been in class 150 minutes or more of the school day, but less than 300 minutes. Any student who is in attendance 149 minutes or less will be counted absent for the full day (As per the auditor for attendance for the State of Illinois.) On our current schedule, a student must **report to the school's office by 9:20 a.m.** to be counted for a full day of attendance. However, any student leaving early or arriving late on days scheduled for early out will be counted absent.

If for any reason a student is not present in school, parents are **required by law** to call the school office between 7:30 a.m. and 8:15 a.m. each day the student is absent. Parents may also email the school secretary Bren Dwyer at [bren.dwyer@brimfield309.com](mailto:bren.dwyer@brimfield309.com). If you do not call, the school will call the parents within 2 hours concerning the student's whereabouts. The school phone number is 309-446-3366.

## **EXCUSED AND UNEXCUSED ABSENCES**

According to Illinois law, students must attend school when it is in session during the regular school term. The responsibility for attendance on a regular and continuous basis rests with the student and his or her parents.

Two categories of absences are recognized: excused and unexcused. An absence will be considered unexcused unless evidence of the following is shown: illness, death in the immediate family, medical appointments, observance of a religious holiday, and emergencies, or such other situations deemed from time to time by the Superintendent or his designee to be a valid excuse for absence. "Needed at home" will not qualify as an excused absence.

Evidence necessary to establish an excused absence includes a note signed by a parent or guardian specifying the reason for the absence or a note signed by a licensed physician. A phone call does not constitute proper records in order to determine absences. An absence of **five or more school days out of ten successive days** due to illness will be considered an excused absence only if a note from a licensed physician is provided attesting to said illness.

Upon the occurrence of an unexcused absence, a notice of such shall be given in writing to the parent or guardian of the student and/or at the Principal's discretion may be sent to the District Truant Officer. The student shall be referred for counseling with the principal, counseling staff member, or social worker. Subsequent unexcused absences will be dealt with in the same manner. Consultation with the parent or guardian shall be made upon the tenth successive day of unexcused absence. Said consultation shall be with the Superintendent or his designee.

## **TRUANCY**

The School District will determine if the student is a truant, chronic or habitual truant, or a truant minor. The Superintendent shall direct the appropriate School District staff to develop diagnostic procedures to be used for identifying the cause(s) of unexcused student absenteeism. The diagnostic procedures shall include, but not limited to, interviews with the student, his or her parent(s)/guardian(s), and any school official(s), or other people who may have information.

The following supportive services may be offered to truant or chronically truant students:

- parent-teacher conferences
- student and/or family counseling
- information about community agency services

Any 17 year old resident may, upon providing documentation of dropout status for the previous 6 months, participate in the District's various programs and resources for truants.

If truancy continues after supportive services have been offered, the Building Principal shall refer the matter to the Superintendent. The superintendent may call upon the resources of outside agencies such as the juvenile officer of the local police department or the truant office of the Regional Office of Education of Peoria County. The School Board, Superintendent, School District administrators, and teachers shall assist and furnish such information as they have to aid truant officers.

No punitive action, including out-of-school suspension, expulsions, or court action shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.

Chronic or habitual truant - A "chronic or habitual truant" is a child who is subject to compulsory school attendance and who is absent with or without valid cause from such attendance for 10 percent (18 days) or more of the 180 regular attendance days including out of school suspensions. A doctor's note must be sent for each absence after a student has missed 18 days of school. Exceptions to this rule will be at the Administration's discretion.

Truant minor - A child whom supportive services, including prevention, diagnostic, intervention, remedial services, alternative programs, and other school and community resources have been provided and have failed to result in the cessation of chronic truancy or have been offered and refused.

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students  
State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center. Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

### **TARDINESS**

Any student entering the classroom after **8:05 a.m.** will be required to present the teacher with a pass **from the office**. A child missing more than 150 minutes of class time will be marked absent. Students should always have a note from a parent or guardian explaining the reason for tardiness. Any tardiness that is not accompanied by a note from a parent or guardian will automatically be marked unexcused. Any student that has chronic tardiness will be referred to the building principal for further counseling, conferencing, or referral to Project Target.

### **RETURN TO SCHOOL PROCEDURE**

When a student returns to school he/she **must present a note** to the office signed by the parent or guardian. The note should include the following information:

- **Date the note is written**
- **Student's name**
- **Date of absence(s)**
- **Reason**
- **Parent or guardian signature**

If parents know in advance that their child will have to be absent, please notify the school as soon as possible so that interruption of student progress will be minimized.

### **VACATIONS**

The school district recognizes that all families cannot take vacations during the summer months. Travel experiences can benefit a student's education. Therefore, a student may apply for an absence **not to exceed five continuous days** for a family vacation. Such requests must be signed by a parent or guardian and turned in **four (4) weeks prior to the requested absence**.

The school administrator will evaluate the request and approve or deny it based on the student's grades and planned classroom activities during the requested absence. The student will be expected to complete all assignments by a pre-arranged date before/after the absence. Families are strongly encouraged to refrain from asking for vacation time on days designated for State and local testing. **Please do not put the teacher and administration in this predicament.**

### **HEALTH RELATED ISSUES**

#### **HEALTH CARE**

Brimfield C.U.S.D. #309 is extremely fortunate to have a Registered Nurse to serve the medical needs of our students. In society today, and in our schools, we have many children that require on-going medical attention. In order for these services to be done in an efficient manner, it requires effective communication between the school, home, and physician. Throughout the year, it may be necessary for our Nurse to set/alter procedures and deadlines. If this is the case, we will need the cooperation of all parties involved to maintain a safe and functional service.

## **EMERGENCY INFORMATION**

Please complete the emergency card for your children. This information will be used to contact parents or guardians in the case of an emergency. Please notify the office of any change in the information contained on the emergency card throughout the school year. (i.e. phone numbers, employers, doctors, etc.) No child will be sent home from school without approval from a parent or guardian. The parent or guardian must be home to meet and stay with the child.

## **School Operations During a Pandemic or Other Health Emergency**<sup>1</sup>

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.

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<sup>1</sup> This handbook procedure is meant to apply generally to any pandemic or other health emergency and should be supplemented with other relevant and timely information.

8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

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

#### **REQUIRED HEALTH EXAMINATIONS AND IMMUNIZATIONS**

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

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

As required by State law:

1. The required health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening must be included as a required part of each health examination; diabetes testing is not required.
3. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of 6 months and 6 years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning.
4. The Department of Public Health will provide all female students entering sixth grade and their parents/guardians information about the link between human papilloma virus (HPV) and cervical cancer and the availability of the HPV vaccine.

Unless the student is homeless, failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who are first-time registrants shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

## **EYE EXAMINATION**

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A licensed optometrist or an ophthalmologist must perform the required eye examination. All vision exams must be on a state issued Vision Examination form. If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the Department of Public Health. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

## **DENTAL EXAMINATION**

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the Illinois Department of Public Health. All dental exams must be on a state issued Dental Examination Form.

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

## **EXEMPTIONS**

In accordance with rules adopted by the Illinois Department of Public Health, a student will be exempted from this policy's requirements for:

1. Parents or guardians who object, for religious reasons, to immunizations or health examinations for their child must provide a Certificate of Religious Exemption that is signed by a physician licensed to practice medicine in all of its branches. Illinois State Law does not allow for exemptions based on personal or philosophical reasons. The superintendent has the authority to determine whether the information supplied constitutes a valid religious objection.
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parents/guardians show an undue burden or lack of access to a licensed optometrist or ophthalmologist. A signed vision examination waiver form must be filled out and kept on file at the school.
4. Dental examination requirement if the student's parents/guardians show an undue burden or a lack of access to a dentist. A signed dental examination waiver form must be filled out and kept on file at the school.

**HOMELESS CHILD**

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

LEGAL REF.: McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.  
105 ILCS 5/27-8.1.  
410 ILCS 45/7.1 and 315/2e.  
77 Ill.Admin.Code Part 665.

CROSS REF.: 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children), 6:180 (Extended Instructional Programs), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

**Medical Forms Needed in PK-8:**

<b>Preschool</b>	<b>Kindergarten</b>	<b>2<sup>nd</sup> Grade</b>	<b>6th Grade</b>
Physical exam DPaT shots Polio shots HIB shot MMR shot Hepatitis B shots Varicella or proof of having Chicken Pox TB Screening Proof of Age appropriate Pneumococcal vaccination	Eye exam Dental exam DTaP booster Polio booster MMR shot Varicella or proof of having Chicken Pox Lead Screening/Test	Dental exam	Hepatitis B shots, Tdap, Meningitis  Physical exam  Dental exam

**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 medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a “School Medication Authorization Form.”

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

We will not give medication to children without parent permission. The school will furnish no medication, including Tylenol. If it is determined by a doctor that it is necessary for a child to take medication during school hours:

1. Written orders must be provided to the school from the doctor giving the name of the medication, the dosage, and the time(s) to be taken.
2. If liquid medicine is used, a pre-measured container would be helpful.
3. The child gives himself/herself the medicine (cont.)
4. Medication must be brought to school in a container appropriately labeled by the druggist or pharmacy. (include the student's name on the container)
5. Any OTC (over the counter) medication that is to be kept at school must be accompanied with an OTC authorization form signed by a physician and the parent or guardian; all medications must be in the original container with the student's name on the container. All medications will be kept in the nurse's office or in the secretary's office unless other arrangements have been made with the school nurse.

If a child is on medication and a parent wishes to come to school to administer the medication, they may do so. This is usually done during the child's regularly scheduled lunch period.

### **SELF ADMINISTRATION OF MEDICATION**

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

### **ADMINISTRATION OF MEDICAL CANNABIS**

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information or see School Policy 7:270 Administering Medicines to Students. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.



## Prevention of Anaphylaxis (New: June 2022)

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

Cross Reference:

PRESS 7:285, Anaphylaxis Prevention, Response, and Management Program

PRESS 7:285-AP, Administrative Procedure – Anaphylaxis Prevention, Response, and Management Program

## UNDESIGNATED MEDICATIONS

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

## EMERGENCY AID TO STUDENTS

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

Cross-References:

PRESS 7:270, *Administering Medicines to Students*

PRESS 7:270-AP, *Dispensing Medication*

PRESS 7:270-E, *School Medication Authorization Form*

## CONTAGIOUS DISEASES

After an absence due to a contagious disease such as (chicken pox, diphtheria, German measles, impetigo, scarlet fever, whooping cough, hepatitis) a parent or guardian must supply a written authorization from a physician for re-entry into school. For students that miss due to an illness deemed contagious such as (strep throat, pink eye, impetigo) a child can return to school 24 hours after receiving the first dose of the appropriate antibiotic.

## GENERAL ILLNESS

Schools recognize the fact that children become ill and must require them to miss school. We ask that parents use good judgment in deciding when a child should return to school. **A child must be free of a fever (100.5 or lower) for twenty-four hours *without medication* before returning to school.**

## LICE PROCEDURE

1. If children are found with live lice during the school day parents will be called and the child will be sent home immediately.
2. If children are found with nits in their hair, the hair will be secured in a ponytail if possible, parents will be notified and they will be sent home at the end of the day with an educational pamphlet on lice and nits. The child must be nit free the next morning or they will be sent home.
3. During the course of the school year, children will be brought to the notice of the School Nurse about suspected cases of head lice from a variety of sources (teachers, students, other parents and affected children themselves). Repeat Steps 1 and 2.
4. In the rare event of a major uncontrolled transmission situation, we will implement a more aggressive protocol. We will implement components such as notification to all parents in the school to educate them about lice and to watch their children for infestation. The school may inspect all or some of the students for lice/nits.
5. Parents – Please notify the school of any lice problems.

## **MEDICAID INFORMATION**

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve special education services.

Therapy and diagnostic services provided to your child are partially reimbursable. Unless you object in writing, SEAPCO (Special Education at Peoria County) will claim Medicaid/KidCare reimbursement for services provided. These claims will have no impact on your ability to receive Medicaid funding either now or anytime in the future.

If you do not object to this release of information related to Medicaid claims for your child, do nothing.

## **HOME AND HOSPITAL INSTRUCTION**

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

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

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

For information on home or hospital instruction, contact: Administration.

## **CURRICULUM AND INSTRUCTION**

### **GRADES AND REPORTING**

Student evaluations are compiled by teachers on the basis of percentage scores on daily work, quizzes, tests, and special projects. Another important factor in grading is the teacher's evaluation of in-class performance. These factors are combined in a fair and impartial manner to arrive at a numerical score. Numerical scores represent percentage equivalents of work correctly completed in the following amounts:

93-100 - A / S+  
85-92 - B / S  
78-84 - C / S-  
70-77 - D / NI (Needs Improvement)  
1-69 - F / U

Evaluations will be calculated at the end of each nine (9) week period and sent home with students for parent consideration. In some performance areas there is not a sufficient amount of objective information to determine a numerical score. Teachers are encouraged to notify parents as soon as rapid improvement or decline in student performance is noted. Teachers will notify parents or guardians of a child's academic progress mid-way through each nine-week grading period. These percentages are a close estimation of the students' progress up to that point. Either the teacher and/or the parent may request conferences at this time.

The student must complete all assignments, or suitable teacher selected alternatives. If assignments remain as not completed after a reasonable period of time- before the next summative assessment, a 68 F for each assignment and averaged with other scores to determine a final grade.

### **UNGRADED HOMEWORK PAPERS**

There are times when homework is done for practice of a skill and therefore is not done for a specific grade. However, it is still important to complete the work. Teachers will have the discretion to determine how work that has not been completed will affect the student's grade.

### **MAKE-UP WORK POLICY**

**It is the responsibility of the student to see that all make-up work is completed.** Two days make-up time will be allowed for the first day of an excused absence, and one day for each day absent thereafter for any work assigned during the absence.

If assignments are made **before** an absence occurs, those assignments or tests are then due on the **first** day the student returns.

No credit will be given for work handed in after the due date except when excused by absence. Teachers may consider extenuating circumstances when applying this rule.

After students' assignments have been graded students will have an opportunity, in most cases, to make corrections. Corrections accurately completed within teacher specified guidelines will receive credit as deemed necessary by the appropriate teacher.

### **CURRICULUM**

The core curriculum consists of:

1. Reading (phonics, comprehension, etc.)
2. Language Arts (spelling, English, oral language, written language)
3. Math
4. Science
5. Social Studies

The basic skills listed above, are the foundation for success in promotion-retention decisions made by school officials. Students will also have the opportunity to receive instruction in physical education, art, music, and will visit the library.

### **ENGLISH LEARNERS 12.60**

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

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

For questions related to this program or to express input in the school's English Learners program, contact

Julie Albritton at Brimfield Grade School 309-446-3366.

## **KINDERGARTEN ENTRANCE REQUIREMENT**

According to Illinois School Code 5/10 - 20.12:

Any child who will be five on or before September 1 of any school year may attend school at the beginning of the school term. Based on an assessment of a child's readiness, a school district may permit a child to enter school at a younger age if the class size is not directly impacted.

## **PROMOTION AND CHANGING A GRADE (POLICY 228.0)**

The administration and professional staff shall establish a system of grading and reporting academic achievement to students and their parents and guardians. The system shall also determine when promotion and graduation requirements are met. **The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance on the standardized tests required by the ISBE, benchmarking, or other testing. A student shall not be promoted based upon age or any other social reason not related to academic performance.** The administration shall determine remedial assistance for a student who is not promoted.

## **PROMOTION- GRADE SCHOOL - Successful completion of curriculum is based on the following:**

### **K-2**

All students in grades K-2 must successfully complete school assessments with a score of 80% or above. The students must also pass four of the five core classes three out of four grading periods with a score of 80% or above or S-, S, or S+. Because this program is success oriented, a score below 80% is an indication of a serious deficit in a core area. Therefore, a minimum of 80% is required in all core subjects to attain mastery.

### **3-6**

A student's grade in the core subjects must average out to a 70% or above to consider that core subject as being passed. The core curriculum includes Math, Science, Social Studies, Reading, and Language Arts.

### **7-8**

A student's grade in the core subjects must average out to a 70% or above to consider that core subject as being passed. The core curriculum includes Math, Science, Social Studies, Reading, and Language Arts.

Note: Because classroom grades reflect the on-going daily academic progress of student achievement, they will be the primary consideration of possible retention issues.

## **TEACHER QUALIFICATIONS**

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

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

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

**RETENTION**

Retention is based on the premise that remediation for deficiencies in skill development is most efficient and effective at that point in educational development where the need first appears. To push students into a learning environment where essential entry level skill development does not exist is not in the best interest of the student or the system.

**GRADING**

Every teacher shall maintain an evaluation record for each student in the teacher’s classroom. The final grade assigned by the teacher cannot be changed by a District administrator without notifying the teacher. Reasons for changing a student’s final grade include:

- A miscalculation of test scores;
- A technical error in assigning a particular grade or score;
- The teacher agrees to allow the student to do extra work that may impact the grade;
- An inappropriate grading system used to determine the grade; or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

**CHEATING**

Cheating is detrimental to the educational progress of all students. Cheating will not be tolerated. Depending upon the seriousness of the offense, the following options may be exercised by the teacher and/or administration:

1. Zero for assignment
2. Resubmission of assignment
3. Detention/Suspension

Any or all of these may be considered.

**TESTING**

Each student will be tested on curricular areas pertinent to their particular grade level. The following tests are administered:

<b>Test</b>	<b>When</b>	<b>Subject</b>	<b>Grade Level</b>
IAR	March/April	Math, Reading	3, 4, 5, 6, 7, 8
STAR	Sept. Jan. Apr.	Math, Reading	K-8
Map/NWEA Testing	Sept. Jan. May	Math, Reading	4-8

**BAND**

We offer a band program at Brimfield Grade School for children in grades 5-8. Information will be distributed early in the year. Grading will be as follows:

Grade 5-6	S+, S, S- , NI, U
Grades 7-8	Numerical Grade

**CHORUS & GENERAL MUSIC**

General music classes are offered to all students in K through 4th grades. Students in grades 6-8 will be directed by our Choral Director. Grading for grades K-4 will be S+, S, S- , NI, U; while students in grades 5-8 will receive numerical grades.

## **GIFTED/TALENTED**

Brimfield Grade School recognizes the uniqueness of individual learners and recognizes the need to provide instruction which is designed to identify the special needs of academically talented or gifted students, and to provide enrichment or acceleration of skills and content to be taught. Outside of enrichment opportunities within the regular education classroom, Algebra 1 is offered in 8th grade for students who qualify.

## **PHYSICAL EDUCATION**

The purpose of physical education class is to promote physical fitness and health for our students. Vigorous participation is the key to the successful building of fitness. Students are required to participate in PE classes, unless a doctor's note states that the student is not able to participate. Exceptions to this rule may occur if a student's behavior is a danger to self or others. Therefore, if a student is at school, participation is required. However, at times when a student is recovering from sickness or experiencing some minor physical maladies not requiring a doctor's attention, a parent may request light activity or excuse their child from PE that day. These requests will be honored for a period of time that is agreed upon between the teacher/parent/doctor. After a period of time missed, the student may be required to submit a note from a physician permitting participation to begin. A third consecutive excuse will not be honored without a doctor's note.

Failure to participate in PE class for unexcused reasons will adversely affect the student's grade. A student's grade may also be lowered by consistent lack of effort in class or not being prepared for class with the proper uniform for their grade level.

## **FIELD TRIPS**

The Brimfield Board of Education will allow each class the opportunity to take one educational field trip per year with transportation paid by the school district. The students must pay all other related expenses.

The grade school principal must first approve additional field trips during the school year. All related expenses, including transportation, must be paid by the student. Parents will be notified by the classroom teacher prior to the field trip. Students choosing not to attend the field trip, should not attend school during the field trip time, as supervision may not be available.

Before a child leaves school grounds, they must:

1. Have permission granted in the registration form from online registration or in-person registration.
2. Meet all the criteria both in academics and behavior established by the sponsor or principal.
3. Have paid all the necessary fees to attend.

## **SCHOOL VISITATION RIGHTS**

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

## **PARENT-TEACHER CONFERENCES OR VISITATION**

Parents visiting the school during school hours **must** first check in at the office. The use of conferences is encouraged when questions arise concerning academic or behavioral problems. Classrooms **WILL NOT** be disturbed for conferences during class hours except for an emergency. A conference or visitation is to be done by appointment. Please call the school office, or send a note indicating the day and time you wish to visit or have a conference.

## **STUDENT BEHAVIOR 215.0 (FORMALLY KNOWN AS STUDENT DISCIPLINE)**

### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
  - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
  - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

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



21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

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

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

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

## **DISCIPLINARY MEASURES**

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

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

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

## **ISOLATED TIME OUT, TIME OUT, AND PHYSICAL RESTRAINT**

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

## **CORPORAL PUNISHMENT**

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

## **WEAPONS PROHIBITION**

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

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

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

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

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

## **DISTRICT WIDE RULES**

1. The student will follow all oral and written directions, guidelines, and rules.
2. The student will not physically, visually, or verbally distract others.
3. The student will show respect for other students and adults and their property.
4. The student will be prepared, ready, and on time for class.

## **K-4 DISCIPLINE PROCEDURES**

The following section will aid in understanding the discipline procedures for students in grades kindergarten through fourth grade. Please explain these procedures to your children and emphasize the importance of abiding by school rules. In order to reach their maximum achievement, students need to learn a sense of self-discipline, responsibility, and self-control.

Teachers will explain certain operational policies for their classrooms to students within the first week of school. Overall school rules will be explained to the students by the teachers or principal. For repeated discipline problems, the parents will be contacted concerning their child's behavior, and a conference will be scheduled by either the principal or the teacher. After the second conference, if behavior problems still occur, the child could receive a possible suspension from school. Behavior referrals will not be written by teachers for lack of academic work.

Suspensions are either in school or out-of-school. If a child receives an out-of-school suspension, parents may elect to serve an in-school suspension with their child. In doing so, your child will receive credit for work done during the days of suspension. If parents choose this option, it must be cleared by the principal. Parents will be required to stay with the child for the duration of the day in order for this option to be effective. A second suspension in one semester is automatically out-of-school unless otherwise determined by the administration.

**Students suspended out-of-school will receive partial to full credit (determined by the teacher) for work done on the day(s) they are not in attendance.**

In cases of extreme or repetitive student misbehavior or excessive referrals, a student may be suspended from school for 1-10 days of school or may face possible expulsion.

The offenses listed are considered serious enough for disciplinary action. Although detentions will be used infrequently, they may be issued with the permission of the parent. The responsibility for punishing student misbehavior is left to the discretion of the teacher/principal. A disciplinary notice is comparable to a detention notice.

### **INFRACTIONS**

### **ACTION**

Misbehavior	Student/teacher conference
Disrespect	Student/principal conference
Unacceptable language (profanity)	Parent/teacher/principal conference
Defiance towards school personnel	Possible suspension
Verbal or sexual harassment	Possible suspension
Fighting (active participation)	3 day suspension/possible expulsion
Pushing (active participation)	3 day suspension/possible expulsion
Theft	3 day suspension/possible expulsion
Threat to school personnel	3 day suspension/possible expulsion
Other acts which are deemed to be disruptive to the educational process	3 day suspension/possible expulsion
Damaging or defacing school property reimbursement and/or repair	possible suspension/expulsion

### **5-8 DISCIPLINE/INTERVENTION PROCEDURES**

The goal of any discipline policy is to teach responsibility, self-control, reliability, and self-discipline. The parents and teaching staff must work together instilling self-discipline in each child. Teachers must maintain a well-disciplined classroom environment so that all students have the opportunity for maximum learning. These procedures are to address behavioral related issues not academic issues.

On the road to self-discipline, there must be some guidelines or rules for the students to follow. In addition, each teacher will have certain operational policies for their classroom. In fifth through eighth grade, students will follow a demerit/detention policy. Students will receive demerit(s) or detention(s) for listed infractions or any other act that the teacher or principal deems necessary. Behavior problems may result in detention, parent conferences, suspension, or expulsion.

Once a student has accumulated 10 demerits in a week's time, he/she will receive a detention notice on that Friday. The detention notice is to be taken home and signed by a parent or guardian and returned to school no later than the next Tuesday morning.

Detentions are accumulated in a semester's time. If a student receives 7 detentions, a letter will be sent to the parents stating that the child is 3 detentions away from a school suspension. Please note the following:

1. 7 Detentions- letter of warning sent to parent or guardian
2. 10 Detentions- 3 day school suspension (in/out of school)
3. 20 Detentions- 5 day school suspension (in/out of school)
4. 30 Detentions- 10 day suspension and/or possible expulsion

Detention hall is held on Tuesday from 3:15 pm-4:15pm (unless otherwise indicated) and will be supervised by the faculty or administration. Parents are responsible for providing transportation after the detention. Students who miss a detention, without prior approval by administration, will automatically be given an additional detention.

<u>OFFENSE</u>	<u>ACTION</u>
1. Misbehavior in classroom	Demerits to suspension based on seriousness of the incident
2. Truancy/Unexcused tardies to school	Parent/Student Conference, counseling, referral to Project Target, Hearing in front of Board of Education
3. Students not reporting to detention hall	A second detention will be assigned or possible re-assignment of detention to all day in-school detention - to be determined by administration.
4. Gum chewing, eating food or candy in class, assembly, restroom without permission	1-5 demerits
5. Being in or around vehicles in the parking lot without permission	1 detention to possible suspension depending on seriousness
6. In the hall, restroom, or any off limit area without permission	Demerits to detentions
7. Loitering	1 detention
8. False fire alarms, 911 calls, tampering or theft of any life safety equipment	Suspension to expulsion plus possible referral to law enforcement personnel
9. Public display of affection such as hand- holding, hugging, kissing, or other general disruptive behaviors	1 detention
10. Disrespect, insubordination, verbal abuse profanity, or defiance towards school personnel	Detentions to suspension, possible expulsion
11. Forgery of notes, detention slips, passes, report cards, notices, homework, etc.	2 detentions & parent notification
12. Leaving the school grounds without permission after arriving to school	1 <sup>st</sup> offense: 3-day suspension 2 <sup>nd</sup> offense: 5-day suspension 3 <sup>rd</sup> offense: 10-day suspension
13. Active participation in a fight	1 <sup>st</sup> offense: 3-day suspension 2 <sup>nd</sup> offense: 5-day suspension 3 <sup>rd</sup> offense: 10-day suspension
14. Possession or use of tobacco, vapes, e-cigarette products in school, on school grounds, or at school related activities	1 <sup>st</sup> offense: 3-day suspension 2 <sup>nd</sup> offense: 5-7-day suspension 3 <sup>rd</sup> offense: 10-day suspension
15. Possession or being under the influence of alcohol or controlled substances; possession of drug paraphernalia or “look-alike” substance. Possession or use of inhalants	5 to 10 day suspension and possible expulsion, Law enforcement officials contacted, possible arrest

16. Damaging or defacing school property	Detentions to expulsion, reimbursement and/or repair, possible arrest
17. Extortion, intimidation, or threat to fellow student	Detentions to expulsion, depending on severity
18. Physical confrontation or verbal threat to school personnel	Suspension to expulsion depending on severity, law enforcement contact
19. Theft	Return and /or reimbursement, detentions to expulsion depending on severity
20. Other acts which are deemed to be disruptive to the educational process	Demerits to expulsion depending on severity
21. Possession of weapons at school or school suspension with expulsion proceedings	See policy listed below

### **AGGRESSIVE BEHAVIOR REPORTING**

State Law requires a school district to notify the parent or guardian of a child who uses aggressive behavior, including bullying, at school. School board policy prohibits student's using aggressive behavior while at school that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct. Course of action taken may be parent conference, counseling services, non-district affiliated psychological service, alternative school placement, or a referral to a community agency.

### **BULLYING**

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

Bullying is **prohibited** in each of the following situations:

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

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

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;

3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

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

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

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions. A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions. Students and parents/guardians are also encouraged to read the following school district policies: *7:20, Harassment of Students Prohibited* and *7:180, Prevention of and Response to Bullying, Intimidation and Harassment.3*

**First Offense** for Bullying a note will be sent home and returned with parent's signature and parent will receive phone call from Teacher.

**Second Offense** for Bullying a letter will be sent home and returned with parent's signature and a meeting will be held with Parents, Student, Teacher and Principal.

After two offenses other disciplinary options will be discussed at the discretion of the Principal.

## **HARASSMENT OF STUDENTS PROHIBITED**

No person, including a District employee or agent, or student, shall harass, intimidate or bully another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The 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.

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.

Complaints of harassment, intimidation or bullying are handled according to the provisions on sexual harassment below. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, intimidation or bullying by including this policy in the appropriate handbooks.

**SEXUAL HARRASSMENT PROHIBITED**

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

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

The terms “intimidating,” “hostile,” and “offensive” include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, 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.

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

*Nondiscrimination Coordinator*

*Complaint Managers:*

Name	<u>Superintendent</u>	Name	<u>Guidance Counselor</u>	<u>G.S. Principal</u>
Address	<u>323 E. Clinton</u>	Address	<u>323 E. Clinton St.</u>	<u>216 E. Clinton St.</u>
	<u>Brimfield, IL 61517</u>		<u>Brimfield, IL 61517</u>	<u>Brimfield, IL 61517</u>
Telephone No.	<u>(309) 446-3378</u>	Telephone No.	<u>(309) 446-3349</u>	<u>(309) 446-3366</u>

The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate sexual harassment, such as by including this policy in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false



accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

### **HAZING AND BULLYING**

Brimfield CUSD #309 prohibits students from engaging individually or collectively in any form of hazing or bullying or any related initiation activity on school property, in conjunction with any school activity or involving any person associated with the school, regardless where the incident occurs. Any student who participates in hazing or bullying or related initiation activities or conspires to engage in such activity will face immediate disciplinary action, including suspension, expulsion, exclusion and loss of extracurricular activities. Students may also be referred to law enforcement authorities for prosecution, as pursuant to current Brimfield school policy.

### **SCHOOL VIOLENCE TIPLINE 1-800-477-0024**

The School Violence Tip line will provide a means for students to anonymously report threats of violence and weapon violations on school grounds. The tip line will be answered in Springfield by Illinois State Police telecommunications with back-up provided by the Springfield Mental Health Center.

The School Violence Tip line has been created to give you an anonymous way to report any threats of violence (“I’m going to kill someone tomorrow”) or weapons which you might know about (“I saw a gun in someone’s locker”). However, **you should call the tip line only in those situations when you feel it is impossible to talk to a trusted adult first.** Confiding in a person whom you trust is by far the best way to deal with information about school violence.

You also need to understand the difference between those incidents that require a 911 call and those that are appropriate for the tip line. **ANY RISK OF IMMEDIATE HARM SHOULD BE REPORTED TO 911 RIGHT AWAY.** Example: a student has pulled out a gun in the middle of the cafeteria.

In the event that you feel threatened, know of a possible act of violence, or find out about a weapon, but are unable to confide in a trusted adult, the tip line is an **anonymous** way to relay the information and know that you did everything possible to protect yourself, other students, teachers, and administrators from possible violence.

When you make a call to the tip line, a trained telecommunicator will assess the situation and make a determination about the appropriate response. In most instances the telecommunicator will refer the information to your local law enforcement and school officials.

If you need additional assistance and want to talk to someone at length, the Illinois State Police telecommunicator will transfer the call to a trained crisis worker.

### **SAFE TO HELP**

Safe to Help is a free mobile app that students can use to share concerns about themselves or others in a confidential environment. Once vetted the information will be immediately shared with local school officials, mental health professionals and/or local law enforcement, depending on the nature of the tip. Helpline - 1-844-4-SAFEIL Website [www.Safe2HelpIL.com](http://www.Safe2HelpIL.com)

### **Child Sexual Abuse, Grooming Behaviors, and Boundary Violations (New June 2022)**

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District’s environment, its school communities, and the community at large, while diminishing a student’s ability to learn.

#### Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following. Physical signs:

- Sexually transmitted infections (STIs) or other genital infections

- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

#### Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

#### Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling “down”
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

#### Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says “no”
- Engaging in touching that a student or student’s parents/guardians have indicated is unwanted
- Trying to be a student’s friend rather than filling an adult role in the student’s life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student’s life or making up excuses to be alone with a student
- Expressing unusual interest in a student’s sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student’s access to other adults

### Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student’s health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to “hang out” or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting

- Inviting a student to an employee’s home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student’s physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at [online.rainn.org](http://online.rainn.org)

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

Cross Reference:

PRESS 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*

PRESS 5:120-AP2, *Employee Conduct Standards*

PRESS 5:120-AP2,E, *Expectations and Guidelines for Employee-Student Boundaries*

## **RECESS RULES**

Recess time is provided for students in grades K-5 (30 mins/day). Grades 6-8 will have recess times at teacher discretion. During this time, students are given an opportunity to socialize with their friends and peers. Recess is a privilege that is earned. If students do not respond behaviorally or academically to the rules established this privilege will be removed.

1. One person down the slide at a time, only one person on the ladder at a time, go feet first, others wait their turn at the bottom of the ladder.
2. Ladder bars will have appropriate rules enforced depending on the age of the child.
3. One person on a swing at a time, no pushing, swing straight, no twisting, no jumping off swings while in the air.
4. No wrestling or pulling other people’s clothing even if this is intended as “play”.
5. No throwing of objects other than balls.
6. When you hear a whistle, immediately stop what you are doing and quietly listen for instructions.
7. Restroom and drink breaks will be scheduled accordingly.
8. Students arguing, using inappropriate language, or involved in misconduct are subject to the penalties outlined in the discipline policy.
9. Stay at the south end of the building, between the street and the locker room sidewalk. Do not go beyond the south sidewalk. Stay away from windows and doors in order to eliminate distractions to other classrooms.

## **GANG RELATED ACTIVITY**

Students are prohibited from engaging in gang related activity. No student on or about school grounds, on school busses, or in attendance at a school sponsored or related activity shall engage in gang activity, including, but not limited to:

1. wearing, using, distributing, displaying, or selling clothing, jewelry, emblem, badge, symbol, sign, or other thing that are evidence of membership or affiliation in any gang;
2. committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or hand shakes) showing membership or affiliation in any gang;
3. using any speech or community act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:
  - A. soliciting others for membership in any gangs
  - B. requesting any person to pay protection or otherwise intimidating or threatening any person
  - C. committing any other illegal act or other violation of school district policies
  - D. inciting other students to act with physical violence upon any other person

Students engaging in any gang-related activity will be subject to one or more of the following disciplinary actions:

1. removal from extra-curricular and athletic activities
2. conference with parent(s)/guardian(s)
3. referral to appropriate law enforcement agency
4. suspension for up to ten days
5. expulsion for the remainder of the school term

## **GANG AND GANG ACTIVITY PROHIBITED**

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

## **STUDENTS**

This policy becomes effective and replaces the policy on *Suspension Procedures* on the first student attendance day of the school year.

## **SUSPENSION PROCEDURES**

### **In-School Suspension**

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

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

## **Out-of-School Suspension**

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

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
  - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
  - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
  - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
  - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
    - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
      - a) A threat to school safety, or
      - b) A disruption to other students' learning opportunities.
    - ii. For a suspension of 4 or more school days, an explanation:
      - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
      - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
      - c) That the student's continuing presence in school would either:
        - i) Pose a threat to the safety of other students, staff, or members of the school community, or
        - ii) Substantially disrupt, impede, or interfere with the operation of the school.
    - iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

LEGAL REF.: 105 ILCS 5/10-22.6.  
Goss v. Lopez, 95 S.Ct. 729 (1975).  
Sieck v. Oak Park River-Forest High School, 807 F.Supp. 73 (N.D. Ill., E.D., 1992).

This policy becomes effective and replaces the current policy on *Expulsion Procedures* on the first student attendance day of the 2016-2017 school year.

### **215.5 Expulsion Procedures**

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

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
  - a. Include the time, date, and place for the hearing.
  - b. Briefly describe what will happen during the hearing.
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
  - d. List the student's prior suspension(s).
  - e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
  - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. If the Board acts to expel the student, its written expulsion decision shall:
  - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
  - b. Provide a rationale for the specific duration of the recommended expulsion.
  - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
  - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon expulsion, the District may refer the student to appropriate and available support services.

LEGAL REF.: 105 ILCS 5/10-22.6(a). Goss v. Lopez, 95 S.Ct. 729 (1975).

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

### **STUDENT ACTIVISM**

Students are encouraged to express ideas and opinions, take stands, and support policies publicly, privately, orally, and in writing. Students should be given this opportunity for expression through established school media. Such expressions should not interfere with the educational program or present a safety or health hazard. The students shall not use obscenity, slanderous or libelous statements, disruptive tactics, or advocate violation of the law or school regulations.

### **SPECIAL EDUCATION RELATED SERVICE LOGS**

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

### **SPECIAL EDUCATION 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.

### **SPECIAL EDUCATION DISCIPLINE PROCEDURES**

- The District will comply with the provisions of the Individuals with Disabilities Act (IDEA) when disciplining students.
- No special education student will be expelled if the student's particular act of gross disobedience/misconduct is a manifestation of his/her disability. Any special education student whose gross disobedience/misconduct is not a manifestation of his/her disability may be expelled pursuant to expulsion procedures, except that such disabled student shall receive educational services as provided with the IDEA.
- A special education student may be suspended for an aggregate of ten days of school per year, regardless of whether the student's gross disobedience/misconduct is a manifestation of his/her disabling condition, except that such student shall receive educational services in accordance with the IDEA.
- Any special education student who has or will exceed ten days of suspension may be temporarily excluded from school by court order or by order of duly appointed State of Illinois hearing officer if the exclusion is warranted because maintaining the student in his/her current placement is substantially likely to result in injury to himself or others.
- A special education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from his/her current placement and placed in an appropriate interim alternative educational setting for no more than 45 days in accordance with the IDEA.



- Isolated Time Out, Time Out, and Physical Restraint Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven in effective in stopping it. The School may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

### **BRIMFIELD GRADE SCHOOL DRESS CODE (12/2021)**

Students are expected to present a clean and neat appearance by practicing generally accepted habits of good grooming and personal hygiene. Clothing should be selected and worn in a manner suitable for a public place. The school's role in determining the acceptability of student appearance is designed only to preserve the integrity of a learning atmosphere.

In matters of personal appearance and dress, students are expected to:

- Be attired in clothing appropriate and conducive to a learning environment. It shall be neat, clean, and well-fitting.
- Students must wear: a shirt (with fabric in front, back, sides, and underarms), and pants or the equivalent (jeans, skirt, sweatpants, leggings, dress, or shorts), and shoes.
- Keep undergarments covered by outer attire at all times.

### **Clothing Guidelines - for student self-check**

- Shirts must meet the top of pants, even when arms are raised.
- Sleeves/straps of shirts should be at least 1 inch wide
- Jean shorts and their like should cover at least 3 inches past buttocks cheek
- Skirts/dresses should cover at least 4 inches past buttocks cheek
- Holes, **shape, or lack of material/clothing** may not reveal undergarments, chest, abdomen, or general private area of the body.
- Clothing should not promote or picture alcoholic beverages, illegal drugs, images that represent companies who sell or promote them, or illegal or violent behavior. No lewd, vulgar, obscene, or plainly offensive language or symbols, including gang symbols, language that creates a hostile or intimidating environment to any marginalized group, shall be displayed. Clothing may not picture or promote weapons unless school or club-issued.
- Shoes must be worn at all times.
- Caps, hats, or head coverings may not be worn in the building during the school day unless it is a special spirit day approved by the principal.
- Neither spiked apparel and accessories nor chains that can be used as a weapon shall be worn in the building.
- No clothing that conceals identity will be allowed, except under school-sponsored circumstances.

### **Procedure for Dress Code Violations**

- Student will be given a Dress Code Infraction form with a violation at the end of class by the teacher.
- Student will be required to go to the office or to appropriate school personnel, for evaluation. At the point where it has been determined that they are in violation of the dress code the following will happen:
  - Student will be required to change clothing (gym clothes or any extra clothes they have).
  - If none are available students will be offered clothing from the office.
  - Student may call a parent to bring them a change of clothing.

\* There should be no loss, or minimal loss of instruction time to complete this process.

### **Consequences:**

- After 2<sup>nd</sup> occurrence, parents will be notified
- After 3<sup>rd</sup> occurrence, parents notified, detention given
- Subsequent offenses will result in a conference with student and parents, and detention given

## **CELL PHONES**

Students may not use or possess cell phones in their classrooms. They can be kept in their lockers but not used during the school day unless they have permission. There will be no cell phones or any recording devices in private areas such as bathrooms and locker rooms.

1st Offense - Student is asked to take cell phone to their locker - 5 demerits

2nd Offense - Phone taken to office, parents notified, student may pick up at the end of the day - 1 detention

3rd Offense - Alternate plan created with teacher, student, parents, and administrator.

## **SEARCH AND SEIZURE**

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

## **SCHOOL PROPERTY/EQUIPMENT AS WELL AS PERSONAL EFFECTS LEFT THERE BY STUDENTS**

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

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

## **STUDENT SEARCHES**

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

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

## **SEIZURE OF PROPERTY**

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

## **QUESTIONING OF STUDENTS SUSPECTED OF COMMITTING CRIMINAL ACTIVITY**

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

Cross-reference: PRESS 7:140, <i>Search and Seizure</i>
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## **LOCKER CHECKS**

The Brimfield Board of Education has given the administration the authority to check lockers without prior student notification. Lockers remain the property of the school and should the occasion arise, inspection of these lockers may be made by school personnel to ensure that the lockers are being used for the purpose intended by the school. Students should only use the locker that has been assigned to them and are responsible for its condition.

## **BOOKBAGS AND BACKPACKS**

Bookbags, backpacks, or similar items are not allowed in the classroom, yet they are permitted in the building, but should be kept in the student's locker.

## **NOTIFICATION OF VIDEO SURVEILLANCE**

It is the policy of the school district to permit the use of video cameras in public areas of the school, school grounds, and buses for the primary purpose of documenting disciplinary/safety problems and vandalism on the school grounds thereby reducing disciplinary problems and protecting school property. Video cameras will not be placed in restrooms, locker rooms, changing rooms, or any other location prohibited by law.

Students may be disciplined based in whole or in part on videotape evidence of misconduct. However, videotapes may not be maintained as a student record, except as such videotapes are used in the course of student disciplinary proceedings, or for other good reasons as determined by the Superintendent or his designee. If you do not want your child viewed except by school officials and parents/guardians, you must inform us in writing before September 1 of the current school year. To protect student's right to privacy and to be in compliance with the Illinois School Code, if a problem arises requiring the videotape to be reviewed, the tape will be reviewed by Brimfield CUSD administration only.

Non-school personnel (parents, public, etc....) are not allowed to videotape the school children without permission from the superintendent.

## **LUNCH PROGRAM**

### **Pricing**

USDA sets strict guidelines on meal pricing for school lunches that we must comply with. School meal pricing for the school year will be as follows: K-4 \$2.90, 5-12 \$3.15, Adult – \$3.60. Students may buy extra milk for \$.60. The kindergarten classes offer snack milk outside of the milk offered for lunch at a cost of \$.60 a day. Snack milk is not included with families who qualify for free and reduced lunches.

Online funds can be added to your students lunch account which is through [food service efunds on Skyward](#). A la carte prices are on the website. [Make checks payable to District Cafe](#).

### **Free and Reduced Applications**

Brimfield School District works diligently to enroll eligible students in the free and reduced price meal program. Free and reduced applications are available at any time throughout the school year. Applications are available on the website, at registration, and at both school buildings. Please do not hesitate to complete an application. If you need assistance with the application process please contact the cafeteria manager, Petrina Winkelman at 309-446-3349 ext. 1226.

### **Unpaid Meal Charges**

Unpaid school meal debt can become a critical problem. If left unaddressed, it can impact the quality of meals for all students. Brimfield School District uses a variety of methods to notify parents of low or negative account balances and to discreetly provide alternate meals to students. An email will be sent to parents/guardians and letters sent home with students are likely methods of communication used to attempt to collect unpaid meal charges. We in **NO** way want any child to go hungry, or be denied a meal, but we simply have to have accounts paid to continue to operate efficiently.

### **LUNCH RULES**

- Follow directions given by staff members.
- Stay in your seat. Only leave your seat if given permission by the cafeteria supervisors. Request permission by raising your hand.
- Walk at all times to and from the cafeteria and while you are in the cafeteria.
- Keep your hands to yourself. No pushing, hitting, tugging. Keep your feet under the table. Do not straddle the benches.
- Talk softly. Eat your lunch and talk quietly with your neighbors.
- **Absolutely no throwing of food.**
- Clean the area around where you have eaten prior to leaving the cafeteria.
- Use good table manners. Say please and thank you. Be neat and eat politely.
- **DISPOSAL PROCEDURE**
- Put liquid waste in the bucket.
- Dispose of leftover food in the garbage can. Keep food and garbage off of the floor.
- Stack trays neatly in the appropriate container.
- Place silverware in the appropriate container.

### **TRANSPORTATION**

The school district provides bus transportation to and from school. School bus riders, while in transit, are under the jurisdiction of the school bus driver. Bus drivers will make seat assignments as they feel are appropriate. Seat assignments are not made for social purposes, but for the safety of all children. Please remember that riding the bus is a privilege, not a right. Those students who ride the bus will follow the regulations set forth by the administration. Permission for your child to ride home on a school bus with a friend may be granted upon receipt of a written request from the parent/guardian provided there is space available. The note should be given to the principal for approval. Approval will be granted on an individual basis.

### **Bus/Vehicle Post-Trip Inspection**

All school bus drivers, whether employed by the School District or private sector school bus company, shall perform a visual sweep for sleeping children at the end of a route, work shift or workday by: (1) activating interior lights of the school bus to assist the driver in searching in and under each seat, and (2) walking to the rear of the school bus/vehicle checking in and under each seat.

If a mechanical post-trip inspection reminder system is installed, the driver shall comply with the requirements of that system.

### **Erratic Driving Reports**

Each school bus shall display a sign at the rear, with letters and numerals readily visible and readable; indicating the district's telephone number for the purpose of reporting a school bus driver's erratic driving.

Reports of erratic school bus driving shall be accepted in the following manner:

1. Calls to report erratic driving shall be directed to the Superintendent at the district unit office at 446-3378. The Superintendent or designee shall conduct an internal investigation of the events that led to each complaint.

The Superintendent or designee shall inform the complaining party of the results of the investigation and the action, if any, taken to remedy the situation.

### **TRANSPORTATION REGULATIONS**

**PreK, K, and 1st WILL NOT be dropped off unless a visual is made of parent/guardian/or regular caregiver of the child. The child will be brought back to Brimfield Grade School and parents will be notified.**

1. Bus students may ride only their regularly scheduled bus and only let off at their scheduled bus stop.
2. **A student who has not been designated as a bus rider may not ride the bus unless a written request has been approved by administration.**
3. Be on time at the designated school bus stop. Help keep the bus on schedule.
4. Stay well off of the roadway at all times while awaiting the arrival of the bus.
5. Be careful in approaching the place where the bus will stop. Do not move towards the bus until the bus has been brought to a complete stop. Use the handrail when entering the bus and move quickly to your seat.
6. Be alert to danger signals from the driver. The bus driver is in complete command of the bus.
7. Remain in the bus in the event of a road emergency until instructions are given by the driver.
8. Students are not permitted to leave their seats, stand up, or kneel in their seat while the bus is in motion.
9. Hands and arms must be inside the bus at all times.
10. Loud talking, laughing, or unnecessary confusion diverts the driver's attention and could result in a serious accident. Students or the driver should use no profanity.
11. Paper and other materials are not to be thrown out of the windows. Windows may be lowered and raised at the discretion of the driver.
12. Disrespect toward the driver or other passengers will result in disciplinary action.
13. Be absolutely quiet when approaching and crossing a railroad-crossing stop.
14. Smoking is not allowed on the bus.
15. Assist in keeping the bus safe and sanitary at all times. No eating or drinking is allowed on the bus.
16. Keep books, packages, band instruments, athletic equipment, school projects, and all other materials out of the aisles.
17. Be courteous to fellow riders and especially to the driver.
18. Help look after the safety and comfort of smaller children.
19. Observe safety precautions at all discharge points. Where it is necessary to cross in front of the bus, proceed to a point at least 10 feet in front of the bus along the right shoulder of the road where you may be observed by traffic in both directions. Wait for a signal from the driver allowing you to cross.
20. The bus equipment and furniture should be treated as a student would treat his or her own. Any vandalism will result in suspension from the bus and monetary reimbursement for the damage.
21. No pets or animals will be allowed on the bus.
22. Games, video equipment, radios, CD players, etc. will not be allowed to be used on the bus.
23. The same rules and regulations for safe riding practices should be observed on co-curricular or extra-curricular activities under school sponsorship. Be respectful of all chaperones appointed by the school.
24. Persons who fail to abide by bus regulations will have their riding privileges suspended.

## **BUS DISCIPLINE PROCEDURES**

If Brimfield Grade School students do not obey the regulations, the following consequences will be enforced:

**1<sup>st</sup> formal warning** – written documentation (Bus Conduct Report Form) of bus violation given to administration parents contacted at discretion of administration.

**2<sup>nd</sup> formal warning** – written documentation (Bus Conduct Report Form) of bus violation given to administration, parents contacted by administration

**3<sup>rd</sup> formal warning** – written documentation (Bus Conduct Report Form) of bus violation given to administration conference with the student, driver, and principal (possible suspension of bus privileges from 3 days to 2 weeks).

If behavior problems continue to occur on the bus, possible expulsion of the bus privileges may occur. The administration of Brimfield CUSD reserves the right to suspend or expel students from bus privileges due to recurring incidents which are not in accordance with procedures and policies.

## **EMERGENCY SNOW ROUTES AND PROCEDURES**

Because bus routes are determined by the populated area, it is difficult to determine at the printing of this handbook what these routes will be. Good, sound judgment by the bus driver will play a major factor in determining whether a road is safe or not. At no time will we endanger a child's life. Before a bus route is determined unsafe, other options will first be utilized:

1. Cancel school due to unsafe road and weather conditions.
  2. Start school on 2-hour delay (10 a.m.). This gives the Peoria County Road and Township Supervisors time to clear the bus routes.
  3. Start school on a 2-hour delay and run buses only on open and safe roads.
  4. Run buses on main roads only. The Brimfield Transportation Department will determine which roads will be considered main roads.
- Please be advised that under certain severe weather conditions, buses may not be able to reach specific areas. If this happens, and you are unable to transport your child to school due to safety concerns, your child's absence will be considered excused.
- Please contact the school office if you wish to be added to all-calls which would include weather related closings or changes.

## **EXTRACURRICULAR ACTIVITY SCHOOL REGULATIONS**

1. Parent/Guardian must furnish school insurance coverage or a waiver statement of responsibility.
2. During practices or games, students who leave early or by other means than school transportation must do so with parents or by signed note.
3. Unexcused absences from practice can result in disciplinary action by the coach. Excused absences are the same as those for school attendance and notification is the responsibility of the athlete.
4. A player who leaves practice or games without the coach's permission will be considered as an unexcused absence.
5. All players are expected to show sportsmanship and conduct which will reflect positively on themselves, the team, the school, and the community. Unsportsmanlike conduct or insubordination will not be tolerated and may result in suspension or dismissal from the team.
6. School equipment and uniforms will be maintained in good condition. Each player has a responsibility to care for items used and return them immediately following the season. Financial or participation penalties may result if equipment is abused. Team members must be properly equipped for practice and games.
7. Player absence for any reason can affect game participation.
8. **All students below grade six must be accompanied and supervised to all extra-curricular activities by an adult (21 or older).**

## **ATTENDANCE FOR ATHLETES AND STUDENTS IN EXTRACURRICULAR ACTIVITIES**

A student may not participate in any extracurricular activity if the student was absent from school after 11:30 in the morning due to illness. The student may participate if the absence was due to a doctor/dental appointment and is excused or verified in advance by the administration. Students with unexcused absences or tardies will not be allowed to participate in evening extracurricular activities.

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

To comply with the protocols and by-laws established by the Illinois High School Association and the Illinois Elementary School Association we have developed the following protocol to manage concussions in school.

- Each student and the student's parent/guardian are required to sign a concussion information receipt form before participating in an interscholastic athletic activity.
- Any student who exhibits signs, symptoms, or behaviors consistent with a concussion in a game or practice shall be removed immediately from participation or competition at that time.
- The student may not return to that contest unless cleared by a physician licensed to practice medicine in all of its branches or a certified athletic trainer who is on site.
- Once removed, a student shall not return to practice or competition until written authorization is received from a physician licensed to practice medicine in all of its branches and the student's parents/guardians have signed a Post Concussion Consent Form. The Post Concussion Consent Form must be evaluated and signed by the School Nurse prior to returning to practice or competition.
- The Brimfield School District Concussion Oversight Team will evaluate and make the final determination on any questions or disputes regarding the Return to Play and Return to Learn policy.

## **SPORTSMANSHIP**

Any player ejected from a contest for unsportsmanlike conduct shall be ineligible for the next interscholastic contest at that level of competition, and all other interscholastic contests at any level in the interim, in addition to other penalties the IESA or school may assess.

## **IESA ACTIVITIES**

### Athletics

Girls Softball  
Boys Baseball  
Girls Golf  
Boys Golf  
Girls Cross Country  
Boys Cross Country  
Girls Basketball  
Cheer  
Boys Basketball  
Girls Volleyball  
Girls Track  
Boys Track

### Activities

Speech

Scholastic Bowl  
Chess  
Band  
Chorus  
Trap Shooting-IHSA Activity

### **DISTRICT AND IESA REGULATIONS FOR STUDENTS**

1. Birth certificate on file.
2. Yearly physical examination on file.
3. Yearly completed Student/Parent Participation Agreement
4. Yearly completed Emergency Health Information and Consent form
5. Students must be receiving average scores of 70% or higher in all subjects every week.
6. You may compete at one grade level for one year.
7. Attend Brimfield Grade School or a SEAPCO class. Or are home-schooled living in Brimfield School District
8. Be a 5<sup>th</sup> through 8<sup>th</sup> grade student.
9. A student who transfers from one school to another school shall be eligible to participate under the following guidelines:
  - a. The student would be eligible to participate in a sport at their new school during the current school year if during the IESA designated season for a sport, the student had NOT participated in a tryout, organized practice, or contest in that sport at their previous school.
  - b. A student who transfers from one school to another and is eligible in accordance with section (a) above shall become eligible to participate in contests for the new school on his/her eleventh day of attendance at the new school in any sport or activity and provided all other eligibility requirements are met.
10. Students must be within the age guidelines.

### **CODE OF ETHICS FOR EXTRACURRICULAR ACTIVITIES**

#### A. Definitions

1. **Student:** Any boy or girl enrolled in Brimfield CUSD #309 and classified in grades five through twelve inclusive until such time as graduation from Brimfield High School.
2. **Suspension:** The student may dress for and participate in activity-related practice, but will not participate in games (including dressing and sitting on the bench), events, or other official team or club activities while on suspension. The student will be responsible for and must attend all scheduled practices, or the student may be subject to further disciplinary action as appropriate. (Please note a school suspension may restrict the student from being on campus for practices during their suspension period.)
3. **Extra-curricular Code:** This Code of Ethics for students participating in extracurricular activities at Brimfield CUSD #309.
4. **Extracurricular activities:** Extracurricular activities shall include, but may not be limited to, athletics, clubs, cheerleading, and pom pom squads, student council, drama, special musical groups, and other school-related activities for which the student does not receive academic credit.
5. **Dismissal:** Removal from all extracurricular activities; the student cannot participate in any extracurricular activities.
6. **Calendar year:** 365 days (or 366 days for leap years).
7. **Athletic season:** Includes the regular season and any post-season tournaments or contests.



## B. Offenses and Disciplinary Actions

1. Drinking (Alcoholic Beverages) - Illegal use or possession, including being present on premises or in a vehicle where minors are using or possessing alcoholic beverages.  
First Offense- suspension for 30 days
2. Smoking (tobacco products) use or possession- Student will refrain completely from the use or possession of any tobacco product.  
First Offense- suspension for 30 days
3. Stealing  
First offense- suspension for 30 days and reimbursement/replacement
4. Drug Abuse (illegal use or possession) including being present on premises or in a vehicle where another person is using or possessing illegal drugs or drug paraphernalia.  
First Offense- suspension from all activities for 18 weeks (1 complete semester)
5. Commission of a felony offense  
First Offense - suspension from all activities for 18 weeks (1 complete semester).
6. Conduct unbecoming a student representing the Brimfield School District  
First Offense- depending on the severity of the conduct, a suspension of no less than 30 days and no more than 18 weeks (1 complete semester).

## C. Notes

1. In order to participate in any extracurricular activity, a student must read, understand, and agree to follow the Extracurricular Code. Every year, a student must sign an agreement stating that they have read, understood, and agreed to follow the Extracurricular Code before participating in an extracurricular activity.
2. If an offense takes place during the summer, or during the student's off season, the disciplinary action will be imposed as follows:
  - a. 30 Days Suspension- will begin during the next extracurricular activity that the student becomes involved in. A 30-day suspension may be carried over for 1 year. Thus, the 30-day suspension will be imposed at any time during the next calendar year after the student begins participating in any extracurricular activity, including the last day of the calendar year.
  - b. 18 Weeks Suspension- will begin during the first semester that a student is involved with an extracurricular activity. An 18-week suspension or dismissal may be carried over for 1 year.
3. The Extracurricular Code is in effect during summer and vacation periods for any student. However, suspension or dismissal periods as set forth above in the Extracurricular Code do not reflect summer and vacation periods. Thus, if a suspension or dismissal period extends over a summer or vacation period, the suspension or dismissal period will also include the summer or vacation period.
4. Second Offense: Any second offense in any category or any combination of two offenses in any categories will result in a one calendar year dismissal from all extracurricular activities.
5. Third Offense: Any third offense in any category or any combination of three offenses in any categories will result in dismissal from extracurricular activities for two calendar years.
6. Once a student has been free of offenses for a 2-year period, the student has a clean slate and may participate in any extracurricular activities.
7. Junior High offenses carry over to high school, and grade school offenses carry over to junior high.

## D. Investigation of Offenses

1. The appropriate School District official will investigate any allegation of misconduct under the Extracurricular Code within a reasonable period of time after receiving notice of the allegation of misconduct.
2. The appropriate School Official will seek to confirm the allegation of misconduct by reviewing the allegation with the sponsor, coach, or law enforcement official, and other witnesses as appropriate.
3. An allegation of misconduct will be confirmed if the student is arraigned, indicted, or adjudicated for a criminal offense, even if the charge is subsequently reduced or dismissed. However, official action by

law enforcement officials is not necessary in order to confirm criminal offenses which provide the basis for an allegation of misconduct under the Extracurricular Code.

4. During the investigation of an allegation of misconduct, the appropriate School District official will meet with the student, informing the student of the allegation of misconduct and providing the student an opportunity to respond to the allegation, before imposing any disciplinary action under the Extracurricular Code.
5. The student may request that the Superintendent review any discipline imposed under the Extracurricular Code. The Superintendent will review the matter within a reasonable period of time.

#### E. Lettering in a Sport

1. If a student violates the Extracurricular Code after the athletic season has been completed for a particular sport, the student will still be eligible to receive a letter for that sport
2. If a student violates the Extracurricular Code anytime during an athletic season for a particular sport, the student may receive a letter if the student meets the coach's requirements for a letter unless the student is dismissed from participation under the Extracurricular Code prior to the completion of the season.
3. Lettering in a sport will result when a student successfully completes the season.

#### F. Scholastic Eligibility – No Pass – No Play

1. High school students in grades nine, ten, eleven, and twelve, must have a passing grade in all subjects. Athletes will be suspended from extracurricular activities until the grade is raised the next reporting time. Grades will be determined at weekly reporting intervals. A student not meeting this standard will be ineligible until the next deficiency list is compiled.
2. Elementary grades five through eight shall meet the requirements of the IESA eligibility. Students must be passing all subjects each week to remain eligible. Grades will be determined in weekly intervals. Students not meeting this standard will be ineligible until the next deficiency list is compiled.

#### G. Coaches/Sponsors Team Rules

1. Head coaches or sponsors of any activity shall have the right to establish other rules of conduct in addition to those listed (example: late for practice, skipping practices, missing bus, curfew, etc.). Discipline imposed by a coach or sponsor may not be inconsistent with or more severe than the disciplinary measures set forth in the Extracurricular Code.
2. All rules established by coaches or sponsors shall be in writing, approved by the building principal, and a copy given to each participant and parent/guardian.

H. Modification of Athletic or Team Uniform- Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preferences

## **GENERAL INFORMATION**

### **ASBESTOS MANAGEMENT PLAN**

An operations and management plan has been prepared which identifies asbestos containing materials for both Brimfield Grade School and Brimfield High School. Copies of the Operations and Management Plan are available in the office of the Superintendent of Schools and in the school office. These are available for review by appointment by interested persons during normal school hours. Materials having asbestos content have been identified when they are located in service areas. Brimfield School District #309 contracts with Asbestos

Removal of Illinois to meet all requirements for our Asbestos Management Plan. Yearly auditing and monitoring is in place.

### **BEFORE/AFTERCARE PROGRAM**

The Brimfield aftercare program is available to all students enrolled in the school district. Registration and parent information is available in the grade school office.

### **MANDATED REPORTER**

In accordance with State Law, **every employee** of the Brimfield School District is a mandated state reporter for the Department of Children and Family Services. All suspected cases of child abuse and neglect must be reported to the proper authorities.

### **CLASS PARTIES SCHOOL SNACKS AND BIRTHDAY TREATS**

All food brought into the school for birthday treats or for party snacks that will be shared with other students in the classroom **MUST** be store bought. We will not accept any homemade food or bakery items (cupcakes, cookies, donuts). All food must have an ingredient list **AND** a nutrition label. If any food is sent in without the appropriate labels, the food will not be served and will be sent home with the student. If you have any questions about the food you want to send in, please call your child's teacher or the school nurse **BEFORE** purchasing the treats.

### **COMMUNICATION AND PHONE CALLS**

**Teachers and students will not receive calls during teaching hours.** Parents may leave a message on the teacher's voice mailbox and calls will be returned when the teacher becomes available. Students will not be permitted to call for lunches, supplies, homework, etc... Each classroom has a phone for emergency calls.

### **LINES OF COMMUNICATION**

To help improve school-home relationships and to provide parents with an opportunity to help in solving conflicts between students and teachers, please follow the lines of communication as established. See chart below.

Brimfield CUSD #309 Organizational Chart

- My Child's Educational Needs
1. Teacher
  2. School Counselor
  3. Building Principal/Assistant Principal
  4. Superintendent
  5. Board of Education

- Special Education/Disability Services
1. Teacher
  2. Case Manager
  3. Building Principal/Assistant Principal
  4. Director of Student Services/SEAPCO
  5. Superintendent
  6. Board of Education

- Facilities
1. Building Principal
  2. Maintenance Coordinator
  3. Superintendent
  4. Board of Education

- Athletics
1. Coach
  2. Athletic Director
  3. Building Principal
  4. Superintendent
  5. Board of Education

- Discipline
1. Teacher
  2. Building Principal/Assistant Principal
  3. Superintendent
  4. Board of Education

- Transportation
1. Bus Driver
  2. Transportation Coordinator
  2. Building Principal
  3. Superintendent
  4. Board of Education

- Technology
1. Technology Coordinator
  2. Building Principal/Assistant Principal
  3. Superintendent
  4. Board of Education

- Cafeteria
1. Cafeteria Manager
  2. Building Principal/Assistant Principal
  3. Superintendent
  4. Board of Education

### **STUDENT AND FAMILY PRIVACY RIGHTS**

As part of this act, all families will be notified via student handbook/newsletter before any directory is published giving names of students, addresses, and phone numbers. Parents can request that this information remain private and not available for publication. A directory published by the school district will be for family use and not sold for solicitation purposes.

### **Student Privacy Protections Surveys MSH 11.10 Student Privacy Protections**

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

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

identified, and (3) regardless of the subject matter of the questions. Parents who object to disclosure of information concerning their child to a third party may do so in writing to the Building Principal.

### **Surveys Requesting Personal Information**

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items: 1. Political affiliations or beliefs of the student or the student's parent/guardian. 2. Mental or psychological problems of the student or the student's family. 3. Behavior or attitudes about sex. 4. Illegal, anti-social, self-incriminating, or demeaning behavior. 5. Critical appraisals of other individuals with whom students have close family relationships. 6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers. 7. Religious practices, affiliations, or beliefs of the student or the student's parent/ guardian.

### **Instructional Material**

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request. The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

### **Prohibition on Selling or Marketing Students' Personal Information Is Prohibited**

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

### **Student recognition programs**

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards. A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal. The school expects to administer the following surveys that request personal student information on the following approximate dates.....

### **FUNDRAISING**

All groups/organizations requesting to conduct a fundraising activity must first have approval by the Administration.

### **EQUAL EDUCATIONAL OPPORTUNITIES AND SEX EQUITY**

Equal educational and extracurricular opportunities are available to all students. No student shall be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Julie Albritton at 309-446-3366.

### **INTEGRATED PEST MANAGEMENT PLAN**

The State of Illinois has mandated that Integrated Pest Management (IPM) programs be used in controlling insect pests in schools. IPM programs will include the use of a variety of pest management tools including non-chemical and chemical choices. District 309 has an IPM program, which incorporates building maintenance, sanitation, physical barriers, and pesticide application. If you wish, you may request prior notification two days in advance of any pesticide application. Call the school office if you would like your name on a notification list. We will make every effort to only make applications when students are not present. However, our pest management plan is not responsible for providing prior notification in instances where there is an imminent threat to health or property. Examples of such instances include pesticide applications where stinging or biting insects are posing a threat to student's health, or pesticide applications where insects may spread to numerous locations if immediate procedures are not taken to control them.

### **LOST AND FOUND**

Lost articles will be turned into the office. Marking articles of clothing, books, and supplies will eliminate time wasted in identifying and searching for lost articles. All unclaimed articles will be disposed of at the end of each semester.

### **NON DISCRIMINATORY PRACTICES**

Brimfield CUSD #309 does not discriminate on the basis of race, creed, national origin, sex, age, or handicap in any of its educational programs, activities, benefits, services, or employment practices under Title IX of the Illinois Sex Equity Rules and Handicap Laws. All courses/programs are offered without regard to race, color, national origin, sex, age, or disability. Concerns relating to potential violations of this policy should be directed to Superintendent 446-3349.

### **PUPIL PERSONNEL SERVICES**

In order for a child to meet more successes than failures, it is sometimes necessary to seek special help. If a child shows signs of educational, physical, or social-emotional problems proper steps will be taken, and the child will be referred to the appropriate agency. Parents may be consulted before a referral is made and advise them of the process.

### **SCHOOL PICTURES**

A professional photographer, contracted by the school district, will take pictures of each student on a designated date. A class composite picture will be taken. Parents are under no obligation to purchase these pictures. A picture re-take day will be scheduled for students who were absent. Students who are absent on the designated picture day will not be included in the class composite.

### **SAFETY PROGRAM (Policy 108.0)**

The School District shall have a safety program promoting the safety of everyone on District property or at a District event. In order that the Board can monitor this goal's achievement, the Superintendent shall make regular reports to the Board containing relevant information.

The Superintendent or designee shall develop and implement a comprehensive safety and crisis plan incorporating both avoidance and management guidelines. The comprehensive safety and crisis plan shall specifically include provisions for: injury prevention; bomb threats, weapons, and explosives on campus; school safety drill program, tornado protection; instruction in safe bus riding practices, emergency aid; post-crisis management; and responding to medical emergencies at an indoor physical fitness facility. During each academic year, each school building must conduct a minimum of:

1. Three school evacuation drills (one with fire dept present),
2. One bus evacuation drill,
3. One severe weather and shelter-in-place drill.
4. A law enforcement drill (with county officers present).

In the event of an emergency that threatens the safety of any person or property, staff is encouraged to use any available cellular telephone. A school bus driver is prohibited from operating a school bus while using a cellular

telephone, except: (1) during an emergency situation, (2) to call for assistance if there is a mechanical problem, (3) where a cellular telephone is owned by the School District and used as a digital two-way radio, and (4) when the school bus is parked.

### **CONVICTED CHILD SEX OFFENDER AND NOTIFICATION LAWS**

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

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

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school.

The Superintendent shall develop procedures for the distribution and use of information from law enforcement officials under the Sex Offender and Child Murderer Community Notification Law. The Superintendent or designee shall serve as the District contact person for purposes of this law. Non-staff members, as well as staff members who are not designated as information recipients, shall be referred to the law enforcement agencies for information regarding child sex offenders.

All contracts with the School District that may involve an employee or agent of the contractor having any contact, direct or indirect, with a student, shall contain the following:

The contractor shall not send to any school building or school property any employee or agent who would be prohibited from being employed by the District due to a conviction of a crime listed in 105 ILCS 5/10-21.9. The contractor shall obtain a criminal history background check before sending any employee or agent to any school building or school property. Additionally, at least quarterly, the contractor shall contact the local law enforcement authority where each employee or agent resides to determine if the employee is on the list of registered felons who have committed child sex offenses.

Information concerning sex offenders and the law may be found at: [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor)

### **EMERGENCY CLOSING**

The Superintendent is authorized to close the schools in the event of hazardous weather or other emergencies that threaten the safety of students, staff members, or school property.

### **SCHOOL CANCELLATION**

School cancellation due to severe weather conditions or uncontrollable situations will be made as early as possible, but no later than 7:00 a.m. For cancellations, parents and students need to listen to TV Channels 19, 25, and 31. School cancellations will also be posted on our school Facebook page.

### **EMERGENCY NOTIFICATION SYSTEM**

If you are wanting to be added to our school emergency notification all-calls, please contact the school secretaries to be added.

### **SAFETY DRILLS**

All students in the Brimfield School District receive periodic instructions concerning what to do in the case of fire, weather, or other emergency situations. If an emergency were to occur, students would perform without fear and panic. In the event of a severe storm approaching, children will be kept at school until the danger has passed.

### **SCHOOL SAFETY**

Brimfield Grade School will maintain a safe and secure environment by keeping all doors locked during the school day. All visitors and parents must check into the office and wear a visitor's pass. A comprehensive safety plan has been developed and communicated with all staff.

### **AUTOMATIC EXTERNAL DEFIBRILLATORS**

Brimfield Grade School and Brimfield High School have AED units located on the wall outside the gymnasium. An AED is also available at the athletic complex. The use of AED is in accordance with a nationally recognized certifying organization. Our staff development program includes training of lifesaving techniques to instruct staff. Training also includes first aid, Heimlich maneuver, and CPR.

### **SECTION 504 OF THE REHABILITATION ACT OF 1973 (PL93-1120)**

1. **Policy** - It is the policy of the Board of Education to provide a free and appropriate public education to each handicapped student within its jurisdiction, regardless of the nature of severity of the handicap and without regard to race, creed, national origin, or gender. It is the intent of District #309 to ensure that the students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be handicapped under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA). The act defines a person with a handicap as anyone who:
  - A. Has a mental or physical impairment which substantially limits one or more life activities (major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working)
  - B. Has record of such impairment
  - C. Is regarded as having such impairmentDue process rights of handicapped students and their parents under Section 504 will be enforced. The building principal is the Coordinator of Section 504 activities for the building.
2. **Referral** - Referrals for consideration for Section 504 eligibility may result from child find efforts, direct referrals by parents/guardians, school personnel, other persons having knowledge of the student, the student, or the State Board of Education. Referrals may be made at any time using the Section 504 Referral form available in the office.
3. **Assessment** - The primary purpose of conducting an assessment of a student referred for a Section 504 evaluation is to gather information sufficient to permit a group of knowledgeable persons to determine whether the student is a handicapped student under Section 504.
4. **Eligibility Determination**
  - A. The District Coordinator will convene a Section 504 Conference Meeting for a student whose assessment has been completed. The Section 504 Conference Meeting will be conducted within 60 days of the date of referral for consideration of Section 504 eligibility.
  - B. The Section 504 Conference Meeting will involve a group of persons knowledgeable about the student, including the student, the parents/guardians, members of the evaluation team, the District Coordinator, and others requested by the District or parents/guardians.
  - C. Recommendations made at the Section 504 Conference shall be determined by the consensus of the participating public school staff.
5. **Section 504 Services Plan**
  - A. The section 504 Conference Summary will serve to document the educational concern, a summary of the results of the evaluation, and the determination of the eligibility.
  - B. The Section 504 Conference Summary will also serve as the Section 504 service plan by describing the needed educational services and /or reasonable accommodations to be made.



## **STUDENT RECORDS/RECORD REQUEST**

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

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

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

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

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

**2. The right to have one or more scores received on college entrance examinations included on the student's academic transcript.**

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

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

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

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

**4. 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 school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

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

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

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

**5. 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.

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

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

- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- 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.*

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

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

**8. 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.**

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

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

U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Avenue, SW  
Washington DC 20202-8520

**SOPPA – STUDENT ONLINE PERSONAL PROTECTION ACT**

**Annual Notice to Parents about Educational Technology/Vendors Under the Student Online Personal Protection Act**

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

Cross Reference:

PRESS 7:345-AP, E2, *Student Data Privacy; Notice to Parents About Educational Technology Vendors*

### **TEXTBOOKS**

Textbooks are supplied by the Board of education on a rental basis. This rental fee also includes magazines and workbooks. IT IS EXPECTED THAT RENTAL FEES WILL BE PAID PROMPTLY or arrangements made to pay the book fees later. The students to whom the books are issued are solely responsible for the proper care of the books. Damage to a book, other than ordinary wear, will result in an additional assessment to the pupil.

### **VISITORS**

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

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

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

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

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Cross-reference:

PRESS 8:30, *Visitors to and Conduct on School Property*

### **ENFORCEMENT**

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

## **PROCEDURES TO DENY FUTURE ADMISSION TO SCHOOL EVENTS OR MEETINGS**

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing,
2. A description of the prohibited conduct,
3. The proposed time period that admission to school events will be denied, and
4. Instructions on how to waive a hearing.

## **WAIVER OF STUDENT FEES**

The School Board may establish fees and charges to fund certain school activities. The Board recognizes some students will be unable to pay these fees. Students, whose parents are unable to afford student fees, may receive a waiver of fees (application online). A fee waiver applies to all fees related to school, instruction, and extracurricular activities

A student shall be eligible for a waiver of a fee when at least one of the following prerequisites has been met:

- The student is presently receiving public aid.
- The student is currently eligible to receive free or reduced priced meals.
- The student's family is currently eligible under the guidelines of family-size income as prescribed by the Secretary of Agriculture.
- Other documented family hardships (illness, unemployment, emergencies, etc.) approved by the superintendent.
- The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.

## **ACCEPTABLE USE OF THE DISTRICT'S ELECTRONIC NETWORKS**

(Rewritten: June 2021)

### **Acceptable Use of the District's Electronic Networks** [1](#)

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

### **Terms and Conditions**

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

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices
4. **Acceptable Use** – Access to the District's electronic networks must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **Internet Safety**

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

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



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

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

Cross Reference:

PRESS 6:235, Access to Electronic Networks

## **7.10 E1 Exhibit – Student Authorization for Access to the District’s Electronic Networks**

Dear Parents/Guardians: (example letter)

Our School District has the ability to enhance your child’s education through the use of electronic networks, including the Internet. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Students and their parents/guardians need only sign this Authorization for Access to the District’s Electronic Networks once while the student is enrolled in the School District.

The District filters access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. If a filter has been disabled or malfunctions it is impossible to control all material and a user may discover inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child should follow, and the School District respects each family’s right to decide whether or not to authorize Internet access.

With this educational opportunity also comes responsibility. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child’s actions. If you agree to allow your child to have a network account, sign the Authorization form below and return it to your school.

Authorization for Access to the District’s Electronic Networks Form

### **Students must have a parent/guardian read and agree to the following before being granted unsupervised access:**

All use of the electronic networks shall be consistent with the District’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. **The failure of any user to follow the terms of the Acceptable Use of the District’s Electronic Networks will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

I have read this Authorization form. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child’s use is not in a school setting. I have discussed the Acceptable Use of the District’s Electronic Networks with my child. I hereby request that my child be allowed access to the District’s electronic networks, including the Internet.

Parent/Guardian Name (please print) \_\_\_\_\_

Parent/Guardian Signature

Date

### **Students must also read and agree to the following before being granted unsupervised access:**

I understand and will abide by the above Acceptable Use of the District’s Electronic Networks. I understand that the District and/or its agents may access and monitor my use of the District’s electronic networks, including the Internet, my email and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or legal action may be taken. In consideration for using the District’s electronic network connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the District’s electronic networks, including the Internet.

Student Name (please print) \_\_\_\_\_

Student Signature

Date

Cross-References:

PRESS 6:235, Access to Electronic Networks

PRESS 6:235-AP1,E-1 Student Authorization for Access to the District's Electronic Networks

### **1.160 – Parent Organizations and Booster Clubs**

(New: June 2021)

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

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

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

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

Cross Reference:

PRESS 8:90, *Parent Organizations and Booster Clubs*

Students + Parents + Teachers = Success

“ As we express our gratitude,  
we must never forget that the highest  
appreciation is not to  
utter words, but to  
live by them.”

John F. Kennedy