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## STATEMENT OF BELIEFS

We believe that education is both a fundamental right and a responsibility. Children have a right to learn to the best of their ability and a responsibility to conduct themselves in such a way so as not to interfere with the right of other children to learn.

We believe students have a right to be afforded every opportunity to take the fullest advantage of learning opportunities to provide them with the basic skills necessary to become productive citizens in the ever-changing world.

We believe that every student in our school district should be taught to understand the rights and responsibilities of being an American - all people have value.

We believe that these students should be knowledgeable in the basic subjects - the fundamental learning areas and the school should meet the needs of students with varied learning abilities.

We believe that the special talents of all students, whatever those talents are, should be cultivated.

We believe that all students in our school should have the opportunity to reach their highest possible level of achievement - every student can learn.

We believe that the fine program of education, which is now being carried on, should reflect the changing needs of the community and should prepare students to live in a multi-cultured global society.

We believe that relationships that promote continued student progress and personal development should exist at all levels of the school district.

## ATTENDANCE - GENERAL

The School Code of Illinois contains the following statement: “Whoever has custody or control of any child between the ages of 7 and 17 years, shall cause such child to attend school in the district in which they reside, during the entire time it is in session during the regular school term.”

The statement above places the responsibility for daily school attendance with the parents(s) or guardian(s) of the student. The faculty recognizes the importance of daily attendance. Students who are frequently absent from school may encounter difficulty keeping pace with their classmates.

The Board believes that an educational system is organized on the basic premise that all students shall regularly attend school. Any extended absence from school means loss to the absentee; extended absences may cause serious loss; and all justifiable absences should be for genuinely good reasons.

## ATTENDANCE - STUDENTS

### School Day

Grades K thru 8 ----- 8:20 A.M. to 3:00 P.M.

### Time of Arrival & Dismissal

Students should not arrive at school before 7:45 A.M. or remain after 3:00 P.M. unless they are attending a supervised school sponsored activity or unless the teacher or school arranges with a parent in advance to see a student after 3:00 P.M. or to meet with the student before 7:45 A.M. The school building will open at 7:45 A.M. Parents who bring children to school should immediately place children with an adult supervisor and then exit the building. Parents who are picking up their children after school should wait at the north wall of the gym for their children. All hallways and lobby areas need to be clear during the arrival and dismissal times. Students who are bus riders will be dismissed prior to students that are picked up or walk home.

### Leaving School Building or Grounds

STUDENTS SHOULD NEVER LEAVE THE SCHOOL BUILDING OR SCHOOL GROUNDS DURING SCHOOL HOURS WITHOUT THE PERMISSION OF THE SUPERINTENDENT OR TEACHER. The school office will always contact the parents, guardian, or designee before a student leaves the school building or grounds. Parents should contact the school by note or telephone in advance to arrange for dismissing a student from school while school is in session. PARENTS OR DESIGNEE MUST COME TO THE OFFICE TO SIGN OUT STUDENTS. Leaving the school building or grounds without permission or approval is classified as truancy. Students may go home for lunch only with a note from the parents and school consent. As provided by The School Code of Illinois, students will not be released to the custody of anyone but parents, guardians, or other designees.

If a child must be absent from school for an extended period of time due to illness, parents should also notify the school. This is particularly important in the case of communicable disease, as the Jefferson County Health Department requires the school district to record such data.

Leaving school without permission or approval is classified as truancy. Parents, guardians, or persons designated by a parent or guardian must sign out the student at the school office prior to the student's leaving the school grounds.

Students may be excused from participation in physical education/recess for up to three (3) consecutive school days with a note from the parent. Non-participation beyond three (3) days will require a note from a physician. Returning to participation earlier than prescribed will require written consent from the person who originally issued the note of excuse. Students may be expected to go outdoors for physical education/recess and should be prepared with appropriate clothing.

## ATTENDANCE - ENROLLMENT

### Entrance Requirements

Children entering kindergarten must be 5 years old on or before September 1<sup>st</sup>.

## ATTENDANCE - ABSENCES & EXCUSES

The safety of children is always a high priority and we continue to be concerned about the rising incidence across the nation of child abduction while en route to school. The following procedures will provide an extra measure of security for our children and help ensure a prompt response to situations that may arise.

Please call the school between 8:00 - 8:45 A.M. on the day (s) he will be absent or tardy - 244-8095.

When a student returns to school following an absence, (s)he must follow these procedures:

Bring a note signed by his/her parent or guardian stating the dates of and reason for the absence ONLY if the parent/guardian has NOT contacted or been contacted by the school to report the reason for the absence. Present the note to the office on the day of return.

NOTE: Failure on the part of a parent/guardian to explain an absence - either by telephone or by note - will result in the absence being UNEXCUSED.

Absences for the following reasons are justifiable and, therefore, will be excused. For reasons in 2, 6, 7, and 8, absences should be prearranged if possible.

1. Illness of pupils. - After 7 absences a doctor's note WILL BE required.
2. Medical and dental appointments that cannot be arranged for out-of-school hours.
3. Serious illness of a family member which requires the presence of the student.
4. Death of relative or near friend.
5. Accident or emergency.
6. Religious holidays or other religious causes. The Board of Education recognizes the right of students to observe their respective major religious obligations. The Board of Education, therefore, authorizes the granting of excused absences to students of this District for performance of major religious obligations or observance of religious holidays of their respective faiths. The student will be expected to make up the work missed with the assistance of the classroom teacher(s) involved.
7. Trips on school business.
8. Vacation periods with parent/legal guardians. The school must be informed ONE WEEK prior to the date of absence for vacation plans. Students are to secure the assignments they will need to make-up prior to the absence.
9. Absences for student competition and performances shall be prearranged and permitted at the discretion of the principal.

All other absences shall be considered unexcused and interpreted as truancy.

Students should keep in mind that there is a direct relationship between attendance and progress in school. Being absent too many times tends to inhibit a student's opportunity to learn. **Upon**

**returning from an absence, it is the student's responsibility to acquire and complete all make-up work.** In grades 1-8, if the absence is excused, the student will make up all missed assignments and exams within a time period equal to the number of days absent from school plus one (1). After this time period has elapsed, all work not made up will convert to a failing grade.

Vacation periods are established by the Board of Education during regular intervals of the school year. If parental plans are such that family vacations need to be extended, or another family vacation period provided, it is the responsibility of the parents, with their students, to make advance arrangements for such absence. All make-up work for those absences is the responsibility of the student and/or parent to arrange. Such arrangements must be made in advance of the requested variation for vacations in order for such an absence to be excused. All vacation absences in which students are not accompanied by their parents/legal guardians will be unexcused.

Parents may request homework for a student who is going to be out of school for an extended period of time due to illness (three (3) days or more). The parents should (a) call the school office before 10:00 A.M. to make the request for the homework, and (b) pick up the homework at 2:50 P.M.

Truancy will be considered an unexcused absence. Students with unexcused absences may not make up the work missed. After five (5) school days, truant students will be referred to the Jefferson County Attendance Officer.

#### Make-Up Work

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work. Students are required to complete make-up work at the beginning of the second day upon returning to school. For multiple days of absence, the procedure will be followed for each day upon return (i.e. the first day's work is due upon the second days return to school, and the second day's work is due upon the third days return to school, etc).

#### ATTENDANCE – TARDINESS

Students are expected to be in classes, seated, and ready for lessons at the prescribed time. A student who is tardy to school is to report directly to the office with their parent/guardian upon arrival and must sign-in. It is extremely important for students to arrive early to have the opportunity to eat breakfast and participate in morning announcements. It is the responsibility of the parent/guardian to ensure their child/children arrive on time. The following consequences apply to students who are tardy to school. These consequences will be imposed on a quarterly basis.

- 1<sup>st</sup> tardy - verbal warning
- 2<sup>nd</sup> tardy - second verbal warning
- 3<sup>rd</sup> tardy - phone call to parent/guardian
- 4<sup>th</sup> tardy - detention/loss of privilege and parent phone call
- 5<sup>th</sup> tardy - detention/loss of privilege and parent phone call
- 6<sup>th</sup> tardy - additional tardiness will be handled on an individual basis to address this issue until the problem is resolved

## ATTENDANCE - TRUANCY

The Board of Education supports the principle that local school districts must have the responsibility for matters pertaining to student attendance. Further, the Board recognizes the following definitions and procedures that have been established by the District and the Regional Office of Education Truant Office.

Truant - a student subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.

Valid cause - a student may be absent from school because of illness, observance of a religious holiday, death in the immediate family or of a near friend, family emergency, or such other circumstances which cause reasonable concern to the parent for the safety or health of the student.

Chronic or habitual truant - a student who is subject to compulsory school attendance and who is absent without valid cause from such attendance for five (5) percent or more of the previous 180 regular attendance days.

Truant minor - a student to whom supportive services, including prevention, diagnostic, intervention, and 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.

Academic success hinges greatly on a child's attendance at school. There are times when absences are unavoidable. The school district will attempt to work with all parents whose children are absent with a *VALID CAUSE*. Students who are absent without valid cause will be considered *TRUANT*.

Students are required by law to attend school every day. Students who are absent more than 5% of the last 180 school days will be subject to the following:

- Student is required to supply a doctor's excuse after 7 days of absences. If a doctor's excuse is not supplied, the student's absence will be unexcused.
- Administration will provide notification to the Truancy Officer at the Regional Office of Education after 7 unexcused absences. Students who leave school or miss classes without permission will also be counted as truant. At 9 unexcused absences, the truancy officer may file a petition for you and your child to appear in court. A parent or guardian may be subject to no more than 30 days imprisonment and/or a fine up to \$500.

Using the definitions cited, the school district shall determine if the student is a truant, chronic or habitual truant, or a truant minor. The superintendent shall direct appropriate school district staff and outside agencies to develop procedures to be used with the student who is a truant, chronic or habitual truant, or a truant minor.

The following support services may be offered when available to a student who is experiencing an attendance problem:

parent-teacher conferences

counseling services by parent contact of social workers and psychologists  
psychological testing  
alternative educational programs  
alternative school placement  
community agency services

When the supportive services of the school district have been offered to the student and if these measures prove ineffective and the behavior persists, the administrator shall refer the matter to outside agencies, such as the Juvenile Officer of the local police department. The Board, superintendent, and teachers shall assist and furnish such information as they have to aid truant officers in the performance of their duties.

In accordance with The School Code of Illinois, no punitive action, including out-of-school suspensions, 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.

## ACADEMICS

### REPORT CARDS AND PARENT-TEACHER CONFERENCES

The report card, which is issued quarterly to all students, is but one way of informing the parents of the child's progress in school. These grades are based on a combination of the teacher's best professional judgment, daily class work, and testing (both teacher-made and standardized.)

No report card can possibly communicate to the parent everything which the teacher would like to express or everything, which the parent would like to know. Some days are set aside during the year when teachers attempt to schedule conferences with all parents. These conferences are meant to give the teacher the opportunity to discuss your child with you more thoroughly and to give you as a parent the opportunity of asking questions about your child's progress in school.

Conferences can be arranged at any time through the year by mutual arrangement of teacher and parent and through the initiative of either parent or teacher as the need arises.

### SCHOOL TESTING PROGRAM

In addition to the administration of teacher-made tests and tests which are a part of the textbook or workbook, standardized tests are given to the children to help the school better understand each child. Standardized achievement tests and tests of mental ability are used as professional tools to help identify learning difficulties, diagnose weaknesses, measure progress, and plan educational programs designed to meet students' needs. Upon parental request, test results will be made available to parents or parties designated by the parents.

### HONOR ROLL

The Honor Roll will be listed every nine-weeks grading period for grades 5<sup>th</sup> through 8<sup>th</sup>. Honor Rolls are figured solely on the basis of grade point averages in the "core" academic areas of Math, Reading, Spelling, English, Social Studies, and Science. Honor Roll requires a grade point average of 3.2-3.79, while High Honor Roll requires a grade point average of 3.8-4.0.

## PROMOTION – RETENTION POLICY

Promotion/retention of a child is extremely important in the educational development of every child. Parents shall be involved when retention may be a possibility. A student may be retained when it appears (he/she) will profit educationally from such action. While the teachers and school administration shall confer with the parents regarding this matter; school staff shall make the final decision. Social promotion is not permissible as prohibited by law.

### Kindergarten – 3<sup>rd</sup> Grade Promotions/Retentions:

For grades kindergarten through 3<sup>rd</sup> grade, promotion or retention of students will be determined by the teacher and administration based upon individual achievement and need. Progress will be communicated to the parent or guardian on an on-going basis by the classroom teacher.

### 4th - 8th Grade Promotions/Retentions:

For grades 4<sup>th</sup> through 8<sup>th</sup> grade, promotion or retention will be based upon the following criteria:

1. A student must be passing four (4) of the six major subject areas for the year. A student is considered passing when he or she maintains at least a cumulative D- average for that particular core subject. Core subjects include Reading, English, Spelling, Math, Science, and Social Studies.
2. Under extenuating circumstances a student may be promoted/retained when deemed necessary by the administration and/or the board of education.
3. Other factors that will be considered are effort, attendance, and student performance on the Illinois Partnership for Assessment of Readiness for College and Careers (PARCC) and/or other assessments.

\* School personnel reserve the right of placement as deemed appropriate for incoming transfer students or home schooled students. Placement is determined by, but not limited to, teacher recommendations and testing results. Consultation and input of parents and/or staff will be considered. (Example-- Special education considerations, IEP's, etc.)

## SUMMER SCHOOL

Students that do not qualify for promotion are provided remedial assistance which may include, but not limited to: a summer bridge program of no less than 90 hours, tutorial sessions, increased or concentrated instructional time, modifications of instructional materials, and/or retention in grade. In instances when summer school is provided, the student must successfully complete the academic rigor of the program to achieve the promotion to the next grade level for the following school year.

## ACCEPTABLE USE OF THE INTERNET

All use of the Internet shall be consistent with the goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Use is a privilege, not a right. General rules for behavior and communications apply when using the Internet. The District's *Authorization for Internet Access* contains the appropriate uses,



ethics, and protocol for the Internet. Electronic communications and downloaded material may be monitored or read by school officials.

Each student and his/her parent(s)/guardian(s) must sign the *Authorization* before being granted use.

### GIFTED IDENTIFICATION

#### 1. GENERAL INTELLECTUAL ABILITY

- A. IQ Score from SAT 10

#### 2. ACHIEVEMENT TEST SCORES

- A. Language Arts 85% or better
- B. Math 85% or better
- C. Reading 85% or better
- D. Total Score 85% or better

#### 3. TEACHER EVALUATION

#### 4. PAST SCHOOL PERFORMANCE/PORTFOLIOS

### BULLYING OR AGGRESSIVE BEHAVIOR

Bullying is a prohibited behavior that will not be tolerated and will be considered gross misconduct. 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. Any student who encourages other students to engage in aggressive or bullying behavior will also be considered to be in violation of the bullying policy and will be subject to appropriate consequences.

Prevention of and Response to Bullying, Intimidation, and Harassment

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

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-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 (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

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

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

### DISCIPLINE

The Board of Education of Bethel School District #82 believes that its primary goal is to prepare students to be productive, contributing members of the society through education. The Board encourages the most effective use of educational strategies and techniques to achieve this goal.

The Board recognizes that conduct is learned, and acceptable conduct, like its academic counterpart, can be taught. While disruptive conduct will not be tolerated, the Board encourages the use of education interventions to correct the unacceptable behavior. The corrective actions taken will also be guided by preventative and educational objectives. Finally, the Board is committed to creating an environment that is safe for students and staff and promotes learning.

Bethel School considers habitual, disruptive behavior unacceptable. In most cases, a system or progressive discipline (violations and consequences) will be followed. Should severe or repeated misbehaviors occur, the administrator reserves the right to disregard the progression of consequences recommended and impose an appropriate alternative. Students who continue to disrupt the educational program may be reassigned to an alternative educational setting through the Regional Office of Education. One or more of the discipline consequences may also occur for any given offense.

### RIGHTS AND RESPONSIBILITIES

(Related to Standards of Behavior)

Rights of Students

- To attend school unless removed as specified in Board of Education Policy and/or The Illinois School Code.
- To attend school in a safe and orderly environment.
- To enjoy the full benefit of their educational efforts without disruption from other students.
- To have reasonable access to school personnel.
- To be fully informed of school rules and regulations.
- To be respected and treated courteously by staff members and administration.

### Responsibilities of Students

- To attend school and classes regularly, on time, and to leave the school grounds immediately at the end of the school day unless supervised by school personnel.
- To be prepared for class with the appropriate materials and work.
- To know and obey school rules and regulations.
- To respect the rights of school personnel, fellow students, and the public in general going to, coming from, and during school.
- To achieve to the best of his/her ability.
- To be accountable for all actions.

Note: Participation in and/or attendance at activities is a privilege and not a right. It is the student's responsibility to maintain eligibility by maintaining appropriate academic and behavioral standards.

### Rights of Parents/Guardians

- To have their children educated in a safe and orderly environment.
- To have school personnel work cooperatively and in a timely fashion with parents.
- To be informed of district policies, regulations, and school rules.
- To review their child's record with appropriate assistance and supervision from staff.
- To visit school and to participate in conferences with teachers or administrator regarding the academic and behavioral status of their children.
- To be respected and treated courteously by staff members and administration.

### Responsibilities of Parents/Guardians

- To visit school and to participate in conferences with teachers or administrator regarding the academic and behavioral status of their children.
- To ensure that their children are fed and clothed to the best of their ability.
- To teach positive behavior to their children.
- To take on and accept the primary responsibility for rearing their children.
- To cooperate with the school in bringing about improvements designed to enhance the educational climate for all students.
- To provide the school with accurate information regarding the legal residence, telephone number, medical data, and other facts that may help the school to ensure the safety and welfare of their children.
- To become familiar with district policies, school rules and regulations, and to support reasonable disciplinary measures as applied by school personnel.
- To provide their children with a quiet study area and encourage their academic endeavors.
- To ensure that their children attend school on a regular basis and arrive at school on time prepared to work.

- To set a positive example for their children by treating staff members with respect.

### Rights of Staff Members

- To expect and receive the attention, effort, and participation of students.
- To have parental and administrative support when enforcing rules designed to provide an appropriate learning climate.
- To provide a learning atmosphere where interruptions are held to an absolute minimum.
- To be respected and treated courteously by parents and students.

### Responsibilities of Staff Members

- To consider the personal worth of each individual student as a single, unique, important human being.
- To express consistently high expectations for the achievement and behavior of all students.
- To equip each learner with the knowledge, skills, attitudes, and values required for successful living.
- To hold students accountable for their actions.
- To ensure that all students are treated equitably.
- To recognize different ideas, opinions, and expressions objectively and deal with them in a balanced, unbiased manner.
- To inform parents and students with timely or periodic reports, including all pertinent information related to the student's school experience.
- To continuously review their own performance and strive for professional growth.
- To initiate and enforce individual classroom and school rules consistently.

### Rights of Administrator

- To initiate building rules, regulations, and procedures as needed to establish and maintain a safe and orderly environment in which appropriate learning and teaching conditions prevail.
- To expect that all school employees recognize and fulfill their role to provide and ensure an appropriate learning environment.

### Responsibilities of Administrator

- To provide leadership that will establish, encourage, and promote effective teaching and optimal learning.
- To establish, publicize, and enforce school rules that facilitate learning and promote good citizenship attitudes and habits.
- To hold students accountable for their conduct and to take prompt and appropriate action and to request assistance from the faculty, as well as the district's support personnel, community agencies, and resources when appropriate.
- To be sensitive to the concerns expressed by students, staff, parents, and community.
- To act in the best interests of the students, staff, and school.
- To establish procedures to address discipline problems.
- To provide in-service to staff in areas of discipline.
- To assist students in meeting the challenge of positive social behavior.

## Behavior Expectations for All Students

### Throughout the Day:

- Show respect and courtesy to all.
- Be Safe.
- Walk quietly through all parts of the school.
- Speak kindly and appropriately.
- Leave gum and candy at home.
- Leave games, toys, cell phones and electronics at home.

### Classroom Expectations:

- Be respectful to others.
- Treat others as you would like to be treated.
- Follow your teacher's directions and procedures.

### Hallway Expectations:

- Walk in the hallways.
- Leave talking for recess and free times.
- Stay on the right side of the hall.
- Stay in line when you are with your class.
- Always ask permission before entering the hallway.

### Lunchroom Expectations:

- Be kind.
- Always talk in a quiet voice.
- Raise your hand if you need help.
- Remain in your seat until dismissed.
- Eat your lunch only.
- Clean up after yourself.
- Leave soda at home.

### Playground Expectations:

- Be kind and make friends.
- Play in assigned areas only.
- Share playground equipment.
- Follow your supervisor's directions, additional rules, and procedures.
- Stay on the playground until your teacher dismisses you.
- Line up as soon as your teacher calls you in.
- Think before you act and play without pushing, shoving, kicking, throwing items, fighting or using inappropriate language.

## Discipline

Proper school conduct is essential in providing a pleasant learning environment and maintaining order and control within the school system. The policies outlined below are designed to foster both the development of responsible and socially approved conduct and respect for other persons and property. Toward this end, parents/guardians will receive a copy of the student rules and regulations within fifteen (15) days of the opening of school or at the time a student enrolls.

Furthermore, every effort shall be made to assure that student discipline procedures are uniformly applied throughout the district and that adequate safeguards are present to protect the special needs of individual students.

The first step in correction of any behavior problem is counseling of the student by the teacher for violation of the teacher's Classroom Management Plan or by other student supervisor for violation of school rules. The teacher or student supervisor may also issue a referral to the principal that will start the process for a progressive discipline plan. When a student's conduct in the classroom or about the school premises becomes disruptive or otherwise unacceptable, his/her teacher may use reasonable force, as needed, to maintain safety for the other students and may remove him/her from the classroom or immediate premises, or send him/her to the office. The school administrator may exercise one or more of several options in dealing with the student to include, but not limited to: counseling, telephoning parents, assigning detentions, sending the student home for the remainder of the school day, or suspending the student from school, in accordance with The School Code of Illinois and existing statutes.

### Discipline - General Guidelines

Students enrolled in Bethel Grade School District #82 are prohibited from engaging in behavior that will endanger or threaten to endanger the safety of others, that will damage or will impede the orderly conduct of the school program, that will detract or hinder learning by oneself or others, either during the scope of the school day or during school sponsored activities. Teachers are authorized to use reasonable measures to maintain safety and a learning atmosphere for students.

Examples of **minor acts of misconduct** would include, but not be limited to, the following:

- A. Disobeying classroom rules as defined by individual teachers.
- B. Creating classroom disturbances.
- C. Dishonesty - cheating and/or lying.
- D. Littering - careless disposal of rubbish or other items.
- E. Loitering - standing idly about or loafing in classrooms or other parts of the building or on school grounds when asked to refrain from this action.
- F. Failure to carry out directions promptly and courteously (both verbal and written).
- G. Tardiness – failure to enter a class at the assigned time without an acceptable excuse.
- H. Failure to abide by building/playground rules.
- I. Coming to class unprepared, late, incomplete, or missing assignments, and failure to have appropriate books, materials, and supplies.
- J. Running in the hallways.
- K. Chewing gum or eating candy.

School disciplinary actions/procedures for **minor acts of misconduct** – each teacher will utilize their Classroom Management Plan prior to making an office referral, unless the behavior is of such serious or repeated nature that immediate office referral is warranted or becomes an intermediate act of misconduct. Examples of disciplinary actions taken by teachers as part of their Classroom Management Plan are as follows:

- Verbal reprimands
- Behavior assignments
- Counseling
- Withdrawal of privileges

- Written correspondence
- Conference with parents (by phone or in person)
- Seizure of items which interfere with educational process

When all classroom interventions have been employed and student disruption continues, the following progressive discipline plan will begin following a student's first referral to the Superintendent's Office:

- Written warning and phone conference with parent(s)
- **Level 1:** After school detention (next three referrals) and letter/telephone conference with parents each time.
- **Level 2:** In-school suspension (next three referrals) and meet with parents on the first referral at this level.
- **Level 3:** One day out-of-school suspension with the first referral, three days out-of-school suspension with the second referral, and five days out-of-school suspension with the third referral. A parent conference will be mandatory prior to a student returning to school each time.
- **Level 4:** School board hearing and recommendation for alternative school setting for the remainder of the school term.

Examples of **intermediate acts of misconduct** would include, but not limited to, the following:

- Continuation of unmodified Minor Acts of Misconducts.
- Gambling – participating in games of chance or skill for money or profit.
- Obscene, profane, or vulgar language, written, verbal, or expressed by gestures, name-calling, racial slurs, or derogatory statements, or anything that may impinge on another's first amendment rights.
- Forgery or the use forged notes or excuses.
- Disrespect and insubordination. Open or persistent defiance of authority and/or school rules and regulations. Included are written and verbal abuse or derogatory gestures.
- Truancy – unexcused absences from school, class, homerooms, or other school assignments.
- Stealing of items, i.e., books, pencils, paper, etc.
- Misrepresentation.
- Refusal to identify self.
- Failure to abide by corrective measures of this conduct.
- Failure to return to school, on time, parent signed forms, not limited to, permission slips, student handbook cards, report cards, mid-quarter report of grades, picture orders, etc.
- Misbehavior of substitute teachers.
- Misbehavior on the school bus.
- Inappropriate attire which could be used as a weapon, such as chains worn from the belt, chains attached to a wallet, or other objects, are prohibited on school grounds or at school functions.
- Throwing rock, sticks, snowballs, or other objects.
- Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.

School disciplinary action/procedures for **intermediate acts of misconduct** – acts of intermediate misconduct beyond teacher Classroom Plans may result in the administrative use of one or more of the following types of disciplinary responses, not in any certain order:

- Detention
- Administrative conference with student
- Administrative conference with parents
- Withdrawal of privileges (to include, but no limited to, removal from cafeteria)
- Referral to outside agency
- Temporary removal from class or school
- Financial restitution
- Suspension of bus privileges

Examples of **serious acts of misconduct** would include, but be limited to, the following:

- A. Continuation of unmodified Intermediate Acts of Misconduct.
- B. Using or possession distributing, purchasing, or selling tobacco materials, including electronic cigarettes or e-cigarettes of tobacco or alcohol.
- C. Possession, use, selling, furnishing or under the influence of a controlled substance or “look alike”, and/or drug paraphernalia or any anabolic steroid or performance-enhancing substance not administered under a physician’s care and supervision.
- D. Fighting.
- E. Boisterous conduct. Shoving, wrestling, pushing, and chasing in an aggressive manner even if playful. A **“hands-off”** policy is in force.
- F. Vandalism – defacement or destruction of any school building or fixtures including the willful writing, marking marks, drawing characters, etc., on walls, furniture, fixtures, and sidewalks or playgrounds.
- G. Extortion – use of force or threatened use of force to obtain another person’s property or money.
- H. Trespassing on school property.
  - (1) Entering upon or in property without justification or without actual permission.
  - (2) Entering or remaining upon or in school property without justification after being notified or requested to abstain from entering.
- I. Possession or use of weapons or “look alikes” or other objects to produce bodily harm.
- J. Bomb threats – the conveyance of threats of false information concerning the placement of bombs.
- K. Threats, intimidation, or physical confrontation or with students or staff. A threat to apply force or a threat to do physical or psychological harm to another student or to school personnel.
- L. Setting fires. This offense is committed when, by means of fire or explosives, a person knowingly damages any real estate property or personal property.
- M. Taking property of another by force or violence, possession and/or sale of stolen property.
- N. Stealing property of greater value than made reference to in “Intermediate Acts of Misconduct”.
- O. 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.
- P. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.” Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent



visual depiction of oneself or another person through the use of a computer, electronic communication device, smartphone or cellular phone.

- Q. 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.
- R. Other acts of misconduct which are seriously disruptive and/or which create a safety hazard to students, staff, and /or school property may be considered acts of serious violations of the Code of Conduct.

School disciplinary action/procedures for **serious acts of misconduct** will result in disciplinary action beyond a detention, which may include, but not be limited to, the following:

- Exclusion for remainder of school day
- Suspension – either in-school or out of school.
- Expulsion
- Contact of legal authorities

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.

**HANDS-OFF POLICY** - Hands off policy is defined as a student is NOT to place his/her hands on another student for any reason unless doing a class activity in which students would be directed by their supervisor to make specific contact with another student.

**Acts of physical contact in which disciplinary action will be taken are: shoving, slapping, wrestling, pushing, fighting, tripping, kicking, headlocks or any other form of physical contact that is in an aggressive manner.**

Disciplinary action for violation of the hands-off policy:

First offense – One (1) day of in-school suspension with staff supervision.

Second offense – Two (2) days of in-school suspension with staff supervision and a mandatory parent conference before the student returns to the classroom.

Third offense – Three (3) days out of school suspension for acts that create a threatening or physical harm. Administration reserves the right to make student placement in the alternative school or other placement sites that are available to the district if student's behavior becomes a safety concern for other students and staff.

### Detentions

Students are assigned detentions for violating classroom or school rules. A detention period is scheduled from 3:00 P.M. - 4:00 P.M. on Tuesdays and Thursdays, except on early dismissal days when the detention period is scheduled from 2:00 P.M. - 3:00 P.M. The parent/guardian will be notified by phone call or detention slip as to the offense warranting the detention and the date the detention will be served. Detentions shall have 24-hour notification unless other

arrangements have been made. Transportation arrangements are to be made by the parent/guardian. Students are to present the parent/guardian signed detention slip to the office. Students who do not return signed detention forms by the day of detention, will be assigned another day of detention.

Detentions will be served at the prescribed time and **will take precedence over any extracurricular activity**. Failure to serve a detention will result in further disciplinary action which includes, but is not limited to: (A) serving one (1) additional detention plus the one (1) that was missed, equaling two (2), or (B) out-of-school suspension.

Examples of such classroom offenses could include, but not be limited to, the following:

1. Disturbing classroom procedures by:
  - a. speaking without permission
  - b. being disrespectful toward a teacher
  - c. standing or walking around without permission
  - d. leaving class without permission
2. Writing or marking on walls, furniture, or equipment
3. Coming to class unprepared
  - a. late, incomplete, or missing assignments
  - b. failure to have appropriate books, materials, and supplies
4. Disobeying pertinent classroom rules as delineated by individual teachers

### Suspension/Expulsion

**Suspension:** In accordance with the provisions of The Illinois School Code, the superintendent may suspend a student who is guilty of gross disobedience or misconduct for a period not to exceed ten days.

**Expulsion:** Expulsion of students guilty of gross disobedience or misconduct will take place only after the parents have been requested to appear at a meeting of the Board of Education to discuss their child's behavior.

### Definitions

**Suspension:** An exclusion of a student from school, school sponsored activities and denial of education services, to which the student would otherwise be entitled, for a period not to exceed ten (10) days. During this period of time, the student is barred from attending school or attending any school activity. Suspension will be considered an unexcused absence, but students will receive credit for schoolwork and/or tests given during the suspension as long as they meet the requirements for schoolwork and/or tests that includes the timeliness of completing the work.

**Expulsion:** An expulsion by the Board of Education of the student from school, school sponsored activities, and denial of education services, to which the student would

otherwise be entitled, for a period of more than ten (10) days, not to exceed the school term. Expulsion for weapons related incidents may be for up to two (2) calendar years in length. Educational services include extracurricular activities.

### Suspension

The Board of Education authorizes the superintendent of the District to suspend students guilty of gross disobedience or misconduct, or to suspend students guilty of gross disobedience or misconduct on the school bus from riding the school bus, and no action shall lie against them for such suspension. The Board may by regulation authorize the superintendent of the District to suspend students guilty of such acts for a period not to exceed ten (10) school days. If a student is suspended due to gross disobedience or misconduct on a school bus, the Board may suspend the student in excess of ten (10) school days for safety reasons. Any suspension shall be reported to the parents or guardian (by mail, plus a copy given to the student to hand-carry to the parent at the time of the suspension) of such student along with a statement of the reasons for such suspension and a notice of their right to a review, a copy of which shall be given to the School Board. Upon request of the parents or guardian, the School Board or a hearing officer appointed by it shall review such action of the superintendent. At such review the parents or guardian of the student may appear and discuss the suspension with the Board or its hearing officer. If a hearing officer is appointed by the Board he shall report to the Board a written summary of the evidence heard at the meeting. After its hearing or upon receipt of the written report of its hearing officer, the Board may take such action as it finds appropriate.

Gross disobedience and misconduct shall include the following:

1. Behavior that is injurious to persons or property.
2. Behavior that substantially and materially disrupts the educational process or discipline in the school.
3. Repeated minor incidents of misbehavior for which other disciplinary measures have failed to deter.
4. Gross disrespect.

Due process procedures for suspension:

1. The school administrator shall give the student oral or written notice of the charges and the evidence to support such charges.
2. An opportunity shall be given the student to present an explanation in a conference with the school administrator.
3. The school administrator shall make a decision and then inform the student if the suspension is to be imposed.
4. Immediately upon imposition of the suspension, the student and the parent(s) or guardian(s) of the student shall receive written notice of the following:
  - a. The reason(s) for the suspension, including a copy of the rules and regulations violated by the student.
  - b. The beginning date and total number of days of the suspension and the date on which the student may return to school.
  - c. The date on which a review hearing has been scheduled and the location where the hearing is to be held.
  - d. The hearing shall be held within ten (10) school days of the beginning date of the suspension.
5. If the parent(s) or guardian(s) of the suspended student do not appear for the hearing, their absence is to be considered a waiver and the hearing need not be held.

6. The hearing officer shall prepare a written summary of the evidence and present it to the school board.
7. The majority of the school board is the final authority that upholds the student's suspension or overrules the administrative decision.
8. The law does not require the decision makers to state their findings in writing or to indicate the evidence relied upon.

### Causes for Expulsion

These offenses may be grounds for a recommendation to the Board of Education for expulsion:

1. Acts of physically striking a teacher, student, administrator, or any other school employee.
2. Possession of a weapon other than a firearm or a look-alike weapon.
3. Possession of a firearm. (In accordance with the Gun Free Schools Act, students who possess a firearm will be recommended for expulsion.
4. Arson.
5. Any other acts that endanger the physical or emotional well being of individuals.
6. Unauthorized presence on any school premises other than Bethel School District #82.
7. Delivery, sale, or the possession with intent to deliver or sell any controlled substance.
8. Repeated threats of bodily harm to students or school personnel.

### Expulsion

- A. Expulsion is removal of the student from the school by the school board for any length of time greater than ten (10) school days but no longer than the balance of the school year or one hundred and eighty (180) school days. Expulsion shall take place only after the parents have been requested to appear at a meeting of the Board, or with a hearing officer appointed by it, to discuss their child's behavior. Such request shall be made by registered or certified mail and shall state the time, place, and purpose of the meeting. The Board, or a hearing officer appointed by it, at such meeting shall state the reasons for dismissal and the date on which the expulsion is to become effective. If a hearing officer is appointed by the Board, he shall report to the Board a written summary of the evidence heard at the meeting and the Board may take such action thereon as it finds appropriate.
- B. Due process procedures for Expulsion.
  1. The Board of Education may expel students for gross disobedience or misconduct; such expulsion shall take place only after a review hearing by the Board of Education or the Board takes action upon findings submitted by a hearing officer appointed by the Board
  2. The student and the parent(s) or guardian(s) of the student shall be notified by registered or certified mail of the following:
    - a. The reason(s) for expulsion, including a copy of the specific rules and regulations allegedly violated by the student.
    - b. The time, place, and date of the hearing.
    - c. The review hearing procedures below.

The hearing shall be held at a time and date mutually convenient to the parties involved.

### C. Review Hearing Procedures.

1. The hearing shall be held in executive session at the request of the parent(s) or guardian(s) or the school administrators.
2. The student shall be afforded the following:
  - a. The right to be represented by counsel (at the expense of the student or parents).
  - b. The right to present evidence and call witnesses.

- c. The right to cross-examine the opposing witnesses.
- 3. A written decision shall be issued to the student and the parent(s) or guardian(s) within ten (10) school days after a review hearing conducted by the Board of Education. It shall contain a statement of facts and the basis for the decision.
- 4. In the written decision, the parent(s) and student shall be notified that an appeal of the decision may be made to the Regional Superintendent of Schools and then to the State Superintendent of Education as outlined in *Illinois Revised Statutes*, Chapter 122, Section 3-10 and 2-3.8 as further outlined in procedures adopted by the above two offices.
- D. If the Board of Education finds in a hearing on the suspension of a student that the suspension was unjustified or unreasonable, the following procedures shall be followed:
  - 1. The student's record shall be expunged of all notations or remarks in regard to the suspension.
  - 2. The student's absence(s) shall be recorded as "excused".
  - 3. All educational opportunities and services missed by the student shall be afforded.
- E. *Illinois Revised Statutes*, Chapter 122, Sections 14-1.01
  - 1. A student may not be expelled for behavior, which is, or results from a handicap defined in *Illinois Revised Statutes*, Chapter 122, Sections 14-1.01 through 14-1.07 and the *Rules and Regulations to Govern the Administration and Operation of Special Education*.
  - 2. A student may be suspended for behavior which is or results from a handicap defined in *Illinois Revised Statutes*, Chapter 122, Sections 14-1.01 through 14-1.07 and the *Rules and Regulations to Govern the Administration and Operation of Special Education*, if as a result of the behavior the child is a direct physical danger to himself, other students, faculty, or school property.
  - 3. If evidence is presented during an expulsion or suspension proceeding which indicated that the student's behavior is symptomatic of, or results from, a handicap as defined in *Illinois Revised Statutes*, Chapter 122, Sections 14-1.01 through 14-1.07 of *Illinois Revised Statutes* and the *Rules and Regulations to Govern the Administration and Operation of Special Education*, the student shall be referred for special education evaluation pursuant to the *Rules and Regulations to Govern the Administration and Operation of Special Education*.
- F. The academic penalty assessed for suspension should be commensurate with the length of the suspension and the academic work missed.

Expulsion for Possession of Weapons - The Board may expel a student for a definite period of time not to exceed two (2) calendar years, as determined on a case-by-case basis. A student who is determined to have brought a weapon to school, any school-sponsored activity or event, or any activity or event that is related to school shall be expelled for a period of not less than one (1) year, except that the expulsion period may be modified by the Board on a case-by-case basis. For purposes of the Section, the term "weapon" means possession, use, control, or transfer of any object which may be used to cause bodily harm, including but not limited to a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Code of 1961, knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs, or "look-alikes" thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm. Expulsion or suspension shall be construed in a manner consistent with the Federal Individuals with Disabilities Education Act. A student who is subject to suspension or expulsion as provided in the Section may be eligible for a transfer to an alternative school program in accordance with Article 13A of The School Code.

## Search and Seizure

“To maintain order and security in the schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school as well as personal effects left in those places and areas by students, without notice to or the consent of the student, and without a search warrant. As a matter of public policy, the General Assembly finds that students have no reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, and other school property and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. If a search conducted in accordance with this Section produces evidence that the student has violated or is violating either the law, local ordinance, or the school’s policies of rules, such evidence may be seized by the school authorities, and disciplinary action may be taken. School authorities may also turn over such evidence to law enforcement authorities. The provisions of this subsection apply in all school districts, including special charter districts and districts organized under Article 34.”

A school can use a POLICE OFFICER IN SEARCH AND SEIZURE, WITHOUT A SEARCH WARRANT, IF the police officer is assigned to the school as a liaison. They are then considered a school staff member and therefore do not need a warrant to search or seizure.

Delegation of Authority - Each teacher, and any other school personnel when students are under his/her charge, is authorized to impose any disciplinary measure, other than suspension, or expulsion, which is appropriate and in accordance with the policies and rules on student discipline.

Teachers, other certificated employees, and other persons (whether or not certificated) providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior.

The superintendent or principal is authorized to impose the same disciplinary measure as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to ten (10) consecutive school days, provided the appropriate procedures are followed.

The school board may suspend a student from riding the bus in excess of ten (10) days for safety reasons and may expel students guilty of gross disobedience or misconduct for the remainder of the school term or for a shorter period as determined by the Board.

## Behavioral Interventions Policy for Students with Disabilities

It is the purpose of this document to outline the policy relative to the use of behavioral interventions with students with disabilities. The fundamental principle of this policy is that nonaversive or positive interventions designed to develop and strengthen desirable behaviors shall be used to the maximum extent possible and are preferable to the use of aversive and restrictive interventions.

The use of positive interventions is consistent with the educational goals of enhancing students' academic, social, and personal growth. While positive approaches alone may not always succeed in controlling extremely inappropriate behavior, the use of more restrictive procedures should always be considered to be temporary and approached with caution and restraint. The use of restrictive interventions should maintain respect for the individual student's dignity and personal privacy and adhere to professionally accepted treatment practices. All of the procedural protection available to students with disabilities and their parents under the Individuals with Disabilities Education Act (IDEA), including notice and consent, opportunity for participation in meetings, and right to appeal, shall be observed when implementing and/or developing behavioral interventions.

It is the intent of Bethel Grade School District #82 that interventions used with a student with disabilities will incorporate procedures and methods consistent with generally accepted practice in the field of behavioral intervention. Interventions that are considered nonrestrictive are preferred because of the low risk of negative side effects and the high priority placed on behavior change rather than behavior control. These interventions may be used without the development of a written Behavioral Management Plan or inclusion in the student's Individual Education Program (IEP).

Interventions that are considered restrictive may be appropriate during emergency situations or when less restrictive interventions have been attempted and failed. Restrictive interventions should only be used when a Behavioral Management Plan has been developed by the IEP team and included in the student's IEP. Restrictive interventions shall be used for the minimal amount of time necessary to control the individual's behavior and shall be used in conjunction with positive interventions designed to strengthen appropriate behaviors. Corporal punishment and expulsion with loss of services are illegal interventions and shall not be used.

When confronted with an emergency situation in which immediate intervention is needed to protect students, other individuals, or the physical site from harm, school personnel may use an intervention that has not been delineated in the student's Behavior Management Plan. The emergency intervention selected shall be the least intrusive to reasonably respond to the situation. When an emergency intervention has been used with a student, the parents or guardians of the student will be notified as soon as possible. In addition, details related to the use of the emergency intervention will be documented.

Bethel School District #82 shall maintain a Behavioral Intervention Committee to implement the district policy on the use of Behavioral Interventions. In addition, this committee shall monitor the use of restrictive interventions with students with disabilities.

This policy has been developed based on a review of the document entitled "Behavioral Interventions in Schools: Guidelines for Development of District Policies for Students with Disabilities." This document was prepared by the Illinois State Board of Education and is dated June 30, 1994. A copy of these guidelines may be requested from the Illinois State Board of Education, 100 North First Street, Springfield, IL 62777-0001.

Search and Seizure - Desks and lockers are public property and may be searched periodically. School authorities may make reasonable regulations regarding their use.

To maintain order and security in the schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or

controlled by the school, as well as personal effects left in those places and areas by students without notice to or the consent of the student, and without a search warrant. The General Assembly of the State of Illinois has determined that students have no reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. If a search conducted produces evidence that the student has violated or is violating either the law, local ordinance, or the school's policies or rules, such evidence may be seized by school authorities and disciplinary action may be taken. School authorities may also turn over such evidence to law enforcement authorities.

### Behavioral Expectations and Consequences

#### Guidelines for Determining Penalties and Consequences for Gross Disobedience and Misconduct

The Board of Education has approved the following guidelines for determining the length of penalty time for various infractions.

Any violation of state or local law will be promptly reported to the appropriate law enforcement authorities.

1. These examples are not the only acts or conditions for which disciplinary actions are warranted, nor do they limit this policy.
2. Subsequent cases of the same offense may result in more severe disciplinary action.
3. Certain offenses may result in first consideration given to the expulsion process.
4. These guidelines apply to all school sponsored activities.
5. With the exception of the substance abuse policy for Bethel School District #82, consequences do not carry over to the following school year.
6. A student may be suspended or expelled for any offenses identified in this section which occur at any time, including, but not limited to the following:
  - a. While on school grounds,
  - b. While going to or coming from school,
  - c. During the lunch period whether on or off the campus,
  - d. During, or while going to, or coming from, a school sponsored activity,
7. Disciplinary action will be taken if a student's behavior is disruptive to the educational process or causes a danger to persons or property even though the offense is not defined on the following page.



8. Students and parents have the right to appeal disciplinary action taken against a student.

#### Suspension and Expulsion in Relation to Gross Disobedience and Misconduct

So that all students and parents/guardians may know what might be considered “gross disobedience or misconduct” the Board of Education stipulates that any or all of the following acts may be considered as evidence of “gross disobedience or misconduct” and may be cause for suspension or expulsion.

- \* 1. Alarms, False
- \* 2. Alcohol Related Violations
- \* 3. Arson
- 4. Detention, Failure to Serve
- 5. Disruptive Behavior
- \* 6. Drugs, Related
- \* 7. Extortion
- 8. False Reports/Forgery
- 9. Failure to Follow Reasonable Directions
- \* 10. Gambling
- \* 11. Gang Related Activities
- \* 12. Harassment/Bullying/Hazing (Sexual Harassment)
- 13. Miscellaneous
- \* 14. Physical Confrontation with Staff
- \* 15. Physical Confrontation with Student
- \* 16. Property Damage/Vandalism/Littering
- \* 17. Electronic Signaling Devices (Beepers)
- 18. Tardiness, Repeated
- \* 19. Theft
- \* 20. Threats to/Intimidation of Staff
- \* 21. Threats to/Intimidation of Students
- 22. Tobacco Products, Use of
- \* 23. Trespassing/Loitering
- 24. Truancy
- 25. Verbal Abuse/Profanity/Obscenity to Staff
- 26. Verbal Abuse/Profanity/Obscenity to Student
- \* 27. Weapon Related Activities (Possession, Intent to Use, Guns/Explosives)
- \* 28. Sexual Conduct
- \* 29. Participation in acts designed to disrupt school (strikes, walkouts, mass defiance, etc.
- \* 30. Any other acts that endanger the well being of students, teachers, or any school employee.

See Glossary of Terms.

The above acts are only examples of gross disobedience or misconduct, and the list is not exhaustive. All parents/guardians and students should be aware that some of the above acts might also bring criminal prosecution and penalties as well as school disciplinary action. Those acts most likely to bring such actions are marked with an asterisk (\*). Legal action may be brought by the school, individual staff members, the police or state’s attorney, parents/guardians,

and/or students. A copy of suspension letters that involve any criminal act will be automatically sent to the police department for their information.

Any violation of state or local law will be promptly reported to the appropriate law enforcement authorities.

## GLOSSARY OF TERMS

### Disciplinary Violations and Consequences

All parents/guardians and students should be aware that some of the acts listed below may also bring criminal prosecution and penalties as well as school disciplinary action. Those acts most likely to bring such actions are marked with an asterisk (\*). Legal action may be brought by the school, an individual staff member, the police or state's attorney, parent/guardians, and/or students. A copy of suspension letters that involve any criminal act will be automatically sent to the police department for their information. The violation examples that follow are not the only acts or conditions for which disciplinary actions are warranted, nor do they limit this policy. Parental contacts (advising parents of disciplinary problems) MAY occur at all levels. Penalties are cumulative through one school year unless otherwise stated.

Absence, unexcused	Absence without valid cause as defined by board policy (see excused absence).
Absence, excused	Absence with valid cause as defined by Board policy and substantiated by proper documentation. <ol style="list-style-type: none"><li>1. Illness of pupil.</li><li>2. Medical and dental appointments that cannot be arranged during out-of-school hours.</li><li>3. Death of relative or friend.</li><li>4. Unavoidable accidents or emergency.</li><li>5. Religious holidays or other religious causes.</li><li>6. Trips on school business.</li><li>7. Vacation periods with parent/legal guardians.</li><li>8. Absences for student competition and performances shall be prearranged and permitted at the discretion of the principal.</li></ol>
*Alarms (false)	Making a report of a fire by pulling the alarm when no fire exists or creating an emergency by false reports of any kind
*Alcohol	Possession, use, or transfer of any alcoholic or look alike beverage.
(related offenses)	
-Under the Influence	(See Drugs).
-Possession	(See Drugs).
-Delivery	(See Drugs).
-Look alikes	(See Drugs).

Alternatives in Education	There will be many positive options and opportunities along the continuum or range of consequences for children in elementary education to effect a change in behavior. Alternatives in education on the Range of Administrative Discipline Consequences may include a decision to reassign a child who has experienced a serious behavioral, or multiple behavioral, problem to an alternative setting.
*Arson	Intentionally setting or attempting to set fires on school property.
*Assault	Threatening to physically harm any person. Threatening to bring a weapon to school or threatening to use any weapon against any person.
*Attack (physical)	Physically assaulting any person (from home to school or from school to home) or at any activity under school sponsorship. This shall include rape or sexual assault.
*Battery	Physically touching another person either directly or with a weapon or dangerous object and causing the person injury. This includes any physical attack or fight (see physical attack and fight).
Bus Misconduct	Disobeying rules for riders of Bethel School District #82 buses.
Cheating	Misrepresenting other work as your own, allowing your work to be used in such a manner, or violating the security of a testing situation in any way.
Dishonesty (lying)	Intentionally telling untruths.
Disrespect	Inappropriate or discourteous behavior(s) directed toward staff, students, or others.
Disruption	Any act that interferes with the educational process or setting.
Dress and Grooming (inappropriate)	Failing to follow guidelines for dress or grooming that are appropriate and safe for the school environment.
*Drugs (lawful)	Any medication prescribed by a physician for that individual and administered properly.
*Drugs (unlawful, related offenses)	<u>Under the Influence</u> : Any student who is under the influence of any alcoholic beverage, marijuana, any controlled substance other than as prescribed by a

physician, or any other intoxicating substance shall be subject to disciplinary action.

Possession: Any student who has possession or control of any alcoholic beverage, marijuana, or any controlled substance other than as prescribed by a physician for that individual, any other intoxicating substance, or any drug paraphernalia shall be subject to disciplinary action. A substance or item need not be in a student's immediate presence to be in his/her possession or control.

Delivery: Any student who delivers, receives delivery of, or attempts to deliver or receive delivery of any alcoholic beverage, marijuana, any controlled substance, any other intoxicating substance, or any drug paraphernalia shall be subject to disciplinary action.

Delivery means a transfer of possession or control to another person whether or not the substance or item is in that person's immediate presence. Delivery includes, but is not limited to, any gift, exchange, sale or other transfer with or without payment or other considerations.

Look-alikes: A "look-alike substance" is a substance which by dosage unit appearance including color, shape, size, container and/or packaging, markings or by representation made, would lead a reasonable person to believe that the substance is an alcoholic beverage, marijuana, or a controlled substance.

Drug Paraphernalia: "Drug paraphernalia" means all equipment, products and materials of any kind that are peculiar to marketed for use in packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body, marijuana or any controlled substance other than as prescribed by a physician.

Due Process

Due process is a set of procedures to ensure that the rights of students are protected. These rights include the opportunity to know the specific charges or allegations leveled against them, the right to present their version of

the incident(s), and the opportunity at various levels to appeal the decision rendered at any lower level.

\*Electronic Signaling Devices (Beepers)

Beepers, cellular phones, and other such devices, which may not be brought on to school property.

\*Explosives and Fireworks

Possessing, using, selling, or giving away any explosives/fireworks, or other such devices.

Expulsion	The exclusion of a student from school for a period of time greater than ten (10) school days, but no longer than the balance of the school year or one hundred and eighty (180) school days. Expulsion for weapons related incidents may be for up to two (2) calendar years in length.
*Extortion (shakedown and/or strong arm)	Forcing or pressuring a person to give up money or any thing valued by threats, intimidation, or force.
Extracurricular Activities	Exhibiting poor sportsmanship, throwing objects onto the playing floor, or performing obscene gestures, using profanity or verbal harassment.
*Fighting	A physical confrontation between two or more persons.
Forgery	Falsifying the name of another person, time, dates, grades, addresses, or other data in writing.
*Gambling	Violating the law which prohibits playing a game of chance for money or other consideration.
Gang	<p>As used herein, the term “gang” shall mean any organization, club, or group composed wholly or in part of students which seeks to perpetuate itself by accepting additional members from students enrolled in the District, and which is assembled for the common purpose or design of 1) committing or conspiring to commit criminal offenses, or 2) engaging in conduct that is contrary to the public good, or 3) engaging in conduct that interferes with or disrupts the District’s educational process or programs.</p> <ul style="list-style-type: none"> <li>- Displaying gang symbols or paraphernalia</li> <li>- Recruits additional members</li> <li>- Meets to design or plan crimes</li> <li>- Threatens the public</li> <li>- Acts in a way that disrupts the school environment.</li> </ul>
*Gang-Related Activities	<p>As used herein, the phrase “gang-related activity” shall mean any conduct engaged in by a student 1) on behalf of any gang, 2) to perpetuate the existence of any gang, or 3) to effect the common purpose and design of any gang, including without limitation to recruiting students for membership in any gang, threatening or intimidating other omissions against his/her will in furtherance of the common purpose and design of any gang.</p> <p>The presence of or student involvement in gangs or gang related activities on school grounds, while school is in session or at school-related events, including the display</p>

	of gang symbols or paraphernalia, is strictly prohibited.
Gatherings (unauthorized)	Participating in or associating with group activities that disrupt the educational process.
Gross Disobedience/ Misconduct	Any conduct, behavior, or activity, as defined by the Board of Education in its policies, which causes, or may reasonably lead school authorities to anticipate substantial injury or disruption or material interference with school activities or the rights of other students or school personnel. Gross disobedience/misconduct may occur on the way to or from school, on school grounds, on a school bus or at a school function. It may also occur outside the school grounds, provided a conflict exists between the conduct of the student and the school's educational function.
*Harassment/Bullying	Engaging in, having a part in, or committing any act that intimidates, injures, degrades, or disgraces any other person physically and/or verbally.
*Hazing	Unauthorized initiation practices.
Hearing/Review	Formal meeting among student, parents, and administration or hearing officer for fact-finding purposes to determine disciplinary disposition.
Insubordination	Failing to obey the reasonable directions or instructions of any adult staff member. This includes but is not limited to students, teachers, substitute teachers, lunchroom monitors, clerical staff, custodians, and unpaid volunteers.
*Intimidation	Placing someone in a threatening situation where he/she feels fear for his/her personal safety.
*Littering	Throwing paper or other trash inside the building, on school grounds, on surrounding properties, or on the bus.
*Loitering	The unauthorized presence in or around any school building, in specifically restricted areas of a school building, on school grounds, or on surrounding properties.
Materials (unauthorized distribution)	Distributing unauthorized materials on school property.
Miscellaneous	A category in the gross disobedience and misconduct section which cover any violations not otherwise listed and which are disruptive to the education process.

Petitions (inappropriate)	Presenting or distributing petitions on school property or at school related activities which contain obscenities, libelous statements, or those which are not within the bounds of reasonable conduct.
*Physical Confrontation	Aggressive or hostile bodily contact.
Profanity/Obscenity	Using language, gestures, pictures, etc. which are offensive to most people.
*Property Damage	Use of school property for any purpose other than that for which it was intended which results in damage or destruction to other school property. School property includes books, supplies, equipment, the school building, etc.
Protest (unauthorized)	A demonstration which results in the disruption of the usual education process.
Reasonable Directions	Rational and fitting orders, commands, or instructions given to students by staff members or school-approved personnel.
Sale or Distribution (unauthorized)	The unapproved selling, distribution, or attempt to sell or distribute any objects or substance on school property or at any school sponsored activity.
School Personnel	Includes but is not limited to teachers, administrators, school bus drivers, and all other school district employees.
Self-Defense	Not contributing in any way to the start of a conflict. There should also be an attempt to retreat. An attempt to neutralize a hostile situation without escalating it.
*Sexual Conduct	The performance of any consensual or non-consensual sexual activity. This definition could also include sexually oriented public displays of affection such as embracing and kissing, as well as other sexual activities. Inappropriate sexual conduct on school grounds or during school related activities, whether on or off school grounds, will not be permitted.
*Sexual Harassment	Unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature whose purpose or affect is to create an intimidating, hostile, or offensive educational

environment. Sexual harassment is included in Board Policy No 720.09 on “Student Welfare – Sexual Harassment”.

Special Education Student

A student who has been determined eligible for a special education instructional program or support service(s) pursuant to Article 14 of The School Code.

Special Education Rules and Regulations are the State of Illinois’ Rules and Regulations to Govern The Administration and Operation of Special Education.

The School Code refers to the Illinois statutes governing boards of education as found in Chapter 105 par. 1 et. sec., of the Illinois Compiled Statutes.

Suspension (out-of-school)

A temporary exclusion of a student from school (including all activities sanctioned by Bethel School) from riding the school bus or from a class or classes for a period of time not to exceed ten (10) school days. A student may be suspended from riding the school bus in excess of ten (10) school days for safety reasons.

Tardiness

Arriving late to one’s assigned area.

Theft

Taking or possessing something without permission that belongs to the school or another person.

\*Threats

(See assaults).

Tobacco Product, Use of

Using and/or possessing tobacco products on school property or at school-related activities both home and away. Tobacco products may include but are not limited to cigarettes, cigars, snuff, chewing tobacco, etc.

\*Trespassing

The unauthorized presence of any student on any school property or unauthorized attendance of any student at any school activity. In addition, the unauthorized entry into school or private property (computers, lockers, desks, etc.)

Truancy

A student subject to compulsory school attendance who is absent without valid cause from such attendance for a school day or portion thereof.

\*Vandalism

Destroying and/or damaging property belonging to the school or others.

\*Weapons-Related

Possessing or using any object such as a knife, gun, or



Activities look-alike object that could be used to cause bodily harm. Sticks, pipes, bottles, pencils, or similar objects could be considered weapons when used to intimidate, threaten, or cause bodily harm.

### EXTRACURRICULAR ACTIVITIES

Any student who is not maintaining an overall “C” average in the subject areas of Math, Reading, Spelling, English, Social Studies, and Science OR is failing in any of the above listed subjects will be ineligible to participate in games, practices, and/or other team functions from Monday through Sunday of the following week of the grade check period. Weekly grade checks will be performed on Friday or the last school day of the week. Students who are ineligible at least three times during a season will be dismissed from the team for the remainder of that season.

If a student is absent on the day of an activity, he will not be allowed to participate (extenuating circumstances may be considered). Students must be present at school by 9:20 a.m. to participate in activities that day. Students receiving a one (1) day suspension (in or out of school) will be removed immediately from the team for the remainder of the season. Any student receiving one (1) detention will be suspended for the next game immediately. Any student receiving two (2) detentions will again be suspended for the next game immediately. Any student who receives three (3) detentions during the season will not be allowed to participate for the remainder of the activity season.

BETA Club participation is governed by BETA Club by-laws as outlined.

### ATHLETICS – PHYSICAL EXAMS

Students participating in interscholastic sports (basketball, track, softball) must have a physical exam each year as per article 5-3.2 of The Illinois School Code. These should be completed before the particular sport in which they are competing begins its season but after termination of the past school year.

Cheerleaders, including Peewee cheerleaders, are required to have yearly physical exams.

### ATHLETIC RULES

In order to have a safe year, it is necessary to keep the following rules in mind. Please review these rules.

1. Each team member will be required to attend all of the scheduled practices, games, events, and mandatory camps. An unexcused absence will result in suspension from a game or event.
2. Members will be required to sit together on the bus and at events.
3. Chewing gum and candy will not be allowed while participating.
4. Game shoes will not be worn to or from games. They should be taken to each game and changed into later.

5. Each member will be responsible for the care of his/her uniform. Parents will be responsible for all items ordered by their student athlete. Members should appear in a clean and pressed uniform at each game. Hair should be well kept up at all times. Make-up should be worn in moderation. Members will not be allowed to wear any jewelry of any kind at the ball games and practices.
6. Students receiving a one (1) day suspension will be removed from the team for the remainder of the season. Any student receiving three (3) detentions during the season will not be allowed to participate for the remainder of that sports season.
7. Physicals will be required for each student participating in sports prior to tryouts.
8. Team members who are not participating will be seated with the coaches to provide support for the team that is competing. Members will not be allowed to wander around the school building during games/events.
9. Members should understand that being a Bulldog is an honor and that he/she is representing Bethel School at all times. No public display of affection will be tolerated. Members should conduct themselves as respectable young men and women.
10. Each member who is not maintaining an overall "C" average in the subject areas of Math, Reading, Spelling, English, Social Studies, and Science or is failing in any of these subjects will be suspended from cheering until the averaged grade is brought back up to a "C" and passing grades are maintained in all the subject areas.
11. There will be NO SUBSTANCE ABUSE SUCH AS SMOKING, DRUGS, OR ALCOHOL tolerated. Violation of this rule will result in forfeiting the remainder of the season.
12. If a member quits a team anytime after he/she has been chosen, he/she will not be allowed to try out the following year. If extenuating circumstances exist the student may be allowed to try out for the team at the coach and administrator's discretion.

Repeated violation of these rules will result in suspension from the team.

Members who violate team rules on attendance, tardiness, and general conduct will be subject to the following penalties:

First Offense - Warning and parent notification

Second Offense - One-game/event suspension and parent notification

Third Offense - Two-game/event suspension and parent conference

Fourth Offense - Parent conference and removal from team

Members who are disrespectful to coaches, officials, or other players and/or who act in an unsportsmanlike manner will be subject to the following penalties:

First Offense - Warning, one-game/event suspension, and parent notification

Second Offense - Two-game/event suspension and parent conference

Third Offense - Parent conference and removal from team

Members will be dealt with according to the seriousness of the offense. Gross misbehavior may result in immediate removal from the team rather than a warning and/or suspension.

Members who are suspended from the team must attend, but may not participate in, all games/events and practices scheduled during the time of the suspension. When suspended, the member will be seated next to and under the direct supervision of a coach.

### ATHLETICS – STUDENT CONDUCT

We encourage all students and parents to support our athletic teams through the following:

1. Students entering the building to attend a game are expected to remain in the building until the end of the game or until they leave for home. If they leave, they must pay again upon reentering.
2. Students are expected to watch the game. This should be their reason for being there.
3. Students are NOT to sit or STAND in front of the bleachers.
4. All spectators are to remain seated except during half time or between games.
5. Please do not block the stairways. These must be clear for exit in case of an emergency.
6. Please refrain from booing but cheer to your heart's desire.
7. Fans and players alike should practice good sportsmanship.
8. SMOKING at any time in any building or on school grounds IS PROHIBITED by Federal law.
9. Children in 4<sup>th</sup> grade and under must be accompanied by a parent or other responsible adult at all games.
10. Fans exhibiting extremely rowdy behavior will be ejected and may not attend any other Bethel sporting event for the remainder of the school year.
11. No spectators on the gym floor at any time.
12. Only Bethel Grade School students in grades 5<sup>th</sup>-8<sup>th</sup> with a proper permission slip signed by a parent will be allowed to ride the player bus to a game/event. This privilege will be based on space availability on the player bus.

## ASSEMBLIES – STUDENT CONDUCT

1. Entering and leaving an assembly should be as orderly as possible. Students are to find seats, if not assigned them, as soon as possible.
2. Watch the master of ceremonies or the conductor for what is to be done or what is coming next.
3. No talking or noise making by the audience during the performance of the selection; so all may hear the artist or program. Give applause out of courtesy for the performing group or as your enthusiasm directs.
4. Whistling, shouting, screaming, or cheering should be left to more appropriate events, such as athletics.

## DISTRIBUTION AND DISPLAY OF COMMUNITY FLYERS AND POSTERS

Non-school related organizations might ask the administrator for permission: (1) to display posters in the areas reserved for community posters, or (2) to have flyers distributed to students. The posters and/or flyers subject to a request must be student-oriented and have the sponsoring organization's name prominently displayed. Permission will be denied to post or distribute any material that would: disrupt the educational process; violate the rights of others, including material that is defamatory; invade the privacy of others; infringe on a copyright; or be obscene, vulgar, or indecent.

No commercial publications shall be posted or distributed unless their purpose is to further a school activity, such as graduation, class pictures, or class rings. No information from candidates for non-students' elective office shall be posted in the school, except on Election Day, or distributed to students.

Once permission is granted, the organization must arrange to have copies delivered to the school. Distribution of material under this policy will be done by the classroom teacher without discussion.

## STUDENTS RECORDS – INSPECTION OF WRITTEN RECORDS

The students' written records are divided into two broad categories - permanent and temporary. The permanent record consists of: (a) basic identifying information, including students' and parents' names and addresses, birth date and birthplace, and gender; (b) academic transcript, including grades, class rank, graduation date, and grade level achieved; (c) attendance record; (d) accident reports and health record; (e) honors and awards received; and (f) record of release of permanent record information.

The temporary record consists of: (a) family background information; (b) intelligence and aptitude test scores, as well as interest inventories; (c) reports of psychological evaluations; (d) achievement level test scores; and (e) teacher deficiency and disciplinary referrals.

Students' written records are kept on file in the Administration Office and are available to the students, parents, and/or legal guardian for inspection. They may inspect the written records in a reasonable manner in consultation with the school superintendent during regular hours of the school day. Access will be granted within a reasonable time but no more than fifteen (15) days after requested.

If information in a student's record is disputed by the parent, student, and/or legal guardian, the parent, student, and/or legal guardian may meet with the superintendent within a reasonable time after the review of the records to provide for the possible correction, deletion, or further explanation of such information.

#### Rules Regulating the Inspection of Students' Written Records

1. Any student who is 14 years of age or older, parent, and/or legal guardian may inspect his written records by contacting the school administration. The inspection of the record will take place in a reasonable manner in consultation with the school administrator during regular hours of the school day. The inspection will take place within a reasonable time, but in no case more than fifteen (15) days after the request.
2. If a student, parent, and/or legal guardian disputes the information in the files, he may request a hearing before the Board of Education. The hearing will take place in a reasonable time but no more than fifteen (15) days after the request. At the hearing the student, parent, and/or legal guardian has the opportunity to challenge the contents of the student's records to insure that the information is not accurate, misleading, or inappropriate and to provide for the correction, deletion, or explanation of such information.
3. At the request of either party the transcript of the hearing shall become part of the student's records. Upon request of both parties said transcript of the hearing may be removed from the student's records.

#### STUDENT RECORDS - DESTRUCTION

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.

A release of students' written records will not be made to persons or agencies unless written consent is given by parents, students, or a court order is issued.

#### STUDENT RECORDS - RELEASE

The school may release such information concerning a student as follows: (1) name and address; (2) telephone listing; (3) date and place of birth; (4) participation in sponsored activities; (5) weight and height of members of athletic teams; (6) period of attendance in school; (7) degrees and awards received; and (8) previous schools attended. However, a student, parents, and or legal guardian has the right to deny publication of above-mentioned information by contacting school officials. This contact must be made by September 15<sup>th</sup> of each school year or the information will be released at the appropriate times.

## SEXUAL HARASSMENT

It is the policy of Bethel School to provide a learning and working atmosphere for students, employees, and visitors free from sexual harassment. It is a violation of this policy to engage in or condone sexual harassment. It is the responsibility of every employee to recognize acts of sexual harassment and take every action necessary to ensure that the applicable policies and procedures of this school district are implemented.

Any employee or student who believes that he or she has been subjected to sexual harassment has the right to file a complaint. Further, all reasonable efforts shall be made to maintain the confidentiality and protect the privacy of all parties. School administration shall be responsible for assisting employees and students seeking guidance or support addressing matters relating to sexual harassment or inappropriate behavior of a sexual nature.

## TEEN DATING VIOLENCE PROHIBITED

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

## SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

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

The school district maintains student and parent resources on suicide and depression awareness and prevention. Information and resources can also be obtained from the school office.

## SEX OFFENDER REGISTRY

Parents and guardians should be aware that the Sex Offender Registry is available for viewing at the following website: <http://www.isp.state.il.us/sor/>. It is advised that parents visit this site to keep record of sex offenders who reside close by.

## SUBSTANCE ABUSE

Non-medical use of drugs is hazardous to the health of students. The illicit use, possession, or distribution of drugs or look-alike drugs and drug paraphernalia is not permitted on school buses, in school buildings, or on school grounds at any time. This policy extends to all school

sponsored and related activities as well as field trips and athletic and music trips, whether held before or after school, evenings, or weekends. Students shall not be permitted to attend school when they are under the influence of illicit drugs. For the purpose of this policy, students who are under such influence shall be treated in the same manner as though they had drugs in their possession.

Students shall be advised of this policy in a manner deemed appropriate by the administration. In addition, information concerning the effects and potential dangers involved in the illicit use of drugs shall be included in the school's curriculum in compliance with the law.

If a staff member finds a student to be illicitly using, possessing, or distributing drugs or look-alike drugs in violation of this policy, the student shall be suspended for a period of up to ten (10) days for the first offense. In addition, parents and juvenile authorities shall be notified promptly. In all cases, parents' cooperation shall be sought. When a substance is determined to be an illicit drug, the identity of the student shall be given to the proper authorities for prosecution. The student and family will be required to attend drug/alcohol rehabilitation counseling at their expense in an approved Board of Education special services program. Failure to comply will result in an administrative recommendation to the Board of Education for expulsion from the District.

Repeat student offenders will be recommended to the School Board for expulsion.

Given reasonable grounds for suspicion, school officials may search for and seize illicit drugs brought onto school buses or school property and submit such drugs to the proper authorities for analysis.

Organizations sponsoring activities on the school's facilities outside of regular school hours shall be made aware of this policy and shall be expected to take appropriate disciplinary measures. Failure to do so could result in cancellation of that organization's privilege to use District facilities.

#### HEALTH AND SAFETY

Parents will be contacted by the school nurse or superintendent when the school feels that a child has a health problem - especially when this problem may spread to others. In such cases, we will expect the parent to contact a doctor or take steps recommended by the doctor before the child returns to school.

All kindergarten, 6th grade, and new students must have health physicals when starting school. All students must be properly immunized. Kindergarten students are also required to have a vision exam performed by a licensed eye doctor. 2<sup>nd</sup> and 6<sup>th</sup> grade students must have a dental exam performed by a licensed dentist.

#### ASBESTOS

Certain parts of the building do have asbestos-containing building material. At present, the material in question is not friable and does not pose a health hazard to students, employees, or visitors.

## CHILD ABUSE

School personnel are required BY LAW to report SUSPECTED cases of child abuse. It will be our policy to do so.

## HEALTH

Parents will be contacted by the school nurse or superintendent when the school feels that a child has a health problem - especially when this problem may spread to others. In such cases, we will expect the parent to contact a doctor or take steps recommended by the doctor before the child returns to school.

All kindergarten, 6<sup>th</sup> grade, and new students must have health physicals when starting school. All students must be properly immunized. Kindergarten students are also required to have a vision exam performed by a licensed eye doctor.

## MEDICAL EXAMINATIONS

Physicians should fill out medical examination forms. Examinations should be completed by the first day of school. Dental exams are recommended but not mandatory. Students are to leave these forms with the teacher during the fall registration, usually in late August. Any student who does not comply with this requirement for admission must complete these medical examinations and all required immunizations and submit the results to the school no later than **October 15<sup>th</sup>** or be subject to **exclusion** until such time as the forms are completed. Any student who enrolls after September 1<sup>st</sup> shall have one calendar month from the date of entry to comply with this requirement or be subject to **exclusion**. The physical examination given for athletic participation cannot be substituted for the required exam for school entrance. This rule applies to students entering school for the first time, students entering the Bethel School District from another school, and all sixth grade students. The required 6<sup>th</sup> grade physical exam may also be used for sports purposes.

Parents objecting to immunizations on religious grounds must file a signed statement detailing their reasons for objections. Students who may not take immunizations for medical reasons must furnish a signed statement from their physician.

## MEDICATION POLICY

When a student requires daily or regular medicine, the responsibility of administering such medication rests solely upon the parent. The school only needs to give those medications, which are necessary to maintain the student in school and that must be given during school hours. Therefore, school employees should not undertake to administer medication as a matter of policy; however, school employees must in an emergency situation give first aid including medicine if necessary.

If it is mandatory for a child to take any medication (prescription or over-the-counter drugs) at school, the following procedures should be adhered to:

1. Parents/guardians must obtain a written order from the student's licensed prescriber (doctor, dentist, podiatrist, etc.) to be left at school before the medication can be given in school.



This order must be written on the licensed prescriber's letterhead stationary or on a prescription pad form. This written order will be kept in the school health file.

2. The parent/guardian will present written permission, the licensed prescriber's order, and the medication to the school in order for the medication to be given at school. This permission will be kept in the school health file.
3. All prescription medication must be in the original pharmacy container properly labeled by a pharmacist. Over-the-counter medication must be brought in the original container with the manufacturer's original label and the student's name affixed to the container. The entire bottle of medication should not be sent to school. Only the dose/doses needed to be given during the treatment period at school should be sent to school.
4. All medication sent to school will be given to the school principal. The principal will decide where to keep the medication.
5. All medication will be kept in a locked space or container for safe storage. Refrigerated medication will be kept in a secure area.
6. With the parents' consent and the licensed prescriber's written order on file, the medication may be given only by Illinois board certified personnel and qualified medical personnel.
7. A basic record or documentation process will be required by persons administering medication. If the medication is not given, the reason shall be documented and signed.
8. All permission for long-term medication must be renewed annually. Changes in medication must have written authorization from the student's licensed prescriber.
9. The parent/guardian will be responsible at the end of the treatment period for removing from the school any unused medication. If the medication has not been picked up by the end of the treatment period, the medication will be disposed of and documentation made of this in the student's health file by the school nurse.
10. The school district retains the discretion to reject requests for administration of medicine.
11. District employees/agents will not incur liability, except for willful and wanton Misconduct as a result of a student's self-administration of medication or for the District's storage of medication by school personnel.

### PEDICULOSIS (LICE) CONTROL

When a case of head lice is reported or suspected indicating possible infestation, the school nurse or designee will investigate the case. The entire classroom is to be checked, if the need arises, as promptly as the nurse can implement this into her schedule.

Each student who is found with lice or nits is to be excluded from school. The students must be treated as instructed in the parent information letter.

When the school nurse or designated school official identifies a case, the parents will be contacted to transport the student home.\* When the parent or alternated adult arrives, the parent's letter of recommended treatment is given to them.

When a student is excluded, all household contacts in the district is also excluded, and cannot return to school until the school nurse or designated school official examines them.

Before re-admission to school, the student(s) must present proof of treatment and taken to the school office for a head check. They will be allowed back into school with proof of treatment and satisfactory removal of nits.

Seven days following the initial treatment, the family should be sent a follow-up letter by the building principal requesting the second treatment be administered. The student may remain in school provided the second treatment has been administered and proof of treatment (product label) is presented to the school authorities. The school nurse or school officials will do a follow-up head check after the second treatment.

\*If the student rides a school bus and parents cannot be contacted, the building principal will notify the bus driver. The student may not board the bus for transportation back to school unless verification is received from school personal.

Why a NO Nit Policy is Needed:

A No Nit policy is an essential component of thorough lice control. It should call for (1) the removal of all lice, lice eggs and egg cases following application of pediculicide agent, (2) the exclusion of a child from school until such treatment has been accomplished, and (3) community education to insure that parents understand the reason for the policy, their role in carrying it out, and the degree of accountability to which they will be held.

With an administrative policy, it gives the school and the school nurse a strategy for returning lice control responsibility to parents, who rightfully own it in the first place. It creates a climate of accountability.

Rationale: No commercial remedy on the market today is 100% ovicidal (egg killing). Treatment with these products alone will result in a hatch rate ranging from 5% to 30%, reinforcing the need for nit removal. Additional medical and social advantages of removing eggs after treatment include:

- 1) Prevention of self-re-infestation caused by the survival and hatching of eggs.
- 2) Prevention of transmission to others caused by nymphs hatching and moving to other heads during the week between the two treatments recommended by manufacturer.
- 3) Reduction or elimination of the need for the automatic second treatment, thus minimizing exposure of infants, children, pregnant women, and nursing women to pesticide products.
- 4) Elimination of diagnostic confusion (were these eggs here before or do they represent a new infestation?), further reducing the need for additional treatments.
- 5) Improve hygiene and appearance, protecting children from ridicule and rejection by peers and parents of peers.
- 6) Equalize the efficacy of commercial remedies enabling parents to choose products based on safety, price, and accessibility.
- 7) Encouragement of families to check children more often in order to comply with institutional or community standards, thereby promoting preventive behavior.

## PROCEDURE FOR REMOVAL OF NITS

To insure against re-infestation, removal of nits is vital. The reason is, contrary to the advertisements, medicated shampoos kill only 20% of the nits.

Removal of nits is the most time consuming and irritating part of the treatment. Great tension and friction can build between parent and child. Therefore, prepare yourself mentally to spend several hours doing this procedure. The following instructions will help you to do it with the least amount of discomfort for both parent and child. Also, plan on a few rest periods to keep your sanity.

- I. The hair must be washed with lice shampoo and thoroughly dried before attempting to remove the nits.
- II. Gather the following articles
  1. One metal fine tooth comb
  2. One rat-tail comb
  3. rubber bands
  4. one plastic covered bed pillow
  5. several newspapers or two large pieces of plastic
  6. one kitchen chair or table
  7. one small bath towel or two pieces of paper towels
- III. Light – Sit under a fluorescent light or near a bright sunlit window. They are hard to see with an ordinary lamp.
- IV. Comfort – of both parent and child is a must or the tension will make the situation impossible.
  1. Place newspapers or a plastic sheet on the table top or at the back of a small kitchen chair.
  2. Place the plastic covered bed pillow on either the table top or at the back of a small kitchen chair.
  3. Let the child straddle the chair so that the front of the child is facing the back of the seat. The child should hug the pillow and cross his/her arms so that his chin or forehead can rest on his arms.
  4. Place the small bath towel or paper towel over the child's shoulders. This will catch the nits as they fall off the hair when you comb it.
  5. Part the hair into sections and hold in place with rubber bands. This will allow you to work on a small area at a time. Start at one side of the head in front of the ear. Take the rat-tail comb and part a 1/8 inch section of hair, looking at all sides of the hair shaft for nits. On black hair, they appear as glistening grains of sand. On blondes, they look like specks of pepper. To be sure, grasp the strand of hair between your thumb and forefinger. Pull your thumb and forefinger across the hair shaft. If the particle does not move and if it feels like a tiny hard seed, it is a nit.
  6. Hold a wisp of nit covered hair tightly in one hand and with the metal find tooth comb in the other hand, use a vigorous back and forth motion. This will scrape the nits off. The nits will fall onto the towel. They will look like very tiny black dots. The metal comb may also remove some of the hair strands. This cannot be helped and will not hurt the child.
  7. Keep all the fallen nits in one place. Do not shake the towel and scatter them over the room.
  8. When it looks as if all the nits are off this section of hair, put the clean hair into a rubber band and keep it separate from the rest. Then either take a break

- (being careful not to scatter nits) or proceed to the next section of hair and continue the procedure until hair has been cleaned.
9. Remove rubber bands and brush hair. Then re-inspect for an occasional missed nit.
  10. When finished, carefully fold the towel from the neck and brush off all the fallen nits from the neck and on the clothing onto newspapers on the floor. Carefully fold up the newspapers and place them into a plastic garbage bag. Secure the bag tightly and remove it from the house.
  11. Parent and child should remove clothing and wash it in very hot water. The area of nit removal and the rest of the house should be cleaned as directed in the attached letter. On return to school, the child will be rechecked and sent home if nits are still found.

Once the hair is cleaned of nits and all the house cleaning procedures have been done you can breathe a sigh of relief, BUT, FROM NOW ON CHECK FOR NITS EACH WEEK AFTER REGULAR SHAMPOO WHEN THE HAIR IS DRY.

If you find fresh nits, you have become re-infested and must start over. Your only guarantee is vigilance. KEEP CHECKING!

### EMERGENCY DRILLS

We must be prepared for an emergency at all times. Emergency drill procedures will be posted in every room and teachers will go over the plans in each classroom. Emergency drills must be taken seriously. Instructions for the students' safety may be given at any time during the drill, so the students should move from the building as quietly as possible.

### SMOKING

Parents, students, and staff are not permitted to smoke on the school grounds or about the building at any time. The use of smokeless tobacco, e-cigarettes, and vapor products is also prohibited. Students are not allowed to bring cigarettes, other smoking items, or smokeless tobacco to school. Smoking on the school buses is prohibited by law. Offenders will receive disciplinary actions, including suspension from school.

### TRANSPORTATION - STUDENTS

Transportation to and from school is provided for students enrolled in grades K-8. Students are expected to follow all schools when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. Bus riders are responsible for waiting for the bus at the proper time at the designated spot and for getting on the bus at school promptly after dismissal in the afternoon. TRANSPORTATION IS A PRIVILEGE NOT AN ABSOLUTE RIGHT. The privilege of riding the bus can be SUSPENDED FOR MISBEHAVIOR.

It is recommended that all riders, parents of riders, and teachers become thoroughly familiar with the regulations governing school bus riders.

Rider disruptions will be handled with the following progressive plan:

- **Referral 1:** Written warning and parent notification.

- **Referral 2:** One day bus suspension, strategic seating, and telephone conference with parents.
- **Referral 3:** Three day bus suspension, strategic seating, and conference with parents (students may not ride the bus until the parent conference is complete).
- **Referral 4:** Five day bus suspension, strategic seating, and conference with parents (students may not ride the bus until the parent conference is conference is complete).
- **Referral 5:** Ten day bus suspension and Board Hearing with the recommendation that the student's bus riding privileges be revoked for the remainder of the school term.
- If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

School bus riders, while in transit, are under the jurisdiction of the bus driver unless the local Board of Education or the superintendent authorizes an adult to supervise the riders or a District certified employee is in charge of the trip. Conduct at bus stops is treated as in-school attendance for discipline purposes. The school code of conduct also applies to the bus stop and while on the bus.

When buses are used to transport students on field trips and to extracurricular events, students who attend events (such as basketball games, fine arts contests, band contests, etc.) must ride the bus both ways. Under certain circumstances, where prior permission has been granted, a student may be released to his/her parents.

#### 1. Bus Stop

- A. Be on time at the designated school bus stop.
- B. Stay off the road at all times while waiting for the bus
- C. Always wait until the bus comes to a complete stop before attempting to board the bus.
- D. Help look after the safety and comfort of smaller children before boarding and after leaving the bus.
- E. At a discharge point, where it is necessary to cross the highway, proceed to a point at least ten (10) feet in front of the bus on the right shoulder of the highway and remain there until a signal is given by the bus driver to cross.
- F. Inappropriate conduct either on the bus or at bus stops, or any other action that in any way interferes with a student's bus-riding experience shall be cause for immediate suspension of bus-riding privileges.

2. Students are expected to:

- A. keep hands and head inside the bus;
- B. keep buses clean;
- C. maintain an atmosphere which does not distract the driver;
- D. respect the bus and not tamper with its equipment;
- E. remove books, lunches, and other articles when leaving the bus;
- F. keep the aisles clear at all times;
- G. refrain from obstructing the driver's view;
- H. not throw anything on the bus or out of the bus windows;
- I. remain seated with their backs against the backs of the seats;
- J. respect the authority and follow all directives of the bus driver;
- K. be absolutely quiet at railroad crossings;
- L. not chew gum or eat/drink on the bus;
- M. not take animals, birds, or insects on the bus. (If these are needed for school projects, other transportation must be arranged.)
- N. help look after the safety and comfort of smaller children.

#### 4. School-sponsored Field Trips

School code of conduct applies to school-sponsored field trips. Students are expected to:

- A. observe all bus rules and regulations;
- B. follow the instructions of the driver or monitor and chaperone(s).

#### 5. Miscellaneous

- A. The driver is not permitted to stop at places other than the regular bus stops unless authorized to do so by the school administrator. Riders wishing to depart the bus at a place other than their normal drop point MUST HAVE A NOTE FROM THEIR PARENTS. Note should be given to the teacher prior to the bus driver.
- B. Students must ride their regularly assigned buses unless extenuating circumstances exist.
- C. Upon arrival at school, students must immediately report to their designated areas.

- D. Students who walk or are transported by parents should arrive at school **no earlier than 7:45 A.M.** unless participating in a scheduled before-school program.
- E. Use of tobacco, alcohol, or drugs is prohibited on all buses transporting students to and from school and school-authorized trips.

#### 6. Bus Evacuation

There are emergency exits on all buses, and riders should note their locations. In an emergency, students are to follow the procedures as outlined during evacuation drills.

### CLOSING OF SCHOOL

Occasionally, emergency conditions will make it necessary for school to close. The school will provide parents with as much advance notice as possible. Adverse weather conditions could be indicative of the need to close or dismiss school early. All announcements will be made through WMIX in Mt. Vernon. Parents are requested not to call the school. If a radio announcement regarding cancellation or early dismissal does not occur, then it should be assumed that school is in session.

### EMERGENCY REFERENCES

During registration, forms are sent home asking for information, which will help the school take care of your child if he becomes ill or is injured. Information you will be asked to supply is both parents' work and home phone numbers, the name of the family physician, and the names and telephone numbers of neighbors or relatives who could take care of your child if you are not available. It is extremely important for the well being of your child that the school be furnished with this information on request. **It is very important to keep all of this information current.** This information will not be released by school personnel to unauthorized individuals or groups.

### STUDENTS – RELEASE OF DURING SCHOOL

The school is responsible for the student and responsible to the parents and the brief hours that a student spends in school are of such importance to the growth and development of the child that they should be guarded from interruption. The following general rules of procedure offer appropriate safeguards in the interest of the health and safety of students during the time the school is responsible for them:

1. Students are released from school only to their parents or to persons authorized verbally or in writing by their parents.
2. Parents, guardians, or persons designated by a parent or guardian must sign out the student in the school office prior to the student leaving the school grounds.
3. Students are released to Police Officers only after proper clearance by the principal.
4. In case of family dissension (divorce, step-parents, grandparents of separated parents, etc.), the request occasionally comes to prohibit one party of the conflict from taking the student from school. Such requests are honored only if legal status is established. Custody is a parent-court legal problem and the school will abide by legal court orders.

5. Students are released for days of religious observance upon request of their parents. A note signed by the parent must be brought prior to the day of observance.
6. Parents picking up students during school hours must report to the office.
7. In case of emergency, a child is sent home only with the parent or with another authorized person if the parent is not available.
8. Requests for released time for dental and medical appointments are honored. Appointments after school and on non-school days are desirable. When possible, appointments should be scheduled after 2:00 P.M.
9. In the absence of the principal, the classroom teacher is responsible for making decisions. The teacher notifies the superintendent (as soon as possible) of any decision she has made. Also, during the absence of the superintendent, there is a Teacher in Charge.

### PHYSICAL EDUCATION AND RECESS

Students are expected to be prepared to participate in physical education classes on a daily basis. This includes proper attire and gym shoes to be maintained at school for use in the gym. Physical education is an important part of daily life and participation is required. Students who are to be excused from physical education classes and who cannot go outside at recess need a written excuse from a doctor after three (3) days.

### DRESS CODE

School officials may regulate dress and hairstyles when such styles present a health or safety hazard to students or others, or substantially disrupt the educational process. This dress code pertains to all school-related activities.

Clothing shall be free of provocative, vulgar, violent, and profane statements, as well as drug, alcohol, cigarette-related advertisements, or wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols;. Piercings, nails, and other dress accessories that pose a safety hazard or that impede the educational process will be removed during physical activity or anytime when they become distractible to others.

Students may wear shorts, skirts, and dresses to school; third through eighth grade shorts, skirts, and dresses must reach at least to the student's fingertips when the student is standing with arms at sides of body.

Unusually tight fitting or form fitting, distressed, or revealing clothing, such as bare midriff/low cut shirts, are considered inappropriate dress. Clothing must completely cover the torso. Proper undergarments should be covered by outer clothing and NOT BE SEEN (i.e. underwear, bras, boxers, etc.).

Pajamas and slippers are not appropriate attire for school.

Jerseys will be worn with a t-shirt.



Pants or shorts will be worn at the waist.

Hats or hoods are not to be worn in the school buildings unless there is a medical or religious reason for doing so.

Common sense and concern for the standards of others should prevail in all questions pertaining to dress and appearance. Parental cooperation will be greatly appreciated in this matter.

Supervisory personnel or administration shall handle violations of the “Dress Code”.

An attempt will be made to contact the parents of students in violation of the “Dress Code” in order to correct the violation. If parents cannot be contacted, the school reserves the right to correct the “Dress Code” violation.

Flagrant or continuous violations of the “Dress Code” will result in disciplinary action.

\*. When in doubt, consult the school.

#### PARENTAL RESPONSIBILITY FOR STUDENTS AFTER SCHOOL HOURS

This policy is necessary since, by Contract, teachers may depart at specific times and there is no provision requiring teachers to remain beyond the contractual times. There are times when the administrator is ill, on leave, or conducting school business away from the school. Only certified personnel stand in loco parentis.

Parents must notify the school when their children are to proceed home other than by the customary mode. If a child normally rides the bus or walks home, the school will take normal measures to release the child at the correct release time and to ensure that bus riders board the bus on time. However, if the parent or someone authorized to transport the child is to take charge of the child after school, or at a time other than the official release time for the particular day in question, either a phone call in advance or a note from home. **A note to the teacher is preferred.** Otherwise, the child will be instructed to board the bus or walk home as is customary for that child.

On “detention” days, the detention slip instructions will be honored by the school. The child will be detained until the detention release time and then turned over to the parent(s); or suspended in lieu of detention if selected as an option by the parent. Transportation after detention will be honored in accordance with parental instructions if the parent cannot pick up the child personally. If a child is to be picked up by the parent, or authorized substitute, and the child is in detention, the child must be picked up within fifteen (15) minutes after detention ends. The detention teacher will wait a maximum of fifteen (15) minutes. If a phone call is not received to advise as to the disposition of the child within that time (the teacher will attempt to call the parent’s home or business numbers provided to the school) the teacher or the administrator will call the Police and request that the child be picked up and held at the Police Station until the parent can be located. Phone numbers given to the school will be provided to the Police.

#### COMPLAINTS AND COMPLAINANTS

1. Teacher-student related matters should be discussed with the teacher first.

2. All questions or complaints concerning school policies should be discussed with the administrator.
3. In the event that a disagreement exists concerning the administrator's decision or policy the complainant should call the office concerning the matter and ask to be placed on the agenda of the next regular Board Meeting.
4. Board members will not discuss matters or render an opinion over the telephone or outside of Board session in any manner. They will listen to the complaint and refer the complainant to the Superintendent or tell him/her to ask for placement on the next agenda based on the policies set forth above.
5. These policies shall apply to all parents, district residents, certified staff, non-certified school personnel, contracted bus drivers, and any other persons having valid reasons for recognition by the Bethel School Board.

#### TITLE I

Bethel Grade School participates in the Federal Title I Program and maintains remedial reading programs for students who are struggling. Please see the office for additional details.

#### TITLE IX

It is the policy of Bethel Grade School not to discriminate on the basis of sex in its educational programs, activities, or employment practices as required by Title IX of the 1972 Educational Amendment. Inquiries regarding Title IX may be addressed to: Superintendent, Bethel Grade School, 1201 Bethel Road, Mt. Vernon, IL 62864.

#### BICYCLES/SKATEBOARDS/ROLLER BLADES/SKATE SHOES

The school makes no effort to restrict who may ride bicycles to school. The only stipulation is that bicycles must not be ridden on school property once parked and that bicycles be parked immediately upon arrival at school. The school assumes no responsibility for lost or stolen bicycles. **Skateboards, roller blades, or skate shoes 'healys' are not to be used on school property.**

#### SCHOOL PARTIES

Three all-school parties will be held each year. A Fall party, a Christmas party and a Valentine's Day party. Room mothers and the PTO will be expected to help provide the parties for the students.

Refreshments for your child's birthday is acceptable under the following conditions. Sufficient notice given to the school and classroom teacher. These refreshments must be store purchased.

Families are prohibited from sending gifts (including flowers, balloons, stuffed animals, etc.) to students at school for the purpose of commemorating birthdays or other special occasions. Delivery of these items will be refused.

## SCHOOL LUNCH

Lunch is served at school for the convenience of all students. Lunches are free to all Bethel Grade School students under the Community Eligibility Program. Students will be allowed to go home for lunch only with a note from the parents and school consent.

## FOOD/CANDY/GUM

No food, candy, or gum may be used or distributed during the school day without the consent of supervising personnel.

Students cannot bring soda for lunch; nor should they bring glass containers.

## VISITORS IN SCHOOL

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

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

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

Pupils or other visitors are not to visit our classrooms without permission from the superintendent prior to the date of the visit. All non-pupils must report to the Office to receive permission to visit any part of the school.

## VIDEO & AUDIO MONITORING SYSTEMS

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

## INSURANCE

As a service to parents and students, student accident insurance will be made available to students. A school time plan or a full 24-hour plan is offered. Students who are cheerleaders or ball players are required by Board policy to carry some type of insurance or sign a waiver releasing the Board of liability in case of an injury to the student. Student athletes, including cheerleaders and Pee Wee, must have some form of health/accident insurance. The school will ask for verification of such coverage.

## EIGHTH GRADE TRIP

Traditionally the 8<sup>th</sup> grade has taken a class trip during the last month of school.

During the year students will be conducting fund-raising drives. We realize that during these days you are sometimes overwhelmed by various fund drives. We do feel that you realize our need and appreciate our efforts and will respond to the best of your ability. In past years, our students have enjoyed this trip and have conducted themselves quite respectably. We see no reason to expect otherwise in this year and those forthcoming.

In order to realize the benefits of these fund drives, students must make the trip. No shares of money raised will be paid to students not making the trip.

Unbecoming conduct during the school year may cause a student to forfeit the right to take the trip. This trip is reserved for 8<sup>th</sup> graders. Younger students choosing to attend the trip on their own will forfeit their right to attend during their 8<sup>th</sup> grade year.

## TELEPHONE CALLS

Students may not be interrupted during school hours by outside calls and messages except in case of an emergency. However, if it is necessary to reach your child's school, the number is 244-8095.

The school telephone is a business telephone. For these reasons, STUDENTS ARE GENERALLY REFUSED THE USE OF THE SCHOOL TELEPHONES except in the case of emergency. Also, teachers will not be called from class to take calls; please leave a message in the office for the teacher to return the call.

PLEASE DO NOT CALL SCHOOL PERSONNEL AT HOME UNLESS THERE IS AN EXTREME EMERGENCY. A call the next school day will usually accomplish just as much in resolving a problem.

## SEARCH AND SEIZURE

“To maintain order and security in the schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school as well as personal effects left in those places and areas by students, without notice to or the consent of the student, and without a search warrant. As a matter of public policy, the General Assembly finds that students have no reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, and other school property and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. If a search conducted in accordance with this Section produces evidence that the student has violated or is violating either the law, local ordinance, or the school's policies or rules, such evidence may be seized by the school authorities, and disciplinary action may be taken. School authorities may also turn over such evidence to law enforcement authorities. The provisions of this subsection apply in all school districts, including special charter districts and districts organized under Article 34.”

A school can use a POLICE OFFICER IN SEARCH AND SEIZURE, WITHOUT A SEARCH WARRANT, IF the police officer is assigned to the school as a liaison. They are then considered a school staff member and therefore do not need a warrant to search or seizure.

### ELECTRONIC DEVICES

Video games, cd players, mp3's and iPods are not appropriate for a school atmosphere and are not to be brought to school. Communications devices such as pagers, beepers, etc., are not to be brought to school. Any device that connects to the internet cannot and will not be permitted due to the lack of firewall protection. These devices will be confiscated by school personnel. Parents/guardians will be required to retrieve items. Cellular telephones are allowed at the school, permitted students keep them turned off during school hours and on bus trips. They may be used in communicating needs for after school extracurricular activities. Cell phones will be confiscated by personnel if students fail to meet this requirement. Parents/guardians will be required to retrieve the item. The same will apply on second violations, but a detention will follow. Third violations will earn students an in-school suspension.

Students who engage in cyberbullying or off-campus expression of Internet use when, after a thorough investigation, there is shown to be a material and substantial disruption to the school setting or there is a serious safety concern: a link between the off-campus conduct and the school; or a violation of school district policy, handbook, or State Law will be subject to discipline.

### SOCIAL NETWORKING PASSWORDS/WEBSITES

School authorities may **not** require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

### WAIVER OF STUDENT FEES

The superintendent will recommend to the Board for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other fees. Students will pay for loss of schoolbooks or other school-owned materials.

Students shall not be denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay fees and charges.

Students whose parents are unable to afford student fees may receive a waiver of fees. However, these students are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

Applications for fee waivers may be submitted by a student's parent(s)/guardian(s) who have been assessed a fee on an application form available from the office.

A student shall be eligible for a fee waiver when the student is currently eligible for free or reduced lunches or breakfasts pursuant to 105 ILCS 125/1 et seq.

The parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of the student's fee. A separate application form shall be submitted for each fee assessed to each student.

The office will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied. A denial of a fee waiver request may be appealed to the superintendent by submitting the appeal in writing to the superintendent within 14 days of the denial. The superintendent or designee shall respond within 14 days of receipt of the appeal. The superintendent's decision may be appealed to the Board of Education. The decision of the Board is final and binding.

Questions regarding the fee waiver request process should be addressed to the office.

### TEXTBOOKS AND FEES

Textbooks are on a rental basis. The rental price is estimated on usual wear and replacement. Students using rental books should exercise great care so that the least possible damage and loss may occur. There should be no markings in books. Lost or damaged textbooks should be reported to teachers. Payment for such textbooks and library books will be required. Library books are the property of the school and must be kept in good condition. Payment will be requested for damaged or lost library books.

The refund schedule for withdrawal students is as follows: before December 31st, a student will be reimbursed one-half of their book rental; after December 31st, there will be no book rental refund.

Fees will be determined by the School Board. Fee information will be covered in the first bulletin of the school year.

Most textbooks which are used in our school are rented to the students. Rental fees are charged for the purpose of paying for the actual cost of the books over the period of time the books are expected to last.

New and used books alike should be protected from damage. Marking in books is considered damage to books. Lost or damaged books should be reported to the teacher. Payment for such books will be required.

### MILITARY OBLIGATION

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.