

# **Bethel Grade School Student/Parent Handbook 2022-23**

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## TABLE OF CONTENTS

Statement of Beliefs	3
Attendance	4
Academics	8
Student Conduct	12
Extracurricular Activities	24
Health and Safety	26
Miscellaneous Guidelines and Procedures	35
Appendix A - Kindergarten - Grade 5 Classroom Behavior Plans	
Appendix B - Grades 6 - 8 Classroom Behavior Plan	

## 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 multicultural global society.

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

## ATTENDANCE

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. 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

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

### Student Absences

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

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS (grades 6th through 8th only), or other reason as approved by the building principal.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence.

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

### **Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students**

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school at 244-8095 before 9:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 9:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

### Make-Up Work

If a student's absence is excused or if a student is suspended from school, the student 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 day's return to school, and the second day's work is due upon the third day's return to school, etc). 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.

### 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. If support is needed, please let the child's teacher or the office know. The following consequences apply to students who are tardy to school without valid reason. 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 and subsequent tardies - Lunch Detention

### 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.

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:

- Students are 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.

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 the Regional Office of Education to enter their truancy services program. Failure to meet the requirements of that program could result in a referral to juvenile court.

## ACADEMICS

### EQUAL EDUCATIONAL OPPORTUNITIES AND SEX EQUITY

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

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact Mr. Charley Cass, Superintendent.

### 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.

### Response to Intervention and Special Education

When a student exhibits a significant skill deficit and is making insufficient progress, school staff may suspect that the student has a disability that may require special education services. The student's family or school staff may request a special education evaluation for the student at any time. However, the State has mandated that the RtI process be used as part of the evaluation procedures for determining eligibility under the SLD category.

If a referral is made for a special education evaluation and the student is not currently participating in the RtI process, then the team must consider the request and follow the required procedures for determining whether a special education evaluation is necessary. If the team agrees that an evaluation is necessary, then it must provide notice of the intent to conduct an evaluation, obtain written parental consent, and complete the evaluation within the 60 school-day timeline. As the State regulations require that the RtI process be used as part of the evaluation procedures, appropriate interventions must be initiated in the area(s) of difficulty through the RtI process and the student's progress regularly monitored during the evaluation period. The RtI data collected during the evaluation process must be used to determine the student's eligibility for special education and related services.

If the student is participating in the RtI process when the referral is made, then the district is not permitted to use the student's participation as the basis for denying a parent's request for an evaluation. There is not a specific timeline for implementing RtI interventions prior to referral for a special education evaluation. While a district must utilize the RtI process and data as part of the evaluation procedures, the district is expected to collect evaluation data from multiple sources. The team, which includes the parent(s), will determine the other types of data needed and the evaluation tools used to collect them. During this evaluation and eligibility process, any interventions that the student has been receiving through the RtI process should continue to be provided.

While the State regulation for the use of an RtI process is specific to the SLD category, school districts have the option of using RtI as a data process to establish needs/goals and eligibility for special education in any disability category. The District has determined that it [will/will not] use RtI as a data process to establish needs/goals and eligibility for special education in the following categories of eligibility: Autism, Deaf-Blindness, Deafness, Emotional Disturbance, Hearing Impairment, Intellectual Disability, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech/Language Impairment, Traumatic Brain Injury, and Visual Impairment

### Education of Children with Disabilities

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22<sup>nd</sup> birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

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

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact:

Charley Cass, Superintendent  
618-244-8095  
1201 Bethel Rd.  
Mt. Vernon, IL 62864

### 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 4th through 8th 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. Core subjects include Reading, English, Spelling, Math, Science, and Social Studies. Two (2) of those must be Math and Reading. A student is considered passing when he or she maintains at least a cumulative D- average for that particular core subject.
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 Assessment of Readiness (IAR) 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.)

#### 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 during recess need a written excuse from a doctor after three (3) days.

#### Exemption from Physical Education Requirement

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in their Individualized Education Plan.

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

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

#### GRADUATION CEREMONY

A student is eligible for 8th grade graduation after successfully completing the educational program adopted by the Board of Education. Student participation in graduation ceremonies is at the discretion of the school administration. The valedictorian and salutatorian are selected by grade point average (GPA) at the end of the Junior High years (grades 6, 7, and 8). Students must attend Bethel Grade School for their entire 7th and 8th grade years to be eligible. The Valedictorian will be selected based on the highest cumulative GPA at the end of the third quarter of the student's 8th grade year. In the event of a tie for Valedictorian, all students tied shall share the honor, title, awards, and any duties that go with such honor. The Valedictorian(s) shall make a brief talk at graduation and the Valedictorian and the Salutatorian shall each receive a plaque from the Board of Education. The next highest grade point average will be selected as Salutatorian. In the event of a tie for Salutatorian, all students tied shall share the honor, title, awards, and any duties that go with such honor. Exclusive of ties, the top seventh graders as determined by their grade point averages shall be chosen as ushers for the graduation program. Their duties shall include the distribution of the graduation programs and any other relevant duties as determined by the Superintendent. Each of the ushers shall receive a plaque from the Board of Education.

### 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.

### STUDENT CONDUCT

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.

### Behavior Expectations in the Classroom

Student conduct is managed first by classroom teachers with age appropriate interventions for their behavior, both positive and negative. There are three classroom behavior plans attached to this handbook as appendices. One for grades Kindergarten through 2nd grade, one for third grade through 5th grades, and one for 6th through 8th grades. Parents should consult with these plans first for the rewards and consequences for their child’s behavior.

Disciplinary Measures

When a student is not responding to the classroom behavior plan or their conduct is not addressed in the classroom behavior plan, the principal/superintendent will determine corrective measures for the student. The chart below shows examples of what behaviors might be managed in the classroom and what behaviors would be managed by the administration in the office.

<b>Behavior</b>	<b>Early Offenses</b>	<b>Repeated Offenses</b>
Disobeying classroom rules	Classroom Managed	Classroom Managed
Creating classroom disturbances.	Classroom Managed	Office Managed
Tardiness	Classroom Managed	Office Managed
Obscene, profane, or vulgar language	Office Managed	Office Managed
Forgery or the use of forged notes or excuses.	Office Managed	Office Managed
Theft	Office Managed	Office Managed
Fighting	Office Managed	Office Managed
Cell Phone Misuse	Classroom Managed	Office Managed
Homework not complete	Classroom Managed	Classroom Managed
Verbally Abusive to staff.	Office Managed	Office Managed
Bullying/Intimidation	Office Managed	Office Managed
Use/possession of vaping or tobacco products	Office Managed	Office Managed

The following are potential consequences for office managed behaviors.

Detentions

Lunch detentions may be assigned as an early measure to help correct negative behaviors. Students will be assigned to a designated area to eat their lunch and they will miss recess. Notice of the reasons for their lunch detention will be mailed home to the parent/guardian.

An after school detention period is scheduled from 3:00 P.M. - 4:00 P.M. Detentions will be served at the prescribed time and will take precedence over any extracurricular activity. 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.

### In-school Suspension

When it is deemed by the administration that a misbehaving student needs to be isolated away from their peers, but the behavior is not severe enough for an out of school suspension. Students will be assigned to a designated area for a period defined by the principal/superintendent. Any student serving an in-school suspension will be provided all of their school work for the day for completion and will be under staff supervision.

### Restorative Practices

Bethel Grade School will provide opportunities for restorative practices to be used in each case of misbehavior. This is the chance to repair any harm done to their classmates or their supervising staff. It also allows a chance to be reflective about their behavior to help them avoid repeating the same mistakes. These activities will take on many forms and will vary by situation.

### 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 and that meet requirements of 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 to 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.

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.

#### 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 District 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. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

#### Definitions from 105 ILCS 5/27-23.7

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

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

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

*Restorative measures* means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

*School personnel* means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

### Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a 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 named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted.

**Nondiscrimination & Title IX Coordinator and Compliant Manager:**  
Mr. Charley Cass  
1201 Bethel Road

Mt. Vernon, IL 62864  
618-244-8095  
ccass@bethelschool.net

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
  - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
  - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
  - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
  - a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;

- c. Identification of areas of a school where bullying occurs;
- d. The types of bullying utilized; and
- e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The District's bullying prevention plan must be consistent with other Board policies.

LEGAL REF.:

405 ILCS 49/, Children's Mental Health Act.

105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.

23 Ill.Admin.Code §1.240 and §1.280.

### Access to Non-School Sponsored Publications

#### Non-School Sponsored Publications Accessed or Distributed On Campus

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

- Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
- Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
- Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and the Student Handbook;
- Is reasonably viewed as promoting illegal drug use;
- Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes; or
- Incites students to violate any Board policies.

Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

#### Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a

substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

## 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

### **Harassment Prohibited**

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity<sup>1</sup>; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

### **Sexual Harassment Prohibited**

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

### **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.

### **Making a Report or Complaint**

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

#### **Nondiscrimination Coordinator and Complaint Manager:**

Mr. Charley Cass  
1201 Bethel Road  
Mt. Vernon, IL 62864  
618-244-8095  
ccass@bethelschool.net

### EXTRACURRICULAR ACTIVITIES

We are proud to offer many extra-curricular activities for our students. Parents and students should recognize that these activities are a privilege and also an extension of the classroom. As such, Bethel Grade School will set policies regarding participation in these activities.

#### Academic Eligibility

In accordance with the Southern Illinois Junior High School Athletic Association by-law Article I, Section 3, Students are required to do work sufficient for promotion. This means that a student-athlete must be passing four of the six required subject areas. Two of those must be Math and Reading. Any student who has been retained the previous year, may not compete in athletics.

Grades will be checked on Thursday of each week. The coaches and players affected will be notified on Friday of any that are ineligible to play. The student-athlete's period of ineligibility begins on Monday for a period of no less than seven (7) days.

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

#### Attendance

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.

#### Classroom Behavior Offenses

Each coach reserves the right to assign consequences for student-athlete classroom behavior according to their team rules. This helps teach the value of responsibility and accountability.

In the event that a student-athlete is assigned an in-school suspension or an out of school suspension, that player will lose the same number of games as the number of days assigned. For example, if a player is assigned two (2) days of in-school suspension, they will miss the next two contests.

### 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

At the beginning of each season, coaches will conduct a family meeting to establish their teams rules and the district's expectation on sportsmanship. Rules and expectations may vary by sport or activity. Repeated violations of team rules or poor showing of sportsmanship may result in the dismissal from a team or extracurricular. Please see your coach or sponsor's rules for clarification. 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 or academically ineligible must attend, but may not participate in games/events. When suspended, the member will be seated next to and under the direct supervision of a coach.

A parent or student may request a hearing with the administration if they feel the rules have been applied incorrectly or unfairly. This will be done with the coach or sponsor present and any decision rendered will be final.

### STUDENT CONDUCT AT ATHLETIC EVENTS

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.

### 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, 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. Students in Kindergarten, second grade and sixth grade must have a dental examination 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.

### 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.

#### Administration of Medical Cannabis

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

#### Undesignated Medications

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

#### Prevention of Anaphylaxis

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

#### 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 readmission to school, the student(s) must present proof of treatment and be 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.

\*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 personnel.

Advantages of a NO Nit Policy:

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

### Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

## 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 school rules 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.

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.

## Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

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

### **Warning Signs of Child Sexual Abuse**

Warning signs of child sexual abuse include the following.

Physical signs:

- [Sexually transmitted infections \(STIs\)](#) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

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

Emotional signs:

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

### **Warning Signs of Grooming Behaviors**

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

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

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

### **Warning Signs of Boundary Violations**

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

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

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

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

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

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

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

## Miscellaneous Guidelines and Procedures

### 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, birthdate 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.

### 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 and VIOLENT OFFENDER REGISTRY

Parents and guardians should be aware that the Sex Offender Registry and the violent offender registry can be found at the sites listed below. It is advised that parents visit this site to keep record of sex offenders who reside close by.

Illinois Sex Offender Registry, <https://isp.illinois.gov/Sor>  
Illinois Murderer and Violent Offender Against Youth Registry,  
<https://isp.illinois.gov/MVOAY>  
Frequently Asked Questions Concerning Sex Offenders,  
<https://isp.illinois.gov/Sor/FAQs>

### 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 on to 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.

### 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.

### Student Appearance

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

Student dress can cause disruption to the school environment in various ways. As such, students are asked to adhere to these guidelines when it comes to student dress:

- Clothing must cover students from the neckline down to the fingertip length on their leg.
- All tops must have sleeves.
- No undergarments should be visible.
- Pants must be at the waist/hip level.
- Shoes must be worn at all times.
- No clothing that promotes drug or alcohol use may be worn.
- Nothing can be worn to cover the face such as hoods or handkerchiefs.
- Student dress that can communicate gang activity may not be worn.

Students that are not wearing acceptable clothing will be addressed in a discreet and dignified way. They may simply be asked to change into spare clothes, turn their shirt inside out, etc. A call home for appropriate attire may be necessary or disciplinary consequences can be imposed for purposeful violations.

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

In the event that parents, district residents, certified staff, non-certified school personnel, bus drivers, and any other persons have a concern or a complaint with the operation of the school district or any of its functions, the following guidelines need to be followed.

Classroom and curriculum related matters should be discussed with the teacher first.

All questions or complaints concerning school policies should be discussed with the administrator. 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 listed as a visitor on the agenda of the next regular Board Meeting.

- Board members will not discuss matters or render an opinion over the telephone or outside of Board sessions in any manner. They will listen to the complaint in open session unless it is more appropriate to discuss in closed session.

5. These policies shall apply to all 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.

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

### 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 may not bring energy drinks or coffee to school due to the adverse effects on their health. The Centers for Disease Control warns of the following conditions that have hospitalized children:

- Dehydration (not enough water in your body).
- Heart complications (such as irregular heartbeat and heart failure).
- Anxiety (feeling nervous and jittery).
- Insomnia (unable to sleep).

## Visitors

All visitors, including parents and siblings, are required to enter through the main entry on the north side of the building. Visitors will be addressed at the service window by school staff. Visitors should identify themselves and inform office personnel of their reason for being at school.

Parents will be able to sign their child out and in to school from the service window. Students will be escorted to the door for pick up. Any visitor that needs access to the building will be escorted by a staff member.

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

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

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

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

## VIDEO & AUDIO MONITORING SYSTEMS

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

### 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

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

### School Property and Equipment as well as Personal Effects Left There by Students

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

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

### Students Searches

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

### Seizure of Property

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

### Questioning of Students Suspected of Committing Criminal Activity

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

## MOBILE ELECTRONIC DEVICES

Students at Bethel Grade School are encouraged to be technologically skilled with mobile devices. However, there are times during the school day that cell phones and gaming devices can be a distraction to the classroom environment. Guidelines for mobile devices at school are as follows:

- Students in grades K through 3 should **not** bring mobile devices to school.
- Students in grades 4 through 8 may bring mobile devices to school under the following conditions:
  - They may only use their mobile devices during the morning wait time to go to class.
  - Cameras on devices may not be used.
  - Once students have arrived to class, they must power off their devices and place them in the teacher's designated place for them.
  - Students may have them back when they are preparing for dismissal.
- Teachers may require the use of a mobile device for a learning activity. Once that is finished, the regular expectations apply.

Repeated violations of these guidelines will result in a range of consequences based on the severity of the situation.

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.

Bethel Grade School is not responsible for lost or stolen mobile devices, but we will make every effort to locate one within reason.

## 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 school books 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.