

# **Bartonville Grade School**



## **Student Handbook 2023-2024**

**Bartonville School District #66  
6000 South Adams Bartonville, IL 61607  
309-697-3253 phone, 309-697-3254 fax**

**[Web Page: www.bgs66.org](http://www.bgs66.org)**

**Facebook Page: #bgs66**

**Mr. Brad Jockisch, Superintendent**

**[bjockisch@bgs66.org](mailto:bjockisch@bgs66.org)**

**Mr. Paul Nettles, Principal**

**[pnettlles@bgs66.org](mailto:pnettlles@bgs66.org)**



## **BGS Belief Statement**

*We believe that all BGS students can learn. By fostering independence in a safe and nurturing learning environment, all students will grow academically, socially, physically, and emotionally. All students will be held to challenging expectations in order to achieve their full potential. Students will be empowered to take ownership of their learning and actions. -BGS Staff 2017*

### **Superintendent's Message**

I am happy to welcome you to Bartonville Grade School and we are excited to have you as part of our BGS family. The faculty and staff join me in saying that we are confident that this will be a successful and engaging school year. I am personally happy to lead a district with such a terrific group of students, a supportive community, and a dedicated staff.

The BGS Student Handbook contains important information regarding school policy and procedures. I suggest that parents and students review the contents of this handbook. If you have questions, please call the office or contact me at [bjockisch@bgs66.org](mailto:bjockisch@bgs66.org). We feel that consistent and frequent communication between school and home is important to the success of our BGS Students. BGS parents are our partners in the important task of educating our children. We welcome your participation and support and look forward to celebrating the achievements of our students with you.

Sincerely,

*Brad Jockisch*

Mr. Brad Jockisch,  
Superintendent

### **Student Handbook**

The district administration, with input from the handbook committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

### **School Hours**

The school day for students is 7:55 A.M. to 2:45 P.M. Monday through Friday, except for vacation or shortened schedules. Students are not to be on school grounds before 7:25 AM except to eat breakfast. Breakfast is served daily from 7:25-7:55.

### **Student Morning Arrival**

- Gym doors and foyer doors will open at 7:25 for students eating breakfast. Students arriving at this time are required to eat breakfast. Breakfast will continue to be free and served until 7:55.
- There will be no morning assembly. Students will report to class at 7:50. Students who finish breakfast before 7:50 will report to the gymnasium.
- At 7:50 the junior high doors (front of the building—former SEAPCO entrance) and the K-2 doors will open for K-5 students.

**BGS SCHOOL DISTRICT #66**  
**SCHOOL CALENDAR 2023-2024**

**AUGUST**

TUESDAY	AUG. 15	NO SCHOOL—TEACHERS INSTITUTE
WEDNESDAY	AUG. 16	NO SCHOOL—TEACHER’S INSTITUTE
WEDNESDAY	AUG. 16	KINDERGARTEN NIGHT @ 5:00 IN THE GYM
WEDNSDAY	AUG. 16	OPEN HOUSE 5:30-6:30
THURSDAY	AUG. 17	STUDENT ATTENDANCE DAY—1:30 DISMISSAL
	AUG. 17, AUG. 18, AUG. 21, AUG 22, AUG. 23, AUG. 24, AUG. 25—	1:30 DISMISSAL

**SEPTEMBER**

FRIDAY	SEPT. 1	SIP DAY – 11:15 DISMISSAL
MONDAY	SEPT. 4	NO SCHOOL – LABOR DAY
FRIDAY	SEPT. 22	SIP DAY—11:15 DISMISSAL. PROGRESS REPORTS #1

**OCTOBER**

FRIDAY	OCT. 13	END OF GRADING PERIOD #1
THURSDAY	OCT. 19	PARENT CONFERENCES 9:00-7:00. NO SCHOOL
FRIDAY	OCT. 20	NO SCHOOL
TUESDAY	OCT. 31	SIP DAY—11:15 DISMISSAL K-5 HALLOWEEN PARADE @ 10:45

**NOVEMBER**

TUESDAY	NOV. 21	PROGRESS REPORTS #2
	NOV. 22-24	NO SCHOOL – THANKSGIVING HOLIDAY BREAK

**DECEMBER**

FRIDAY	DEC. 22	SIP DAY – 11:15 DISMISSAL
	DEC. 23-JAN. 7	NO SCHOOL – WINTER BREAK

**JANUARY**

MONDAY	JAN. 8	NO SCHOOL – TEACHER’S INSTITUTE
TUESDAY	JAN. 9	SCHOOL RESUMES
FRIDAY	JAN. 12	END OF GRADING PERIOD #2
MONDAY	JAN. 15	NO SCHOOL – MARTIN LUTHER KING JR. DAY
FRIDAY	JAN. 19	REPORT CARDS #2
FRIDAY	JAN. 26	SIP DAY –11:15 DISMISSAL

**FEBRUARY**

THURSDAY	FEB. 15	PROGRESS REPORTS #3
THURSDAY	FEB. 15	PARENT CONFERENCES 9:00-7:00. NO SCHOOL
FRIDAY	FEB. 16	NO SCHOOL
MONDAY	FEB. 19	NO SCHOOL – PRESIDENT’S DAY

**MARCH**

FRIDAY	MAR. 15	END OF GRADING PERIOD #3
FRIDAY	MAR. 22	REPORT CARDS #3
	MAR. 23-APRIL 1	NO SCHOOL – SPRING BREAK

**APRIL**

TUESDAY	APRIL 2	SCHOOL RESUMES
FRIDAY	APRIL 19	SIP DAY – 11:15 DISMISSAL
FRIDAY	APRIL 26	PROGRESS REPORTS #4

**MAY**

FRIDAY	MAY 10	SIP DAY – 11:15 DISMISSAL
THURSDAY	MAY 16	TENTATIVE 8 <sup>TH</sup> GRADE PROMOTION
WEDNESDAY	MAY 22	SIP DAY –11:15 DISMISSAL. REPORT CARD DAY (PENDING EMERGENCY DAY USAGE)

MAY 23, MAY 24, MAY 28, MAY 29, MAY 30      EMERGENCY DAYS #1 - #5

## **BISON PRIDE Guiding Principles**

We have four guiding principles at Bartonville Elementary School. We expect our students, faculty and parents to...

***BE RESPECTFUL! BE RESPONSIBLE! BE SAFE! GIVE BEST EFFORT!***

## **BGS Parent Teacher Organization (PTO)**

Bartonville Grade School is very fortunate to have such an active PTO!

We encourage you to take an active role in your child's education by volunteering with the PTO. They are always looking for ways to improve all of our children's learning experience and welcome everyone's involvement.

Please check out their web page for more details: ([www.bgs66.org](http://www.bgs66.org)) or contact them at [pto@bgs66.org](mailto:pto@bgs66.org)

## **School-Parent Compact**

***Bartonville School District 66 acknowledges that this compact informs the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Every Student Succeeds Act (ESSA) of 2015 that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the school's high standards.***

**The teaching staff and administration of Bartonville Grade School will:**

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that will enable the participating children to meet the Illinois's student academic standards as follows:
  - Students will be given a screening assessment to help monitor progress in ELA and mathematics
  - Students identified as "at risk" will receive additional small group instruction
2. School-parent compact shared at registration.
3. Hold scheduled parent-teacher conferences twice a year.
4. Provide parents with frequent reports on their children's progress.
5. Provide parents reasonable access to staff for conferences and classrooms for observations.
6. Provide parents opportunities to volunteer at school.
7. Provide parents information about teacher qualifications upon request.

**Parents, guardians, and/or adult family members will support our children's learning in the following ways:**

1. Check assignment handbook or book bag regularly and return daily.
2. Make sure students attend school ON TIME and EVERY DAY unless ill. Please call when absent.
3. Attend parent-teacher conferences.
4. Communicate with the teacher by calling, emailing, or notes.
5. Stay informed about what is happening at school and with our child's learning
6. Attend parent activities and other school events with my child.
7. Make sure my child reads at least 30 minutes every night.

**Students at Bartonville Grade School agree that it is our responsibility to do the following for success at BGS:**

1. Write assignments in assignment handbook and take work home each day
2. Read for 30 minutes at home every day
3. Come to school EVERY DAY, and ON TIME ready to learn.

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### Administrative Discretion

The administration reserves the right to make any rules that are necessary and proper to ensure order and to protect the health, life, and safety of the student body, faculty, and staff. Communication to students and parents will be made should such changes occur. This handbook is not intended to create a contractual relationship with the student; rather it is intended to describe the school, its current practice, procedures, rules and regulations.

## Absences

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session. Daily attendance and being on time to school each day are essential to the academic success of each student.

Being at school and on time are important skills to learn now as children practice behaviors that prepare them for the work force.

- Absent student? Parent/guardian must call the school at 309-697-3253 to explain the nature of the absence by 9:00 AM. Messages can be left via phone or email ([awright@bgs66.org](mailto:awright@bgs66.org)) at any time. Parents may request homework at this time. If a call has not been made to the school by 9:30 AM 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 or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Excused absences include ONLY the following reasons: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond control of student, approved educational purpose, other circumstances related to students' health or safety, other reasons as approved in advance by superintendent or other administration. *All other reasons for being absent from school will be considered unexcused.*
- If a student is absent for 3 or more continuous days, a doctor's note is required when *the student returns to school.*
- Make up: Students have 2 days for the first day absent and one day for each additional day absent to make up any homework. Please call the office to arrange pick up of homework. Power Hour/Homework Help may be utilized for assistance of make-up work.
- Special Concerns: If parents/guardians would like their child to stay in from recess due to a recent illness, please send a note to the teacher indicating your wishes. This should be used only on a limited basis.
- Planned vacations are not recommended because attendance at school is essential. Should a family schedule a vacation while school is in attendance, the parent must do the following: call or stop in the office and complete a Family Vacation Form at least 5 days prior to the first day of school missed; it is the student and parent's responsibility to talk to the teachers regarding assignments and deadlines; and parents should make sure the student completes all work by the dates assigned. Failure to complete work within the time frame given by a teacher may result in a grade of "0".
- Religious Observance: A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up any work.
- EXCESSIVE EXCUSED ABSENCES. On the 7<sup>th</sup> parent excused absence a letter of caution is mailed to the parent/guardian. On the 10<sup>th</sup> parent excused absence a viable doctor's note will be required for each excused absence in the future.
- UNEXCUSED ABSENCES. The following are examples of unexcused absences: missing the bus, oversleeping, no clean clothes, hair appointments or similar activities, car trouble, shopping, alarm problems, unapproved family vacations, no written excuse or phone call from parent/guardian, or any other absence classified as unexcused by the administration. In addition, if the parent cannot be contacted and/or the student does not provide a signed note from the parent explaining the reason for absence, the absence is marked unexcused.  
On any UNEXCUSED absence: administration may follow up with parents by any of the following: call to parent/guardians, home visit, or student and parent conference. If parents cannot be reached, a letter will be sent requesting the reason for the absence and updated contact information. Administration will remind parent of excusable reasons and the law; 3<sup>rd</sup> unexcused – Administration will refer the family to TARGET; and students with unexcused absences may be given consequences such as assigned detention or in school suspension time to make up work. Work missed during an unexcused absence may not receive full credit or any credit.
- CHRONIC TRUANCY at BGS means absent for 10% of the school year (all absences – excused or unexcused) per Board of Education policy. Administration at BGS may contact a family at any point the student becomes a CHRONIC TRUANT.  
Truancy is NOT just unexcused absences. A referral may be made to TARGET for any chronic truant student.
- TARGET is the truancy office for Peoria County and is housed in the Peoria County Courthouse. It is a state funded program that offers resources to help schools partner with families to get children to attend school regularly and on time. BGS administration reserves the right to notify TARGET of excessive absences regardless of excused or unexcused. TARGET identifies chronic truancy as any student who misses 5% or more of the 180 prior regular school days without a recognized excuse. Students who are chronic truants will be offered support services and resources. A parent/guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine up to \$1500.

## Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals and disabilities should notify the administration if they have a disability that will require special assistance or services and, if so, what services are required. These notifications should occur as far in advance as possible.

## Address & Phone Number

Section 105 ILCS 5/26-3b of the *Illinois School Code* requires parents to provide the school with at least two current phone numbers. Bartonville Grade School requires you to have two different contacts other than the parent/guardian contact. It is very important that we know how to contact parents in case of an emergency. State law also requires parents to furnish the school with an up to date address. If a family moves during the school year, a new address must be given.

## Allergies--Food/Drug/Environmental

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the nurse at 309-697-3253.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities. Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

Please notify the school office if your child has any allergies, including food allergies. If your child has allergies, you and your physician will need to complete an Allergy Care Plan. Care plans will need to be completed yearly regardless if the allergies remain the same. *If the Allergy Care Plan is not completed, Bartonville Grade School cannot make accommodations in regards to the allergen.* Completed Allergy Care Plans will be on file in the school nurse's office and a copy will be given to the homeroom teacher and parent/guardian. While Bartonville Grade School cannot guarantee a food allergen-free environment, it will do its best to decrease risk of exposure. Students with a food allergy may eat at a specific table with the hot lunch students. This table will be washed with its own bucket of water and towel. Classroom notes, for the child with a food allergy, will be sent home to notify parents/guardians not to send foods containing the food allergen to the classroom. Please educate your child in the self-management of their food allergy including: safe and unsafe foods, how to avoid exposure to unsafe foods, symptoms of allergic reactions, and when to tell an adult they may be having an allergy-related problem. Discourage your child from trading food with others. We have some students VERY allergic to peanut/peanut oil and ask families to refrain from sending products made of peanuts/peanut oil whenever possible, especially items containing peanut butter.

## Appointments (Dental or Medical)

Students may be excused from school for medical or dental appointments with the privilege of making up the work missed if notice of the appointment is sent in advance. If the child is absent for more than one hour, the student shall be counted absent for half a day (according to school law). When possible students should be at school prior to their appointment and return to school after their appointment. *Students may be permitted to leave school only when a parent signs out the child from school at the office. No child will be dismissed directly from the classroom.*

## Arrival Procedures

Students should report to class by 7:55 AM. After 7:55 AM, students will be tardy. The designated bus loading/unloading area off of Keller St. is for buses only. That area is clearly marked with yellow paint. Please avoid parking in the crosswalk. Gym doors and foyer doors will open at 7:25 for students eating breakfast. Students arriving at this time are required to eat breakfast. Breakfast will continue to be free and served until 7:55. There will be no morning assembly. Students will report to class at 7:50. Students who finish breakfast before 7:50 will report to the gymnasium. At 7:50 the junior high doors (front of the building--former SEAPCO entrance) and the K-2 doors will open for K-5 students.

## Book Rental

Textbooks are rented. Students are responsible for the care of these books, and will be charged for their loss or for damage.

## Bus Expectations

BGS does not provide transportation to students who reside in our district because all students live within 1.5 miles of the school. However, students may use bus transportation for special education services, field trips, or other school activities. While students are on the bus, they are under the supervision of the bus driver. Student bus problems will be investigated and handled by the building principal. Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school. Video and audio cameras may be active on busses to record student conduct and may be used for purposes of investigation.

- Students are expected to follow the same expectations on the bus as is expected at school.
- Students should remain seated on the bus until a supervisor tells the student to leave.
- Students should talk only in quiet voices and never use profanity or provoking statements to other students or adults.
- Electronic devices must be silenced on the bus. Headphones are recommended. Cell phones should not be used.
- Students should never eat or drink on the bus.
- Major or minor referrals may be given as well as a bus write up. This may include removal from bus privileges.

## Cafeteria Procedures/Civil Rights Information

Breakfast is served from 7:25 AM to 7:55 AM. Bartonville School District #66 is now participating in the Community Eligibility Option Program. This means that breakfast and lunch will be free for all students during the 2023-2024 school year.

- A student may bring a *sack lunch* from home or purchase a school lunch. Cold lunches from home should be ready to eat. Students do not have access to a microwave oven.
- Candy, gum, and soda are not permitted in the cafeteria with either hot or sack lunch.
- Students may not leave campus during lunch.
- Absolutely no food or drink is to be taken to the playground at recess, back to the classroom, or locker.
- Students will not share or barter with their food due to the growing number of food allergies in the BGS community.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; fax: (833) 256-1665 or (202) 690-7442; email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

### **Chronic Illness/Communicable Disease**

Children who have a chronic illness or disease that requires any special treatment, medications, or accommodations may require a care plan as deemed appropriate by the school nurse. The following are examples of qualifying chronic illnesses or diseases: Asthma, Reactive Airway Disease, Feeding Issues, Latex/Food/Insect Allergies, Seizures, etc. The care plan will address the student's needs and will be signed and completed by the parent/guardian and physician. Care plans are only good for one year. The original will be in the school nurse's office and a copy will be given to the parent/guardian and the homeroom teacher. The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious.

### **Concussions and Head Injuries/Student Athletes**

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition. A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the schools return-to-play/learn protocols.

### **Crutches Policy**

The use of crutches on school property by a student untrained in their use poses a safety risk for both the student and other persons on school property, including fellow classmates. Bartonville Grade School's goal is to maintain the safety of all individuals including students, staff, and visitors on the school grounds. Thus, only a student trained in the use of crutches, particularly on stairs, shall be permitted on school property. Guidelines for the use of crutches in Bartonville Grade School will be posted in the student handbook. Before a student on crutches shall enter upon school property, they are required to obtain from a physician, or other appropriate medical personnel, documentation of the following:

- (1) That the use of crutches has been authorized by the physician or other appropriate medical personnel
- (2) The diagnosis and the duration of the authorized use of crutches
- (3) The student has received training in the use of crutches, particularly on stairs
- (4) Anticipated length of time the student will be excused from gym/recess

### **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 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office. The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator retained by or on behalf of a parent or child.

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 Code, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the child 1) has a physical or mental impairment that substantially limits one or more major life activities, 2) has a record of a physical or mental impairment, or 3) is regarded as having a physical or mental impairment. Such notice shall identify the location and phone number of the office or agent of the school district to whom inquiries should be directed regarding the identification, assessment, and placement of such children. Any parent who is deaf or does not typically communicate using spoken English and who participates in a Section 504 meeting with a representative of a local educational agency shall be entitled to the services of an interpreter.



## Discipline of Students with Disabilities

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

## Distribution of Non-School Sponsored Publications

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with guidelines approved by school board stated in Bartonville 66 Board of Education policy 7:310.

## Dress Code-Student

In order to maintain an orderly and non-disruptive school environment and to ensure student safety, these dress code guidelines have been implemented. The Superintendent or Principal will determine the appropriateness of student dress. Any type of dress or grooming that is determined unsafe or distracting will not be permitted. "Distractive" dress and grooming is defined as: anything that interferes with the educational process by causing disruptive behavior among students, taking students' attention away from class activities and/or creating an atmosphere not conducive to learning. Shirts, jackets, or any other clothing with suggestive sayings, inappropriate advertising (such as tobacco or alcohol), or references to drugs or gangs are not to be worn. Students whose dress is determined to be inappropriate will be given the opportunity to change clothes, given alternate clothing or face disciplinary action. Below is a list of guidelines that will be utilized by administration:

1. Hats and Headgear: a) Sweatshirt hoods on a student's head are not allowed inside the school. If a student repeatedly violates this policy, he or she will not be allowed to wear hooded clothing to school for the rest of the year. B) Sunglasses, hats, caps, bandanas, fake glasses, or full head/hair coverings are not to be worn inside. Exceptions may be made by the administrations for religious reasons or special events.
2. Shirts and Blouses: A) Halter-tops, strapless tops, see through tops, and blouses with plunging necklines will not be permitted. B) Shirts and blouses must cover the pants' waistline at all times. (The top must meet the bottom, and the bottom must meet the top with no undergarments visible.) There can be no visible skin between the top and the bottom. C) Sleeveless shirts must cover the areas below the armpit. D) Spaghetti strap shirts may not be worn by themselves. E) Shoulders must be covered.
3. Pants and Shorts: A) Shorts must be of modest length. B) Torn jeans that are revealing are not permitted. C) Tight fitting pants/tights need to be accompanied by an article of clothing that must be of modest length. D) Pajama pants are not permitted.
4. Footwear: A) Safe footwear must be worn at all times. B) House slippers, flip flops, wheeled shoes, and slides are not to be worn at school. C) Students should not wear footwear that will make black marks on the floor.
5. Coats and Outerwear: A) May not be worn in the classroom. B) Blankets are not to be worn as outerwear.
6. Jewelry: Any that is determined to be disruptive to the education setting or unsafe will not be allowed.
7. Face Masks/Coverings: If required, face masks/coverings are to be worn the intended way. Students who fail to wear their face masks appropriately may be placed in an alternate learning environment for their safety.

## Early or Emergency Dismissal of School

In the event that emergencies arise which may affect the safety of the students, school may be closed or dismissed early. Should such condition occur, the phone alert system will send an initial message. Announcements will also be made to the area television stations (WEEK/WHOI/WMBD). Please listen to these stations for announcements of early dismissal or cancellation. We also use our automated call system and post any cancellation on our Facebook Page #bgs66 and website: [www.bgs66.org](http://www.bgs66.org). For your student's safety, make certain your student knows ahead of time where to go in case of an early dismissal.

## Eighth Grade Promotion Ceremony

Students who successfully complete the Grade 8 requirements and who are not restricted from participation due to disciplinary and/or attendance reasons may participate in the promotion ceremony. Students who demonstrate poor grades, discipline problems, or attendance problems may not be eligible to attend or participate in the BGS promotion ceremony. Students who have been involved in disciplinary action due to gross misconduct or disrespect may be excluded from participating in or attending the promotion ceremony. Students with one or more out of school suspensions may not be allowed to attend or participate in the promotion ceremony. Students with 2 or more "F's" during the 4<sup>th</sup> quarter may not be allowed to participate in or attend the promotion ceremony. Students who have not had regular attendance, absent more than 10 accumulated days, may not be allowed to participate in or attend the promotion ceremony. Students who have not been regularly on time for school, being tardy for school more than 10 accumulated times, may not be allowed to participate in or attend the promotion ceremony. Administration has the final determination of which students participate in or attend the promotion ceremony.

## Emergency and Evacuation Plan

Emergency and evacuation plans have been fully developed with the assistance of area law enforcement and the local fire department and approved by the BOE. These are comprehensive plans, and provide for most situations. Safety drills will occur at established times. Students are required to comply with the directives of school officials during emergency drills. There will be a minimum of three evacuation drills, a minimum of one severe weather (shelter-in-place) drill, a minimum of one law enforcement drill, and a minimum of one bus evacuation drill each school year. There may be other drills at the direction of the administration.

## Emergency Information Cards

Parents must make sure the office has updated phone numbers. It is quite possible that we would dismiss students early because of illness, accident, or other causes. If this would occur, we would need to know where your child is to go in the event of such a situation. For this reason, we require that you complete the "Emergency Information" form at the time of registration and contact the office as often as necessary to update any changing information. We further suggest that you instruct your children as to where they are to go in the event you are not at home so they will know the procedure to follow should we find it necessary to dismiss them for whatever reason. Parents/guardians are also expected to complete a Student Health Update form appropriately so staff is aware of any changes in a student's health status or with their medications.

## English Language Learners

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. Parents/guardians of English Language Learners will be (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs. For questions related to this program or to express input in the school's English Language Learners program, contact the school.

## Equal Opportunity and Sex Equity

Equal education and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extra programs. Any student or parent/guardian with sex equity or equal opportunity concerns should contact the administration.

## Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Failure to return a permission slip may result in the student remaining at school for regular instruction.

Students should meet the following criteria to participate in field trips:

- Passing all core subject areas at the time of the field trip.
- Regular attendance (missing not more than 10 accumulated days of attendance, exceptions can be made by district administration on a case-by-case basis based upon viable doctor's note).
- On time for school (being tardy for school not more than 10 accumulated times.)
- Accumulated no more than two major referrals (in-school suspensions).
- Received NO (0) out of school suspensions.
- Paid all fees and obligations to the school (damages, lunch, books, library books, etc.)

Bison Pride Trip: In addition to the classroom field trip, BGS may offer a Bison Pride trip at the end of the year. This is for students who are referral free and who meet the following criteria:

- Passing all core subject areas at the time of the field trip.
- Regular attendance (missing not more than 10 accumulated days of attendance, exceptions can be made by district administration on a case-by-case basis based upon viable doctor's note).
- On time for school. Students with excessive tardies may be excluded. Per district discretion.
- Paid all fees and obligations to the school (damages, lunch, books, library books, etc.)

The Bison Pride Committee has developed a plan so students who have not received a level 3 Major Referral or have not received 4 minor referrals, may buy their way back into the referral free field trip. The criteria must be met by April 15:

- 1 Minor—1 month referral free +10 Bison Bucks
- 2 Minors—2 months referral free + 20 Bison Bucks (30 Bison Bucks total)
- 3 Minors—3 months referral free + 30 Bison Bucks (60 Bison Bucks total)

## Grading Scale

Kindergarten uses the KIDS assessment for report cards. Grades 1-3 use a standards based report card. These report cards are distributed in October, February, and May.

For grades 4-8, letter grades, A, B, C, D, and F are utilized for core subjects (Reading/Language Arts, Math, Science, & Social Studies). Report cards are distributed in October, January, March, and May.

Grading Scale: A+ 100, A 90-99, B 80-89, C 70-79, D 60-69, F below 60.

## Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

## Illness

It's not always easy to decide when to keep an ill child home from school and when to send them back to school. The timing of the absence is important in order to decrease the spread of disease to others. The following guidelines may help each parent decide whether to keep their child home from school due to illness.

- **Chicken pox:** A skin rash consisting of small blisters, which leave scabs. A slight fever may or may not be present. There may be blisters and scabs all present at the same time. Your child should remain home until all blisters have scabbed over, usually 5-7 days after the appearance of the first crop of blisters.
- **Shingles:** Shingles is a disease caused by the chickenpox virus. Your child can only get shingles if he or she has already had chickenpox. The rash looks like small groups of chickenpox sores and usually occurs in a line on one side of the body and follows the path of a nerve. New rashes continue to appear for several days and will dry up by 7-10 days. While children with shingles can transmit chicken pox to other children by touching the rash, they are far less contagious than children with chickenpox. Your child may return to school if they are without fever for at least 24 hours and are able to keep rash covered.
- **Common cold:** Irritated throat, watery discharge from the nose and eyes, sneezing, chills, and general body discomfort. Your child should remain home if symptoms are serious enough to interfere with your child's ability to learn. Medical care should be obtained if symptoms persist beyond 7-10 days and/or fever develops.
- **Fever:** If your child's temperature is 100 degrees or greater he/she should remain home until he/she has been without fever for a full 24 hours. Remember fever is a symptom indicating the presence of an illness.
- **Flu:** Abrupt onset of fever, chills, headache and sore muscles. Runny nose, sore throat, and cough are common. Your child should remain home from school until symptoms are gone and the child is without fever for 24 hours.
- **Pain:** If your child complains, or behavior indicates, that he/she is experiencing persistent pain, he/she should be evaluated by a physician before your child is sent to school.
- **Pinkeye:** Redness and swelling of the membranes of the eye with burning or itching, matter coming from one or both eyes, or crusts on the eyelids. Your child should remain home from school until receiving 24 hours of antibiotic therapy, as determined by your physicians, and discharge from the eyes has stopped.
- **Skin Rashes:** A physician should evaluate skin rashes of unknown origin before your child is sent to school.
- **Strep Throat and Scarlet Fever:** Strep throat usually begins with fever, sore and red throat, possibly pus spots on the back of the throat, tender swollen glands of the neck. With scarlet fever there are all the symptoms of strep throat as well as a rough, red rash that feels like sand paper to the touch and is usually seen in the folds of the skin (i.e. groin, neck, and armpits). High fever, nausea and vomiting may also occur. Your child should remain home from school until receiving a full 24 hours of antibiotic therapy and until without fever or vomiting for 24 hours. Most physicians advise rest at home for 1-2 days.
- **Gastrointestinal bugs (common name – stomach flu):** Stomach ache, cramping, nausea, vomiting and/or diarrhea, possible fever, headache, and body aches. Your child should remain at home until he/she is without vomiting, diarrhea, or fever for a full 24 hours. If your child has had any of these symptoms during the night, he/she should not be sent to school the following day. Diarrhea (loose or watery stools) can last from several days to 2 weeks during an incident. If a child has more than 3 loose or watery stools a day or is unable to make it to the restroom, or soils their clothes, they will be sent home.

## Internet Acceptable Use

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

**Acceptable Use** - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

**Privileges** - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

**Unacceptable Use**- The user is responsible for their actions and activities involving the network. Examples of unacceptable use:

- a. Using the network for any illegal activity, including violation of copyright or other contracts.
- b. Unauthorized downloading of software; regardless of whether it is copyrighted or de-virused;
- c. Downloading copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.
- n. Unauthorized use of social media.

**Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.

- d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

**No Warranties** - The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not responsible for any damages the users suffer. Use of any information obtained via the Internet is at the user's own risk. The school and district specifically deny any responsibility for the accuracy or quality of information obtained.

**Indemnification** - The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures. Security. Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log on to the internet as a system administrator will result in cancellation of other privileges. Any user identified as a security risk may be denied access.

**Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network.

**Telephone Charges** - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges.

**Copyright Web Publishing Rules** - Prohibits the republishing of text or graphics found on the Web, district websites or servers.

- a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
- b. Students engaged in producing Web pages must provide teacher and principal with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site may not be considered a source of permission.

**Use of Electronic Mail** - The District E-mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. E-mail is provided to aid students as an educational tool.

- a. The school and district reserve the right to access and disclose the contents of any account on its system. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate.
- c. Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the electronic mail system constitutes consent to these regulations.

**Access to Student Passwords and Websites** - School officials may conduct an investigation or 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 a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content.

### Library Books

Students are responsible for the loss and or damage to library books. If the book checked out in a student's name is lost or damaged, the student is liable for the cost of repair or replacement.

### Head Lice - No Nit Policy

Parents are required to notify the school nurse if they suspect their child has head lice. A child who is found to have lice during the school day, will remain at school till the end of the day. He/she will be sent home with a copy of instructions, adapted from the Health Department, for treating lice. The child's hair must be treated before returning to school with a special shampoo from the pharmacy or your doctor or with one of the approved home remedies. The child will be checked by the school nurse before he/she will be allowed to remain at school. All nits must be removed for the child to remain at school. If nits are found by the school nurse, the child must return home to have all the nits removed prior to returning to school.

### Health (Medical/Dental) Exams and Immunizations

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade
2. Entering the sixth and ninth grade
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

**Failure to comply with the above requirements by the start date of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions.** New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by the start date of the current school year, the student must present, by the start date of the current school year, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

**Eye Examination** - All students entering kindergarten or the school for the first time must present proof by the start date of the current school year of an eye examination performed within one year. Failure to present proof by the start date of the school year allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after the start date of the current school year.

**Dental Examination** - All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until: (1) proof of a completed dental examination, or (2) a dental examination will take place within 60 days after May 15.

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents a signed statement explaining the objection.
2. Religious grounds if the student's parent/guardian presents a completed Certificate of Religious Exemption.
3. Health examination or immunization requirements on medical grounds if a physician provides written verification.
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

### **Mandated Reporters**

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

### **Medication**

All medication brought to school must be turned into the school office. This includes over-the-counter medicines such as Tylenol, cough drops, throat sprays, ear drops, ibuprofen, etc. Students may not carry medication with them in school. Medication must be in the original, labeled container with dosage and schedule. A pharmacy label does not meet the requirements of a School Medication Authorization form. Medication sent in envelopes, plastic containers, plastic bags, etc. will not be given. A parent or responsible adult should transport medication to and from school. Medications can be lost or stolen which could be dangerous if taken by the wrong person. No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure. Prescription and over-the-counter medications both require a School Medication Authorization Form to be on file in the Nurse's office. This form must be signed by the physician and parent. **The Student's medication cannot be administered until the School Medication Authorization form is in the School Nurse's office.** Students are responsible for coming to the office at their designated time to take their medication. The school nurse or staff will help students until they learn their medication routine. Be sure to give your child his/her morning dose of medication at home. If your child does not receive his/her medication prior to school, the parent may be called to bring the medication to school and administer it. Parents must pick up medication at the end of the school year. Any medication not claimed by the designated date will be discarded. A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

### **Military Families**

The state requires school districts to survey parents who are active in the military or in the military reserves. If you are a parent of a BGS student who is active or in the reserves, please call the school at 697-3253 and tell the office.

### **Parent Grievance Procedure**

Parents/Legal guardians who have a grievance should first request a private conference with the teacher. This conference should be within seven school days of the event. If the parents are dissatisfied with the conference, or if the conference was not held within the seven-day period, they shall confer with the principal and the teacher in the principal's office. If this conference does not solve the problem, the parents may make an appeal to the Superintendent. If still unresolved, the parents may appeal to the board of education. This appeal shall be made through the Superintendent at least four days prior to the regular meeting of the Board of Education. The teacher involved shall be notified at the time the grievance is placed on the Board agenda.

### **Parent Involvement (Title 1)**

The school annually has a meeting for all Parents/Guardians, which takes place at a designated time and place to be determined on an annual basis. At the meeting, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process. The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be

involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

The school provides Parents/Guardians with access to:

- School performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results.
- A description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet.
- Opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire.
- Timely responses to suggestions.
- Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.
- In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.
- The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to the school administration.
- Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions should be directed to the administration.
- The state's resources on parental involvement can be located at <http://illinoisparents.org/>. The state's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

### Parent-Teacher Conferences

Parent-Teacher Conferences are scheduled twice a year. The first conference is required for all parents. The second conference is by request from the parent or teacher. For 8<sup>th</sup> grade students, Limestone High School counselors will be available during the spring conferences to assist with high school registration. These are excellent opportunities for parents to receive important information regarding their child's schooling. In addition, these conferences provide the chance to discuss pupil progress and adjustment to school. Joint conferences may be arranged to include several teachers with a child. A child may be invited to participate in a parent-teacher conference by agreement between the parent and school personnel. We encourage all parents to participate. Either school personnel or the parent/guardian may initiate a parent-teacher conference anytime during the school year.

### Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the school office. Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

### Pets, Animals at School

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the administration in the case of an educational opportunity for students, provided that the animal is appropriately housed, humanely cared for, and properly handled, and that students will not be exposed to a dangerous animal or an unhealthy environment. Please do NOT bring pets on school property when picking up your student or dropping them off.

### Physical Education (PE)

Physical Education is a required course all students must take every day each year. Students are to have the required tennis shoes to wear on days that they have PE. Tennis shoes must have backs and will not be kicked off easily. Students may be excused from P.E. upon written medical statement from a physician or on a day-to-day basis because of illness if a note is sent from the parents. Three or more consecutive absences from P.E. will require a doctor's note stating the date the absence should begin and when it should end. If a student is excused from P.E. per a physician's note or parent note, they are not allowed to participate in school approved sports/practices. They are also not allowed to engage in physical activity during other times.

### Physicals for Sports

New sports physicals are required each year for 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students participating in sports, including cheerleading. Physical forms should be turned into the school office. Students may not tryout or participate in any sport without a valid physical on file. Sports physicals are good for one calendar year. State required 6<sup>th</sup> grade physicals will count for sports physicals. Sports Physicals will not count for the state required 6<sup>th</sup> grade physical.

### Retention

*Retention Policy: The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on NWEA-MAP or other testing. A student shall not be promoted based upon age or any other social reason not related to academic performance.* In grades 4-8, if a student fails multiple core classes for the year, the student will be considered for retention.

### Registration

All students seeking admission shall meet all residency, age, health examination, immunization, and other eligibility prerequisites as mandated by State law and School Board policy on admissions. The Building Principal or designee of the school into which the student is transferring shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. The parent(s)/guardian(s) of a student who is transferring from an Illinois public school shall

ensure that a completed *Good Standing Form* from that school arrives at the school into which the student is transferring. The Building Principal or designee shall deny admittance to any student who was suspended or expelled for any reason from any public or private school in this or any other state until the student completes the entire term of the suspension or expulsion. If the student is transferring from an Illinois public school, the Building Principal or designee shall refuse to admit the student unless the student can produce a *Good Standing Form*. If a request has not been made, the Building Principal shall request academic transcripts and medical records from the student's former school. The Building Principal or designee shall enroll a student whose former school transferred an unofficial record of grades in lieu of the student's official transcript of scholastic records. The Building Principal or designee shall immediately enroll a homeless child even if the child is unable to produce records normally required for enrollment. The Building Principal or designee must immediately contact the school last attended by the child to obtain relevant academic and other records. Building Principal or designee shall make the class or grade level assignment, with input from a counselor when needed, and may accept or reject the transferring school's recommendations. When parent(s)/guardian(s) of a student eligible for special education present a copy of the student's current individualized education program (IEP) to a new school, the student must be placed in a program described in the IEP.

### **School Property**

Students are responsible for damage to school property. Any student found destroying, defacing, or damaging school equipment or property will be responsible for the cost of its repair or replacement. Students who vandalize school property may receive a major behavior referral and may be reported to the police department for further legal action. School lockers and school desks are school district property made available to students for their convenience. In order to maintain a healthy, safe, and disciplined environment, lockers and/or desks, as well as the contents, may be randomly searched. Junior High students will be required to lease a school provided padlock. Every student's locker should be locked all day, every day.

### **Sex Education Instruction**

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology. Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

### **Sex Offender School Notification**

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's children):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child, such as retention or promotion. In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony. State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry at <http://www.isp.state.il.us/sor/>. You may find the Statewide Child Murderer and Violent Offender Against Youth Registry on the State Police's website: <http://www.isp.state.il.us/cmvo/>.

### **Solicitation of Funds**

The solicitation of funds from students, teachers, or staff members for welfare or charity campaigns, which are not associated or directly related to the curriculum or extra-curricular program or activities, shall not be permitted.

### **Sports and Extra-Curricular Activities**

Extra-curricular activities are an extension of the school program and student participation is considered a "privilege". As such, students are expected to be in good academic standing to participate in any extra-curricular program. Some of the extra-curricular activities include all sport activities, student council, declamations, math counts, book club and any other Board of Education supported activity. Selection of members or participants for any extra-curricular activity is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to district policies. *It is the student's responsibility to communicate dates and of all games and practices with their parents/guardians.* Students and parents must have a plan for late practices and bus times. Students are not allowed to stay at school and wait for practices or games, unless supervised.

**Eligibility:** Students must maintain a 59.5% average or higher in all core academic subjects to be considered eligible for any sport or extra-curricular activity. Grades will be checked each week on Fridays. If the student is not eligible, he/she will be prohibited from participating in any extra-curricular events from the following Monday through Sunday. If they are ineligible 3 times throughout the course of the season, they will be removed from the team or activity. Students who are found to be ineligible must participate in Power Hour/Homework Help during the week of ineligibility. Attendance at practices after Power Hour is up to the discretion of the coach/sponsor. Transportation will be the student and parent's responsibility. The administration will send the eligibility reports to the appropriate coaches/sponsors. Those coaches/sponsors and teachers should communicate with each other to help support the success of the student. If a student's work or attitude is such that the classroom teacher feels he/she should remain in the classroom during the extra-curricular activity period, the teacher must receive permission from the administration. The teacher should also always notify the coach/sponsor. It is the students' responsibility to communicate to teachers if staying after school interferes with an extra-curricular activity.

**Violations:** Any student found guilty of possession/use/distribution/sale of, or under the influence of illegal drugs, tobacco, E-cigarettes, alcohol, or other drugs not prescribed by a physician will be indefinitely suspended from all activities. Any student

who is expelled will immediately be removed from the team. Students who are suspended out of school will not be able to practice, attend, or play in games or other club activities on the day of the suspension. Consequences for in school suspensions, major office referrals, and minor detentions will be left up to the individual coach/sponsor and the administration. Students who are sent home sick or are not in attendance may not be in attendance at such activities.

#### Other Sport/Extra Curricular Supervision Expectations

- Students shall not be permitted to go to or be in any classroom including the gym unless a faculty member is present.
- The restrooms adjoining the gym foyer are not for pupil use during school day or practice sessions.
- Students are not to reenter the building or a classroom after school when a teacher is not present.
- Activities and practices are considered as classes and under teacher supervision at all times. Other pupils are not allowed to stay as spectators. No food or drink in the gym.
- Children from another school may not participate in activities unless there is a regular scheduled game.
- High school students shall not be permitted to practice with elementary students, nor visit school during school time without permission from the administration.
- Saturday or vacation practices shall be arranged with the office. The building will not be used on Sunday for practice sessions, unless approved by the Board of Education.
- Purses, book bags, or any other item that can be used to store materials must be stored in a locker or desk.

#### State Testing and other important Assessments

Bartonville Grade School is mandated by the state of Illinois to participate in the IAR (Illinois Assessment for Readiness). Regular education and special education students in grades 3-8 are required to participate. The IAR is a measure of how each student is meeting the common core state standards for reading and math set by the state. English Language Arts and Math are given to grades 3-8. In addition to the IAR, the Illinois Science Assessment is given to grades 5 and 8. BGS utilizes other important assessments including NWEA MAP, given three times per year. This assessment allows teachers to measure student growth in reading and math. Teachers are able to use the data from MAP to create more specific learning lessons and intervention groups. Please make sure that no vacations or appointments are scheduled during this important testing.

#### STUDENT RECORDS and PRIVACY

Surveys by Third Parties. Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions. Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal. A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

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

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

1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access. The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. These rights are denied to any person against whom an order of protection has been entered.
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper. A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided when notified of the right to a hearing.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent. Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before



information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

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

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

5. The right to prohibit the release of directory information. Throughout the school year, the District may release directory information regarding students, limited to: Name, Address, Gender, Grade level, Birth date and place  
Parent/guardian names, addresses, electronic mail addresses, and telephone numbers  
Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs  
Academic awards, degrees, and honors, Information in relation to school-sponsored activities, organizations, and athletics, Major field of study, Period of Attendance in school  
*Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.*

6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

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

The name and address of the Office that administers FERPA is: Family Policy Compliance Office. U.S. Department of Education, 400 Maryland Avenue, SW, Washington DC 20202-4605

**Biometric Information** - Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan. In June of each calendar year, eighth grade student records are sent to Limestone Community High School. Any parent that wishes to inspect the records must do so prior to the end of the school year. Bartonville maintains student records in accordance with State Law. Bartonville also maintains student temporary records and the information contained in those records for not less than 5 years.

### **Suicide and Depression Awareness & 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. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

### **Tardiness**

Any student arriving at school after 8:00am will be considered tardy. Students must then enter the building at the main entrance, report to the office, sign in, and get an admit pass to class. Excessive tardiness may result in office consequences. Before consequences are issued, BGS administration will work with students and families to resolve issues related to tardiness. Some of these interventions may include tardy contracts, home visits, parent conferences, or support from TARGET, Peoria County's truancy program. Consequences may include parent notification, letters home, lunch detentions, after school detentions, or in school suspensions to make up class time missed.

### **Teacher Qualifications**

Parents/guardians may request information from the District office about the qualifications of their child's teachers and paraprofessionals, including whether the teacher has met State certification requirements; whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived; the teacher's college; major; whether the teacher has any advanced degrees and, if so, the subject of the degrees; and whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

### **Teen Dating Violence**

At BGS, teen dating violence is unacceptable. We are committed to providing our students with a school environment where they can learn free from worries about school violence. The BGS BOE adopted School Board policy, 7:185, *Teen Dating Violence Prohibited*, which is a component of the District's anti-bullying program. Research has shown that teen dating violence can form lifelong, unhealthy habits during young adults' formative years. Educating parents/guardians, students, and staff about teen dating violence can help us identify incidents of teen dating violence at school or school-related activities. The Board's policy states that *teen dating violence* occurs whenever a student uses or threatens to use physical, mental, or emotional abuse to control an

individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship. Students in grades 7 & 8 will receive age-appropriate instruction on teen dating violence including its warning signs and prevention. School staff will also receive training on handling the signs and incidents of teen dating violence.

### **Transfers to Another School**

When a student withdraws or transfers from school, there are required forms to be completed by the parents in the office so that records may be completed and forwarded to the school where the student will attend.

### **Treats and Snacks**

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. We strongly encourage you to select a treat or snack with nutritional value.

### **Uniforms—Religious Exemptions**

Students are permitted to modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of their cultural values or modesty preferences. The modification of the athletic or team uniform may include, but is not limited to, the wearing of a hijab, an undershirt, or leggings. If a student chooses to modify their athletic team uniform, the student is responsible for all costs associated with the modification and the student shall not be required to receive prior approval from the school board for such modification. At a minimum, any modification of the athletic or team uniform must not interfere with the movement of the student or pose a safety hazard to the student or to others

### **Video and Audio Monitoring Systems**

A video and/or audio monitoring system may be in use in public areas of the school building and on school busses. 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 recording may be provided to law enforcement personnel.

### **Visitors**

Parents are encouraged to visit school. We request that you contact the teacher and the office when you desire to visit school. Parents and other visitors **MUST** use the main entrance, check in at the office and are required to wear a guest nametag. Guests also must sign out at the office before leaving the building. Visitors are required to proceed immediately to their location in a quiet manner. Visitors are expected to abide by all school expectations during their time on school property. A visitor who fails to conduct himself or herself in an appropriate manner will be asked to leave and may be subject to criminal penalties.

### **Volunteers**

All school volunteers must complete the “Volunteer Information Form” and be approved by the Board of Education prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

### **Waiver of Student Fees; Fines, Fees, Charges**

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program. Within 30 days, the school administration will notify the parent/guardian promptly as to whether the fee waiver request has been denied.

## DISCIPLINE POLICY

### **Prohibited Student Conduct:**

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to

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

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

4. Using, possessing, controlling, or transferring a "weapon" or violating the procedures listed below under the *Weapons Prohibition* section of this policy.
5. Using a cellular telephone, Smartphone, Smart Watch, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone, commonly known as "sexting." Unless otherwise banned under this policy or by the Building Principal, all cellular phones, Smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.

15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered too: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website if the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of medication to the student.

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

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

### Junior High Student Behavior Tracking System

BGS employs a system of tracking student behavior. The primary function of this system is to hold students accountable for classroom, school-wide, and common area behavior expectations throughout the school day. It also serves as an ongoing record of student behavior, should behavioral interventions need be considered and/or implemented. It can also be used for recognition of those students that perform to behavior expectations.

The system is an online spreadsheet, and includes letter codes or words that represent deviations from behavior expectations. Color-coding of cells is also implemented, and allows for a visual highlight of particular infractions or discipline. The coding may be altered or expanded as needed. A teacher or administrator may record deviations from behavior expectations with the codes. Comments may also be included to clarify an infraction and/or the circumstances thereof. Students will be notified when infractions are entered.

Should a student be recorded as having three infractions during a single school day, the appropriate Level 1, Level 2, or Level 3 referral may be issued. This tracking system does not supersede the Discipline Policy. Faculty and administration reserve the right to initiate or implement a disciplinary measure, including referral, even if a student has not been recorded as having three infractions in a school day.

### Disciplinary Measures

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

1. Notifying parents/guardians
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property
6. In-school suspension.
7. After-school detention provided the student’s parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service
9. Seizure of contraband; confiscation and retention of the personal property that was used to violate school rules.
10. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on or within sight of the school grounds while serving the suspension.

11. Suspension from attending after school activities and being on school grounds after the completion of the school day. (Exceptions may be made for students attending Homework Help and serving after school detentions.)
12. Suspension of bus riding privileges.
13. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity. (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion. Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

### Weapons

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

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1). The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above.

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

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

### 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. (See Board Policy 7:140)

### Bullying Prevention and Response

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals. Bullying on the basis of actual or perceived race, color, national origin, immigration status, 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:

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 equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational operation or process.

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

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

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

**Students are encouraged to report bullying behaviors to teachers and/or the principal.**

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

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

**Sexual Harassment**

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

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

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

**Teen Dating Violence Prohibited**

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

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to a teacher or principal, or superintendent. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

**School-Wide Expectations**

The matrix on the next page details the School-Wide Expectations for students in many school settings. The purpose of these expectations is to give clear guidelines to students so that there is no question about what is expected in terms of student behavior. All staff members take time the first few days of school to introduce and teach these expectations to all students. Students are then expected to follow our School-Wide Expectations. Many times throughout the year, members of our staff continue to review and practice our School-Wide Expectations with our students. We believe that proper behavior must be taught, reinforced, and expected from all students at all times.

Consequences for violations of the expectations are identified in 3 levels:

**Level 1--Classroom Referral: Minor Behavior Report Issued by Teacher**

Level 1 referrals are those infractions that are minor but interfere with normal classroom or school operations.

**Level 2--Office Referral** Level 2 referrals are those that are frequent or serious and disrupt the classroom, school, or bus climate.

**Level 3--Major Referral: Issued by Administration**

Level 3 referrals are acts directed against other people or property and that may endanger the health and safety of others.

**Cafeteria Expectations**

- Students should walk in a quiet line to the cafeteria and through the food line.
- Reasonable indoor voices (level 1) will be utilized. Excessive noise will result in loss of privileges.
- Students will not be allowed to get out of their seats until it is time to leave.
- Please raise your hand if you need something and a supervisor will come to help you.
- Students are responsible for keeping the area where they are sitting clean and free of litter.
- Please keep your hands off other students' food and trays. Absolutely no sharing or trading of food.
- Grades Kindergarten through 5<sup>th</sup> grades will sit in the order the students arrive. Students in grades 6-8 may sit in a seat of his/her choice. No seats may be saved.
- Students may leave the cafeteria only after a supervisor dismisses them.
- No excessive taking of utensils, napkins, etc.
- All food and drink must be consumed in the cafeteria or foyer lunch tables. The hallway, classroom, and playground are not eating areas.
- Cold lunch will sit at designated tables due to possibility of severe allergies.
- Please follow directions of the supervisors and show them respect. Report any problems or spills to them.

## **Playground/BGS Park Safety Expectations--before school/during school/after school, weekends, and vacations**

- *Skateboards should be carried and bikes should be walked across property. Items with wheels need to stay on the drive. Please stay out of the parking lot and away from parked cars. Do not leave school property (into the street or a neighbor's yard) during school without permission from a supervisor or teacher.*
- Do not climb the fences, jump over the fences, or push on the fences.
- Use appropriate language at all times.
- Pick up all trash and place it in a garbage receptacle.
- All benches and playground equipment should be used in the appropriate manor.
- Do not re-enter the school without permission from a teacher or supervisor.
- Please use only the playground equipment provided by the school. Do not bring your own balls, bats, or other play items out on the playground at lunch recess.
- Absolutely no snowball throwing.
- No eating or drinking outside on the playground.
- Once students enter school grounds in the morning, they are not to leave unless they are signed out in the office by a parent/guardian. Students who leave school grounds after arriving in the morning will face disciplinary actions.
- Playground and parking lot should be vacant at sundown.
- The parking lot and playground lot shall be reserved for school purposes/activities.
- A student must ask permission to get a ball that has rolled off school property.
- BGS extracurricular activities take precedence over other activities.
- High school students and students who do not attend BGS are not allowed on the BGS playground. Parents are encouraged to accompany their children who wish to play on the playground.

**Cell Phones/Smart Watches/Electronic Devices:** The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), iPod®, iPad®, laptop computer, tablet computer or other similar electronic device.

Electronic devices must be kept powered-off and kept in the student's locked locker or given to the homeroom teacher during school hours (defined as starting bell to dismissal bell unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

1. First offense – The device will be confiscated by school personnel and given to the principal. A verbal warning will be assigned and noted by the principal. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. An office detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
4. Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device. The student will also face consequences for insubordination.

School officials may conduct an investigation or 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 a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

**Student Use of Telephones and Cell Phones --** If a student needs to call home during the school day, they may get permission from their teachers to use a classroom phone. Cell phones/Smart Watches are to be turned off and stored in the appropriate locker during school hours. Students are not to use cell phones while eating breakfast or while lining up on the playground. Those participating in extracurricular activities after school will refrain from using cell phone during practice and/or games.

## **BGS School-Wide Expectations**

<b>Setting</b>	<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be Safe</b>	<b>Give Best Effort</b>
<i>Classroom</i>	<ul style="list-style-type: none"> <li>**By listening.</li> <li>**By raising hand.</li> <li>**By using polite words.</li> <li>**By following voice level expectation.</li> </ul>	<ul style="list-style-type: none"> <li>**By cleaning up.</li> <li>**By following directions.</li> <li>**By being ready.</li> <li>**By being on time.</li> </ul>	<ul style="list-style-type: none"> <li>**By walking.</li> <li>**By using supplies appropriately.</li> <li>**By keeping hands/feet to self.</li> </ul>	<ul style="list-style-type: none"> <li>**By completing all work.</li> <li>**By always doing your best.</li> </ul>
<i>Hallway</i>	<ul style="list-style-type: none"> <li>**By keeping hands off walls, lockers, displays and students.</li> <li>**By waiting your turn.</li> <li>**By staying to the right.</li> <li>**By keeping voice level at a one or a zero depending on the situation.</li> <li>**By using appropriate words.</li> </ul>	<ul style="list-style-type: none"> <li>**By walking in single file.</li> <li>**By exiting the school after school unless staying for a supervised activity.</li> <li>**By using time wisely in between class periods.</li> </ul>	<ul style="list-style-type: none"> <li>**By following stairway directions.</li> <li>**By walking.</li> <li>**By using one step at a time.</li> <li>**By keeping hands/feet to self.</li> <li>**By keeping lockers locked and combinations private.</li> </ul>	<ul style="list-style-type: none"> <li>**By walking with a purpose.</li> </ul>
<i>School Grounds/ Playground</i>	<ul style="list-style-type: none"> <li>**By listening to adult directions.</li> <li>**By using appropriate language.</li> <li>**By playing fairly.</li> <li>**By waiting your turn.</li> </ul>	<ul style="list-style-type: none"> <li>**By being in the right areas.</li> <li>**By following the game rules.</li> </ul>	<ul style="list-style-type: none"> <li>**By following safety rules.</li> <li>**By keeping hands/feet to self</li> <li>**By exiting the school unless staying for supervised activity.</li> </ul>	<ul style="list-style-type: none"> <li>**By having a plan so you can make the most of your time.</li> </ul>
<i>Restroom</i>	<ul style="list-style-type: none"> <li>**By respecting privacy.</li> <li>**By using the restroom properly.</li> <li>**By keeping voice level at a one or a zero.</li> <li>**By not vandalizing</li> </ul>	<ul style="list-style-type: none"> <li>**By using the right restroom.</li> <li>**By cleaning up and placing all trash in the trash can.</li> <li>**By flushing the toilet.</li> <li>**By turning water off.</li> </ul>	<ul style="list-style-type: none"> <li>**By washing hands.</li> <li>**By keeping hands/feet to self.</li> <li>**By waiting your turn.</li> </ul>	<ul style="list-style-type: none"> <li>**By being timely and quiet.</li> <li>**By using the restroom correctly.</li> </ul>
<i>Cafeteria</i>	<ul style="list-style-type: none"> <li>**By listening to adults.</li> <li>**By waiting your turn.</li> <li>**By keeping voice level at a 1 or 0.</li> <li>**By using good manners and polite words.</li> </ul>	<ul style="list-style-type: none"> <li>**By getting all utensils, milk, &amp; condiments when you first go through.</li> <li>**By cleaning up and helping others clean.</li> <li>**By bringing lunch money to school on time.</li> </ul>	<ul style="list-style-type: none"> <li>**By staying in seat.</li> <li>**By keeping food to self.</li> <li>**By entering/exiting in a quiet line.</li> <li>**By being mindful of food allergies.</li> </ul>	<ul style="list-style-type: none"> <li>**By eating your food in a timely manner.</li> <li>**By using your time wisely.</li> </ul>
<i>Extra-Curricular /Field Trip Assembly/ Bus</i>	<ul style="list-style-type: none"> <li>**By keeping voice level at a one or a zero.</li> <li>**By listening to adult directions.</li> <li>**By using manners.</li> </ul>	<ul style="list-style-type: none"> <li>**By listening</li> <li>**By participating</li> <li>**By sitting in the appropriate place.</li> <li>**By cleaning up after yourself and others.</li> </ul>	<ul style="list-style-type: none"> <li>**By staying with your class.</li> <li>**By entering/exiting in a quiet line.</li> <li>**By walking in an appropriate quiet line.</li> </ul>	<ul style="list-style-type: none"> <li>**By projecting a positive image for yourself and for BGS</li> <li>**By positively representing BGS and your community.</li> </ul>



<i>Technology</i>	<p>**By using clean hands when I use technology</p> <p>**By logging off when I am finished</p> <p>**By only using my BGS email for BGS educational business</p> <p>**By using the set-up provided without changing any settings.</p>	<p>**By holding the device with 2 hands when transporting.</p> <p>**By having my fingers touch the keyboard but not the Chromebook screen.</p> <p>**By immediately reporting any technology problems.</p> <p>**By closing the device when finished.</p>	<p>**By setting the Chromebook/iPad on a table to give to another student.</p> <p>**By following all classroom behavior expectations which helps keep the Chromebook/ iPads safe.</p> <p>**By using my own personal log-in.</p>	<p>**By having a plan.</p> <p>**By staying off of social media.</p> <p>**By not cyber-bullying others.</p>
<i>Community</i>	<p>**By helping others before helping yourself.</p>	<p>**By respecting yourself and others.</p> <p>**Be keeping the environment clean.</p>	<p>**By following community rules and laws.</p> <p>**By identifying and reporting negative behaviors that may cause harm.</p>	<p>**By demonstrating Bison Pride throughout the community at all times.</p>

## **LEVEL 1 REFERRAL--CLASSROOM CONSEQUENCES (Minor)**

Teachers have the authority and the responsibility to maintain discipline in the classroom and other areas of school. Classroom procedures and expectations will be taught and practiced the first few days of school and reviewed several times during the school year. Those expectations will be shared with parents as well. Minor behavior reports are handled by the classroom teacher and are considered Level 1 Infractions. Level 1 referrals are those infractions that are minor but interfere with normal classroom, school or bus operations. Teachers will communicate with parents whenever a Minor is written. Those behaviors may include but not limited to:

Inappropriate language (profanity, inappropriate conversation)
Physical contact-non-serious (horseplay)
Lack of cooperation
Defiance/disrespect (not following directions, talking back)
Disruption/disturbing others (talking out, making noises, loud voices)
Misuse of property (repairable, minor)
Not on task/Sleeping in class
Not working in class
Writing &/or Passing Notes
Out of assigned seat
Lying
Not prepared for class
Dress code violation
Playground, cafeteria, or bus infraction
No gum
Purse/Book Bag not in locker
Tardies/late for class
Cell phone violation

Minor Behavior Reports are used by the teacher and other staff to warn a student that his/her behavior must change as further occurrences will result in a Major Behavior Report.

**Classroom Consequences may include:** Minor Behavior Report, Conference with student about unacceptable behavior, Warning, Behavior/Classroom Management Plan, Contract, Teacher Detention (recess, PE, or after school), Loss of privileges, Time out in classroom, Parent contact-phone/written/in person, Isolate from class/peers, Referral for intervention plan, Referral to counselor, Apologies-written/verbal, Write a plan of reparation related to character traits, Clean up or repair or replace, Re-teach appropriate behaviors

## **LEVEL 2 OFFICE REFERRAL**

Level 2 infractions are those that are frequent or serious and disrupt the classroom, school, or bus climate. Level 2 behaviors require referral to the office administration. Those office referrals will be treated as serious infractions. Administrators will communicate with parents whenever a Major is written. Office Referrals-Level 2- may include but are not limited to:

Unauthorized area without a pass
Leaving class without permission
Dress Code Violation-repetitive
Violation of closed campus
Public Display of Affection
Pushing, Kicking, Hitting (not horseplay)
Disruptive/inappropriate behavior (sustained/repetitive/high intensity)
Refusal to follow directions (sustained/repetitive)
Inappropriate borrowing/theft
Possession tobacco, matches, or lighter
Computer or internet violation
Gambling
Cell phones or other media violation (repetitive)
Inappropriate verbal language (repetitive)
Inappropriate physical contact
Lying (repetitive)
Skip class/skip school
Forgery or forging of signature
Repeated or extreme classroom infractions
Bus Referral (repetitive)
Fail to serve teacher/office detention
Academic Integrity (cheating)

Office Referral Consequences may include: Parent conferences, service project, character building activity, time in office, reparations, office detention, or in school suspension.

### LEVEL 3 MAJOR REFERRAL—issued by administration

Level 3 infractions are acts directed against other people or property and that may endanger the health and safety of others in the school. Administrators will communicate with parents whenever a Major is written. Level 3 infractions may be violations of the law; therefore, reportable to the police. These include but are not limited to:

Intimidation
Fighting
Assault/battery
Sexual harassment
Hazing
Extortion
Vandalism (non-felony)
Verbal abuse of any staff
Pushing, shoving, hitting any staff
Threats or attacks
Gross computer misconduct
Non felony theft
Use of tobacco
Setting false alarms or extinguishers
Possession or use alcohol or other drugs
Fires, fireworks, explosives
Bomb threats
Gang related activities
Possession or use of weapon (e.g. knife)
Repetitive Level 2 behavior
Failure to serve in school suspension
Bullying

Alcohol, tobacco products, or other drugs or look-alike drugs: The use of tobacco and/or alcohol is strictly prohibited on school grounds. By state law, smoking is not permitted on school grounds by anyone. Student possession/use/distribution/sale of drugs or drug paraphernalia including all controlled substances, look-alike drugs, and alcohol products on or in school property, or at school-sponsored or related activities, is prohibited. Violation of this will bring action by the Board of Education in accordance to policies and procedures.

#### Consequences

**Teacher Detentions:** Teachers typically give students 24 hour notice for behavior detentions. Teachers or the student must notify parents before serving a detention on same day. Parents should be notified of all detentions.

**Office Detentions:** An office detention is considered more severe than a teacher detention. Office Detentions are served after school until at least 3:45 PM and will be served with administration. Students may be asked to participate in a service project, character building activity, or additional homework during detention. Students should bring homework with them. Parents will be notified of all detentions. **Students are only allowed 5 office detentions in one year. After 5 detentions, the student's consequence may move to the next level of consequence available to the student.**

**In School Suspension:** In school suspensions are a consequence for very serious behavior infractions. In school suspensions can be assigned for 1-10 days. During in school suspension, students will have no privileges that their peers enjoy. Students will be allowed a lunch break and a restroom break. During in school suspension, students may be asked to participate in a service project or character building activity. Students serving in school will be able to do class work and may get credit as long as it is turned in that day or the day they return to the classroom. Work not completed or not completed on time is subject to receive no credit, but teachers may still require the work to be completed.

**After School Suspension:** Students may be suspended from being on school grounds after 2:45. This would include being on the playground, attending after school activities, and being within sight of Bartonville Grade School. Exceptions may be made for students attending Power Hour and after school detentions.

**Out of School Suspension:** The most serious consequence outside of expulsion. Students who receive an out of school suspension may not participate in any school activities and should not be found on school property. If students who are suspended out of school are found on school property, the police may be called and the student will be charged with trespassing (\$150 fine per Bartonville Ordinance).

School work may be completed during an out of school suspension. Parents must request the work from teachers. Credit will be given for completed, quality homework as long as it is turned in on the day the student returns to class. If the homework is not returned upon the day the student returns, the student may receive no credit for the work, but the work may still be required to be completed. **Students will be allowed to accumulate a maximum of 10 days of out of school suspensions during any school year after which the student shall be recommended to the Board of Education for expulsion or alternative placement.** Suspensions from school will be made in accordance with the requirements of the Individuals with Disabilities Act.

### **Progressive Discipline for Classroom Removal**

In order to maintain an environment conducive to learning, students must adhere to classroom rules. Proper behavior and cooperation is expected of all Bartonville Grade School students. Students who are disrespectful, disruptive, and/or insubordinate in the classroom setting may be disciplined in a progressive manner. In all situations, if students are removed from the classroom, they will remain in the office until the end of the period and the following consequences will be issued:

Removal #1	one office detention
Removal #2	two office detentions
Removal #3	three office detentions
Removal #4	one in-school suspension
Removal #5	two in-school suspensions
Removal #6	one out-of-school suspension
Removal #7	two out-of-school suspensions
Removal #8	consequences determined by administration

Consequences at each step may be more severe based upon the individual circumstances of each removal. An individual classroom removal form will be used for each student.

### **Status Red—Discipline**

Students in grades 6-8 may be placed on “status red” for the following reasons:

1. One out-of-school suspension
2. Three in-school suspensions
3. 6 office detentions

If a student is placed on “status red” for the preceding reasons, they will remain on “status red” for 10 consecutive school days. While on “status red” the following privileges will be lost:

- Lunch in the lunchroom
- Lunch recess
- All field trips unless deemed part of the curriculum
- Attendance/participation at extracurricular events (ballgames, dances, etc.)
- On school grounds after school hours. This includes being within sight of Bartonville Grade School.
- Hallway passes
- Non-academic computer time

To be removed from the “status red” list, a student must be referral free for the 10 consecutive school days. If a “status red” student receives a referral during the 10-day period, the 10 days will start over.

### **Status Red—Academic**

Students in grades 6-8 may be placed on “status red” if they are failing more than one core academic classes.

If a student is placed on “status red” for the preceding reasons, they will remain on “status red” until all failing grades are considered passing. Students may be required to attend Power Hour. While on “status red” these privileges will be lost:

- Lunch in the lunchroom
- Lunch recess
- All field trips
- Attendance/participation at extracurricular events (ballgames, dances, etc.)
- Hallway passes
- Non-academic computer time

To be removed from the “status red” list, a student must bring all failing grades to “passing.”



**PARENTAL SIGNATURE REQUIRED FOR THE FOLLOWING:**

1. I have received a copy of the BGS Student Handbook and will take the time to review this with my children.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2. I give permission for my child to attend all regularly scheduled classroom field trips for the 2023-2024 school year. I understand that the Bartonville School District is not responsible for any accidents during these trips. Each teacher will notify me of the individual type of trip scheduled, the date and time away from school, and the specific place to be visited. I will also be informed of any other details of the trip including costs, if any. When notified of the specific trip, I may object to my child participating at that time.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

3. I have read the *Authorization for Internet Access*. I understand that access is designed for educational purposes and that Bartonville School District #66 has taken precautions to limit access to controversial material. However, I also recognize that it is impossible for the BGS District to restrict access to all controversial and inappropriate materials. Therefore, I will hold harmless the District, its employees, agents, or Board members for any harm caused by materials or software obtained via the network. I will discuss the terms of this Authorization with my child. I hereby request that my child be allowed access to the District's Internet.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

4. I give permission for BGS District #66 to utilize photographs/video of my child for educational purposes.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_