

# **Welcome to the 2019-2020 School Year!**

**We are looking forward to a very successful school year. Please check our website often for updates, monthly newsletters and information:**

**[www.bement.k12.il.us](http://www.bement.k12.il.us) or [www.bementschools.org](http://www.bementschools.org)**

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**#bementbulldogs**

**-Dr. Greenwood**

## **DISTRICT MISSION STATEMENT**

*Engage and educate to create respectful communities of learners and leaders who are successful in college, careers and life.*

*\*Bement CUSD 5 does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.\**

*Bement CUSD 5 School Board Members: Kyle Rogers, Todd Scott, Janice Fogerson, Layna Somers, Trixie Stoerger-Flavin, Jeff Funk and Denise Strack.*



BEMENT GRADE SCHOOL STUDENT HANDBOOK  
TABLE OF CONTENTS

Absence	4
Academic Requirements For Promotion	5
Access to Passwords and Websites	14
Administering Medicine Policy	7
Animals on School Property	9
Arrival and Departure	9
Asbestos	34
Attendance	4
Bring Your Own Device	14
Bullying, Intimidation and Harassment	18
Bus Regulations and Conduct	9
Care of Students with Diabetes	33
Collection of Fees	11
Concussions and Head Injuries	33
Communicable Disease	11
Complaint Process and Chain of Command	34
Corporal Punishment	23
Damage to School Property	13
Discipline Policy/Student Discipline	20
Education/Accommodations/Discipline for Individuals with Disabilities	33
Electronic Devices/Video and Audio Monitoring Systems/BYOD	13
Emergency School Closings	5
English Learners (EL)	7
Enforcement of Rules and Regulations	23
Epi-pens and Asthma Inhalers	9
Fever	8
Field Trips	16
Gum	15
Hall Rules	15
Head Lice	13
Home and Hospital Instruction	34
Homeless Liaison Contact	3
Homework – No Zeroes	7
Homework Requests	5
Immunization, Vision and Hearing Screenings	31
Interview by Law Enforcement or DCFS	34
Library Reconsideration Policy	7
Lunch Period/Food Allergies	15
Mandated Reporter	30
Parental Notification, Sexual Abuse Instruction	16
Parking and the Bus Turnaround	5
Pesticide Notification	34
Release for Religious Observations	5
Restrictions on Publications, Written or Electronic Material	16
Restroom Rules	17
Retentions	6
Rights of Homeless Students	17
Safety Drill Procedures	11

School Visitation Rights	7
School Visitation	17
Screenings	32
Search and Seizure	17
Sex Equity	30
Sex Offender Registry	31
Sexual Harassment	31
Special Education Classroom Observation	34
Spectator Conduct at School Events	31
Standardized Grading Systems and Testing	6
Standards of Conduct	18
Student Attire/Dress Code	19
Student Food Allergies	16
Student Records	27
Suicide and Depression Awareness and Prevention	19
Telephone	19
Treats and Snacks	5
Tobacco on School Property	19
Video and Audio Monitoring	15

Homeless Liaison is Mr. Doug Kepley. He may be contacted at 217-678-4200 extension 1

## Bement CUSD Grades PK-5 Student Handbook 2019-2020

*This handbook is only a summary of Board policies and the handbook may be changed during the year without notice. This handbook cannot possibly cover all potential scenarios and remain an efficient and effective notification instrument. The Board of Education does not intend to limit administrators' authority to address matters that may not be specifically identified in the handbook.*

### ATTENDANCE

Article 26-1 of the Illinois School Code is the legal document mandating compulsory attendance of children between the ages of 6 and 17 years. The Bement Community Unit School District has the legal responsibility to enforce this law.

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.

There are certain exceptions to the attendance requirement for children who: are physically or mentally unable to attend school or have a religious reason requiring absence,

### ABSENCES

1. When a student is absent, the parent or guardian should call the grade school office by 9:00 a.m. to report the reason for the absence. If the school district does not receive a call by 9:00 a.m., the school district shall notify the parent, legal guardian or the custodian of the child that he/she is absent.
2. When a call is impractical, a note explaining the absence must be brought by the student when he/she returns.
3. The result of failure to notify the school will be an unexcused absence.
4. Truancy will not be tolerated. Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and the district. Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:
  - Referral to the truancy officer
  - Reporting to officials under the Juvenile Court Act
  - Referral to the State's Attorney
  - Appropriate school discipline

The first offense will result in a detention. Repeated truancy will result in more severe measures, including a parent/guardian conference and the above steps.

5. Tardiness will not be tolerated. The third tardy and each tardy thereafter will result in a school detention being issued. A student's attendance record is continuous from their first day of attendance for the school year.
6. Family trips that result in a student missing school are discouraged because they interfere with the education of the student. However, in cases where such trips are unavoidable, a maximum of five (5) school dates may be used. Prior approval by the elementary school principal or her designee is required, or the absence will be unexcused. All missed school work must be turned in according to the arrangements made with the child's teacher(s). The office will keep records of the number of days a student has been absent due to family trips. After the fifth date, no additional excused absences for family trips will be permitted.
7. Students shall not be excused from their physical education classes for more than two (2) days without a written order from a licensed physician. Parents/guardians must telephone the office or send a note with the child. This cannot exceed two (2) days. Any student receiving an extended excuse from physical education shall be allowed to observe physical education without participating.
8. Students who are absent for the full school day or any portion of the afternoon, and do not return to school that day, are not permitted to attend any school activities. Failure to comply with this guideline may result in an unexcused absence for the student. Health care provider appointments may be exempt.
9. After 3 consecutive absences, a doctor's note is required. After 10 days absent in a school year, a doctor's note is required for each absence beginning with the 11<sup>th</sup> absence.

## CREDIT DENIAL OR RETENTION FOR EXCESSIVE ABSENCES

The School Board believes that an educational system is organized on the basic premise that all students shall regularly attend school. When a student is absent, the absence shall be treated as excused or unexcused.

Absences shall be excused only for the following reasons:

- a. personal illness
- b. bereavement
- c. quarantine
- d. family emergencies
- e. observance of religious holidays
- f. written requests approved in advance by the administrator

## RELEASE TIME FOR RELIGIOUS INSTRUCTION AND OBSERVANCE

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parents/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 examination, study, or work requirement.

## PARKING AND THE BUS TURNAROUND

Visitors are asked to pull in and park in an actual open parking space. Please do not double park behind vehicles that are already parked. If it is an emergency, please remain in your vehicle so that it can be moved quickly for others to exit the parking area. Please do not leave your unattended vehicle running for any reason!

For the safety of the children and your safety, please do not park in the bus turnaround area before or after school. The buses need extra room to maneuver and their focus is on the student's safety and not on vehicles that are parked in the prohibited area.

## EMERGENCY SCHOOL CLOSINGS

In cases of bad weather and other local emergencies, please listen to local radio or television stations to be advised of school closings or early dismissals. If bad weather or other emergencies occur during the day, please listen to local media stations for possible early dismissal information. We will also use our School Messenger system to notify parents/guardians. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

## TREATS AND SNACKS

No food or drink are allowed in the classrooms except for special occasions. Due to classroom schedules, health concerns, and students with allergies, 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 for distribution to the class. Please check to see that there is a list of ingredients on the packaging. We all love homemade treats, but this is a precaution for the safety of all of our students.

The Bement PTO has purchased a water bottle for each elementary student at the beginning of the 17-18 school year and will replace damaged bottles for returning students or new students for the 18-19 school year. Students will be allowed to have that water bottle with a lid placed on the floor (or at a location of the teacher's choosing) where a spill won't destroy papers or textbooks. If the student loses or forgets that water bottle, they will not be allowed to bring another water bottle from home and can use the water fountain for a drink as is customary. Students may have the option of purchasing a water bottle if theirs is lost or damaged. Each individual teacher may create a plan for their own classrooms.

## HOMEWORK REQUESTS

Students are given the number of school days equal to the number of days of their absence to complete their make-up work.

## ACADEMIC REQUIREMENTS FOR PROMOTION (K-5)

A student in kindergarten shall be promoted to the first grade at the end of the current school year except: when a student does not know letter sounds A-Z, when a student does not pass the kindergarten word list (61 words) with at least a 70%, or when a student does not know number recognition and number values from 0-20.

No later than the end of April, the individual teacher shall discuss the child's deficiencies and behavior with the child's parents/guardians.

A student in first, second, and third grade, inclusive, shall be promoted to the next higher grade level at the end of the current school term except:

when such student receives a final grade of "F" in reading, or  
when educators and parents/guardians believe that retention is in the best interest of the student.

A student in fourth or fifth grade shall be promoted to the next higher grade level at the end of the current school term except:

when such student receives final grades of "F" in Reading and Math.

At the end of April, the building principal or teacher shall request that the parents/guardians of any student to be recommended for possible retention meet with the individual teacher and the building principal to discuss the child's areas of improvement and behavior. Such request shall be in writing and shall state the time, place and purpose of the meeting. At such meeting, the parents/guardians may appear and discuss the proposed retention with the teacher and building principal. After that meeting the building principal shall take such action as is deemed appropriate.

### RETENTIONS

In the event any student fails to meet the minimum academic standards for promotion as set forth and the elementary principal determines that such student shall not be assigned as set forth above, the student shall be retained at their present grade level.

### BEMENT GRADE SCHOOL STANDARDIZED GRADING SYSTEM

The grading scale for the district shall be as follows:

A = 90% - 100%	S - Satisfactory
B = 80% - 89%	I - Improving
C = 70% - 79%	N - Needs Improvement
D = 60% - 69%	U - Unsatisfactory
F = Below 60%	

The principal will determine whether to change the grade based on the existence of any of the following:

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

### STANDARDIZED TESTING

Students and parents/guardians should be aware that students in grades 3-5 will take standardized tests each school year. The IAR (Illinois Assessment of Readiness) will be given at least once a year beginning in 2018-2019. Parents are encouraged to cooperate in preparing the students for the testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

- Encourage the students to work hard and study throughout the year.
- Ensure students get a good night's sleep the night before exams.
- Ensure students eat well the morning of the exam.
- Remind and emphasize for the student the importance of good performance on the testing.
- Ensure students are on time and prepared for the tests with appropriate materials including number 2 pencils.
- Teach students the importance of honesty and ethics during the performance of these and other tests.
- Encourage students to relax on test day.

## HOMEWORK AND NO ZEROES

Teachers give homework to assess student's understanding and level of achievement on various concepts. Students will be expected to do all required homework. No zeroes will be allowed. Students will be spending time before, after school or during recesses to complete the necessary work. Please support your child's teachers and your student and make homework a priority. It will make a huge difference in their learning experience.

## ENGLISH LEARNERS

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all our children are expected to attain.

## RECONSIDERATION OF LIBRARY RESOURCES POLICY

The Bement CUSD 5 affirms the right of parents to restrict their child's access to material they deem inappropriate. Bement CUSD 5 further affirms that no parent has the right to make that decision on behalf of other children. Any resident or employee of the Bement CUSD 5 may formally challenge instructional materials on the basis of appropriateness. This shall be done through the district's Reconsideration of Library Resources Policy procedure. Please contact your child's principal for further information.

## SCHOOL VISITATION RIGHTS

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

## ADMINISTERING MEDICINE POLICY

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

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.

### Self-Administration of Medication<sup>1</sup>

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

The forms are available in the elementary office.

Only those medications that are necessary to maintain the child in school and must be given during school hours shall be administered.

Each dose of medication shall be documented in the child's individual health record. Documentation shall include date, time, dosage, route and the signature of the person administering the medication or supervising the child in self-administration. In the event a dosage is not administered as ordered, the reasons shall be entered in the record.

The school nurse or principal may, in conjunction with a licensed prescriber and parent/guardian, identify circumstances in which a child may self-administer medication.

All permission for long-term medication shall be renewed at least annually. Changes in medication shall have written authorization from the licensed prescriber.

All medications, including nonprescription drugs, given in school shall be prescribed by a licensed prescriber on an individual basis as determined by the child's health status. This excludes standing orders.

A written order for prescription and nonprescription medications must be obtained from the child's licensed prescriber. The order must include:

- Child's Name
- Date of Birth
- Licensed Prescriber and Signature
- Licensed Prescriber's Phone/Emergency Number
- Name of Medication
- Dosage
- Frequency and Time of Administration
- Date of Order
- Discontinuation Date
- Diagnosis Requiring Medication
- Intended Effect of the Medication
- Other Medications Child is Receiving

Medication must be brought to the school in the original package or an appropriately labeled container.

Prescription medications shall display:

- Child's Name
- Prescription Number
- Medication Name/Dosage
- Administration Route and/or Other Directions
- Date and Refill
- Licensed Prescriber's Name
- Pharmacy Name, Address and Phone Number
- Name or Initials of Pharmacist

Over the Counter Medications:

Nonprescription medications shall be brought in with the manufacturer's original label with the ingredients listed and the child's name affixed to the container.

In addition to the licensed prescriber's order, a written request shall be obtained from the parent(s)/guardian requesting the medication be given during school hours. The request must include the parent's/guardian's name and phone number in case of emergency. It is the parent's/guardian's responsibility to assure that the licensed prescriber order, written request and medication are brought to the school.

Medications must be stored in a separate locked drawer or cabinet. Medications requiring refrigeration should be refrigerated in a secure area.

The parent(s)/guardian will be responsible at the end of the treatment regime for removing from the school any unused prescription medication which was prescribed for their child. If the parent(s)/guardian does not pick up the prescription medication by the end of the school year, the school nurse or principal will dispose of and document that medications were discarded. Medications will be discarded in the presence of a witness. Over the counter medication will be sent home with the student on the last day of school.

The licensed prescriber and parent(s)/guardian shall adjust medication administration time so that only those medications necessary are given during school hours.

When possible, the parent/guardian shall come to school to administer medication.

### FEVER

Children should not return to school until they have been fever free for 24 hours without the use of Tylenol, Advil or any other fever-reducing medicine.

## EPI-PEN and ASTHMA INHALERS

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 an injury arising from a student's self-administration of medication 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 against any claims. Younger student's plans will be developed to be age and ability oriented. This also includes our "stock" epinephrine which may be used on any student or staff member in an emergency situation of experiencing anaphylaxis. School personnel who work with pupils complete training on the management of asthma, prevention of asthma symptoms, and emergency response in the school setting every two years. School personnel are also trained on the administration of the epi-pen. There is a copy of the Illinois Asthma Episode Emergency Response Protocol and the Anaphylaxis Policy in the nurse's office in the elementary office.

## ARRIVAL AND DEPARTURE

Students participating in the breakfast program may enter the cafeteria at 7:50 a.m. If not participating in the breakfast program, students are not to arrive at school before 8:00 a.m. Under no circumstances are students to be in the hallways, stairways, etc., prior to 8:10 a.m. During inclement weather, students who arrive at school prior to 8:10 a.m. will be permitted to sit in the school gymnasiums beginning at 8:00a.m. A bell will ring at 8:10 a.m. to signal the time for students to enter the building.

Once students arrive at school, they are required to stay at school, unless otherwise approved by the elementary principal.

School will dismiss at 3:15 p.m.

Buses will leave the school at 3:25 p.m.

No students, except those under the direct supervision of a teacher, are to be in the building after 3:25 p.m.

## ANIMALS ON SCHOOL PROPERTY

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. Please refrain from bringing pets near the school or on school grounds during arrival and dismissal times. It is difficult to predict how animals will react around areas with a lot of movement or when a child is unfamiliar with pets. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that the animal is appropriately housed, humanely cared for, and properly handled and the students will not be exposed to a dangerous animal or an unhealthy environment.

Thank you for your cooperation.

## BUS REGULATIONS

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, 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.

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.

3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.
12. Be absolutely quiet when approaching a railroad crossing.
13. Do not eat or chew gum on the bus.
14. Do not use vulgar hand motions or language on the bus.
15. Students who ride the bus to school are to remain at the school upon arrival.
16. Non-bus riders must have a permission note from their parent/guardian and principal to ride the bus.

Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

1. If any of the rules set forth herein above are disobeyed or abused, the following procedures shall be instituted:
  - a. The student shall be issued a bus misconduct notice by the bus driver. In addition, a copy of this bus misconduct notice shall be forwarded to the office of the principal, or his designee, of the Bement Community Unit School District.
  - b. Upon receiving the second bus misconduct notice, both copies must be signed by the parents/guardians and returned to the bus driver. The driver shall bring the bus misconduct notice and the student to the superintendent's office, or his designee's office, where appropriate action shall be taken.
  - c. Upon receiving the third bus misconduct notice, the same procedure shall be followed as in 750-B-2 Any student receiving a third misconduct notice shall be eligible for suspension from riding the bus.
  - d. Serious misconduct may result in an immediate suspension of the student's bus riding privileges.
  
2. Extracurricular Bus Policies
  - a. If the coach/sponsor allows, a parent/guardian may take his/her own child from an activity held outside the Bement School District. The requirement is that the parents/guardians must inform the coach/sponsor personally and in writing.
  - b. If the coach/sponsor allows, another responsible adult may take a child from an activity held outside the Bement School District. The requirements are that a note must be signed by the parent/guardian of that child, initialed by the building principal or his/her designee, and given to the coach/sponsor of that activity. This procedure must be completed a day prior to the activity or it shall not be honored.
  - c. If the coach/sponsor allows, a child may disembark the school bus in Ivesdale or Milmine after an away activity. The requirements are that the bus must be traveling through that town, the parent/guardian must either complete the requirements of a or b, and that parent/guardian/designee must be at the drop off point to meet that child.

d. All participants, managers, and cheerleaders shall ride the bus to and from activities outside the Bement School District unless the preceding requirements in a-c are met.

Students are expected to follow all schools when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

### SAFETY DRILL PROCEDURES

Safety drills will occur at times established by the school board and administration. Students are required to be silent and shall comply with the direction of school officials during the 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 discretion of the administration. Drills will not be preceded by a warning to the students.

### COLLECTION OF FEES

1. The time in the school term a student enters the Bement School District shall determine the amount collected. If a student enters during the first nine weeks, the entire amount of book and class fees shall be collected; the second nine weeks, 3/4 of the book and class fees shall be collected; the third nine weeks, 1/2 of the book and class fees shall be collected, and during the fourth nine weeks, 1/4 of the book and class fees shall be collected.
2. Workbook fees shall be collected at the full amount, regardless of the entrance date.
3. Court action shall be taken against those having delinquent payments for fees and fines. Participation in extracurricular activities of all types will be affected until fees/fines are paid.

### COMMUNICABLE DISEASES

Students with dangerous communicable and/or chronic infectious diseases shall be allowed to attend school in the regular classroom setting whenever, through reasonable accommodation, the risk of transmission of the disease and/or the risk of further injury to the student is sufficiently remote in such setting so as to be outweighed by the detrimental effects of the student's placement in a more restrictive setting. If a student is required to be placed in a non-school setting, an appropriate educational program shall be developed and provided to the student. The determination of whether a student with a dangerous communicable and/or chronic infectious disease may attend school in the regular classroom setting shall be made in accordance with Section 2 of the Policy and Rules and Regulations to Govern the Administration and Operation of Special Education (Special Education Regulations).

Upon being informed that a student has, or is reasonably suspected of having, a dangerous communicable and/or chronic infectious disease, the superintendent shall convene a multidisciplinary team, that may consist of but is not limited to the following: district superintendent, physician(s) or other consultants selected by the superintendent or designee, the student's physician(s), public health personnel, the district's legal counsel, the student's parents/guardians, and the student when applicable.

Pending determination of a student with, or a student who is reasonably suspected of having, a dangerous communicable and/or chronic infectious disease may be temporarily excluded from school if a medical situation exists warranting temporary exclusion. Pursuant to Section 226.535 of the Special Education Regulations, the school district may require the student to submit to a physical examination, conducted by a physician selected by the district and provided at school district expense. If a student refuses to submit to such an examination, that student may be excluded pending a medical examination

showing that the child poses no risk to him/herself or to others. During the period of temporary exclusion, the student shall be provided with an appropriate educational program. Appropriate educational instruction may include, but shall not be limited to, the following: homebound instruction or hospital instruction.

Temporary removal of the student from the district's classroom(s) may be appropriate when:

1. the student lacks control of bodily secretions;
2. the student has open sores that cannot be covered or are contagious.
3. the student demonstrates behavior (e.g. biting) which could result in direct inoculation of potentially infected body fluids into the bloodstream;
4. other situations endangering the student or others in the school setting.

Each student with, or reasonably suspected of having, a dangerous communicable and/or chronic infectious disease shall submit to a medical examination as part of a case student evaluation. The student shall be evaluated by the multidisciplinary team.

Every effort shall be made to complete this evaluation in a prompt and timely manner.

Upon completion of a case study evaluation, one or more conferences shall be convened for the purpose of formulating program and service options. Recommendations concerning the student's placement shall be determined in accordance with the standards set forth above in this section and shall be based upon the following factors:

1. the risk of transmission of the disease to others;
2. the health risk to the particular student;
3. reasonable accommodations which can be made without undue hardship to reduce the health risk to the student and others;
4. the provision of educational services in the least restrictive environment.

The placement decision shall be communicated in writing to the student, the parents/guardians, the teacher, the building principal, and the superintendent.

A decision on a student's placement or individualized educational program may be appealed by the parents/guardians to the school board within ten (10) working days of their notification of the decision of the multidisciplinary team.

The student shall be reevaluated on a regular basis by the multidisciplinary team to determine whether the student's placement and program continues to be appropriate. The frequency of the reevaluation shall be determined by the team, but in no event shall the student be reevaluated less frequently than twice per school year. In the event a change in the student's medical condition occurs, or a change in the school environment occurs, the multidisciplinary team shall determine if a change in placement is appropriate. If, however, an emergency occurs, the superintendent or his designee shall have the right to take appropriate action. Any such action shall be reviewed by the multidisciplinary team as soon as possible.

The student's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the student and others. The number of personnel aware of the student's condition shall be kept at the minimum needed to assure proper care of the student and to detect situations in which the potential for transmission of the disease may increase. Persons deemed to have "a direct need to know" shall be provided with the appropriate information; however, these persons shall not further disclose such information. The multidisciplinary team responsible for making initial evaluations and placement decisions shall be responsible for determining who has "a direct need to know". The superintendent or designee shall report, by mail or telephone, each suspected or diagnosed case of a dangerous communicable and/or chronic infectious disease to the Dewitt-Piatt County Health Department.

In the event a child attending school is found to be suffering from a dangerous communicable and/or chronic infectious disease, the district shall notify the staff and all parents/guardians of children attending the district's attendance centers. The child's identity shall not be revealed.

The district shall provide a copy of its policy on dangerous communicable and/or chronic infectious disease to each and every district with which its students have contact. A cover letter shall request that the other districts provide no less protection of the district's students while in the care of other districts than is provided in the Bement Community Unit School District's policy.

The superintendent shall be allowed to establish additional rules and regulations designed to implement this policy. Those rules and regulations shall be reviewed by the board of education for final approval.

The district shall balance those student rights with the district's obligation to protect the health of all district students and staff.

When a student returns to school after an absence due to a dangerous communicable and/or chronic infectious disease, the district shall require a certificate from a licensed physician stating that the student is free from disease or otherwise qualified for readmission to school under the rules of the Illinois Department of Public Health which regulate periods for incubation, communicability, quarantine, and reporting.

### HEAD LICE

The school will observe the recommendations of the Illinois Department of Public Health regarding head lice.

- Parents are required to notify the school nurse if they suspect their child has head lice.
- Infested students will be sent home following notification of the parent or guardian
- The school will provide written instructions to parent or guardians regarding the appropriate treatment for the infestation.
- A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for the head lice.
- Notification will be sent home to parents/guardians if a case of confirmed head lice is discovered in their student's classroom.

### DAMAGE TO SCHOOL PROPERTY

Students shall be expected to use good judgment, follow directions and act prudently when using school facilities or resources. A student who damages school property or equipment through carelessness or maliciousness shall be required to pay for such damages or make restitution as determined by the superintendent. In addition, the student shall be liable for any disciplinary measures which, by the nature of the offense, shall be deemed necessary by the building principal, superintendent, and/or the board of education.

### 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, Smart watches, or other similar electronic device.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight, and not on the person 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.

Students in violation of this procedure are subject to the following consequences:<sup>2</sup>

1. First offense -- The device will be confiscated by school personnel. A detention will be assigned. 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 by school personnel. A Saturday detention will be assigned. The student's parent/guardian will be notified and may pick up the device in the school office.
3. Third offense -- The device will be confiscated. An ALC (Alternative Learning Center) 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 30 day period. If the student is found in possession of the device during this 30-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 an ALC and/or other consequence 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 in the school office. The student will also face consequences for insubordination.

Headphones/earbuds are not allowed during the school day. Headphones/earbuds will be provided by the teacher if needed for use in the classroom to support the instructional activities of the classroom under direct teacher supervision.

During instructional time, electronic devices must be kept powered-off and out-of-sight, not on the person, unless (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in an individualized education program (IEP).

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school. Upon entrance to the classroom, cell phones must be turned off and out of sight, in bookbags or in the teacher’s possession, unless the supervising teacher grants permission for them to be used for an educational purpose.

**Cell phones and other electronic devices may be searched by school officials.**

Cell Phones and Other Electronic Devices

The possession and use of cell phones and other electronic devices, other than paging devices and two-way radios, are subject to the following rules:

1. They must be kept out of sight and in an inconspicuous location, such as a backpack, purse, or locker. Teachers may collect phones at the beginning of the day and return them at the end of the day.
2. They must be turned **off** during the regular school day unless the supervising teacher grants permission for them to be used or if needed during an emergency.
3. They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.

Electronic study aids may be used during the school day if:

1. Use of the device is provided in the student’s IEP, or
2. Permission is received from the student’s teacher.

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

**BRING YOUR OWN DEVICE (BYOD)**

Students will be allowed to bring personally owned electronic devices, which are internet aware, for use in classes as needed. All devices must connect to the Bement CUSD 5 internet signal and are subject to the same policies and procedures established for the use of district owned equipment in order to use the device. The use of devices must adhere to the Acceptable Use Policy (AUP). The student and parent/guardian must have signed and returned the AUP prior to using the device and accessing the district signal. District technicians, teachers or staff will not service, repair or maintain any personally owned device. Any software residing on a personally owned device may not interfere with the normal operation of the district. The district, technicians, teachers or staff are not responsible for any physical damage, viruses, loss or theft of the device. Any charges related to the use of the device are the responsibility of the student. All devices must be clearly marked with the student’s first and last name. The school will record the MAC address of the device and keep it on file while the individual is enrolled in the district. Students are responsible for keeping the device off when not being used under direct teacher supervision. Student use of device must support the instructional activities of the classroom and be under direct teacher supervision. Students are not allowed to text with the device nor video the class, students, teachers or staff. The use of any electronic device capable of capturing images is strictly prohibited in locker room areas or restroom areas.

**ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS AND WEBSITES**

School authorities may require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student’s account or profile on a social networking website if school authorities have reasonable cause to believe that a student’s account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

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.

### VIDEO AND AUDIO MONITORING SYSTEMS

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

### GUM

Whether students will be permitted to chew gum will be determined by the classroom teacher and the building principal. Gum chewing is prohibited in the library and in the computer labs.

### HALL RULES

1. No running.
2. Students are to be quiet in the halls at all times.
3. Students should keep their hands off others.
4. Nothing should be thrown.
5. Playground balls must be carried, not bounced or tossed.

### LUNCH PERIOD

Food brought to school or purchased in the cafeteria must be eaten in the cafeteria. Food items are not to be eaten in the hallways, classrooms, restrooms, gymnasiums, locker rooms, or on the playground. The classroom teacher and the building principal will determine exceptions to the policy on food.

During the breakfast program, student seating will be open unless there are problems, then we will go back to grade level assigned seating for those individuals.

Students who bring their lunch from home may go to the front of the lunch line to purchase milk.

The morning lunch count for the school lunch and ala carte items must be accurate to avoid waste and guarantee the proper amount of food prepared for everyone. Any student deliberately falsifying the morning lunch count may lose his/her privilege to eat in the cafeteria and may be subject to further disciplinary action.

Students shall not be permitted to carry a negative balance for cafeteria expenses unless it is an emergency.

Student's Home Pass: Students are not permitted to leave campus during the lunch period or recess unless they have prior approval from the office. Passes will be issued solely for the purpose of going directly home for lunch and returning directly to the school.

Cafeteria Rules:

1. Students should keep their hands off others in line.
2. Once seated students should remain seated until finished or excused.
3. Voices should be at a reasonable "inside" voice level at all times.
4. Nothing should be thrown.
5. Students are expected to clean their area before leaving.

## STUDENTS WITH FOOD ALLERGIES

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of the Rehabilitation Act of 1973 and other applicable laws and rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the school nurse at (217)678-4200. It is a good idea to also let your child's classroom teacher know as well.

## 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. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher
- Failure to complete appropriate coursework
- Behavioral or safety concerns
- Denial of permission from administration
- Other reasons as determined by the school

## PARENTAL NOTIFICATION SEXUAL ABUSE INSTRUCTION

The district will provide five (5) days notice to parents/guardians prior to offering any class or course in recognizing and avoiding child abuse to pupils in grades 1 through 8.

The district provides that such pupils shall not be required to take the course if the parent/guardian submits a written objection.

## RESTRICTIONS ON PUBLICATIONS AND WRITTEN OR ELECTRONIC MATERIAL

### School Sponsored Publications and Web Sites

School sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the district's educational mission.

All school sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

### Non-School Sponsored Publications and Web Sites Accessed or Distributed At School

Students are prohibited from accessing and/or distributing at school any written or electronic material, including material from the Internet that:

1. will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. is primarily intended for the immediate solicitation of funds; or
5. is distributed in kindergarten through fifth grade and is primarily prepared by non-students, unless it is being used for school purposes.

The distribution of non-school sponsored written material shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

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

### Student Created or Distributed Written or Electronic Material Including Blogs

A student who engages in gross disobedience and misconduct may be disciplined for creating and/or distributing written or electronic material, including Internet material and blogs, whether at school or outside, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

### RESTROOM RULES

Restrooms are provided to students for a purpose. Any student guilty of misconduct in the restrooms will be dealt with directly by the principal. Misconduct in the restroom is defined as any activity not directly related to the purpose of the restroom.

### RIGHTS OF HOMELESS STUDENTS

In an effort to comply with the McKinney-Vento Assistance Act, the Bement School District affirms that all homeless students will not be denied the benefits of public education, nor will they be subject to, discrimination under any educational program or activity as students who are not homeless.

### SCHOOL VISITATION

When a student's parents/guardians or other visitors come to the school they must come to the office and obtain a visitor's pass before going to a classroom. All school visitors are requested to adhere to this policy to prevent unnecessary disruptions in the school's educational process.

### SEARCH AND SEIZURE

#### **Students**

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

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students.
2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or liaison police officer of the same sex as the student whenever possible.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

#### **Seizure of Property**

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

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

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. This paragraph applies to student vehicles parked on school property. In addition, building principals shall require each high

school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

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

## STANDARDS OF CONDUCT

Students shall conduct themselves in a mature and responsible manner while at school. The same code of conduct will apply during the school day and at after-school activities.

All school employees (administrators, teachers, secretaries, custodians, cooks, etc.) are to be shown respect by students. Any act of disrespect to a school employee by a student may result in disciplinary action, which may include detention, suspension or a recommendation to the board of education for expulsion.

The school facility and its equipment are provided for the students. It is your school. Be proud of it. Help keep it clean and in good repair. Use the trash containers provided to discard unneeded materials. Defacing and damaging school property are serious offenses. Such acts not only make your school an unattractive place to be, but also cost your parents money to repair through the taxes they pay. Students who willfully damage school property shall pay for the repair of such damage and may be liable to suspension, expulsion, or other disciplinary measures which, by the nature of the offense, shall be deemed necessary by the principal, superintendent, or board of education.

Acts of misconduct or disobedience are contrary to healthy school spirit and a conducive learning environment. Such acts interfere with the student's ability to receive an education and infringe on the right of other students to receive an education. All acts of misconduct or disobedience will not be tolerated and will result in disciplinary action appropriate for the offense.

## PREVENTING BULLYING, INTIMIDATION AND HARASSMENT

### **Prevention of and Response to Bullying, Intimidation, and Harassment**

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

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

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

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

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

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

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

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

**Complaint Managers:**

Sheila Greenwood	Doug Kepley
201 S. Champaign	201 S. Champaign
Bement, IL 61813	Bement, IL 61813
<a href="mailto:sgreenwood@bement.k12.il.us">sgreenwood@bement.k12.il.us</a>	<a href="mailto:dkepley@bement.k12.il.us">dkepley@bement.k12.il.us</a>

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.

**SUICIDE AND DEPRESSION AWARENESS AND PREVENTION**

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

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

**STUDENT ATTIRE**

Students are required to wear appropriate clothing to school. Any clothing that is considered obscene, offensive, unsafe, or inappropriate for school will be unacceptable. The student will be required to change. All head apparel must be removed whenever the student is in the school building. Examples of unacceptable clothing are: midriff shirts, short shorts, see-through tops, spaghetti strap shirts, clothing which does not cover underwear, exposed cleavage or torso, clothing advocating the use of tobacco, alcohol, drugs, inappropriate activities, or similar shirts. The length of shorts or skirts must be at least finger-tip length, which also includes cover-up shirts over tights/yoga pants. (Torso must be covered to finger-tip length.)

**TELEPHONE**

Students are to use the school telephone, located in their classroom only by permission from their teacher. A student must obtain permission from his/her teacher, the office secretary or principal before using the telephone. Abuse of this telephone privilege by a student may result in the suspension of telephone privileges for that student.

**TOBACCO ON SCHOOL PROPERTY**

A student shall not smoke, chew, or possess tobacco or tobacco like products, including e-cigarettes, in any form during the school day or at any Bement school function, either at home or away. Tobacco in any form shall not be kept in a student's locker. Tobacco or tobacco-like products will be confiscated and destroyed.

## DISCIPLINE POLICY

### Philosophy

Education is most effective with good, consistent discipline. Discipline is administered with the expectation that learning will occur.

The responsibility of the school is to help the student maintain and further develop his/her self-discipline and not infringe upon the rights of others.

## STUDENT DISCIPLINE

### **Prohibited Student Conduct**

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

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

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

4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take

photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals..

7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores, cheat sheets for quizzes or tests, copying another’s work and turning it in as your own, using notes or technology without permission and turning it in as your own work, telling other students what is on tests and quizzes, allowing others to copy your work, completing an assignment for another student or altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing and indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, smartphone or cellular phone.
12. Engaging in student dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; 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.

### **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. ALC/In-school suspension.
7. After-school detentions or Saturday detentions provided the student’s parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary date will be assigned to the student.)
8. Community service.
9. Social Probation – student will not be allowed to participate in activities outside of the regular school day.
10. Assigned seating in the cafeteria
11. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
12. Suspension of bus riding privileges.
13. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.

14. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
15. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
16. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look-alikes,” alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

### **Corporal Punishment**

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

### **Weapons Prohibition**

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

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

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

### **Gang & Gang Activity Prohibited**

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

### **Re-Engagement of Returning Students**

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

## Enforcement of Rules and Regulations

When self-discipline fails, regulations for management of school behavior, including those adopted by the board for each individual school, must be enforced by those directly responsible for the operation of the schools. School staff members will make every effort, individually, collectively, and cooperatively, with appropriate available community resources, to help each student gain acceptable self-discipline standards. The school board has this legal responsibility according to the Illinois School Code.

To be effective, a punishment (control measure) should be a logical consequence of the offense. It should be prompt. It should be applied consistently.

1. School Detentions: Students may be detained before or after school as a disciplinary measure.

A detention is administered by the classroom teacher and/or supervisor for minor infractions. A detention serves to provide a warning to the student to stop their minor misbehavior. A student is required to stay with the teacher or supervisor. Students will serve their detentions on a Wednesday or make arrangements with the teacher/principal to serve at another time.

A detention is administered when the misbehavior a) continues, or b) increases in severity, or c) is warranted by the misbehavior.

Detentions may be served before school at the discretion of the principal.

Students shall be given advance notice of a detention with the responsibility of informing their parent/guardian of the detention.

Students have the option of serving the detention the same day or at another time designated by the principal.

If a student fails to serve his/her detention as prescribed above, he/she shall be assigned up to an ALC.

Both the original and newly assigned detentions must be served in addition to any other disciplinary action assigned.

Failure to serve assigned detentions on time will result in a student progressing along the disciplinary process-

After 3 detentions are issued, a Saturday detention shall be given. After 5 detentions are issued, an ALC will be assigned.

After 10 detentions are issued, a combination of consequences plus prior detentions will be given.

2. Other Remedies: The superintendent, principal, or any teacher of the school corporation shall be authorized to take reasonable action in connection with student misbehavior.

Reasonable actions might include:

- a. Counseling with a student or group of students.
- b. Conferences with parent/guardian or group of parents.
- c. Assigning students alternative work.
- d. Rearranging class schedules.
- e. Requiring a student to remain after regular school hours for counseling with the teacher.
- f. A student's privilege to attend class or extracurricular field trips may be revoked.
- g. Notification of proper authorities when local/state or federal laws are violated.

3. Removal from Class (Not More Than One Day)

a. A teacher may remove a student from class when the seriousness of the offense, the persistence of the misbehavior, or the disruptive conduct, in the opinion of the teacher, disrupts the educational process of the other students in the classroom, or if the student has been disrespectful and defiant to the teacher.

b. The teacher shall notify the proper administrator and make a parent contact.

c. The teacher, as soon as possible or not later than the end of the school day, shall report, in writing, to the building principal, the circumstances leading to the student's removal from class.

d. In cases when a student is sent to the building principal from class for extended disrespect or defiance of teacher authority, accompanied by a note stating such, said student shall not be readmitted without consultation between the administrator and the teacher.

e. Additional conferences may be scheduled by the administrator and may include the student, parent/guardian, and/or the teacher. The conference shall be scheduled by the appropriate administrator.

f. Penalties

(1) First offense - thirty (30) minutes detention, no credit for the missed class, parent/guardian notified.

(2) Second offense – parent-teacher conference with student present and an ALC.

4. Intensive Parental Supervision - The principal may upon his/her discretion, permit a parent to spend the school day with a student instead of an out-of-school suspension.

5. A student may be placed on SOCIAL PROBATION, which prohibits that student from attending any after school activities for a period to be determined by the principal.

6. Saturday Detentions - Saturday detention may be assigned by the Superintendent or building principal as a consequence of inappropriate behavior or an accumulation of assigned detentions given by the office.

Multiple Saturday detentions may be assigned by the administration depending on the seriousness of the offense. Saturday detention will last from 8:00 a.m. to 11:00 a.m. Students will sign a contract which states that they will abide by the rules listed in the contract while serving their detention. Those rules include:

- a. Students must report no later than 8:00 a.m. to detention. If late, students will be assigned another Saturday detention.
- b. Only school work, library books, or administrator approved materials are acceptable activities during detention.
- c. No gum, candy, or food will be allowed. No sleeping at any time.
- d. No talking will be allowed. A student wishing to communicate with the teacher in charge will raise his or her hand.
- e. Teachers will not tolerate any type of confrontation with students. Students will be asked to leave if they refuse to follow Saturday detention rules.

Any violation of the above shall be reported to the Superintendent or building principal on the following Monday morning. The principal may assign another Saturday detention. A student who misses Saturday detention will automatically be eligible for additional consequences.

7. ALC (Alternate Learning Center) Students will be on a separate schedule and will be expected to do classwork. They will be given credit for work completed in ALC.

8. Out-Of-School Suspension - The temporary removal of a student from scheduled classes, school activities, and school property for a time not to exceed ten (10) days designated by the building principal or superintendent. Suspension may be carried into the succeeding school year.

9. Expulsion – The term “expulsion” means disciplinary action taken by the Board of Education whereby a student:

- a. is separated from school attendance for a period in excess of ten (10) school days.
- b. is separated for a definite time not to exceed two calendar years.

10. Expulsion in Abeyance – The term “expulsion in abeyance” means disciplinary action taken by the Board of Education whereby the implementation of the expulsion is suspended contingent upon the student meeting conditions set forth by the Board of Education.

#### Guidelines for Determining Length of Penalty Time

The Board of Education ratifies the following guidelines for determining the length of penalty time for various infractions. When unusual circumstances are present, it may be advisable to reduce or exceed these suggested guidelines. In addition, any violation of state or local laws shall be promptly reported to the appropriate law enforcement authorities.

All disciplinary actions pertain to during school hours, enroute to or from school, and participation in or attendance of school-sponsored activities.

#### Special Emphasis

Physical attack upon any person may be grounds for expulsion from school.

Expulsion may be levied on any student who is found to be carrying a weapon to, from, or within his/her learning center; or to, from, or in attendance at any school-sponsored activity.

Any student who has initiated, or taken part in any act of vandalism or arson may be expelled. Further, it shall be the policy of the Board of Education to seek to recover damages from the parent/guardian of any minor, or from any person, who has initiated, or taken part in any act of vandalism.

#### Required Notices

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school related event, from engaging in aggressive behavior that may reasonably produce harm to someone else. The Superintendent or designee shall ensure that the parent(s)/guardian(s) of a student who engages in aggressive behavior are notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion, for such behavior.

#### Examples of the Meaning of Various Infractions

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student’s conduct is reasonably related to school or school activities, including, but not limited to:

1. On school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school sponsored activity or event, or any activity or event which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function or event; or
4. Anywhere, if: (a) the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member; (b) the conduct may reasonably be considered to be an interference with school purposes or an educational function (c) the student's presence at school may reasonably be considered to create an interference with school purposes or an educational function.

### Procedures Governing Student Suspensions and Expulsions

The purpose of these procedures shall be to assure compliance with the School Code of Illinois and provide for the fair and equitable treatment of all suspension cases in the Bement Community Unit School District.

#### 1. Explanation of Due Process

Due process requires, in connection with a suspension of up to ten (10) days, that the student be given immediate oral or written notice of the charges against him/her and if he/she denies them, an explanation of the evidence the authorities have, and an opportunity to present his/her version. The hearing may immediately follow the misconduct but, if prior notice and hearing are not feasible, as where the student's presence endangers persons or property or threatens disruption of the school, thus justifying immediate removal from school, the necessary notice and hearing should follow as soon as practicable.

- a. This act of suspension is a last alternative and is employed only when other attempts to remedy gross disobedience and misconduct have failed.
- b. The superintendent shall be notified as quickly as practicable of any and all suspensions. Report of suspension shall be in writing, stating complete details such as the description of the conduct and communication with parents/guardians.
- c. Parents/guardians of suspended pupils shall be notified of any and every suspension and shall be informed of the reasons for the suspension and of their right to a review of those reasons.
- d. The board of education shall be notified as quickly as possible of every out-of-school suspension.

#### 2. Formal Review Procedures for Suspension

##### a. Statement of Reason:

As soon as practical, a statement of the reasons for the suspension and the rules and regulations violated by the student's conduct shall be sent to the student's parents/guardians by mail. A hearing may be requested only by the parents/guardians of the student involved in the suspension.

If a formal review hearing is requested in writing to the superintendent by the parents/guardians of the student, the superintendent shall establish a date, time, and place of the review and a statement of the procedure to be followed shall be given to all concerned.

#### 3. Suspension Review Hearing

- a. Shall be held at a time and location to be set by the superintendent.
- b. The review may be held in executive session at the request of either party.
- c. The rules of evidence shall not apply to review proceedings.
- d. The school representatives shall proceed first and the student and/or parents/guardians may then respond.
- e. All witnesses shall be subject to inquiry by both parties.
- f. Either party may record the proceedings at his/her own expense.

#### 4. Report of Board Disposition

a. A written report shall be issued by the Board of Education to the student and parents/guardians, as soon as practical after the review hearing. This report shall be sent by certified mail and include: (1) the student's name, (2) reason and date of suspension, (3) those present at hearing, (4) witnesses and brief account of evidence, and (5) the findings of the Board of Education.

b. If the Board of Education concurs with the findings of the building principal or superintendent instigating the suspension, the minutes of the meeting shall reflect that concurrence. The names of suspended student(s) shall not be made public. In the event the suspension is disallowed:

- (1) the student's record shall be expunged of all notations or remarks regarding the matter;
- (2) the student's absence shall be "excused";
- (3) all educational opportunities missed by the student shall, if possible, be afforded him.

c. The decision of the Board of Education on the findings of the building principal or superintendent instigating the suspension shall be final.

#### 5. Formal Review for Expulsion

- a. Expulsion can only be authorized by action of the Board of Education.
- b. As soon as practicable, a statement of the reasons for the expulsion and the rules and regulations violated by the student's conduct shall be sent to the student's parents/guardians by certified mail.
- c. An expulsion review hearing shall be held at a time and location to be set by the school board. The suspension begins on the first school day after the student is sent home.
- d. The review proceedings may be held in executive session at the request of either party.
- e. The rules of evidence shall not apply to review proceedings.
- f. The school representative shall proceed first and the student and/or parents/guardians may then respond.
- g. All witnesses shall be subject to inquiry by both parties.
- h. Either party may record the proceedings at his/her own expense.
- i. At the conclusion of the hearing, the Board of Education may go into closed session to make a decision.
- j. The Board of Education shall then again convene the review to announce its decision on the recommendation.
- k. The Board of Education shall also inform the student and parents/guardians of the effective date for the beginning of the expulsion and the end of the expulsion, which can be no more than two calendar years.
- l. The decision by the board shall be written and forwarded by certified mail to the parents/guardians.
- m. The decision of the Board of Education shall be final.

Within fifteen (15) days of the start of each school term and the enrollment of new students, a copy of the student handbook and district's discipline policy shall be made available electronically or via printed copy. Parents/guardians will be required to sign off upon receiving or declining a printed copy.

### 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. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

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

2. **The right to 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.

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

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

4. **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.*

## Student and Family Privacy Rights

### Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in Board policy 6:10, Educational Philosophy and Objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

### Surveys Created by a Third Party

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(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section 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.

### Survey Requesting Personal Information

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the District) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.

7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

The student's parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
2. Refuse to allow their child or ward to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

#### Instructional Material

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child/ward's educational curriculum within a reasonable time of their request.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

#### Physical Exams or Screenings

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

1. is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.).
3. is otherwise authorized by Board policy.

#### Collection of Personal Information from Students for Marketing Prohibited

The term "personal information" means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, or (4) a Social Security identification number.

No school official or staff member shall administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or for selling that information (or otherwise providing that information to others for that purpose).

The above paragraph does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other post-secondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

#### Notification of Rights and Procedures

The Superintendent or designee shall notify students' parent(s)/guardian(s) of:

1. This policy as well as its availability upon request from the general administration office.
2. How to opt their child or ward out of participation in activities as provided in this policy.
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled.
4. How to request access to any survey or other material described in this policy.

This notification shall be given parent(s)/guardian(s) at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.

The rights provided to parent(s)/guardian(s) in this policy transfer to the student when the student turns 18 years old, or is an emancipated minor.

Instruction

Exhibit - Notification to Parents of Family Privacy Rights

The School Board has a policy concerning privacy and parental access to information. A complete copy of the policy 7:15, Student and Family Privacy Rights, is available upon your request from the general administration office. Please read the policy for a more thorough explanation of these rights.

Please note that a student’s parent(s)/guardian(s) may inspect certain documents and/or refuse to allow their child or ward to participate in activities described in the box below. The school will not penalize any student whose parent(s)/guardian(s) exercises this option.

Your child or ward will be asked to complete a survey as described below: [District inserts survey description, the topics being surveyed, whether it was created by a third party, and whether it will be anonymous.]

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This activity is scheduled on or about \_\_\_\_\_. (District inserts date before sending notification)

If you would like to inspect this survey, please contact the school where your child or ward is enrolled by \_\_\_\_\_. [District inserts required response date]

If we do not hear from you by this date, we will assume you do not object to having your child or ward participate in the survey.

SEX EQUITY

1. No student shall, on the basis of his/her sex, be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage or opportunity
2. The superintendent shall be the coordinator for nondiscrimination for the school district. Students and parents/guardians shall be notified annually of their right to initiate a grievance or complaint of illegal discrimination and of the coordinator to whom such complaints shall be directed.
3. Within seven (7) calendar days of receiving a grievance or complaint of illegal discrimination, the superintendent shall send a copy of the district's written grievance procedure to the complainant. The superintendent shall investigate the nature and validity of the grievance with those responsible for the program or activity cited by the complainant. The superintendent may seek advice from related state agencies or legal counsel. Within sixty (60) calendar days of receiving the grievance, the superintendent shall render a written decision including the steps to be taken for further appeal of that decision.
4. The written decision may be appealed to the school board by submitting a written request for hearing before the board, addressed to the superintendent.
5. The decision of the school board may be further appealed to the Regional Superintendent of Schools pursuant to Section 3-10 of the School Code of Illinois and, thereafter, to the State Superintendent of Schools pursuant to Section 2-3.8 of the School Code of Illinois, as provided in Section 200.90(b) of the Sex Equity Rules.

MANDATED REPORTER

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. (DCFS) The hotline phone

number is 1800-25-ABUSE. (1-800-252-2873) These calls are made when there is a suspicion about a child being abused physically, emotionally, mentally, etc.in any way or being neglected.

### SEX OFFENDER REGISTRY

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

### SEXUAL HARASSMENT

It is Board policy not to discriminate on the basis of sex, marital status or pregnancy in District-run or District-supported programs or activities. In addition, Board Policy prohibits sexual harassment or sexual intimidation of students by District employees and students. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or school-related activities;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or other decisions affecting that individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or school-related performance or creating an intimidating, hostile or offensive educational environment.

Individuals engaging in such prohibited activity shall be subject to disciplinary action up to and including expulsion from this institution as determined by such administrative or Board action as is required by Illinois Law or by Board policy.

This policy applies to acts of sexual harassment by any member of one sex against a member of the opposite or the same sex at all levels of the high school community (i.e., supervisor-subordinate, faculty-student, employee-peer, student-student).

If you feel that you have been discriminated against, harassed or intimidated on the basis of sex, please contact your teacher, Principal or Superintendent.

### SPECTATOR CONDUCT AT SCHOOL EVENTS

Any individual, including an adult, who behaves in an unsportsmanlike or disruptive manner during any school event or meeting, including Board meetings, may be ejected from the event or meeting. The individual is also subject to being denied admission to school events or meetings for up to one calendar year, provided the procedures contained in this policy are followed. Examples of unsportsmanlike or disruptive conduct includes but are not limited to:

- Using vulgar or obscene language
- Possession or being under the influence of any alcoholic beverage or illegal substance
- Possessing a weapon, or any object that can reasonably be considered, or looks like, a weapon
- Fighting or otherwise striking or threatening another person
- Failing to obey the instructions of a security officer or school district employee
- Engaging in any activity that is illegal or disruptive

#### Procedures to Deny Future Admission to School Events or Meetings

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

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

### IMMUNIZATION, HEALTH, VISION AND HEARING SCREENING

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

- entering Kindergarten or the first grade;
- entering the sixth and ninth grades; and
- enrolling in an Illinois school for the first time, regardless of the student's grade.

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### **Required Health Examinations and Immunizations**

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.

### **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 the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

### **Eye Examination**

All students entering Kindergarten or the school for the first time must present proof before October 15 of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school. Failure to present proof by October 15, 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 October 15.

### **Exemptions**

A student will be exempted from the above requirements for:

- Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection; must fill out the required paperwork.
- Health examination or immunization requirements on medical grounds if a physician provides written verification;
- 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; or must fill out the required paperwork.
- Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist; must fill out the required paperwork.

## SCREENINGS

Much emphasis has been placed on vision and hearing problems and their effect on learning and development. Early identification and care of these problems is of extreme importance and will help prevent needless social, emotional and educational maladjustment. Accordingly, vision screening will be done during the school year as mandated, for children who are in Pre-school and Kindergarten, children who are in the second and eighth grades, children in special education classes, transfer students and students referred by teachers. Hearing screenings will be conducted at that time for all students who are in Pre-K through 3<sup>rd</sup> grade, children in special education classes, transfer students and students referred by teachers.

A student who does not meet required criteria will be rescreened. If the child again does not meet required criteria, the child will receive a letter stating the child will need further professional evaluation. The screening information will become part of the students' permanent record. This information will be used for the purpose of the students' education/or required medical needs.

In lieu of the hearing screening, a completed and signed form, indicating that your child has had an ear examination by a physician and an audiological evaluation completed by an audiologist within the previous 12 months is acceptable.

Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. Vision screening is not an option. If a vision examination report is not on file at the school for your child, your child in the mandated age/grade/group will be screened.

### CARE OF STUDENTS WITH DIABETES

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Medical Management Plan must be submitted to the school principal or school nurse. Parents/guardians are responsible for and must:

- Inform the school in a timely manner of any change which needs to be made to the Diabetes Medical Management Plan on file with the school for their child.
- Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers
- Sign the Diabetes Medical Management Plan
- Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instruction are included in the Diabetes Medical Management Plan.

### STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

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 School District's return-to-play and return-to-learn protocols.

### ACCOMODATING INDIVIDUALS WITH DISABILITIES

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

### 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. (Section 504 of the Rehabilitation Act of 1973, as amended, is a civil rights law that prohibits discrimination on the basis of disability. This law applies to public elementary and secondary schools, among other entities). 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.

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. he or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. he or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

## DISCIPLINE OF STUDENTS WITH DISABILITIES

### **Behavioral Interventions**

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.

### **Discipline of Special Education Students**

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.

The school will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

## SPECIAL EDUCATION CLASSROOM OBSERVATION ACCESS

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 or a qualified professional retained by or on behalf of a parent or child.

## HOME AND HOSPITAL INSTRUCTION

A student whose physician anticipates his or her absence from school for a week or more, because of a medical condition may be eligible for instruction in the student's home or hospital with a note stating that from the physician.

## ASBESTOS

An Asbestos Management Plan is on file in the unit office and the high school office. The district policy insures that any asbestos that is removed will be done in an appropriate manner indicated by life safety regulations.

## COMPLAINT PROCESS AND CHAIN OF COMMAND

The Bement CUSD 5 Board of Education wished to emphasize that complaints concerning certified staff members and/or programs will be handled through a proper chain of command. Using this procedure, a citizen with a complaint must first address the complaint with the faculty member directly responsible. If satisfactory results are not achieved, the citizen then may address that faculty member's direct supervisor. Citizens with concerns about non-certified employees should first address their direct supervisor. A normal chain of command for a complaint concerning a classroom teacher, for example, would be to begin with the teacher and continue through the Building Principal, Superintendent, and finally, the Board of Education. The board will not address complaints concerning staff and/or programs unless the chain of command has been completed up to and including the Superintendent.

## INTERVIEW BY LAW ENFORCEMENT OR DCFS

Unless by warrant or student preference, all interviews with Bement High School students by law enforcement or DCFS personnel will be conducted in the presence of a school official. It will be the responsibility of the interviewing agency to determine whether parent notification is appropriate.

## PESTICIDE NOTIFICATION

In order to keep the school free of insects and other pests, certified personnel routinely apply pesticides on school property and grounds. Notification can be provided in advance of any application if requested in writing to the building administrator.