

Breese Elementary District 12

Student Handbook

2018 - 2019



Home of the Bobcats

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This student planner belongs to:

Name: _____

Grade: _____

Homeroom: _____

A HANDBOOK FOR THE
PARENTS AND STUDENTS OF
ELEMENTARY DISTRICT 12

Revised May, 2018

Approved by the Board of Education May 21, 2018

Mission Statement

The mission of Elementary School District 12 is to provide a safe environment, conducive to learning, academically challenging, and emotionally accommodating to all students. Our objective is to instill a positive work ethic in an atmosphere of mutual respect, with intent to reach and enhance individual talents. Furthermore, our purpose is to encourage a comprehensive involvement among the administration, faculty, staff, students, parents, and communities we serve in order to adapt to the ever changing society within which we live.

CENTRAL OFFICE

The Central Office, Office of the Superintendent, business office, and Grades E.C., Pre-K, K, 1, and 5 - 8 are located on 777 Memorial Drive, Breese; Phone 526-7128 Fax 526-2787.

The 2, 3, 4 Center is located on 110 4th Street, Beckemeyer. Phone 227-8242 Fax 227-8587

BOARD OF EDUCATION

The Board of Education meetings are held the third Monday each month at 7:00 PM at the Breese School unless otherwise noted.

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To the Student (Rights & Responsibilities):

RIGHTS:

1. Each student has the right to pursue an education.
2. Each student has the right to express opinions verbally or in writing.
3. Each student has the right to expect that the school will be a safe place to gain an education.
4. Each student has the right to expect to assist in making decisions concerning educational goals.
5. Each student has the right to share information in a disciplinary matter without fear of incrimination. All efforts to

keep student testimony anonymous shall be made by administration.

RESPONSIBILITIES (Along with the rights afforded to students, we believe that a responsible student will display the following behaviors.):

1. Each student must not hamper any other students from pursuing an education.
2. Express opinions and ideas in a respectful manner so as not to offend or slander others.
3. Dress so as to meet recognized standards for health and safety and not be a detriment to the educational process.
4. Be aware of rules and expectations regulating student behavior and conduct.
5. Participate actively in learning situations.
6. Be willing to volunteer information in disciplinary cases should the student have knowledge of information in such a case.

ATTENDANCE

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: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Illinois School Law requires that all persons between the ages of six and seventeen must be in regular school attendance. The major responsibility for this rests with each child's parent or guardian who is subject to penalties under the law for non-compliance.

A. If you are absent:

1. A parent or guardian should phone the school office before 8 AM on the day of absence. For an absence to be excused due to illness, a physician's note may be required by administration.
2. If a child is absent and has not been reported by a parent, office staff will make a reasonable effort to telephone and notify child's legal guardian within two hours of the beginning of the school day.
3. If a student, athlete or non-athlete, is absent from school, they may not attend any extra-curricular activity on that day/evening.

B. Anticipated Absence

If you know in advance of a family situation or commitment which necessitates a student's being absent from school, arrangements should be made. This calls for a note stating the reason for the request, the date the absence is to occur, and the approval of the school Principal. It is understood that after an anticipated absence has been approved, all make-up work will be completed prior to returning to school if at all possible.

C. Leaving School

1. No student may leave school during the day, unless he/she has permission from the office and is signed out by a parent or adult with parental consent.
2. A note from parents must be sent to the school office and teacher if there is any change in transportation to or from school.

D. Excused Absences

The following absences are permitted by Illinois School Code: 1) illness; 2) observance of a religious holiday; 3) death in the immediate family; 4) family emergency; 5) circumstances which cause for concern to the parent for the safety and health of the student; 6) other situations beyond the control of the student as determined by the board of education.

E. Unexcused Absences

Unexcused absences are those reasons for missing classes that the school does not find acceptable even though the parent may feel differently. These absences are considered as trancies. Efforts will be made to provide support services necessary to remedy attendance concerns. Students will be expected to make up work missed or a zero grade may be issued.

F. Excessive Absences

After an accumulation of nine unexcused absences, students are required to provide documentation from a physician before the absences will be considered excused. If documentation is not provided, absences will be considered unexcused. The administration reserves the right to excuse absences beyond nine if an absence from school is for valid circumstances.

G. Truancy

A "truant" is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.

(105 ILCS 5/26-2a of the Illinois School Code).

Compulsory school attendance: Whoever has custody or control of a child between 7-17 years of age (unless the child has graduated from high school) must cause the child to attend the district school wherein the child is assigned, except as provided herein or by state law.

H. Chronic Truancy (Truant Minor)

A "chronic or habitual truant" shall be defined as a student who is subject to compulsory school attendance and who is absent without valid cause from such attendance for five percent, or nine days or more of the previous 180 regular attendance days.

Truant Minor: 105 ILCS 5/26-2a of the Illinois School Code states a truant minor is defined as a chronic truant to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs, and other school and community resources have been provided and

have failed to result in a cessation of chronic truancy, or have been offered and refused. Any person who has custody or control of a child subject to compulsory attendance, who knowingly or willfully permits the child to persist in truancy, if convicted, is guilty of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500. Any person who willingly induces or attempts to induce any child to be absent from school or who knowingly employs or harbors any child who is unlawfully absent from school for three consecutive school days, if convicted, is guilty of a Class C misdemeanor. Encouraging truancy is against the law, and District 12 administration will report chronic truant to the truancy officer assigned by the R.O.E.

I. Tardy to School

Students are required to be at school at the beginning of the school day. Any student arriving to school after 7:55 AM and before 9:10AM MUST BE signed in by a parent/guardian. Failure to be signed in will result in an unexcused tardy. On the fifth (5th) unexcused tardy, one (1) detention will be assigned.

5th-6th tardy - 1 detention

7th-8th tardy - 2 detentions

9th-10th tardy - 1 day ISS

11th tardy - 2 days in ISS

12th and all subsequent tardies - 1 day Out-of-School Suspension

J. Tardy to Class

An effective tardy policy must be designed to make the most efficient use of the instructional day for all students. To this end, having students in class is key to educational success. Students are given a three minute passing period. This is more than sufficient time to arrive in class, be seated and ready to learn. To encourage students to be on time to class, and discourage time out of class, the tardy policy will be set up as follows. Each student will be allowed five tardies per quarter. After the fifth tardy, a lunch detention will be issued. For each tardy after five, an after-school detention must be served.

MAKE-UP WORK

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit.

HOMEWORK

Homework not completed due to an "excused" absence will be given one extra day from the time the assigned work is communicated from teacher to student. Students in grades 5-8 who do not have an assignment completed on the date/time assigned will receive a "0" in the gradebook on that day, and a lunch detention shall be assigned. Students are expected to complete and submit the assignment to the teacher at the earliest date possible, receiving a 10% deduction per day late, and the "0" will be removed on the day turned in and replaced with the new score upon the assignment being graded by the teacher.

ACADEMIC DISHONESTY

Students engaging in academic dishonesty (cheating) shall receive an after-school detention and their assignment shall be taken by the teacher and assigned a "0" in the grading system until a completely redone assignment is turned in with a 10% deduction per day late penalty assessed to the final score.

CANCELLATION OF SCHOOL

School cancellation or notices in change of starting or ending times will be announced on the following stations: WCXO 96.7 FM; WILY 1210 AM; WJBD 100.1 FM; WGEL 101.7 FM; KMOX 1120 AM; FOX 2 News and KSDK TV Channel 5. "All Clinton County Schools" will cancel school together. District #12 will also use a school-parent notification system to contact parents/guardians in cases of school cancellations. Only under the most extreme circumstances will students be dismissed early, and only then, after their safe return home has been established.

CODE OF STUDENT CONDUCT

We believe that behavior of all students attending our school should reflect the standards of good citizenship expected of members of a democratic society.

We believe that students attend school for the primary purpose of attaining knowledge and gaining understanding for constructive living. Some students are deprived of the opportunity to learn when an individual or group does not display the behavior patterns expected of good citizens. To attain these goals:

- A. All students must be punctual and regular in attendance.
- B. All students must be diligent in their studies.
- C. All students must have proper regard for the rights of others and suitable respect for school and personal property.
- D. All students must respect authority.
- E. All students must maintain high personal standards of attitude, courtesy, decency, appropriate language, honesty, neat appearance, and wholesome relationships with others.

It is hoped that these students will use their influence and make a conscientious effort to have all other students subscribe to this policy. Students who decline to conduct themselves according to standards stated herein are subject to disciplinary action. This code applies to all school-sponsored activities and vehicles.

DISCIPLINE PHILOSOPHY

The faculty and administration of Breese District #12 are very proud of the behavior displayed by our students. Many fine compliments have been given to our students while in attendance at school related functions, both here and other places.

We expect each student to represent themselves and our school with distinction while in attendance at school or any school-related function.

DISCIPLINE CODE

DENIAL OF PRIVILEGES/POINTS SYSTEM

Students guilty of repeatedly violating the Breese Elementary School Code may be denied the privilege of attendance or participation at school sponsored activities, on or off school grounds. Any student accumulating **TWENTY-FIVE** disciplinary points from the office for disciplinary reasons will be denied the privilege of attending or participating in all Breese Elementary School District 12 activities, on or off school grounds. Students will accumulate disciplinary points in the following manner:

Lunch/Recess Detention	1 points
After School Detention	3 points
Suspension (In/Out)	10 points

Students have an opportunity to earn five points back per quarter by completing a classroom redemption sheet.

GOOD CHOICE REWARDS PROGRAM

Students exhibiting qualities of character and daily good choice-making shall be eligible for the quarterly Good Choice Rewards Program. Those who accumulate 6 points in the quarter will be ineligible for that quarter's program. The accumulation of 25 points at any time in a school year will make the student ineligible for attending any District 12 activity, on or of school grounds, for the remainder of the year.

CLASSROOM DISCIPLINE PROCEDURES

The teacher has the primary responsibility for maintaining discipline in the classroom. Also, in all matters relating to the discipline in, and conduct of the school and the school children, they stand in the relation of parents and guardians to the pupils. This relationship extends to all activities connected with the school program and may be exercised at any time for safety and supervision in the absence of their parents or guardians. The value of the student is not questioned, although his/her behavior may be.

DETENTIONS

Lunch Detentions are assigned to students who fail to have their homework completed at the beginning of class on the date for which it was to have been completed and/or failure to make-up a quiz or test when a teacher made arrangements and/or failing to return an extra-curricular eligibility parent-signed form on time. (1 pt on the Privileges/Points System)

After School Detentions are assigned for excessive tardiness to class and for minor discipline problems. Detentions are held after school, Tuesdays & Thursdays (3:05-4:00). Students shall receive an after-school detention in a "3-step process" regarding the same or similar disruptive behaviors per subject area per quarter. Step One = Verbal Warning; Step Two = Communication with parent/guardian; Step Three = After-School Detention. (3 pts on Privileges/Points System)

SUSPENSIONS

The term "suspension" means any disciplinary action whereby a student is separated from classes for a period of 10 days or less. Students who are out-of-school suspended may not attend evening activities at school or practice with athletic teams or other school groups. Upon request, parents may meet with administration to review any suspension decision.

IN-SCHOOL SUSPENSION

Many offenders of the discipline code will be assigned an in-school suspension as opposed to an out-of-school suspension (depending upon the infraction) and will be allowed to do their work and receive full credit (exceptions are labs and presentations.) Arrangements with the teachers on assignments will be made through the office.

EXPULSION

The term "expulsion" means disciplinary action taken by the Board of Education whereby a student is separated from school attendance for a period in excess of 10 school days. This period may be for up to 2 calendar years, and requires a hearing at the school board meeting. Students receiving special education services are required by law to have a staffing before their educational placement may be changed as a result of disciplinary action.

INFRACTIONS

Students readily admitting guilt may receive lesser punishments, and certain infractions of a serious nature may be harsher, at the sole discretion of the Administration. These examples may not be the only acts for which detentions, suspensions, or expulsions are warranted. Attitudes of remorse, cooperation and assumption of responsibility will allow the teacher and/or principal to alter punishment.

STUDENT DISCIPLINE

Copies of all School District policies on student behavior are available online through the School District's website or in the school office.

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 used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.

16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

When and Where Conduct Rules Apply

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time;

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

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

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.

MUSIC PLAYERS & TOYS

Students are encouraged not to bring radios, trading cards, or toys to school. The school district is not responsible for such items if they are broken or lost.

STUDENT USE OF ELECTRONIC DEVICES

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), iPod®, iPad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight 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.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school. Cell phones used at school are ONLY used at school for music and/or games. There should NEVER be any pictures taken anywhere at school.

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:

1. First offense – The device will be confiscated by school personnel. A verbal warning 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. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.

3. Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.

4. Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

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

ELECTRONIC E-READERS

All electronic readers/devices must remain in the off position unless approved by the teacher for that class. These devices should be used for reading purposes only. Failure to abide by these rules will lead to the confiscation of the device and/or the following consequences:

1st violation: Device confiscated, warning issued, student may pick up the device at the end of the day.

2nd violation: Device confiscated, after school detention issued, parent must pick up device.

3rd violation: Device confiscated, parent must pick up device, loss of e-reader/device privilege.

***School is not responsible for lost or damaged devices.

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION AND HARASSEMENT

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

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or

perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

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

Bullying includes cyber-bullying (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. The Complaint Managers are the building principals/administration at both schools.

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

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly

making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

SEXUAL HARASSMENT & TEEN DATING VIOLENCE

Sexual Harassment Prohibited

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

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

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

Teen Dating Violence Prohibited

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

Making a Complaint; Enforcement

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

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

GANG POLICY

“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.

When there is substantial evidence of violation of this policy, the administration and/or Board of Education shall take appropriate action that may include, but not limited to; warning, detention, suspension, police contact, and report, expulsion, and/or such other disciplinary action(s) as may be warranted.

SCHOOL ATTIRE

A student’s attire and grooming shall be in the best interest of the school with respect to health, welfare and safety of the individual and student body and must not interrupt the orderly process of education. Shoes, sandals or equivalent shall be worn to prevent the spread of disease. Schools are to be proper models of society. We, therefore, expect our students to dress in an appropriate manner at school.

Specifically:

1. Students shall not wear clothing with writing or symbols which:
 - a. Promote or advertise drugs, alcohol, or tobacco products.
 - b. Are sexually explicit, suggestive or otherwise inappropriate.
 - c. Denigrate others.
2. Student dress shall be modest and appropriate for a school setting. Tops shall be at least three (3) inches in width at the shoulder and shall gather directly under the arm. Otherwise, a sleeveless top may be worn over or under another sleeved garment. Shorts, dresses, skirts/‘skorts’ should be of mid-thigh length. Shorts may not be worn from November to April. All shorts, slacks, pants, and jeans must be worn at the waist and undergarments may not be visible. Clothing with holes, rips, and tears above the knee should not be worn at school. Any/all concerns should be reported to administration.
3. Wallet chains (or any other decorative chains, ropes, or cables) of any length or style that may pose a safety hazard are inappropriate and may not be worn at school.

4. Appropriate footwear is to be worn at all times. “Flip-flop” style sandals provide a risk to the safety of all students in emergency procedures and must not be worn at school. Tennis shoes are required to be worn during P.E. participation.

5. Coats and coveralls are prohibited from classrooms and must be stored in student lockers.

SEARCH AND SEIZURE

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

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

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

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

Students

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

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

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.

SCHOOL LOCKERS/DESKS

Each student is responsible for his/her locker, locks, and desks. Students are to use only their assigned lockers. It is recommended that all students use locks. Locks are available through the main office. Any misuse of lockers or locker assignment may result in suspension of locker privileges. Unauthorized locks will be removed by school authorities. Lockers and desks belong to the school and can be searched. Periodic inspections may be conducted by a school administrator.

BUS CONDUCT

SCHOOL TRANSPORTATION SERVICE IS A PRIVILEGE - NOT A RIGHT

Students are expected to follow all school rules when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, 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.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

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

Violations of the preceding rules will result in:

- a. First Offense - Verbal Warning
 - b. Second Offense - Written Report Sent Home
- c. Repeated Offenses - Probation, Detention,
In-School Suspension/Out of School
Suspension/Loss of riding privileges.

BUS TRANSPORTATION

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. 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. Students may not be let off at a stop other than their regular stop or ride a bus with another student without a signed note or phone call from a parent or guardian. Calls after 2pm requesting a transportation change may not be approved or granted unless a real emergency is identified. Please do not leave a voicemail requesting a transportation change.

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, keeping your hands, arms, and head inside the bus 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.

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.

If a parent needs to contact a student or notify the driver that a student will not be riding, he/she may call 526-7128 in Breese or 227-8242 in Beckemeyer.

PUBLIC CONDUCT ON SCHOOL PROPERTY

The district shall, in order to maintain public order on real property owned by the School district, require that no person on school property shall:

1. Injure or threaten to injure the person of another.
2. Damage the property of another or of the school district.
3. Violate any provision of the penal law of the State of Illinois or ordinance of the communities and counties of Clinton and Bond.
4. Smoke
5. Consume, possess or distribute alcoholic beverages at any time.
6. Conduct himself/herself in such a manner as to impede, delay, or otherwise interfere with the orderly conduct of the educational program of the School District or any other activity taking place on school property which has been authorized by the Board of Education, Superintendent, building principal, or other authorized school personnel.
7. Enter upon any portion of school premises at any time for purposes other than those which are lawful and/or authorized by the Board.
8. Willfully violate other rules and regulations adopted by the Board which are designed to maintain public order on school property.

As circumstances warrant, appropriate action will be taken.

STUDENT RECORDS

FREEDOM OF INFORMATION ACT

It is the policy of the Board of Education to permit access to copying public record in accordance with the Illinois Freedom of Information Act.

Types of Student Records at Breese Elementary District 12

A. Permanent

Consists of all information kept permanently concerning students.

1. Permanent Record Card

2. School Health Card

B. Temporary

Consists of all information not required to be in the permanent record. Such information is useful to school personnel in assisting and guiding students while they are enrolled.

1. Cumulative Folder

2. Health Folder

3. Discipline record

4. Financial Records

5. Enrollment

6. Directory Information

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.
2. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.
4. The right to a copy of any school student record proposed to be destroyed or deleted.
5. The right to prohibit the release of directory information.
6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.
7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

**Any further questions pertaining to student records may be directed to District 12 Administration.

STUDENT REPORTING

A. Report Cards are issued quarterly

B. Progress reports are issued mid-way through each nine-week grading period.

C. Grading System

1. Kindergarten: Checklist

2. Grades 1-8:

A+ = 100(above) A = 95 - 100 A- = 94
 B+ = 93 B = 87 - 92 B- = 86
 C+ = 85 C = 77 - 84 C- = 76
 D+ = 75 D = 71 - 74 D- = 70
 F = Below 69.5%

D. Incompletes

A student may receive an incomplete term or semester grade if illness or a prolonged excused absence prevents completion of course requirements. In such cases, the teacher sets the time limits and conditions for completing such grade. Unless special permission is obtained in advance, all incompletes must be completed within three weeks from the time the student returns to school. If conditions or time limitations are not met, the grade becomes an "F".

RETENTION

Any student whose year-end average is below 69.5% in two core subjects for grades 3-8, and in one core subject for grades 1-2, may be retained in the same grade in accordance with School Board policy. The core subjects are Math, English, Reading, Science and Social Studies.

For Kindergarten, students should receive a satisfactory mark on each of the Kindergarten Exit Skills or they may be retained.

HONOR ROLL

A student in grades 5-8 who maintains:

1. Straight "A"'s in all subjects will be eligible for the High Honor Roll.
2. A "B" average will be eligible for the Honor Roll.

A student who makes a "D" or "F" will not be eligible for the Honor Roll.

EXTRA-CURRICULAR ACTIVITIES/ELIGIBILITY

All students who participate in extra-curricular activities will be expected to maintain passing grades in all subjects. Students who receive a failing grade in any subject shall not participate in extracurricular activities for one week. Parents of these students will be notified of the student's ineligibility by the coach or activity supervisor. After one week, the student's grades and eligibility status will be reviewed. Other specifics appear in the "Rules for Bobcats." All fees need to be paid before students can participate in athletics, band, field trips, graduation ceremony, or other extra-curricular activities.

Academic Eligibility pertains to any student's participation in athletics, band, chorus, flags, student council, clubs, and/or those activities sponsored by the District taking place outside of the core subjects of Math, Science, English, Literature, and Social Science.

Eligibility period runs from Tuesday through Monday; grades are calculated and letters of ineligibility are given to students to go home on Tuesdays and need to be returned with a

parent/guardian signature on Wednesday- failure to return will result in a lunch detention.

Ineligibility requires the student to be out of the extra-curricular activity(ies) he/she is participating in from Tuesday through the next Monday- the student is to attend all core classes of study during the school day and not participate in after-school/evening/weekend activities (practices/games, matches, lessons, pep or marching band) during the ineligibility period so that grades can be improved.

Absence from School on Day of Extracurricular or Athletic Activity

A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal.

Exceptions may be made by the designated teacher, sponsor or coach for: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor or coach.

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 High 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.

IMMUNIZATION, HEALTH AND DENTAL EXAMINATION

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

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.
4. Students participating in sports and cheerleading shall have a health exam before participating in the activity. The exam should be not more than 12 months old.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes

testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was “risk-assessed” or screened for lead poisoning.

Failure to comply with the above requirements by 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 have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by 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.

Eye Examination

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. 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. Vision screening will be done, as mandated, for the following children; PreK, Kindergarten, 2nd graders, 8th graders, students receiving special education, transfer students, and students who have a teacher referral beginning in October. 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. This notice is not a permission to test and is not required to be returned. 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. Hearing screenings will also be done for PreK through 3rd grade, students receiving special education, transfer students, and students who have a teacher referral.

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.

Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds if the student’s parent/guardian presents to the building principal a signed statement explaining the objection;

2. Religious grounds if the student’s parent/guardian presents to the building principal a completed Certificate of Religious Exemption;

3. Health examination or immunization requirements on medical grounds if a physician provides written verification;

4. Eye examination requirement if the student’s parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or

5. Dental examination requirement if the student’s parent/guardian shows an undue burden or a lack of access to a dentist.

ASTHMA MEDICATION POLICY

Asthma is a chronic inflammatory disease of the lungs that may be characterized by persistent cough, wheezing, shortness of breath, and tightness of the chest. Students can self-administer asthma medication as necessary with approval of the administration based on a written request by parent or guardian and completion of necessary forms. The permission for self-administration of asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent school year based upon the fulfillment of a written request and completion of forms. A student with asthma may possess and use asthma medication while at school or a school-sponsored activity while under the supervision of school personnel or before or after normal school activities on school property. District employees are to incur no liability, except willful and wanton conduct, as a result of any injury arising from the self-administration of asthma medication by the student.

STUDENT MEDICATION

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student’s health and well-being. When a student’s licensed health care provider and parent/guardian believe that it is necessary for the student to take 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

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.

NO NIT POLICY

Head Lice Policy

1. When necessary, students will be checked for head lice by school personnel.
2. If a student is found to have head lice, he/she will be excluded from school until treatment has been completed.
3. The student will be treated with a pediculicide such as Nix, Rid, or Pronto which may be purchased at any pharmacy or discount store. (Treatment with these products will result in a hatch rate of 5% to 30%.)
4. ALL lice, lice eggs, & egg cases must be removed manually to prevent re-infestation.
5. A receipt, box lid, or empty bottle from treatment must be sent with the student to school to help ensure treatment & for documentation purposes.
6. School personnel will examine the student's hair for lice, eggs, or shells. If any are present, the student will be sent home again.
7. After the second sighting of lice, lice eggs, or shells the student may return to school only after being checked by school personnel.

NOTE- All students in a class where lice is found will be checked. Administration will make every effort to notify parents of students in the timeliest fashion possible.

FIELD TRIPS

Any time a field trip is planned by a class, club, or special interest group, it is necessary for the school to require and obtain parental consent for all students planning to participate. The instructor or sponsor in charge will supply the students with the necessary form. In order to be cleared to make the trip, the form must be signed by the parent/guardian and returned to the school prior to the event. All students will be permitted to take part in any field trip sponsored by the school. However, any student whose behavior has resulted in exceeding the disciplinary points system throughout the course of the school year will not be allowed to attend/participate in the class field trip, school sponsored events, school sporting events, etc.

BIRTHDAY TREATS

Birthday treats must be approved by the classroom teacher and be store bought. No homemade treats are allowed. The purpose of this policy is to protect our students against food borne infections.

FOOD SERVICES

Breakfasts and lunches are served daily in the school cafeterias. Pre-Pay Billing will be in place, and accounts with a balance for breakfast and lunch will be sent out on Friday each week. Checks should be made out to Breese Elementary District 12.

BAND/CHORUS PROGRAM

The band/chorus program will be provided for students in grades 5 through 8. Band is a co-curricular class in which students will receive a grade. Each student in the band will be responsible for supplying his/her instrument and for any class work missed while taking a band lesson. All students who participate in band will be expected to maintain passing grades in all subjects. Students who receive a failing grade in any subject shall remain in all subject classroom(s) until grade(s) have improved to "passing." Students will have one week to improve grades. Parents of these students will be notified of the student's ineligibility by the band director. After one week, the student's grades and eligibility status will be reviewed. Grades will be checked weekly.

STUDENT COUNCIL

The Junior High Student Council is comprised of students in Grades 6, 7, and 8 elected by their peers early in the school year. The Council includes three officer positions (President, Vice President, and Secretary/Treasurer) and one homeroom representative for each of the students' homerooms. A faculty member serves as the staff advisor to the Student Council. The students and their parents sign the Student Council Constitution and must abide by the rules found therein.

The focus of the Council is:

- 1.) To foster a spirit of cooperation among students and faculty
- 2.) To promote and encourage activities for the best interest of the school
- 3.) To develop good citizens and leaders through experience in government
- 4.) To provide a means for student expression
- 5.) To encourage student involvement
- 6.) To promote school spirit
- 7.) To represent and make decisions on behalf of the interest of the student body

The Council discusses many issues throughout the school year and supports exciting student projects and initiatives, such as a Jr. High dance, a blood drive, a Thanksgiving food drive, a Christmas toy drive, and a small fundraiser. Meetings are usually held once a month, and information is communicated to each of the homerooms and throughout the student body. The student body, in turn, has the opportunity to exchange ideas and offer suggestions through their homeroom representatives, to foster a healthy and productive dialogue which benefits the entire Junior High School program.

GIFTED EDUCATION

Gifted education is to be carried out at grade level within the confines of the educational curriculum.

TITLE I

The school provides a developmental program which is funded by the Federal Government.

SPECIAL EDUCATION SERVICES

Through the Kaskaskia Special Education Cooperative, our district receives psychological services, social work services, and physical therapy services and other related student services. Referrals for these services can be made by the diagnostic team, classroom teacher, Principal or parent.

EDUCATION OF CHILDREN WITH DISABILITIES

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services. The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

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

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.

REQUEST TO ACCESS CLASSROOM OR PERSONNEL FOR SPECIAL EDUCATION EVALUATION OR OBSERVATION

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. For further information, please contact the school principal.

SECTION 504, THE REHABILITATION ACT

"Section 504 of the Rehabilitation Act of 1973, as amended 29 U.S.C, Section 794, protects disabled persons from discrimination based on their disabled status." It is the intent of District 12 to ensure that students who are disabled within the definition of Section 504 are identified, evaluated and provided with appropriate educational services. The coordinator for Section 504 is the superintendent."

BIG BROTHERS BIG SISTERS MENTORING

District 12 has established a partnership with the Big Brothers Big Sisters Chapter of Southwestern Illinois. The program matches students from District 12 with Juniors or Seniors from Central & Mater Dei High Schools, and is done so in a highly safe, secure and structured manner.

STUDENT INSURANCE

The insurance agent is responsible for all claims. The school district shall not assume any responsibility for compensation for a claim. School district personnel will assist students in completing the claim form. Any student who comes to school and then leaves to go uptown, to a friend's house, etc. forfeits insurance coverage during that period of time unless he/she has 24 hour coverage.

SAFETY, FIRE AND DISASTER DRILLS

Fire and disaster drills are the responsibility of the principals of the school and are held periodically throughout the school year.

TECHNOLOGY

Students are required to sign an acceptable use policy. Any misuse of technology at District 12 may be construed as Serious Misconduct. Offenses include, but are not limited to: Inappropriate use of computer, Data destruction, Password tampering &/or Vandalism. Punishment: Detention, Probation, Suspension, Expulsion and/or Parent Conference.

ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS & WEBSITES

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social

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

TELEPHONES

School phones are for school business and should not be used for personal use by students, unless in case of emergency. Students should not be called to the phone except in an emergency. If parents have urgent messages, the office staff will deliver the message.

TEXTBOOK RENTAL

Breese Elementary District 12 has a book rental plan for all textbooks used in the district. The school board established the rental fee. All textbooks issued to the student remain the property of the school district. Textbook rental will be refunded on a pro-rated basis to students eligible for a refund. Free textbooks- Parents may apply for free textbooks. The Board of Education will establish income guidelines for students to be eligible for free textbooks.

TITLE IX

Breese Elementary District 12 is operated in compliance with the Federal Guidelines. Efforts have been made to provide equal opportunity for girls and boys without discrimination of either sex. Information or concerns regarding Title IX issues should be referred to the Superintendent, Title IX coordinator for the district.

EQUAL OPPORTUNITY AND SEX EQUITY

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

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

SEX EDUCATION/FAMILY LIFE INSTRUCTION

State law requires that all sex education instruction must be age appropriate, evidence-based and medically accurate. Courses that discuss sexual intercourse place substantial emphasis on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases. Courses will emphasize that abstinence is a responsible and positive decision and the only 100% effective method in the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS. Family life courses are designed to promote a

wholesome and comprehensive understanding of the emotional, psychological, physiological, hygienic and social responsibility aspects of family life, and for grades 6 through 12, the prevention of AIDS.

A sample of the District's instructional materials and course outline for these classes or courses are available from the classroom teacher for your inspection. If you are requesting to examine this material, please contact the teacher or administration for assistance.

According to State law, no student is required to take or participate in these classes or courses. There is no penalty for refusing to take or participate in such a course or program. If you do not want your child to participate in these classes or courses, please contact the teacher or administration to receive a class attendance waiver.

VISITORS

School safety is of utmost importance. For that reason, any visitors to Elementary District 12 should report to the office immediately upon arrival. Parents, who are picking up their own children, should also report to the office and should refrain from going into the classroom unless directed to do so by office personnel.

PARENT/TEACHER CONFERENCES

Parent-teacher conferences will be conducted at the close of the first nine weeks of school. At this time, parents and teachers will have the opportunity to jointly discuss the student's progress in school in an all-important effort to improve the educational growth of each student. Other conferences with teachers must be arranged through the school office before the conference takes place. It is against state law for any person to interrupt a classroom without the direct consent of the superintendent or the principal of the school.

HAZARDOUS MATERIALS

Each school has been inspected for asbestos. An inspection plan and management plan is available at each office for public viewing.

CLASS LISTS

We attempt to equalize the number of boys and girls in the classrooms. We also take into consideration the academic needs of the students in the composition of the class. As a result, parents are not permitted to request specific teachers.

HOMELESS CHILDREN

A homeless child, as defined by State law, may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school. Transportation shall be arranged between the two school districts according to State law. If a dispute arises regarding a homeless child's rights, the Superintendent shall inform his or

her parent(s)/guardian(s) of the availability of an investigator, sources for low cost or free legal assistance, and other advocacy services in the community.

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 children are expected to attain.

Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.

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 Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities. Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

WELLNESS POLICY

The purpose of this policy is to promote the importance of nutrition education, encourage participation of every student in physical activity, involve the community in promoting health and wellness, reduce childhood obesity and meet the requirements of the Child Nutrition and WIC Reauthorization Act of 2004 and the Illinois School Code, including, without limitation, goals for nutrition education, physical activity and other school-based activities designed to promote student wellness; nutrition guidelines for all foods available during the school day; a plan for measuring implementation including designating one or more persons charged with operational responsibility; and involving parents, students, school food service providers, the school board, school administrators, and the public in developing this policy. The full policy can be found at our school website: d12bobcats.org.

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 Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

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

For further information, please contact the Building Principal.

HOME AND HOSPITAL INSTRUCTION

A student who is absent or whose physician anticipates his or her absence from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital. A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage.

STUDENT DISTRIBUTION OF NON-SCHOOL-SPONSORED PUBLICATIONS

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
 - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar,

- contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
- d. Is reasonably viewed as promoting illegal drug use; or
 - e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, 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

The distribution of non-school-sponsored written material must 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.

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.

STANDARDIZED TESTING

Students and parents/guardians should be aware that students in grades 3-8 will take standardized tests in the spring. Parents are encouraged to cooperate in preparing students for the standardized 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:

- 1. Encourage students to work hard and study throughout the year;
- 2. Ensure students get a good night's sleep the night before exams;
- 3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
- 4. Remind and emphasize for students the importance of good performance on standardized testing;
- 5. Ensure students are on time and prepared for tests, with appropriate materials;
- 6. Teach students the importance of honesty and ethics during the performance of these and other tests;
- 7. Encourage students to relax on testing day.

DISCLAIMER

This handbook is provided for the parents, students, teachers, and staff of Elementary School District 12. The provisions in this document reflect the rules and procedures currently in place to maintain an orderly school environment. In addition, the handbook is only a summary of District #12 board policies and is subject to change without notice. The administration has the right to use their discretion in the decision making process. The handbook cannot possibly cover all scenarios. Therefore, the Board of Education authorizes the administration to address matters that may not be specifically identified or addressed.

