



**BALL-CHATHAM COMMUNITY
UNIT DISTRICT # 5
2021-2022
Elementary Student Handbook**

Building Addresses & Telephone Numbers

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Administrative Center

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Chatham, Illinois 62629
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Superintendent

Dr. Douglas Wood

Assistant Superintendent

Jennifer Farnsworth

Board of Education

Kyle Barry, President
Ann Strahle, Vice-President
Dr. Andrea Rediger, Secretary
Steve Bryant
Laura Calderon
Patrick Phipps
Tiffani Saunders

School Attendance Times**Ball Elementary School**

Regular Dismissal – 7:50am - 2:45pm (M,T,TH,F Only)
Half Day Dismissal – 7:50am -10:50am
Drop Off / Pick Up – 7:40am / 2:40pm
Wednesday Dismissal due to Early Release-7:50am-1:45pm

Chatham Elementary School

Regular Dismissal – 7:50am - 2:45pm (M,T,TH,F Only)
Half Day Dismissal – 7:50am -10:50am
Drop Off / Pick Up – 7:35am / 2:35pm
Wednesday Dismissal due to Early Release- 7:50am-1:45pm

Glenwood Elementary School

Regular Dismissal – 8:40am – 3:35pm
Half Day Dismissal – 8:40am -11:40am
Drop Off / Pick Up – 8:30am / 3:30pm
Wednesday Dismissal due to Early Release- 7:40am - 2:35pm

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Educational Philosophy

Mission Statement

The Ball-Chatham School District, together with the community, develops the unique potential of each student by providing quality, challenging, and engaging opportunities that establish a foundation for lifelong success and positive contributions to society.

Beliefs

We believe...

- that each student can be a problem solver, critical thinker and innovator
- in high expectations
- that instruction and learning should be flexible and differentiated
- in community and family engagement
- that collaborative teamwork and effective communication lead to success
- in a safe and welcoming environment
- that learning is our priority
- in a culture that promotes positive relationships and mutual respect
- that learning extends beyond the classroom
- in strong character and personal integrity
- each person adds value to our organization

ELEMENTARY HANDBOOK

This elementary handbook is for all students in the Ball-Chatham school district attending in person or virtual.

Registration Fees

At the time of registration, each pupil will be assessed the registration fee set by the Board of Education. These fees will be used to purchase textbooks and supplemental materials that will be used in the classrooms. Please contact your school for more details about these fees. The student will be required to reimburse the district the cost of a book(s) in case of unusual damage or loss.

If a student withdraws from Ball-Chatham CUSD #5 a refund of registration fees may be possible. Registration refund requests need to be communicated by the parent that made the payment with the building finance secretary. Registration fees will be prorated based on the student's withdrawal date. Note fees that are not registration are non-refundable. Lunch refunds need to be requested through the building's cafeteria head cashier.

Meal Program Offered

Ball Chatham School District elementary schools participate in the United States Department of Agriculture's (USDA) School Breakfast and National School Lunch Programs. Ball Elementary also offers the USDA's Special Milk Program for its half-day Pre-K students.

In addition to the USDA programs a *Milk/Water Break* is offered daily. During *Milk Break* students can choose water or milk. Participation in *Milk Break* is optional. Parents/guardians should inform the school if they do not want their student purchasing water or milk during *Milk Breaks*.

Meal Cost and Payments

The cost for breakfast is \$1.75, school lunch is \$2.40, and an adult or visitor's lunch is \$3.50. Milk is available to students for *Milk Break* or at meal services at a cost of \$.40 per carton. Adults/visitors will be charged \$.50 per carton. Adults/visitors will be required to pay cash at the time of purchase.

Parents/guardians may send money any day of the week to be applied to their student's food service account. Parents/guardians should pay for meals in advance on a weekly or monthly basis. It is the parents/guardians responsibility to maintain a positive account balance. It is strongly recommended that checks or online payment options are used instead of cash. On checks please include the student's name, teacher, and what the money is for (Lunch \$). **Please allow at least 24 hours for payments to be applied to your student's account.**

Ball-Chatham School District's online payment option is available through Skyward/RevTrak (<https://chathamschools.revtrak.net>). Payments made online are typically available on student accounts within minutes of payments being approved. A convenience fee is charged per transaction. Multiple student's payments can be made at one time, but only one convenience fee will be charged.

Negative Food Service Balance

Student food service accounts are not intended to provide credit. The elementary schools will not allow a negative balance to exceed \$10.00.

Once a student is at or above \$10 owed, a balance notice requesting payment of any balance owed will be sent home to the household. With this notice, instructions for how to apply for Free or Reduced-Price meal benefits will be included.

Households will have three options to settle any owed balance:

1. Pay the balance in full, and bring the current account balance to at least a \$0.00 balance.
2. Request a payment plan to settle any balance owed. Any payment plan should bring balance to at least \$0.00 within 30 days of receipt of balance notice.
3. Apply for Free or Reduced-Price benefits through the Skyward online application process.
 - Approval of Free or Reduced-Price meal benefits CANNOT be backdated.
 - Any balance currently owed is still the responsibility of the household regardless of the approved meal benefit level.
 - Balances owed are NOT cancelled out at the end of the year and will be carried forward from year to year, school to school.
 - If the application is denied, households will need to choose option 1 or 2, to settle any balance owed.

Negative balance statements will be provided weekly through any of the following methods: Email; Letter mailed or sent home with student in a sealed envelope; OR phone calls. Students that finish the school year with a negative balance will carry over that balance to the following school year. If the student switches schools (Elementary to GIS, GIS to GMS, or GMS to GHS) the student will immediately start the new school year subject to the new school's overdue lunch balance policy. Call your student(s) school(s), or the Director of Food Service at 483-2424, ext. 2301 if you have any questions.

Meal Application – Free Or Reduced-Price Meal Approval

An application for free or reduced-price meals, as provided by the School Breakfast and National School Lunch Programs, is available through Skyward. All households are strongly encouraged to apply for meal benefits.

Some students may be eligible for free meals based on their eligibility for SNAP, TANF, Medicaid, or Homeless or Foster child status. Households of these students are still encouraged to apply for benefits using the Skyward meal application. Failure to apply could cause a delay or gap in meal benefits.

Households are responsible for all meal charges made up to the date a free or reduced-price meal benefit determination is made.

Meal application and general food service program information is available at <http://www.chathamschools.org/food-service>

AGE OF ENTRANCE

Kindergarten

Any child whose fifth birthday is on or before September 1 of the current school year may enter kindergarten. Exception: any student who moves into the district and is currently enrolled in kindergarten in another state and whose fifth birthday will occur during the current school year. All students entering kindergarten for the first time must provide a certified copy of the birth certificate for our verification of the birth date, as required by law. The birth certificate will NOT be kept. It will be copied and returned.

First Grade

Any child whose sixth birthday is on or before September 1 of the current school year may enter first grade. Exception: any child who has attended a public or private Kindergarten for a full school year and whose sixth birthday will occur during the current school year may enter first grade.

Student Accident Insurance

Ball-Chatham School District #5 covers every student with accident insurance for occurrences while on school property or school sponsored events - as a secondary provider. There is no cost to families for this secondary coverage.

Fines, Fees, and Charges:

Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Each pupil will be assessed registration and technology fees set by the Board of Education. Registration fees are due at the start of each school year (i.e. during registration). If you are unable to pay the full amount during registration and would like to set up a payment plan, please contact the school. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of the parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may complete a free/reduced application or a fee waiver. A fee waiver does not exempt a student from charges for lost or damaged books, locks,

materials, supplies and/or equipment. Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The building principal will give additional considerations where one or more of the following factors are present:

- An illness in the family
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal employment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

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.

National studies show that the average number of school days that most students miss is six. The Illinois School Code and Juvenile Court Act consider an absentee rate of more than 5% of the last 180 school days (or an average of 9 days per year) to be at risk of not completing an education.

There is a close relationship between student attendance and academic success. If a student is not in the classroom, valuable information is lost, some of which can never be made up. School personnel and parents need to work together to ensure that students attend school on a regular basis. State aid is also directly associated to the number of students in attendance on a daily basis. The policy adopted is oriented toward resolving student absenteeism in a cooperative fashion.

STUDENT ABSENCES

There are two types of absences: excused and unexcused.

Pre-arranged excused absences (vacations) must be approved by the principal (see Pre-Planned Absences).

Students with 10 or more missed days prior to the Pre-arranged Absences request, may **not** be approved by the administrator. This could result in unexcused absences.)

Absences are Excused for:

- Illness of a student

- Death in the family or of a close friend
- Critical illness of a near relative (mother, father, brother, sister, grandparent or corresponding step relation)
- Observance of family's religious holiday or for religious instruction
- Dental or medical appointment when prior arrangements have been made
- Other reasons approved by the administrator

If the absence is excused, the student will be given make-up privileges for the day(s) missed.

Absences are Unexcused for:

- Oversleeping
- Car problems
- Ordinary weather hazards
- Staying home to care for younger children
- Visiting friends or relatives
- Minor aches and pains (persistence may indicate a more serious problem)
- Other, as determined by the administrator

If the absence is unexcused, it may result in no make-up privileges.

In the event of any absence, the student's parent or guardian is required to call the school by 9:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of the student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

Student attendance will be reviewed at least quarterly. An email will go out reminding parents to view their child's attendance on Skyward, as well as, review the attendance procedures and policies. Data collection will begin for those students that are absent or tardy 10 days. Parents will be sent a letter addressing these concerns.

When a child has 10 or more absences without a doctor's note, parents will be informed that their child will need to be excused by a licensed physician for future absences. If no medical excuse is received the absence will be considered unexcused. Parents are encouraged to turn in doctor notes for all appointments scheduled during the school day regardless of the number of absences. Students with a history of attendance concerns may be referred to the BCSD's Prevention Coordinator (Trish Link tlink@bcisd5.org) for supportive services including prevention, intervention, remedial services and school and community resources. Chronic attendance concerns could result in a referral to truancy at the Sangamon County Regional Office of Education.

Pre-planned Absences:

Whenever possible, the Ball-Chatham School District recommends that vacations are taken during school holidays or breaks. Not only is your student missing out on valuable information from the classroom, but the financial support of the district is impacted as well. **State aid is directly associated to the number of students in attendance on a daily basis.** If for a valid reason a parent is aware that their student is going to be out of school prior to the absence, a pre-arranged absence form must be completed. The above guidelines will determine if the absences are considered excused or unexcused. The procedures for making homework plans prior to the pre-arranged absence or making this work up upon return is up to the discretion of the teacher and building principal.

Release Time for Religious Instruction / Observation

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up any examination, study or work requirement.

Absenteeism and Student Placement

Students with a history of frequent absences are at risk of not being eligible for special programs or extra-curricular activities. Attendance can impact a student's placement, ability to play sports, participate in clubs and organizations, or receive special support programs. Attendance histories can also be taken into consideration during promotion and retention decisions. Therefore, it is imperative that parents and school work together to ensure those students attend school on a regular basis. Students with chronic attendance problems will be considered truant. Along with their parents, truant students will be referred to the truancy official of the Regional Superintendent of Schools.

Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

ABSENTEE/HOMEWORK

REQUEST PROCEDURES

When your child is absent for two consecutive days, the teacher may send homework. If you desire to pick up your child's homework or have it picked up, please notify the school before 9:30 A.M. so the teacher can have it ready for you when school is dismissed. All homework is to be picked up in the office.

MAKE-UP WORK

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

TARDY PROCEDURE

If you bring your child to school, please make every effort to have your child at school by the start of the day. It is very important that each child is in his or her classroom prepared for class by the first bell. When students arrive late to school, it is disruptive to their routine and to others. Students who are tardy miss important instruction time.

When students arrive after the starting bell, parents must accompany students to the office to receive an admission slip to class. The teacher will not allow the student to enter class without this slip.

SCHOOL VISITATION

All visitors are required to enter the main Visitor entrance doors at the front of the building and proceed to the interior foyer area. Visitors should identify themselves and inform entry staff of the purpose of their visit.

Upon entry, visitors must present identification (i.e. driver's license) for scanning into the RAPTOR security system, and state the location in the school they're visiting. Approved visitors will be given a badge identifying them as a guest which must be worn in a clearly visible location on their outer clothing. All visitors must return their badges to entry staff prior to exiting the school.

On those occasions where large groups of parents/guardians, friends, and/or community members are invited onto school property, visitors are not required to sign in but must follow school official's instructions. Former students must have an appointment if they are at school to visit a teacher.

In recognizing the importance of the academic setting and as a courtesy to teachers, please pre-arrange a time to visit. This should not be considered a time to have a conference with the teacher. Parents should leave all items such as lunches, notes, and projects in the office.

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

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

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

Parents may join their children for lunch in the cafeteria. Please wait for your child to join you in the cafeteria. **Please do not disturb the classroom before or after lunch.**

If there are individuals who are not to visit and/or remove your child from school, current legal documentation must be on file in the office indicating such restrictions.

The School District will allow reasonable access to the school, school facilities, or educational programs or individual(s) Parents should refer to policy 6:120-AP2, *Access to Classrooms and Personnel*.

EMERGENCY INFORMATION

In order to keep the records of students current, the following changes should be reported to the office: name, address, phone numbers, place of employment, emergency numbers, and bus changes.

Due to the many illnesses and accidents children have, it is imperative that the school has accurate emergency contact numbers including cell phone numbers. Answering machines are ineffective in an emergency. Emergency records are maintained in the office and are to be updated any time you feel it necessary to change the name or phone numbers.

SCHOOL EMERGENCY OPERATIONS PLAN

Student safety is our District's top priority. Our District has developed a *Comprehensive Safety and Security Plan*. In addition to physical safety, the District is concerned with students' emotional well-being and will help students cope with an emergency or disaster and its aftermath. The following outlines our emergency and disaster response plans.

The District has plans for all four phases of emergency and disaster management:

1. Prevention - the capabilities needed to avoid, deter, or stop an incident.
2. Preparation - the capabilities needed to: (a) protect students, teachers, staff, visitors, networks, and property against threats or hazards, and (b) mitigate the likelihood of an incident or to reduce the impact of one.
3. Response - the capabilities needed to stabilize an incident, save lives, establish a safe and secure environment, and facilitate the transition to recovery.
4. Recovery - the capabilities needed to restore the learning environment.

These phases are covered in each school Emergency Operations Plan. In addition, the District employs a Director of Safety and Security and each school has a Safety Team. State law requires the District to annually review its plans.

Communications to Stakeholders

The District will share emergency information via its website, the media, and/or telephone contact (through School Messenger).

Emergency Responses

Emergency responses will depend on the circumstances and may include lockdown or evacuation. During a lockdown, no one may enter or leave the building until it is safe to do so. For evacuation purposes, each school has at least one off-campus site where students and staff assemble to be accounted for and temporarily housed.

In the unlikely event an emergency response is needed at your child's school, staff members will be busy supervising students. We will attempt to provide information through District's call-out system School Messenger and/or website at www.chathamschools.org

If students are evacuated, the following are the places parents can pick up their child(ren).

- Ball Elementary School students will go to Sugar Creek United Methodist Church, 1022 New City Road, Pawnee, IL 62558
- Chatham Elementary School students will go to Prairie View Reception Center, 8855 Illinois 4, Chatham, IL 62629
- Glenwood Elementary School students will go to Glenwood High School or Chatham Presbyterian Church, 1835 E. Walnut Street, Chatham, IL 62629

Parents may pick up their child(ren) at these locations after notifying the school official in charge. Additional instructions will be given in the event of an evacuation, including alternative methods to return your child home.

Cooperation and Assistance Request

During any emergency or potential disaster and for the safety of all students and staff, please follow the instructions of the Director of Safety and Security as well as the Building Principal. These instructions will be widely disseminated.

Defamatory or disruptive behavior will only lessen our response effectiveness.

If you have any questions, please feel free to contact the District office or your child's Principal. In the meantime, thank you for your cooperation and support.

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.

Any student or parent/guardians with a sex equity or equal opportunity concern should contact the building principal.

INVITATIONS and GIFTS

Party invitations or gifts for classmates **are not to be brought to school to be distributed**. Items such as these are of a personal nature and should be mailed home using the information listed in the school directory. The school is unable to release addresses and phone numbers of students. Names and addresses of students are available in the Student Directory sold by the PTO each year. Directories may also be obtained at your child's school. **Items delivered to students through florists or other outside sources will be held in the office until the end of the**

day. Items can include but are not limited to flowers, balloons, vases, etc. These gifts will not be permitted on the buses due to safety concerns.

TELEPHONE USAGE / CELL PHONE POLICY

We ask that messages be left for students only in an emergency. If there are changes in after school arrangements, please inform the school before a student's lunch period. Every effort will be made to deliver important messages. The use of telephones by students will be restricted to emergencies. Confusion over after school activities such as intramurals is not considered an emergency. Each student must have the permission of a teacher or the office staff before using a phone.

The possession and use of cellphones are subject to the following rules:

They must be kept out of sight and in an inconspicuous location, such as a backpack, purse or locker.

1. They must be turned **off** during the school day unless (a) the supervising teacher grants permission for them to be used, (b) use of the device is provided in a student's IEP, or (c) if needed during an emergency that threatens the safety of students, staff or other individuals.
2. They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.

The School District is not responsible for the loss or theft of any electronic device brought to school.

From BCSD BOE Policy 7:194

SCHOOL VOLUNTEERS

All volunteers are to complete the "Volunteer Check Form" annually and be approved by the school principal prior to assisting at the school. Forms are available in the office and on the school web site. Some teachers utilize parent volunteers in the classroom. Individual teachers make this decision. Teachers who desire parent volunteers will notify parents. The learning centers are always in need of parent volunteers. Contact the learning center directors if you are available to help. For school-wide volunteer opportunities, please contact the building principal. Volunteers are to check in at the office to receive their visitor badge before going to the classroom.

CLASS PARTIES/TREATS

There are four class parties throughout the school year: fall, winter, Valentine's Day, and end of the year. These parties are planned in conjunction with parent volunteers. When bringing in class treats, all items must be store bought and pre-packaged.

FIELD TRIPS

Field trips are a privilege for students. The classroom teacher pre-arranges field trips. At the time of registration, parents are asked to sign a permission form for field trips. The classroom teacher will notify parents about each field trip. All students are required to ride the bus to and from the field trip destination unless prior approval has been given by administration. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

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

CHAPERONE GUIDELINES FOR FIELD TRIPS

Prior to assisting a trip, all chaperones must complete the “Volunteer Check Form.” Field trips are an extension of classroom learning. They offer a wide variety of experiences, which enhances the learning of our students. Providing a safe environment for our students during these trips is an added responsibility for teachers and chaperones. These guidelines are designed to help all chaperones provide a safe and educationally successful trip for our young learners. The classroom teacher may provide additional guidelines.

1. Chaperones are responsible for the students the teacher has assigned to them. Chaperones are to know where their students are at all times and are never to leave students unattended.
2. Chaperones are to escort students to the restrooms and whenever possible, accompany them into the restrooms. Male and female chaperones may need to assist each other at these times.
3. Chaperones are to see that their students abide by the time schedule that is outlined for the field trip.
4. Chaperones must insure that all of their students follow the necessary and applicable safety rules on and off the bus.
5. If a student should become ill or injured, the chaperone is to notify the teacher immediately available. The chaperone is to give the responsibility of the rest of the group to another chaperone and take care of the child in need.
6. Chaperones are to direct their students to behave in a manner that allows them to best benefit from the trip. Students are to be respectful and courteous at all times. Any behavior problems are to be dealt with in a firm, consistent, and fair manner. The teacher should be informed of any behavior problems as soon as possible.
7. Chaperones are to assist the students in learning during the field trip. They are to help students understand displays, speakers, etc.
8. Chaperones are expected to follow all policies and guidelines.
9. Chaperones cannot bring other children on field trips.
10. Please refrain from bringing money for extra items such as food and gifts.

ASSEMBLIES

In-school assemblies and other school programs are arranged by the teachers and/or the PTO with the approval of the principal. Some performances are by local groups and some are by professional groups.

STUDENT OF THE WEEK

All students are eligible for Student of the Week. Individual classroom teachers may include additional criteria.

Students of the Week have their picture taken for publication. (If you prefer to have your child's picture omitted, please inform school office personnel.) Parents are invited to join their children any day that week for lunch in the cafeteria.

Weather-Related Emergency School Closing Procedures

During inclement weather, please refer to any of Ball-Chatham's websites, or listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced by 6

a.m. via the District's emergency messaging system. If bad weather occurs during the day (after school has begun), the District will send out a message to parents, as well as post on all websites. In most instances, the decision to dismiss early will be announced prior to 11 a.m.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. **DO NOT CALL THE SCHOOL EACH TIME THERE IS AN EARLY DISMISSAL.** If we dismiss early for an emergency, all after-school functions are automatically cancelled.

School emergency closings could happen at any time of the year. Parents need to arrange plans with their children (and a neighbor, child care, employer, etc.) on what is expected should an emergency closing occur. Decisions to close or dismiss school early are always a judgment call, however, we do use some general criteria in making such decisions. School procedures call for an emergency school closing announcement to be given over local radio and television media. Below are some of the criteria and examples of what would impact a decision to cancel school or to dismiss school early.

1. **Weather Forecasts** - Weather conditions and events are very unpredictable. We will never cancel school or dismiss school early solely on a weather forecast. Weather events must be occurring and deteriorating for school to be cancelled or for us to dismiss early.
2. **Extreme Heat** – Per Illinois State Board of Education guidelines, school districts cannot announce in advance (i.e., the day prior) that school will be closing after less than 5 clock hours because of extreme heat. To announce this in advance will cause the district to use one of its five emergency days instead of counting a shortened day as a full day of attendance. Therefore, any announcements that we will be dismissing school for extreme heat will only occur on the morning of the event and only after the start of school.
3. **Snow** - Generally speaking snow is not a primary reason for closing school. As long as roads are not drifting shut, it's possible we would have school even with a sizable snowfall (e.g., greater than six inches).
4. **Road conditions** - As referenced above, road conditions dictate many of our decisions. Due to the fact the district is widely spread out, we primarily consider road conditions where the bulk of our students live (Springfield, Chatham, and unincorporated areas of Chatham, Ball, and Cotton Hill Townships).
5. **Cold** - We will look at wind chill and air temperature (also road conditions) when making a decision relating to cold weather. Please remember that we do live in central Illinois so below 0° weather is not uncommon. In most situations, if air temperature is 0° to -10° with a little or moderate wind chill, we will likely have school. Air temperature of -20° or below (regardless of wind chill) will probably cause us to cancel school. If temperatures are between -11° to -19° and depending on wind chill, road conditions, and other current weather conditions, we may or may not have school.

Please remember that the safety of our students will always be our top priority. We trust this communication provides you with necessary information into our decision-making process.

School Operations During a Pandemic or Other Health Emergency

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

RECESS ATTIRE

We go outside every day unless it is raining or extremely cold. Students need to come to school dressed appropriately to play outside during recesses. They should be dressed for cold weather (hats, scarves, mittens, boots, etc.). Please help your children dress appropriately for the weather.

WEATHER POLICY

Students will go outside during recess whenever possible. However, the temperature/wind-chill is monitored throughout the school day, and students will have indoor recess if wind chill temperature is below 20 degrees. When it is considered dangerous at the time students would be normally be outside, then they will have recess inside.

VIDEO AND AUDIO MONITORING SYSTEMS

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

ACCOMMODATING INDIVIDUALS with DISABILITIES

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

READING INITIATIVES

The ability to read and understand what is read is vital to school success. Students who are struggling in reading are given additional supports in a variety of ways. The collection of various forms of data and the RTI process guide this process and determine the best course of action for students.

FINE ARTS

Fine Arts are an integral part of our school curriculum. Specialists are employed in these areas.

In art class, we attempt to motivate children to see, sense, recall, and to be more aware of their expanding and changing environment. Children create with paint, crayon, pastels, clay, yarn, cloth, paper, and other materials. Students' artwork is often entered in exhibits, fairs, and contests.

In music class, we attempt to develop a sense of respect for and appreciation of music. Finding and using a child's singing voice is important in the development of music skills, attitudes, understandings, and achievements. Reading music, instrument recognition, melody playing, chord playing, and part-singing are included in the curriculum. Instrumental instruction is introduced to all fourth graders. A unit on playing the recorder is part of the curriculum.

ELEMENTARY PHYSICAL EDUCATION

Our primary aim in elementary physical education is to help each child develop proficiency in movement skills through a wide variety of activities. The emphasis is not on extremely high degrees of skill but on efficient performance in many skills. Our physical education program is sequential with emphasis in the primary grades upon developing adaptability, flexibility, variability, and variety in the use of basic motor skill patterns.

In the upper grades, we change to the development and refinement of specific skills in a variety of games and athletic activities. Students are tested twice a year in the President's Physical Fitness Test where no grades are given and overall effort is emphasized. Students need to wear appropriate footwear each day for P.E. class.

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

SAFE TOUCH / SEX EDUCATION

The school provides prevention education / personal safety (sexual abuse prevention) to individual classrooms in an age appropriate and non-threatening manner.

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents/Guardians may examine the instructional materials to be used in any district sex education class or course.

ENGLISH LANGUAGE 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 Language Learners will be (1) given the opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs.

For questions related to this program or to express input in the school's English Language Learners program, contact your child's school.

SCHOOL COUNSELING PROGRAM

The school counselor provides a comprehensive school counseling program for students and staff. The primary component of the program includes teaching a universal social emotional learning (SEL) curriculum, based on the ISBE standards, to every class on a weekly basis. The school counselor may also provide secondary layers of intervention and support, including small group support, check-in/check-out and other interventions/supports based on building data and student need. The school counselor collaborates with teachers and other staff members to support students' success in and out of the classroom. The counselor will assist with students in crisis as needed.

HOMELESS CHILD'S RIGHT TO EDUCATION

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. continuing the child's education in the school of origin for as long as the child remains homeless, or if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

For more information, please contact your school's office and request the Homeless Liaison.

LEARNING CENTER

The learning center provides books for students to read for leisure as well as books and reference materials for

their school projects. The librarian instructs students on the use of the learning center materials, such as the use of the computer card catalog, care of books, and the use of reference materials.

The learning center was developed to assist teachers and students in their everyday school life and to provide a central area for proper storage and maintenance of materials to supplement the curriculum. The director is responsible for maintaining a collection of audio-visual and printed materials to support the curriculum of the school. The library books and reference books for the children are also housed in the learning center.

The staff of the learning center assists teachers by providing audio-visual and printed materials to support units of study, by selecting collections of books for classrooms, and by recommending story time books.

The learning center staff supervises students as they work on individual projects, choose library books, or use the learning center technology.

Parent volunteers are especially needed on a scheduled basis to help our young students make the best use of the learning center. If you are interested in volunteering in the learning center, please contact each school's director.

ACCEPTABLE USE POLICY - TECHNOLOGY

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. Students are provided assisted technology instruction. The instruction may also consist of distance learning (INTERNET). Such instruction will be under the direct supervision of a teacher or adult supervisor. Students are not to provide their name, phone number or address to any site on the Internet or other wide area network. The professional staff will provide training in the appropriate use of technology. An Acceptable Use Policy agreement form must be signed prior to use of district technology equipment and services. (The complete Acceptable Use Policy is available on the District website and upon request at each school.)

HOMEWORK

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level. In the upper elementary grades, homework is an important student activity that contributes to educational progress and achievement. Homework is a task initiated and/or motivated in the classroom related to the objective of the subject studied. Teachers will review and communicate grade level procedures regarding late or missing homework.

GRADING AND REPORT CARDS

School report cards are completed quarterly. Reports will be available online only unless a specific request is made to the school office. A copy of the report card will be issued to non-custodial parents upon request. For questions regarding grades, please contact the classroom teacher.

GRADE PROMOTION/RETENTION

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized testing and other assessments. A student will not be promoted based upon age or any other social reason not related to academic performance. **(Please reference Ball-Chatham Board of Education Policy 6:280)**



CHAIN OF COMMAND

At times parents have concerns about how things are handled in the classroom or school. District Policy outlines how such concerns should be handled.

Step One: Speak to teacher, coach, or supervisor who has direct command of the concern or situation.

Step Two: If concern is not resolved through step one, speak with the supervisor of personnel from step one which would be the Athletic Director, Principal, or Director.

Step Three: If concern is not resolved through steps one and two, speak to the 3rd tier supervisor of administrative personnel (Superintendent).

Step Four: If concern is not resolved through steps one, two and three, direct your concerns to the Board of Education.

STANDARDIZED TESTING

Students and parents/guardians should be aware that students in grades 3-4 will take the state assessment each year. 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 in achieving 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 each evening;
3. Ensure students eat well each morning, particularly ensuring they eat sufficient protein;
4. Remind and emphasize to students the importance of good performance;
5. Ensure students are on time and prepared 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 days.

Parents will receive the results of the state assessments as soon as they are available, usually in the fall of the next year.

Parents desiring an explanation of test results should schedule a conference with their child's teacher.

ANIMALS ON SCHOOL PROPERTY

In order to assure student health and safety, animals are NOT allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

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.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized

education program. For information on home or hospital instruction, contact the building principal.

PARKING

The school has specific locations available for school visitor parking. Those dropping off and picking up children may do so in accordance with each school's procedures.

Vehicles MAY NOT be parked or located in bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

PESTICIDE APPLICATION NOTICE

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

SCHOOL NURSE

There is a school nurse at each school who is available at all times during the school hours for any emergency situations that occur.

When a child is unable to go outside or participate in physical education class, the parent or guardian should send a note, which states the reason, to the teacher. If your child is to remain inside or not participate in physical education for more than three days, a note from your doctor will be required, and should be sent or brought to the nurse early in the morning.

HEARING AND VISION SCREENING

Students in the following grades will be screened for vision and hearing: Special Ed, Pre-School, Kindergarten and Second Grade. 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. Parents and teacher are notified if the child fails the screening. The nurse should be contacted if at any time during the year a parent is suspicious of a hearing or vision problem.

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.

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.

Students may not share ANY food with any other students for the safety of everyone due to allergies.

STUDENT MEDICATION

Administering Medicines to Students

Students should not take medication during school hours or during school-related activities 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, including essential oils, during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication below.

1. A *School Medication Authorization Form* (Exhibit 7:270 E3) or written statement from the student's physician, indicating the necessity for the medication and proper dosage, time, and duration shall be required.
2. A completed and signed *School Medication Authorization Form* (Exhibit 7:270 E3) is submitted by the student's parent/guardian.
3. Medication shall be brought to school by the parent and/or guardian and personally delivered to the school nurse or adult office personnel in the original medicine container with the current pharmacy label attached. The name of the student and the names of the physician and pharmacy shall be indicated on the containers.

Medication may be transported by the student only if it is impossible for an adult to bring it personally to the school by following these steps:

1. A parent or guardian should call the school the day before sending the medicine to inform the nurse that the student will be transporting medication to school. If the parent/guardian is unable to call the day before due to a weekend or holiday, the parent may telephone the nurse the morning of the return to school to inform her/him that their student is bringing medication to school.
2. The notification must include the name, quantity, and consistency (tablet, capsule, liquid, or inhaler) of the medication.
3. The medication container should be in a sealed envelope with the student's name and the quantity that is contained in the container.
4. The student must deliver the envelope to the nurse as soon as she/he arrives at school.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication, including essential oils, until a completed and signed *School*

Medication Authorization Form (Exhibit 7:270 3E) or a Self Permission Slip to Allow Self-Administration of Asthma Medication or Anaphylactic Response Medication (Exhibit 7:270 E2) is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication, including essential oils, on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication. The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

Self-Administration of Medication

A student may possess and administer an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a *Self Permission Slip to Allow Self-Administration of Asthma Medication or Anaphylactic Response Medication*). The superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student.

A student may self-administer medication required under a qualifying plan, provided the student's parent/guardian has completed and signed a SMA Form. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an Ill. Food Allergy Emergency plan and Treatment Authorization form, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act

School District Supply of Undesignated Asthma Medication

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated asthma medication in the name of the District and provide or administer them as necessary according to State law. *Undesignated asthma medication* means an asthma medication prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having *respiratory distress*. Respiratory distress may be characterized as *mild-to-moderate* or *severe*. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

School District Supply of Undesignated Epinephrine Auto-Injectors

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated epinephrine auto-injectors in the name of the District and provide or administer them as necessary according to State law. *Undesignated epinephrine auto-injector* means an epinephrine auto-injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine auto-injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

School District Supply of Undesignated Opioid Antagonists

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of

undesigned opioid antagonists in the name of the District and provide or administer them as necessary according to State law. *Opioid antagonist* means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. *Undesigned opioid antagonist* is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesigned opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

Designated Caregiver

Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District; and That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*.

Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited. After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

STORAGE OF MEDICATION

Medication will be stored in a locked drawer or cabinet. Medications requiring refrigeration will be refrigerated in a secure area. Long-term medication may be brought to school in doses for one month. The prescription should be attached to the medicine container. The school nurse will administer medication; however, if the school nurse is unavailable a substitute registered nurse, school administrator or his/her designee will administer the medication after being instructed by the school nurse as to the procedure of administering and recording of the medications.

This does not prohibit any school employee from providing emergency assistance to students.

RECORDING OF MEDICATION

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

Parents must pick up any unused medication at the end of the treatment regimen and/or at the end of the semester. If the parent does not do so by the end of each semester, the school nurse will dispose of the medication. Medications that are destroyed will be done in the presence of a witness and documentation made of student's name, medication, and date destroyed. With parent permission, the school will supply Tylenol, Ibuprofen, antacids, and cough drops as needed. Inhalers are a part of prescription medication and must not be kept in lockers, book bags, or on the student. The student has access to the nurse's office within a sufficient amount of time to get and use an inhaler. If a student must carry an inhaler, a self-administration form must be completed by a physician and parent/guardian.

IMMUNIZATION, HEALTH, EYE AND DENTAL EXAMINATIONS

Required Health Examinations and Immunizations

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

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

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

Failure to comply with the above requirements by 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.

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

In accordance with rules adopted by the Illinois Department of Public Health (IDPH), a student will be exempted from this policy's requirements for:

1. Religious or medical grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease* and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunization requirements on medical grounds, if a physician provides written verification.
3. Eye examination requirement, if the student's parents/guardians show 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.
4. Dental examination requirement, if the student's parents/guardians show an undue burden or a lack of access to a dentist.

ILLNESS / INJURIES

Children who do not feel well or become injured are directed to go to the nurse's office for assessment. Depending on his/her need, students are either sent home or back to class.

According to the Center for Disease Control and Prevention (CDC) and Illinois Department of Public Health, students should be without a fever (100° F) and should not have received any medication that aids in lowering a fever for at least 24 hours before returning to school.

The following is a guideline of when not to send your child to school:

- Has vomited within the last 24 hours
- Has a persistent cough or chest congestion
- Has diarrhea within the last 24 hours
- Has yellow or green drainage from their nose
- Has a rash of unknown origin
- Has head lice
- Has red swollen eyes that are draining
- Has strep throat

www.isbe.state.il.us/nutritional/pdf/food_allergy_guidelines.pdf

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.

RESPONSE TO INTERVENTION (RtI)

Students enter our schools with many abilities and many needs. The goal of the entire staff is to help each child be successful. It is our primary task to determine each child's strengths and weaknesses and help each grow to his or her full potential. Many steps are taken to ensure that each student's education is meaningful.

RtI is a process designed to help schools match student needs to research based interventions. Student progress is monitored on a frequent basis. The information gained from the RtI process is used by school personnel to make decisions regarding the student's educational program. More information can be obtained about the RtI process on the school's website or by contacting the building principal.

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 Safeguard Available to Parents of Students with Disabilities" may be obtained from the school office.

If a student is not achieving the desired level of success with accommodations and consultations, educational concerns may be brought to a Student Success Team (SST) for further input from the team of psychologists, teachers, social workers and administrators. A referral for special education testing may be made by administrators, teacher, parent, or Student Success Team. With parental permission, the child can be tested by our special education staff. The results of the testing are discussed with the parents, teacher(s), and special education staff to determine if the child has a need for special services. If it is determined that the child has a special education need, the child will receive services from our special education staff.

Many different delivery systems are used to insure that a child is receiving the help necessary for success. The method of delivery of special education services is determined by the needs of the individual child. Some children are able to receive their special education assistance in a regular education classroom with the special education teacher and classroom teacher working collaboratively to support the child in his or her learning. Some students receive direct instruction outside of the classroom to gain the skills necessary for success.

Related Service Logs¹

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

Of special note is the availability of Early Childhood screening and diagnostic services. Any parent of a child 3 years of age or older who suspects his/her child may need special help should contact Ball Elementary School.

DISCIPLINE of STUDENTS with DISABILITIES

It is the policy of Ball-Chatham School District to comply with ILCS law and regulations on the use of behavioral interventions for students with disabilities who are receiving special education services. Ball-Chatham School District believes that behavioral interventions should be used by teachers and administrators to identify, promote and strengthen desirable adaptive student behaviors. A fundamental principle is that positive interventions designed to develop and strengthen desirable behaviors should be used whenever possible.

Ball-Chatham School District recognizes that while positive approaches alone will not always succeed in managing extremely inappropriate behavior, the use of more restrictive behavior interventions should be considered to be temporary and approached with utmost caution. If any portion of this policy is invalid, it shall not affect the validity of the remainder of this policy. This policy shall be deemed to be amended by operation of law where statutory or regulatory amendments or case law necessitates change to policy. **(Please reference Ball-Chatham Board of Education Policy 6:120AP1)**

EXEMPTION from PHYSICAL EDUCATION REQUIREMENT

A student in grades 3-12 who is eligible for special education may be excused from physical education courses if:

1. The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services, or
2. The student's individualized education program team determines that the student must utilize the time set aside for physical education to receive special education support and services.

The agreement or determination is made a part of the individualized education program. A student requiring adapted physical education will receive that service in accordance with the student's individualized education program.

REQUEST to ACCESS CLASSROOM or PERSONNEL for SPECIAL EDUCATION 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.

STUDENT PRIVACY PROTECTIONS

SURVEYS FOR THIRD PARTIES

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

SURVEYS REQUESTING PERSONAL INFORMATION

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.

4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

INSTRUCTIONAL MATERIAL

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

MANDATED REPORTERS

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

SCHOOL VISITATION RIGHTS

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

ACCESS TO CLASSROOMS

Visitors will be afforded reasonable access to educational facilities, personnel, classrooms, and buildings and to the child. To minimize disruption, reasonable access means that the parent(s)/guardian(s) or qualified professional retained by or on behalf of a parent/guardian or child is allowed access once per school quarter for up to one hour or one class period. In recognizing the importance of the academic setting, please prearrange a time to visit in advance. A visitor may request the authorized administrator to grant longer or additional observations based on individual circumstances and provide any supporting documentation in support of such a request.

Visitors must comply with:

- a. School safety, security, and visitation policies at all times.
- b. Applicable privacy laws, including those laws protecting the confidentiality of education records such as the federal Family Educational Rights and Privacy Act and the Illinois School Student Records Act.
- c. Board policy 8:30, *Visitors to and Conduct on School Property*. Visitors may not disrupt the educational process. **(Please reference Ball-Chatham Board of Education Policy 6:120 AP2)**

SEX OFFENDER NOTIFICATION LAW

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

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above, he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from

school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

SEX OFFENDER AND VIOLENT OFFENDER COMMUNITY NOTIFICATION LAWS

State law required that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://isp.state.il.us/sor/>.

You may find the Illinois Statewide child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www/isp/state.il.us/cmvo/>.

STUDENT RECORDS

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

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

1. **The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. **The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.**

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be send to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative

interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

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

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

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

5. **The right to prohibit the release of directory information.**

Throughout the school year, the District may release directory information regarding students, limited to:

Name

Address

Gender

Grade level

Birth date and place

Parent/guardian names, addresses, electronic mail addresses, and telephone numbers

Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs

Academic awards, degrees, and honors

Information in relation to school-sponsored activities, organizations, and athletics

Major field of study

Period of Attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

6. **The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.**¹
Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parent/guardian, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the building principal.
7. **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.**
8. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington DC 20202-4605

¹This section is only applicable to high schools.

Annual Notice to Parents about Educational Technology

Vendors Under the Student Online Personal Protection Act [1]

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

TEACHER QUALIFICATIONS

Parents/Guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

Whether the teacher has met State certification requirements;

Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;

The teacher's college major;

Whether the teacher has any advanced degrees and, if so, the subject of the degrees, and

Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the District Office.

SAFETY DRILL PROCEDURES AND CONDUCT

Safety drills will occur annually. Students are required to be silent and comply with the directive of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

SECURITY

The office entrance by the flagpole will be the official entrance to the school building. To insure the safety of all our students, all other doors will be locked. **All parents and visitors must report to the main office to sign in when entering the building and receive a visitor's badge before leaving the office area; visitors must sign out in the office when leaving the building.** All students arriving late or leaving early must sign in and out in the office. (Students are not to be picked up in the classroom.)

SCHOOL BUS MONITORING SYSTEM

A video monitoring system is in use on some of the Ball-Chatham buses. When this system is present, a camera will provide a visual and audible record of the activities on the bus. If a discipline problem is recorded, a referral will be made to the building administrator. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

STUDENT DROP OFF & PICK UP

Please use the designated parent drop off area at each school, or park in the visitor parking lots and walk your child safely to the school. **Do not park or drop off your child in the bus lane.** See the front page for drop off times for each elementary school.

Parents will need to sign out their student in the designated area by coming into the building. Please make prior arrangements before 1:30 pm when you know you will be picking up your child.

For safety reasons, parents must attend to younger children at all times. Please do not allow younger children to wander unsupervised. Cell phones should not be used during the pick up or drop off times.

ELEMENTARY DISCIPLINE CODE

SCHOOL CLIMATE EXPECTATIONS

PBIS SYSTEM: (Positive Behavior Intervention and Supports)

The Ball-Chatham School District's goal is to provide a safe and positive learning environment for the students, teachers and staff through the implementation of Positive Behavior Intervention & Supports (PBIS) System. In addition, we will reduce behavior problems that interfere with student learning. PBIS is a school-wide system that will help improve consistency in expected behaviors, resulting in students being safe and prepared to learn.

PBIS is a data-driven, proactive systems approach for establishing the behavioral supports and social environment needed for all students in a school to achieve social, emotional, and academic success. It conforms to the behavioral system of the Response to Intervention (RTI) model. In PBIS, behaviors will be taught just like academic skills are taught. Our focus is to build a positive environment in our schools and classrooms. The district has chosen three core behavior expectations that can be applied to all school settings.

1. Be Respectful
2. Be Responsible
3. Be Safe

Each classroom, will use a classroom management system to monitor individual student behaviors. An ongoing focus on positive behavioral choices will be provided to all students. However, should problem behaviors occur, your child's teacher will communicate directly with you. Substantial or consistent behavioral concerns will be addressed by the principal/assistant principal. Students referred to the office for behavioral concerns will receive consequences outlined in the Parent Student Handbook.

Some students may require additional supports to promote a Respectful, Responsible, and Safe learning environment. For these students, the Ball-Chatham district may offer: Check-In/Check-Out (CICO), Student Academic Instructional Groups (SAIG), and Mentoring.

- Check-In Check-Out (CICO) - CICO is a targeted intervention that stems from a positive, proactive approach encouraging students to do their best each day and follow the 3 district-wide expectations; be respectful, be responsible, and be safe. CICO pairs students with a team of individuals who provide support both at the beginning and end of the day to do their best. It also provides a chance for that student to receive 1:1 feedback from the teacher based on scores from a daily progress report that show how well the student is following the 3 school-wide expectations. CICO is an opportunity that provides students a chance to connect with staff members and teachers.
- Mentoring- Students can be paired with a staff member in order to provide a meaningful relationship and connection aimed at helping the student reach his or her potential.

By teaching these core behavior expectations, the district wants to equip all students with the knowledge necessary to achieve their unique potential. PBIS enables our students to behave in the spirit of the Ball-Chatham District motto: Engaging Excellence, Everyday in Every way for Everyone.

Behavior Guidelines

The administration, faculty, and staff believe all students can behave appropriately. Misbehavior is a matter of choice. Every student is responsible for his/her actions.

Pupils enrolled in the Ball-Chatham schools shall be subject to the discipline code of the District. Pupils of the District on a school day whether at school, on the way to or from school, or in public away from the school premises should conduct themselves in a manner as not to be detrimental to the welfare of the school or any of the

pupils or teachers thereof. In order to assist students in knowing what type of behavior is expected of them, the following guidelines should be noted and observed:

- Be courteous and respectful to others.
- Keep your hands, feet, and objects to yourself.
- Follow directions from all school personnel.
- Report to classes on time.
- Arrive to class with all required material, including homework.
- Gum is not to be brought to school.
- Writing or passing notes is not allowed during the school day.
- Walk quietly and respectfully through the halls at all times.
- No head coverings, including hats, scarves or hoods shall be allowed in the school building except for sincerely held religious purposes and with express written permission of school administration.
- Students will use technology as outlined in the Acceptable Use Policy.
- The K–4th grade students have a Closed Campus.

Student's personal property:

- Students are encouraged to not bring personal property such as electronic hand held games, remote control cars, trading cards and audio equipment to school. **School personnel are not responsible for personal property.**

Cell phones and Other Electronic Devices are subject to the following rules:

- a. Using or possessing an electronic paging device or using a cellular telephone, personal digital assistants (PDAs) or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs, cheat, signal others, or otherwise violate student conduct rules.
- Trading of personal items such as toys, CD's, and trading cards are not allowed.
- Inappropriate clothing that interferes with learning will not be allowed. (See School Attire)
- Book bags, duffel bags, back packs, purses, and coats, etc. must be left in hall lockers or designated area at the start of the school day.

Behaviors that interfere with a safe and productive learning environment for our students will not be tolerated. Misbehaviors will be handled by teachers, administrators and/or classified supervisory personnel. Behaviors that threaten the safety and/or learning of others shall be referred to administration.

STUDENT BEHAVIOR

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, vapes, vape pens or other vaping related products.
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, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
- 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 unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
- 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, 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..

6.Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

7.Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.

8.Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.

9.Engaging in 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.

10.Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.

11.Engaging in teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.

12.Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.

13.Entering school property or a school facility without proper authorization.

14.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.

15.Being absent without a recognized excuse.

16.Being involved with any public school fraternity, sorority, or secret society.

17.Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.

18.Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.

19.Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee

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.

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 or
5. During periods of remote learning.

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 under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent’s determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre,

cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm. This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area. Note: Illinois Concealed Carry law allows the storage of weapons in a vehicle, unloaded and cased, on school property.

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

Re-Engagement of Returning Students The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Search and Seizure

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

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

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

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

Students Searches

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

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity

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

COURSE OF DISCIPLINARY ACTION

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:

- Verbal reprimands
- Loss of privileges
- Conference with student
- Behavior contract
- Detention: Recess and/or Lunch
- Conference with parents by phone or in person

- Letter or note written by child, teacher or supervisor
- Temporary removal from classroom
- Referral to the school counselor for individual or small group intervention
- In-School detention

In the continuing effort to provide a safe and productive learning environment, the following disciplinary actions are available to the administration.

- Conference with students/parents
- Seizure of contraband
- Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), “look-alikes”, alcohol or weapons.
- Suspension of bus privileges
- Suspension of 1 to 10 days in school or out of school
- Referral to school counselor / outside agency
- Restitution in cases of school property damage
- Recommendation to school board for expulsion
- Other actions deemed appropriate

While under supervision of school personnel, students are expected and required to behave in an orderly and appropriate manner. Students will respect the rights of others, the rules and regulations of the School District, the directives of school personnel, and all existing laws. Students are subject to appropriate disciplinary measures for unlawful or improper conduct. Demonstration of gross disobedience or misconduct may result in suspension and/or expulsion from school in accordance with the provisions of The School Code, School District rules and regulations, and other applicable laws.

(Please reference Ball-Chatham Board of Education Policy 7:190)

The ILCS 5/10-22.6 provides parents or guardians of a suspended student an opportunity to a hearing for any suspension. The purpose of this hearing is to allow parents who believe their child has been unjustly treated, an opportunity to appeal the suspension. If you request a hearing, it must be done in writing to the superintendent or building principal within ten (10) days of the suspension.

Isolated Time Out, Time Out and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student’s behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

Harassment of Students Prohibited

Bullying, Intimidation, and Harassment Prohibited

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge from 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; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate

harassing, intimidating conduct, or bullying whether verbal, physical, sexual, visual, or via electronic means that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct 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.

Making a Complaint; Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, 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.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. If possible, at least one of these individuals will be female, and at least one will be male.

Nondiscrimination Coordinator:

Building Assistant Principal at each school

Ryan Green/Sarah Dowis/Justin Joiner

217-483-2424

Steve Rembusch GMS; 217-483-2481

Eric Surges, GIS; 217-483-1183

Holly Rembusch, BE; 217-483-2414

CE; 217-483-2411

Dan Lund, GE; 217-483-6704

Complaint Managers:

Building Principal at each school

Ryan Green GHS; 217-483-2424

Christine Lehnen, GMS; 217-483-2481

Elizabeth Gregurich, GIS; 217-483-1183

Tricia Burke, BE, 217-483-2414

Cindy Crow, CE, 217-483-2411

Chelsey Ziebler GE, 217-483-6704

Building Assistant Principal at each school

Justin Joiner/Sarah Dowis GHS;
217-483-2424

Steve Rembusch GMS; 217-483-2481

Eric Surges, GMS; 217-483-1183

Holly Rembusch, BE; 217-483-2414

Ben Kwedar CE; 217-483-2411

Dan Lund , GE; 217-483-6704

The Superintendent shall use reasonable measures to inform staff members and students of this policy, such as, by including it in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT

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

Bullying on the basis of actual or perceived race, color, national origin, 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 nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

Bullying includes *cyber-bullying* 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.

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

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

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

Bullying Prevention and Response Plan

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

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the 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.
4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.

- b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
- c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
- d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

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

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

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

- 12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - b. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - c. 6:125 *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
 - d. 6:236 *Acceptable Use Policy*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.

- e. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
- f. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
- g. 7:190, *Student Discipline*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.

7:310, *Publications*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

STUDENT SEARCH PROCEDURE

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.

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.

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.

Agency and Police Interviews

The Superintendent shall develop procedures to manage requests by agency officials or police officers to interview

students at school. Procedures will: (1) recognize individual student rights and privacy, (2) minimize potential disruption, (3) foster a cooperative relationship with public agencies and law enforcement, and (4) comply with State law.

SCHOOL ATTIRE

A student's style of dress must not interfere with the educational process or student safety. Appropriate dress will be determined by health and safety factors that substantially and materially disrupts the educational process. Parents will be contacted by the administration if they feel the student violates this rule. Vulgar, obscene or inappropriate words or graphics including gang symbols, on shirts, torn clothing, revealing clothing, or clothing that prohibits the identification of a student should not be worn. No head coverings, including hats, scarves or hoods shall be allowed in the school building except for sincerely held religious purposes and with express written permission of school administration. Garments that advertise or promote alcoholic beverages and/or drinking establishments, tobacco products or drugs are not acceptable attire. Shoes with wheels ("Wheelies") shall not be worn at school.

SCHOOL TRANSPORTATION GUIDELINES

Your child's bus stop will be communicated to you prior to the start of the school year. 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 transportation office.

Requests for changes to your student's bus transportation needs must be communicated in writing 48 hours in advance of the change. Requests will be considered by transportation and a determination will be based on district policy and space availability on the bus. No verbal requests or requests less than 48 hours in advance can be accommodated.

The school bus driver must devote 100 percent of their time driving the school bus and, should not be distracted by the conduct of the passengers. Each year millions of pupils are transported to and from school safely. This is possible only because the students understand how to act safely on the school bus. Everyone, (the classroom teacher, parents, and the riders themselves), has a part in helping the driver maintain order.

While students are on the bus, they are under the direct supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written office discipline referral, student bus problems will be investigated and handled by the building administration.

Parents will be informed of any and all inappropriate student behavior on the bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

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.

The following instructions are issued from the Illinois State Board of Education.

1. Be on time at the designated school bus stop; help keep the bus on schedule.
2. Stay off the road while waiting for the bus.
3. Be careful approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
4. Do not leave your seat while the bus is in motion.
5. Be alert to a danger signal from the driver.
6. Remain in the bus in the event of a road emergency until the driver gives instructions.

7. Keep hands and head inside the bus at all times. Do not throw anything out of the windows.
8. Remember that unnecessary confusion diverts the driver's attention and could result in a serious accident.
9. Be absolutely quiet when approaching a railroad crossing.
10. Treat bus equipment as you would valuable furniture in your own home. Never tamper with the bus or its equipment.
11. Assist in keeping the bus safe and sanitary at all times.
12. Keep books, packages, coats and all other objects out of the aisles.
13. Leave no books, lunches, or other articles on the bus.
14. Be courteous to fellow pupils and the bus driver. Help look after the safety and comfort of smaller children.
15. Do not ask the driver to stop at places other than the regular bus stop. The driver is not permitted to do this, except by proper authorization from a school official.
16. Observe safety precautions at discharge points. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder on the highway where traffic may be observed in both directions. Wait for a signal from the bus driver permitting you to cross.
17. Observe the same rules and regulations on other trips under school sponsorship as you serve between home and school. Respect the wishes of the chaperones as appointed by the school.
18. Students at the school bus stop are expected to follow the rules of the school. Infractions at the bus stop will be reported as bus riding infractions.
19. Parents will be liable for any defacing or damage to the bus by their child.
20. All items must be able to fit in a student's book bag. Items larger than that are prohibited unless permission has been granted from the bus driver or administration.

BUS DISCIPLINE PROCEDURES

The following are considered steps of a progressive discipline policy that may begin with step one to step three, depending on the seriousness of the incident in question.

1. The bus driver will give verbal warning and other appropriate action whenever students fail to comply with rules. Students may be given assigned seating.
2. When there continues to be repeated offenses, the bus driver will complete a written Bus Incident Report to the administration, and parents will be informed. Other appropriate consequences may apply.
3. The administrator has the authority to suspend the offending student from riding the bus, for up to ten consecutive school days.

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.

ADMINISTRATIVE DISCRETION

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

The superintendent or designee, with input from a parent –teacher advisory committee, shall prepare disciplinary rules implementing the District’s disciplinary policies. These disciplinary rules shall be presented annually to the Board of Education for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the student and/or parents/guardians within 15 days of the beginning of the school year or a student’s enrollment.

(Please reference Ball-Chatham Board of Education Policy 7:190)



Glossary

The following definitions apply to all PreK –5 students in attendance in district instructional and support programs as well as school sponsored activities and events.

Academic Dishonesty Cheating on tests or assignments, copying term papers and other projects, forging signature of teacher and/or parent/guardian.

Arson The malicious, intentional attempt to burn any property.

Assault and Battery Attempting to cause and/or causing injury to another student or staff member.

Closed Campus Students are to remain in their assigned buildings and on the school’s grounds continuously from the time of reporting to the time of dismissal for the day, unless permission to leave is granted by the parent/guardian and a building administrator.

Coercion The act of compelling by pressure or threat, dominating, restraining, or controlling forcibly.

Conference A meeting conducted among students, parents, and/or school officials where participants may be notified either verbally or in writing of misconduct.

Controlled Substance Any alcoholic substance, illicit drugs or look-alike drugs, any potential mind-altering substance or prescription medications.

Defiance of School Authority Refusal to comply with reasonable requests of school personnel.

Detention Temporary assignment of a student in a special room or area under the supervision of authorized school personnel.

Disorderly Conduct/Horseplay To inappropriately disturb the educational environment. A breakdown in the orderly process of instruction and/or school activity.

Disrespect Display of rudeness or being discourteous toward others.

Due Process A student has the right to tell what happened from their point of view.

Fighting Engaging in physical contact for the purpose of inflicting harm to another person.

Forgery The false making or alternation of a written document or another person’s name or signature.

Harassment/Bullying To annoy repeatedly. Words and/or actions directed toward an individual, which are intended to harass that individual.

In-School Suspension Removal of the student from the regular academic setting or a restriction of privileges. Student remains at school but in an alternative positive learning environment.

Intimidation Threats or verbal comments with the intent to cause fear.

Insubordination An action involving open or persistent defiance of authority and/or school rules and regulations.

Intoxicating Agent Any substance used to excite or stupefy to the point where physical and mental control is diminished.

Look-Alike Drugs and Weapons Any material or substance that has the appearance of or is similar to the real thing.

Lying Intentionally giving untrue information.

Loss of Privileges Occurs when a student is not allowed to participate in any school activity other than academic classes. This may include extra-curricular activities during or after the regular school day.

Obscene Statements and/or materials that school officials find offensive.

Paraphernalia Accessories, apparatus, or equipment that may be used in the manufacture, utilization, or promotion of a controlled substance and marijuana.

Possession Includes having control, custody, or care, currently or in the past, of an object or substance, including situations where 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 student's locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Profanity Use of vulgar or obscene language, lewd or indecent gestures or clothing.

Referral A written notice of alleged misconduct.

Reprimand Warning given or disciplinary action taken by school personnel for student misbehavior.

Suspension of Bus Riding Privileges Temporary exclusion of a student from school transportation

Sale of Intoxicants or Look-Alike Substances The transfer of ownership from one person to another for a price or item of value of an intoxicant or look alike substance.

Sexual Harassment Any sexual advance, request for sexual favors, or any conduct of a sexual nature that has the purpose or effect of interfering with an individual's school performance or creates an intimidating, hostile, or offensive working climate. To annoy, beleaguer, bother, molest, persecute or tease another student.

Suspension (Out of School) Removal of the student from school for a specified length of time, not to exceed ten school days.

Temporary Instructional Alternative (TIA) Removal of the student from the regular academic setting or a restriction of privileges.

Theft Taking property that does not belong to that person.

Tobacco Dried leaves of plants used for smoking, chewing, and/or snuffing.

Trespass The unauthorized presence of an individual on private or school property.

Truancy The intentional absence from school, without legitimate cause.

Vandalism Destroying, mutilating, and/or defacing objects or materials belonging to the school, school personnel, or other persons.

Verbal Abuse Disrespectful language and/or language which is threatening in nature to a staff member or a student.

Vulgarity The use of offensive language, repulsive language, and/or profane language.

Weapons A weapon shall be defined as any object used or which could be used with the intent to do harm.

