Benjamin School District 25

Student Handbook

2026-2027

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Superintendent

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Benjamin
SCHOOL DISTRICT 25

Dear Students, Parents, and Guardians,

Welcome to Benjamin School District 25!

This handbook has been developed to help students and families make the most of the academic, social, athletic, and extracurricular opportunities available throughout our schools, while also providing a clear understanding of district policies, procedures, and expectations. A careful review of this information will ensure a shared understanding of guidelines that support safe, respectful, and productive school environments across all grade levels.

We encourage parents, guardians, and students to read and discuss the contents of this handbook together and to keep it as a reference throughout the school year. The expectations and procedures outlined within are designed to support a consistent and positive experience for all students, allowing our staff to focus on teaching and learning in a safe and nurturing environment.

At Benjamin School District 25, we are committed to providing a high-quality education for every student. We believe that strong partnerships between home and school are essential for student success. Working together, we can help students develop responsibility, independence, and a lifelong love of learning. We also recognize that students can only be held accountable for expectations that have been clearly taught and understood, and we strive to ensure clarity and consistency in all that we do.

The cooperation of parents, students, and staff is necessary to create the best possible learning environment for all. We take the responsibility of educating your child seriously and deeply value your partnership in supporting student growth and achievement.

If you have any questions or need assistance during the school year, please contact your school office.

Sincerely,

Dr. Michael Fitzgerald
Principal, Benjamin Middle School
Benjamin School District 25

Mrs. Sarah Smith
Principal, Evergreen Elementary School

This handbook is a summary of the school district's rules and expectations, and is not a comprehensive statement of school procedures. The Board of Education's comprehensive policy manual is available for public viewing through the District's website. (www.benjamin25.org) or at the District office.

BENJAMIN SCHOOL DISTRICT 25 MISSION STATEMENT

To EMPOWER every STUDENT with high-quality learning experiences that cultivate CHARACTER, a passion for LEARNING, personal GROWTH, and civic RESPONSIBILITY.

BENJAMIN SCHOOL DISTRICT 25 VISION STATEMENT

Benjamin School District 25 envisions a future in which every student reaches their full potential and is prepared to thrive in an evolving world.

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ACCOMMODATING INDIVIDUALS WITH DISABILITIES

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

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.

If you are bringing a pet or animal with you at arrival or dismissal times, please remain off school property, including sidewalks, entrances, and all school grounds. Even when leashed, animals may cause fear or distraction for some students. This expectation supports a safe and orderly arrival and dismissal environment for all students.

ANNOUNCEMENTS

Benjamin Middle School:

The daily bulletin will be read over the public announcement system to students during homeroom and via BB300 broadcast. These are also available on-line through PowerSchool and our school website, www.benjamin25.org, for parents and students to read. Items to be placed in the bulletin must be approved by a teacher or administrator and submitted to the office by 1:00 PM the day before.

Evergreen Elementary School:

Announcements begin promptly after the 8:30 AM bell rings. Announcements include the pledge of allegiance, birthdays, specials day, daily/weekly events, special messages, and weather.

ANNUAL NOTICE TO PARENTS ABOUT EDUCATIONAL TECHNOLOGY VENDORS UNDER THE STUDENT ONLINE PERSONAL PROTECTION ACT

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

ARRIVAL AND DEPARTURE

Benjamin Middle School

SCHOOL HOURS

Grade Level	Starts	Ends
5th-8th	7:42 AM	2:35 PM

MODIFIED SCHEDULES

Schedule Name	Starts	Ends
Early Release	7:42 AM	1:45 PM
Half Day	7:42 AM	11:10 AM

All students will gather on the blacktop area upon arrival to school. The first bell rings at 7:37 a.m. and students are to be in homeroom by the second bell at 7:42 A.M. Students may not arrive before 7:20 a.m., as there is no supervision available until then. Please do not drop students off before that time. Doors will be opened at 7:35 a.m. for entrance to the building. Fifth and sixth grade students will enter the building at the main office entrance. Seventh and eighth grade students will enter the building at the large gym. During inclement weather, students will be allowed in the building at 7:20 a.m. and will gather in the small gym or multi-purpose room.

Students are not allowed to leave school early without permission of the parent/legal guardian, adult designate of the legal guardian, and the school. As much as we try to recognize all parents/guardians, identification will be requested as necessary to ensure the safety of the students. Students must be signed out in the office prior to leaving the building. Normal dismissal time is 2:35 p.m. Students should be out of the building by 2:45 p.m. unless under the supervision of school personnel.

Evergreen Elementary School:

SCHOOL HOURS

Grade Level	Starts	Ends
Preschool-AM	8:45 AM	11:15 AM
Preschool-PM	12:10 PM	2:40 PM
Kindergarten-4th Grades	8:30 AM	3:05 PM

MODIFIED SCHEDULES

Schedule Name	Starts	Ends	Note
Early Release	8:30 AM	2:15 PM	No Evergreen Preschool
Half Day	8:30 AM	11:40 AM	No Evergreen Preschool

Staff supervision does not begin until 8:15 AM; parents/guardians must remain with their children until staff supervision begins. Bus students will arrive at school at approximately 8:15 AM. Walkers and car riders should plan to arrive by 8:15 AM. Students are to be dropped off in the designated areas only. In the morning, cars are to stay in a single file line in the drive-through lanes in the parking lot and children are to exit cars as soon as directed by staff. Children are to walk on the yellow lines and cross with instructions from staff. Safety patrols are on post to help students in the morning and afternoon, however, students are not escorted individually into the building. Encourage your child to walk independently from your drop-off location or your vehicle to an open building entrance. The goal of Evergreen is to instill responsibility at all age levels. Saying goodbye at the drop-off areas or in front of the building is highly suggested. Morning announcements begin promptly at 8:30 AM. Students entering after 8:30 AM will need a parent or guardian to sign

him/her in at the office. Under no circumstances is it permissible to drop your child off at the main entrance after 8:30 AM and stay in your vehicle - you must bring them into the office.

At the end of the day, all students who ride school or daycare buses will be dismissed first at 3:05 PM. Car riders and walkers will be released at the second bell at 3:07 PM. Parents or guardians must wait for their child(ren) outside; they are not permitted into the building to pick children up. Siblings who attend Evergreen can meet inside at a designated space to then dismiss outside. Parents/guardians picking children up in the drop-off/pick-up area must remain in their vehicles, and if weather permits, turn off the vehicle. If parents/guardians must exit their car, they must park on the street in a permanent parking spot. Parents/guardians parked in a permanent spot must meet their child in the appropriate area to pick up their children. If pick-up plans change for any reason, please notify the office as soon as possible, but no later than one hour before dismissal. Last-minute changes are difficult to manage, and classroom interruptions need to be kept to a minimum.

Children must go home directly from school either on the bus, in a car driven by a parent/guardian (or an adult specified by the child's parent/guardian), or walk. If arrangements other than the norm are necessary, the office must be contacted immediately, at least before 2:00 PM (except in the event of an emergency).

Students who do not normally ride a bus are not permitted to ride the bus home with a friend/another student.

Please discuss pick-up arrangements with your child before arriving at school. Messages cannot be relayed to your child unless it is an emergency. It is imperative that classroom interruptions are kept to a minimum.

To keep the front door clear for students to exit quickly and to get assistance when needed, we ask parents to wait in front of the school by the Evergreen sign.

ASSEMBLIES/FIELD TRIPS

During the school year, various opportunities will arise for enhancing student learning through assemblies or field trips. Such opportunities are deemed a privilege rather than a requirement. A permission slip covering the school year was submitted with online enrollment forms during registration. Information concerning all details of a trip should be sent home at least one week prior to the trip. Students are subject to a loss of attendance privileges as a result of inappropriate behavior.

ASSIGNMENT BOOK

Benjamin Middle School:

Each student will be required to have and will receive an assignment book, the cost of which is included in the registration fees. The assignment book increases organizational skills and can be a vital tool for parents to assist students with timely completion of assignments. The assignment book should be taken to each class during the school day. Replacement books are available, while supplies last, in the office for a cost of $5.00.

ATTENDANCE POLICY and PROCEDURES

Good attendance is an expectation. Illinois law requires that whoever has custody or control of any child between six (by September 1) and seventeen years of age shall ensure that the child attends school in the district in which he or she resides during the entire time school is in session. 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 ensure that the child attends school during the entire time school is in session.

Please refer to the school calendar in planning vacation trips. Regular attendance in school is very important. Taking children out of school for vacation is strongly discouraged. Operational funding for schools is based on the daily attendance of students. Additionally, absences significantly reduce educational success and should be kept to a minimum for emergencies and unexpected events.

Coming to school late and leaving early are logged as half-day absences. These add up quickly and should only be done when necessary.

STUDENT ABSENCES

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

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), attendance at a verified medical or therapeutic appointment (including a victim services provider), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, attend a civic event or other reason as approved by the building principal. For students who are parents, expectant parents, or victims of domestic or sexual violence, an excused absence includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

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

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 participate in activities listed in the paragraph above 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.

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

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

Children who have been absent from school due to an extended illness (beyond one week's duration) must obtain a doctor's note submitted to the office staff before going to their classroom. This is to protect other students from possible contagions and the contagious student from returning to school too soon.

To participate in any school practice, contest, game, performance, etc., on a school day, a student must be in attendance that entire day. This does not apply to field trips or pre-arranged absences for doctor and dentist appointments. If the absence is due to unusual circumstances, permission to participate may be requested from the principal.

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

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

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

The School and District WILL FOLLOW UP WITH PARENTS AND STUDENTS IN THE CASE OF unexcused student absences.

Supportive services to truant or chronically truant students include: parent letters, parent conferences, student counseling, family counseling, information about existing community services, and procedures put in place by the Regional Office of Education involving truancy.

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 more than 1% (1.8 days) but less than 5% (9 days) of the prior 180 regular school days without valid cause (a recognized excuse) are considered truant. Students who miss 5% (9 days) or more of the prior 180 regular

school days without valid cause are 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 student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

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

HOME AND HOSPITAL INSTRUCTION

A student who is absent from school, or whose physician, physician assistant or licensed advance practice registered nurse anticipates his or her absence from school, 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.

A student who is unable to attend school because of pregnancy or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence will be provided home instruction under the following circumstances:

1. Before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction.
2. For up to three months after the child's birth or a miscarriage.
3. When a student must care for his or her ill child if:
   a. The child's physician, physician assistant, or advanced practice registered nurse informs the school, in writing, that the child has a serious health condition that would require the student to be absent from school for two or more consecutive weeks; and

   b. The student or the student's parent/guardian informs the school, in writing, that the student needs to care for the child during this period.
4. The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's domestic or sexual violence organization informs the school in writing that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks.

The school may reassess home instruction provided to a student under No. 3 or No. 4 every two months to determine the student's continuing need for home instruction.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

For information on home or hospital instruction, contact: Dr. Julie Salamone (630-876-7800).

AWARENESS AND PREVENTION OF CHILD SEXUAL ABUSE, GROOMING BEHAVIORS, AND BOUNDARY VIOLATIONS

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

WARNING SIGNS OF CHILD SEXUAL ABUSE

Warning signs of child sexual abuse include the following.

Physical signs:

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

Behavioral signs:

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

Emotional signs:

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

WARNING SIGNS OF GROOMING BEHAVIORS

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

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

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

WARNING SIGNS OF BOUNDARY VIOLATIONS

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

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

- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

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

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673) ; National Sexual Abuse Chatline at online.rainn.org; Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

AWARENESS AND PREVENTION OF DEPRESSION & SUICIDE

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.[1] Information can also be obtained from the school office.

If you need assistance, help is also available from the following organizations:[2]

National Suicide Prevention Lifeline: Call or text 988
Crisis Text Line: Text HOME to 741741
Safe2Help Illinois: Call 844-4-SAFEIL (723345) : Text SAFE2 (72332)

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION POLICY

The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (Program) that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of Ann Marie's Law listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the School Code Section 5/2-3.166(c)(2)-(7). The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
    a. For students, implementation will incorporate Board policy 6:60, Curriculum Content, which implements 105 ILCS 5/27-215 (requiring education for students on mental health and illness).
    b. For staff, implementation will incorporate Board policy 5:100, Staff Development Program, and teacher's institutes under 105 ILCS 5/3-14.8 (requiring coverage of the warning signs of suicidal behavior).
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide. Implementation will incorporate:
    a. The training required by 105 ILCS 5/10-22.39 for all District staff who work with students to identify the warning signs of suicidal behavior in youth along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide; and
    b. Ill. State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to Ann Marie's Law on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide including those students who: (A) suffer from a mental health disorder; (B) suffer from a substance abuse disorder; (C) engage in self-harm or have previously attempted suicide; (D) reside in an out-of-home placement; (E) are experiencing homelessness; (F) are lesbian, gay, bisexual, transgender, or questioning (LGBTQ); (G) are bereaved by suicide; or (H) have a medical condition or certain types of disabilities. Implementation will incorporate paragraph number 2, above, along with Board policies:
    a. 6:65, Student Social and Emotional Development, implementing the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in the District's educational program);
    b. 6:120, Education of Children with Disabilities, implementing special education requirements for the District;
    c. 6:140, Education of Homeless Children, implementing provision of District services to students who are homeless;
    d. 6:270, Guidance and Counseling Program, implementing guidance and counseling program(s) for students, and 105 ILCS 5/10-22.24a and 22.24b, which allow a qualified guidance specialist or any licensed staff member to provide school counseling services;
    e. 7:10, Equal Educational Opportunities, and its implementing administrative procedure and exhibit, implementing supports for equal educational opportunities for students who are LGBTQ;
    f. 7:50, School Admissions and Student Transfers To and From Non-District Schools, implementing State law requirements related to students who are in foster care;
    g. 7:250, Student Support Services, implementing the Children's Mental Health Act, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and
    h. State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE's website pursuant to Ann Marie's Law.

4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, Student Support Services.
5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, Guidance and Counseling Program, and Board policy 7:250, Student Support Services, in addition to other State and/or federal resources that address reporting procedures.
6. A process to incorporate ISBE-recommended resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program.

BEHAVIOR AND DISCIPLINE

BMS DISCIPLINE PLAN

THE PURPOSE OF THE PLAN

The emphasis of the discipline plan at Benjamin Middle School is on teaching. Its purpose is to help students become responsible and productive members of the school and the community by teaching appropriate decision-making and interpersonal skills. We reinforce acceptable behavior and implement consequences for inappropriate behavior. Our goal is not to be punitive, but to change behavior.

It is based on the philosophy that:

- all children can behave appropriately,
- misbehavior is a matter of choice,
- students must accept responsibility for their actions,
- teachers have the right to teach and students have the right to learn, and
- no student has the right to prevent a teacher from teaching or a student from learning.

A discipline plan of this type is dependent upon:

- a set of clear, concise, observable rules which are consistently enforced,
- rules and expectations that are clearly explained to students and reinforced when necessary,
- immediate and appropriate consequences that are implemented fairly and consistently, and
- appropriate reinforcers and motivators, and parents who are involved and supportive.

ACTIONS NOT IN THE PLAN

The actions and consequences listed in this handbook are not all inclusive. In general, bad student choices will result in a consequence. Any disciplinary infractions not listed in these guidelines shall be dealt with on an individual basis by the school administration. These guidelines and the decision as to the scope of the penalty, if any beyond the minimum, is committed to the sound discretion of the school administration, giving due consideration to the extent of past infractions and the willfulness of the violation.

BUS ACTIONS

Depending on the severity of the violation, permanent suspension of riding privileges may be determined at any time.
1st Occurrence : Student conference, parent contact, restitution, school community service, apology
2nd Occurrence: 5-day bus suspension, parent contact, school community service, restitution, MP
3rd Occurrence : 10-day bus suspension, parent contact, restitution, school community service, MP

4th Occurrence: Bus suspension to be determined, meeting with an administrator to determine permanent suspension of riding privileges.

CLASSROOM BEHAVIOR

Each team and each teacher have established fair and reasonable classroom expectations and discipline plans, which are distributed to students during the first week of school. Although these plans are not detailed in this handbook, they are fully supported by the school administration.

Choosing to disrupt class infringes on the right of the teacher to teach and students to learn. Even minor disruptions seriously interfere with the educational process. For the most part, classroom misbehavior is handled by the teacher and/or grade level team of teachers. Every attempt is made to work cooperatively with students and parents in order to confront and solve classroom problems.

When classroom misbehavior is so serious or so consistent that it results in a referral to the principals, the following interventions may be implemented: loss of privileges, detentions, parent contact or conferences, referral to the Problem Solving Team (PST), Modified Program (MP), Out-of-School Suspension (OSS), or other disciplinary action deemed appropriate.

CORPORAL PUNISHMENT

Corporal punishment is prohibited in all circumstances. Corporal punishment is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim or set an example for others. It includes slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as permitted by State law.

For all violations, a range of actions is suggested. The action chosen will be determined by the violation, the frequency of violations, and the willingness of the student during the episode. These categories and consequences are not exclusive. Inappropriate behavior is determined by the adult present, when and where the behavior occurs and the administrator involved in the event.

CAMPUS VIOLATION

Leaving school grounds without authorization, loitering, not attending a class, or being in unauthorized or unsupervised sections of the building will not be tolerated. Truancy and repeated tardiness to school are covered in this area. Range of Actions: Student conference, parent contact and possible make-up of double the time missed, team conference, loss of privileges, PST referral, MP, referral to Truant Officer.

CELL PHONES AND ANY ELECTRONIC DEVICES

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: a cellular phone, wearable technology, computer/laptop, tablet, earbuds, personal technology, etc. Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following:

- using the device to take photographs in locker rooms or bathrooms;
- cheating;

• creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school. During this time electronic devices can be used following the discretion of the club supervisor or coach the student is with at the time.

EARBUDS: The use of earbuds and headphones are strictly prohibited during school hours unless permission has been granted by the teacher. Earbuds and headphones should not be seen or heard during school hours. Students are permitted to use earbuds/headphones only before or after school.

CAMERAS: Unauthorized use of electronic devices to take, display, or send images or recordings without permission is prohibited on school grounds during the course of the school day. The use of any electronic device in locker rooms and restrooms is strictly prohibited at all times.

WEARABLE TECHNOLOGY: Wearable technology such as Apple Watches can be worn during the school day but must follow the same rules and guidelines outlined above for electronic devices and may not be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others.

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

Range of Actions: Students in violation of this procedure are subject to the following consequences:

1. First offense - The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additional consequences may be handed out including prohibiting the student from bringing the device to school for a longer period of time. The student will also face consequences for insubordination.

CHEATING/ASSISTING IN CHEATING

It is our goal to help students develop self-discipline and a strong sense of responsibility. Academic cheating and plagiarism will not be tolerated.

Range of Actions: Teachers will not accept papers, tests or assignments that are not the student's own work.

Based on the situation and degree of student involvement, students may face further disciplinary action contingent upon the nature of the cheating. Acts of academic cheating will result in a failure on that assignment with no make-up privilege for such misconduct.

COMPUTER/TECHNOLOGICAL VIOLATION

Students shall not:

- access, alter, damage, destroy or duplicate anything that is not theirs stored on a flash drive, computer, network, or other storage or processing device.
- alter, damage, destroy or duplicate the installed software printers, peripherals, network, or any part of the computer hardware.
- access, alter, damage, destroy or duplicate another person's work generated by, produced on or intended for computer use.
- engage in any bullying behavior such as instant messaging or e-mailing derogatory or threatening comments on a school computer, or at home with reference to school. Whenever school is involved in any way, we will get involved with consequences, as well.
- take part in any activities that prevent the normal functioning of any individual computers or of the network. • engage in any unauthorized use of hardware or software.
- use, change or interfere with restricted access codes.
- interfere with telecommunication equipment or network.
- alter, damage, destroy, duplicate, or interfere in any way with District or staff computer functions. • release any confidential information obtained from any media.
- violate the District's Acceptable Use Policy and/or Computer Rules and Guidelines outlined in the Student/Parent Handbook.

The Right to Privacy in the School Setting Act requires elementary and secondary schools to notify students and parents that the school may request or require a student to provide his/her/their social networking password or related account information to gain access to the student's account if the school has reasonable cause to believe that the student's account contains evidence that the student has violated a school disciplinary rule or policy. This notification must be published in the school's disciplinary rules, policies, or handbook or communicated by similar means.

Range of Actions: For all occurrences, full restitution by the offender to the District or the person against whom the offense was committed. Loss of privilege to use computer equipment and/or technology for a specified period of time. Parent conference, detention, MP, 1-10 day OSS, police referral, expulsion screening, and Board of Education expulsion hearing.

CONDUCT AT SCHOOL ACTIVITIES

Students are expected to show courtesy and manners to all persons at all events in which Benjamin Middle School is sponsoring and/or participating (i.e. assemblies, extracurricular events on and off campus, dances, field trips, etc.) Students will follow all school rules while attending events.

Range of Actions: Student conference, parent contact, loss of future privileges, MP, 1-10 day OSS.

DISCIPLINE TERMINOLOGY

Alternative to Out-of-School Suspension

An educational and assessment program that will diminish the number of days of suspension for those involved in a drug/alcohol or other offense.

Philosophy

The Benjamin School District is concerned with the full and harmonious development of the whole person. The ultimate emphasis is placed on the individual student to assume greater responsibility and to actively pursue

growth as an individual. The District recognizes that there are attitudinal, behavioral and/or medical problems which can obstruct the realization of this goal.

Experimentation and abuse of alcohol and drugs are destructive to an individual and others, and can lead to chemical dependency. Other serious offenses or repeating the same offense can be an indication of need for professional assistance. However, prompt and appropriate attention can help many of the individuals.
The Benjamin School District believes that it has an important role, along with parents and other members of the community, in helping students to make responsible decisions. A primary objective is to facilitate the development of the proper attitudes and behaviors. Students, as well as other members of the community, often need education and assistance to help them obtain this objective.

Program Purpose

The purpose of the program is to allow a student and his/her/their family to choose a constructive alternative to the maximum number days' suspension for violating the rules concerning drugs, alcohol or other offenses as stipulated in this handbook. This alternative will allow the student to continue classroom education with a minimum of interruptions and facilitate family dialogue about the problem.

Behavior Contract

A written agreement between a student and a staff member, team or administrator to improve the student's behavior during a trial period. Every attempt to build positive reinforcements into the contract will be made. This contract may replace or be implemented in addition to another consequence.

Bus Suspension

A student may be suspended from riding the school bus in excess of ten (10) school days for safety reasons.

Community Service

The assignment of the responsibility to clean up litter, lunch debris, remove graffiti, etc. in the school building, on the school grounds, or on the buses, when appropriate to the violation.

Confiscation

In the case of dangerous items, or highly inappropriate items, permanent removal from the violator's possession will take place. For other items, removal may be for a specified amount of time followed by the return of the item/s or parent must pick up the items from the school. A second confiscation of a cell phone will result in the administrator holding on to the device until the last day of school.

Detention

Required attendance before, after or during the school day for a reasonable period of time, or required attendance in a designated area during non-class time during the regular school day.

Expulsion (Gross disobedience or misconduct)

The exclusion of a student from school for a period of time greater than ten (10) school days, but not more than two school years. Under the Illinois School Code, an expelled student cannot transfer to another Illinois public school.

Loss of Privileges

Suspension of the right to attend school activities or loss of unscheduled time, locker or other privileges (such as extra-curricular activities).

Modified Program (MP)

The temporary exclusion of a student from a class or classes for a period of time not to exceed ten (10) consecutive school days. The student remains in school and is assigned to an isolated, supervised area and is required to make up missed classwork. Parent will be notified of any student serving a Modified Program (MP).

Out-of-School (OSS)

The temporary exclusion of a student from school and all school activities or from riding the school bus for a period of time not to exceed (10) consecutive school days. Work may be done during the suspension and returned to staff upon return for credit.

PST Referral

Referral to the PST Team which consists of an administrator, special education teacher, classroom teachers, social worker, psychologist, school nurse, and speech therapist to discuss interventions for assistance.

Parent Conference

A conference at which parents are made aware of their student's inappropriate behavior and are asked to cooperate with school personnel to bring about a positive change in the student's behavior. Should there be any questions, the first line of communication should be with the teacher. Should further clarification be needed, it is requested that it is channeled as follows:

1. Individual teacher
2. Principal or Assistant to the Principal
3. Superintendent
4. Board of Education

Restitution

Restoring lost, damaged or stolen items or reimbursing for loss or damages of such items.

Student Conference

A one-on-one conference between the student and teacher or administrator to address concerns of an observed infraction. This can be viewed as a warning and hopefully the behavior will not occur again.

Team Conference

A meeting of the team of teachers to discuss strategies/interventions with a student to address concerns.

NOTE: Juvenile authorities will be notified whenever the conduct involves illegal drugs, alcohol, weapons, or look-alikes.

DRESS CODE/PHYSICAL APPEARANCE

The administration and faculty feels that the attitude and behavior of the students is influenced by dress and grooming. With the cooperation of the parents, the school will continue to encourage all students to dress in a fashion that reflects good taste and a style appropriate for a school. All staff members are expected to enforce the dress code at all times.

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment

• Appropriate footwear must be worn at all times.
• If there is any doubt about dress and appearance, the building principal will make the final decision.
• Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

Range of Actions: Student conference, team conference, change of clothes, parent conference, detention, loss of privileges, MP, PST referral.

DRUGS AND LOOK-ALIKE DRUGS/ALCOHOL

Using, possessing or being under the influence of alcohol, drugs, synthetic drugs, or other look-alike drugs in school or at school related activities.

Actively seeking or receiving illegal, dangerous drugs, synthetic drugs, alcohol or look-alike drugs on school property or school related activities.

Supplying illegal or dangerous drugs, synthetic drugs, look-alike drugs, or alcohol to students at any place or to anyone while on school property or at school sponsored activities.

If a child is found with firearms or drugs or has committed battery against teachers, teacher personnel, administrative personnel or educational support personnel, this information will be reported to the Department of State Police no later than three (3) days after the occurrence or attack and to the State Board of Education.
Range of Actions: Parent conference, 3-10 day OSS, police referral, PST referral, Board of Education expulsion hearing.

DRUG RELATED PARAPHERNALIA

Possession of, bringing to school or having on your person drug-related paraphernalia is prohibited.
Range of Actions: Parent conference, 3-10 day OSS, police referral, PST referral, Board of Education expulsion hearing.

FAILURE TO REPORT

Failing to report the actions or plans of another person to school personnel where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
Range of Actions: Parent conference, team conference, behavior contract, loss of privileges, MP, OSS, police referral, PST referral, Board of Education expulsion hearing.

FAILURE TO SERVE DETENTION/MP

Students who are issued a detention or MP are responsible for showing up at the office at the appropriate time. Students who are absent or go home ill will serve their consequence upon their return to school.
Range of Actions: Parent contact, team conference, parent conference, loss of privileges, MP, OSS, PST referral.

FIGHTING

If you are approached by another student who threatens you and wants to fight, please tell a teacher or report to the office. Do not involve yourself in a fight! Whether real or play, it is expressly prohibited. When fights occur, a thorough investigation is conducted by the administration, and discipline is usually issued to all participants.

If a child is found with firearms or drugs or has committed battery against teachers, teacher personnel, administrative personnel or educational support personnel this information will be reported to the Department of State Police no later than three (3) days after the occurrence or attack and to the State Board of Education.

Be aware that a verbal threat is classified as assault under Illinois statutes and will be treated as a potentially and serious threat and thoroughly investigated. Any name-calling or other remarks to fellow students or staff is considered harassment and will not be tolerated.

Hitting or making contact with an object or body part is not acceptable behavior. Whether playful or not, it will not be tolerated. A good rule of thumb is: Keep your hands, feet and belongings to yourself.
Range of Actions: Parent conference, team conference, behavior contract, loss of privileges, MP, OSS, police referral, PST referral, Board of Education expulsion hearing.

FIREWORKS, EXPLOSIVES, OR EXPLOSIVE DEVICES
Use, possession, or distribution of fireworks, explosives or explosive devices is prohibited.
Range of Actions: Parent conference, MP, OSS, police referral, PST referral, Board of Education expulsion hearing.

FOOD, GUM, BEVERAGES
Food, beverages (except water), candy, and gum are prohibited in the classroom unless permitted by the teacher.
Range of Actions: Student conference, parent contact, team conference, detention, clean-up, loss of privileges.

GAMBLING
Including but not limited to pools, dice or card games is prohibited.
Range of Actions: Parent conference, MP, OSS, police referral, PST referral, Board of Education expulsion hearing.

GANGS, GANG-RELATED ACTIVITIES AND SECRET SOCIETIES
Gangs, as defined in this policy, shall mean individuals who associate with each other primarily for criminal, disruptive and/or other activities prohibited by law and/or by the District's rules and regulations. Gangs, gang-related activities and secret societies are not acceptable in the school setting. Their presence interferes materially and substantially with the educational process and the requirement of appropriate discipline in the schools, and also fosters antisocial behaviors, attitudes and practices which may endanger the health, safety and welfare of our students. Suspension or expulsion is mandated for gang membership, a promise to join a gang, or solicitation of membership in a gang. Therefore, students are prohibited from participation in any activity related to a gang or secret society while on school property or riding school buses or while attending school sponsored events. The school district takes a zero tolerance attitude toward all gang activity. Unsanctioned activities include, but are not limited to, the following:

- soliciting and/or recruiting others for membership;
- participating in and/or inciting physical violence;
- extorting or soliciting money and/or services, requesting any person to pay for protection, insurance or the payment of dues;
- coercing, harassing, and/or otherwise intimidating, threatening, or causing harm to any person or living creature;
- wearing, possessing, using, displaying in any manner, distributing, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other item commonly associated with membership in or affiliation with a gang or secret society;

• using any verbal or non-verbal communication (gestures, handshakes, etc.) suggesting or showing membership in or affiliation with a gang or secret society;
• engaging in any activity (or omission) intended to promote or further the interests of any gang or any gang activity or society including, but not limited to, distributing literature, drawing or displaying gang-related symbols on any surface, or teaching others to represent or act like a member of a gang or secret society; or,
• any act or activity which violates any law or any policy of Benjamin School District #25 when such act or activity is taken to further the interests of a gang or a secret society.

Range of Actions: Disciplinary action may include, depending on the nature of the conduct, any of the following: Parent contact, team conference, parent conference, detention, MP, 1-10 day OSS, police referral, Board of Education expulsion hearing.

GENERAL SAFETY

Larger problems are usually caused by incidents of pushing or shoving in halls, at recess, etc. Pushing, shoving or any other actions that may cause harm are prohibited at all times.
Range of Actions: Parent contact, team conference, behavior contract, detention, loss of privileges, MP, OSS.

GRADE REDUCTION

Reduction of a grade can only be the result of a consequence for unexcused absences, not behavior in general.

HAZING

Soliciting, encouraging, aiding, or engaging in hazing, no matter when or where it occurs, is prohibited. “Hazing” means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.
Range of Actions: Parent conference, removal from the extracurricular activity, police referral, loss of privileges, MP, OSS for up to 10 days, Board of Education expulsion hearing.

ILLEGAL ACTIVITIES

This can include bomb threats, false alarm, fire alarms, etc.
Range of Actions: Parent conference, loss of privileges, restitution, MP, OSS, police referral, PST referral, Board of Education expulsion hearing.

INAPPROPRIATE LANGUAGE/PROFANITY

Swearing or vulgarity should not be used in any conversation or writing. It is disrespectful of those in the area and will not be tolerated. Also, ethnic, racial, religious name-calling, slurs, epithets, and derogatory speech based on an individual’s sexual orientation are not appropriate and will not be tolerated.
Range of Actions: Student conference, team conference, parent contact, detention, loss of privileges, MP, OSS.

INSUBORDINATION TO STAFF

This is a broad-based violation, generally related to failure to follow staff directives and disrespect. It is not limited to these areas and would include such things as:
Range of Actions: Parent contact, team conference, parent conference, detention, MP, OSS, behavior contract, loss of privileges, PST referral, Board of Education expulsion.

LASER POINTERS

Laser pointers are not allowed in school for any reason.

Range of Actions: Student conference, confiscation, team conference, parent conference, loss of privileges

LOCKER VIOLATION

Back-locking another's locker is not allowed. Entering another's locker for any reason is not allowed. Range of Actions: Student conference, team conference, parent contact, loss of privileges, detention, clean-up, MP, behavior contract.

LOITERING

At dismissal time, students should get to their lockers, gather their things as quickly as possible, and get outside to their bus. Students should board their bus immediately. Loitering in groups inside or outside the school is not permitted due to the fact that it hinders the buses from staying on schedule.

Range of Actions: Student conference, parent conference, team contact, loss of bus privileges, detention, MP, loss of end of day privileges.

LUNCH VIOLATION

Misconduct during the lunch period constitutes a lunch violation. Rules and procedures are discussed regularly with students, and they should be fully aware of expectations.

Range of Actions: Student conference, team conference, parent contact, loss of privileges, behavior contract, school community service, MP, PST referral.

LYING or FORGERY

Omitting or falsifying information to an adult in charge.

Range of Actions: Student conference, team conference, parent contact, loss of privileges, behavior contract, detention, MP, PST referral.

PHYSICAL CONTACT

The rule here is "keep your hands to yourself." A lot of situations could be avoided this way. "We were just playing" is an excuse that doesn't comply with this rule.

Range of Actions: Student conference, parent contact, detention, MP, OSS, behavioral contract, PST referral, Board of Education expulsion hearing.

PUBLIC DISPLAYS OF AFFECTION

It is inappropriate for students at Benjamin to exhibit public displays of affection as it creates a disturbance which interferes with the educational process.

Range of Actions: Student conference, team conference, parent contact, detention, loss of privileges, PST referral, MP.

ROLES

BOARD OF EDUCATION'S ROLE

The Board of Education and staff believe that a good discipline system in the school is extremely important to the educational program. The Board and staff also believe that the right to an education is a privilege not to be withheld without cause. They state, however, that the enjoyment of this privilege depends on each individual's willingness to obey reasonable rules and regulations.

The Board of Education directs the school to develop a set of rules and regulations that reflects the staff's philosophy, the school's environment and its educational leadership. At the middle school, the Board of Education expects that high standards of conduct, consistent with the emotional and social development of adolescents will be maintained at all times.

STAFF'S ROLE

Administrators, teachers, certificated employees, and other staff members shall maintain discipline in the schools, including the school grounds, the bus and bus stops. Efforts will be made to contact and work with the parents and students regarding infractions considered as serious by the staff or administration. Although we try to refrain from involvement in student behavior outside of school, we will address it if it affects school time, energy and ultimately academics.

STUDENT'S ROLE

Each student is responsible for his/her/their own behavior. Students are responsible for knowing and abiding by the contents of the discipline policy and student handbook all year. Students are expected to communicate with parents concerning behavior infractions or interventions such as loss of privileges or detentions.

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:

• On, or within sight of, school grounds before, during, or after school hours or at any time; • Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;

• Traveling to or from school or a school activity, function, or event;

• 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

• During periods of remote learning.

PARENT'S ROLE

Discipline is fostered through the teacher-student relationship developed in the classroom. Early parental involvement is an important element of the disciplinary process. Should you have any questions, the first line of communication should be to the individual teacher with whom you have the concern. In most cases, this initial phone call will clear up the issue. Should further clarification be desired, parents are encouraged to adhere to the following lines of communications when calling about a student concern:

• Individual teacher or staff member involved,

• Principal or Assistant to the Principal,

• Superintendent, and

• Board of Education.

SAFETY VIOLATION

Conduct that endangers the safety of others.

Range of Actions: Student conference, parent conference, team conference, confiscation, detention, MP, OSS, loss of privileges, PST referral, police referral.

SEARCH & 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. A law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.
Range of Actions: Student conference, parent conference, parent contact, team conference, confiscation, detention, MP, OSS, loss of privileges, PST referral, police referral, Board of Education expulsion hearing.

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

SCHOOL-WIDE RULES ARE CLEARLY POSTED THROUGHOUT THE BUILDING

To be a student at Benjamin Middle School, we do not expect you to think or act like everyone else. We do not expect you to agree with everything we say. However, we do expect you to realize that Benjamin has values that it believes in and will not negotiate. At Benjamin, we will be following the FiSH! Philosophy. This philosophy includes four simple, interconnected concepts:

• *Be There*: When people need you, they need all of you. Setting aside distractions and judgments to be fully present is a sign of respect. It improves communication and strengthens relationships.

• *Play*: You can be serious about school without taking yourself so seriously. Play is a mindset more than a specific activity. It allows you to throw yourself with enthusiasm and creativity into whatever you are doing, in a way that is natural, not forced. "Playing" with ideas helps you find solutions to everyday challenges.

• *Make Their Day*: Simple gestures of thoughtfulness, thanks and recognition make people feel appreciated and valued. When you make someone else feel good, you feel good too.

• *Choose Your Attitude*: To actually choose how you respond to life, not just react, you must be intentional. When you get up, decide who you want to "be" today. Moment-to-moment awareness is key. Ask yourself throughout the day, "What is my attitude right now? Is it helping the people who depend on me? Is it helping me to be most effective?"

Through the FiSH! Philosophy, we build stronger relationships with the students we teach and the people we love. Through the FiSH! Philosophy we want to teach students it's cool to respect and care about each other. Students will feel safe and ready to learn.

Each person has the right and ability to make personal decisions about his or her own conduct. Just as important, each person has the responsibility to live with the consequences of his or her decisions.

SKATEBOARDS, ROLLERBLADES AND SHOES WITH RETRACTABLE WHEELS

Skateboards, roller blades, and shoes with retractable wheels are not allowed on the bus or on school property excluding bringing rollerblades for an approved field trip.

Range of Actions: Student conference, parent conference, team conference, parent contact, change of shoes, detention, MP, OSS.

SMOKING OR POSSESSION OF TOBACCO PRODUCTS/ELECTRONIC CIGARETTES

Possession of, bringing to school or having on your person smoking related paraphernalia, or smoking on school grounds is prohibited.

Range of Actions: Parent conference, MP, OSS, PST referral, police referral.

SPITTING

Expectoration is an unhealthy, improper action. Spitting spreads germs and disease and is offensive to those who must watch or those who are recipients.

Range of Actions: Student conference, team conference, parent contact, detention, loss of privileges, clean-up, MP.

STAGING/FAKING ACTIVITIES

Staging or faking activities, simulating actions or incidents which, if actually occurring, would constitute violations of the district's student conduct rules.

Range of Actions: Student conference, parent conference, team conference, detention, loss of privileges, MP, OSS, behavior contract, police referral, Board of Education expulsion hearing.

STUDENT SALES

Sales of items which are not part of an approved school related, fund-raising function are prohibited.

Range of Actions: Student conference, parent contact, confiscation, detention, MP, police referral.

TARDINESS TO CLASS/CUTTING CLASS/TRUANCY

Being on time to class is considered appropriate behavior. Tardiness interferes with the order of the educational environment and hinders maximum student on-task time. Students are considered tardy if they are not in the classroom, or other designated area (including the lunchroom and recess area) at the appropriate time.

Range of Actions: Student conference, team conference, parent contact, loss of privileges, make-up time, detention, behavior contract, PST referral, referral to Truant Officer and Superintendent/Board of Education.

THEFT, EXTORTION, OR POSSESSION OF STOLEN ARTICLES

At no time should a student be in possession of another's property, whether it was taken by that student, or by another and just given to that student. Both parties will be held accountable for the action.

Range of Actions: Parent conference, team conference, restitution, detention, MP, OSS, police referral, Board of Education expulsion hearing.

THREAT, INTIMIDATION, PROFANITY, HARASSMENT, OR OTHER OBSCENITY

Be aware that a verbal threat is classified as assault under Illinois statutes and will be treated as a potentially and serious threat and thoroughly investigated. Any name-calling or other remarks to fellow students or staff is considered harassment and will not be tolerated.

Range of Actions: Student conference, parent conference, team conference, detention, loss of privileges, MP, OSS, behavior contract, police referral, Board of Education expulsion hearing.

VANDALISM / DESTRUCTION OF PROPERTY

Range of Actions: Student conference, parent conference, team conference, clean-up, loss of privileges, 1-10 day MP or OSS based on the severity of the offense, restitution where applicable, police referral, and Board of Education expulsion hearing.

WEAPONS/LOOK-ALIKE WEAPONS

Possessing, selling, distributing, making, receiving, seeking the sale or trade of, or using any firearm, knife, or other object which may reasonably be considered a weapon and can include facsimiles of weapons.

If a child is found with firearms or drugs or has committed battery against teachers, teacher personnel, administrative personnel or educational support personnel this information will be reported to the Department of State Police no later than three (3) days after the occurrence or attack and to the State Board of Education.

Range of Actions: Parent conference, MP, OSS, police referral, PST referral, Board of Education expulsion hearing.

WHERE THE PLAN IS IN EFFECT

The guidelines are in effect on school property, on a school bus, on the way to or from school, at a school related function, when students represent the school, and anywhere else the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an education function. Any violation of these disciplinary rules which might lead to disruption or interference with school activities and the provision of educational services in a safe environment, whether on or off the school premises, may result in disciplinary action.

VIOLATIONS

This is a guide to help better understand consequences. These violation categories are not mandated; this is just a guide on how these infractions may be viewed.

Minor Infractions	**Moderate Infractions**	**Major Infractions**
*Conduct at school activities *Food, gum, beverages *Hats/head coverings *Locker violation *Musical electronic devices, iPods, etc…. uring & after school *Student sales	*Campus violation *General safety *Inappropriate language/profanity *Insubordination to staff *Laser pointers * Pagers, paging devices, cell phones and any electronic communication devices *Public displays of affections *Spitting *Student dress/physical appearance *Safety violation * Tardiness to class	*Bullying *Cheating/plagiarism *Computer/technology violation *Drugs, synthetic drugs and look alike drugs/alcohol *Drug related paraphernalia *Failure to serve detention *Fighting *Fireworks *Gambling *Gangs, gang-related activities and secret societies *Illegal activities *Physical attack on staff or students *Sexual harassment *Smoking or possession of stolen articles *Threat, intimidation, profanity, harassment or other obscenity *Weapons or look alike weapons

May Include Police Involvement	Will Include Police Involvement
*Destruction of Property or Vandalism *Fighting *Gambling *Gangs, gang-related activities and secret societies *Physical attack on Staff or Students *Sexual Harassment *Theft, extortion or possession of stolen articles *Threat, intimidation, profanity, harassment or other obscenity *Weapons/look-alike weapons	*Drugs, synthetics drugs and look-alike drugs/alcohol *Drugs related paraphernalia *Fireworks *Illegal Activities *Smoking or possession of tobacco products

Benjamin Middle School

630-876-7820

DISCIPLINE RECORD

3 Discipline Notices May Result in Further Action
Students are responsible for good behavior and self-control in the building, on the playground, and on the buses.

Student's Name:	**Date of Incident:**	**Area Incident Occurred:**
Grade:	**Teacher or Staff Member:**	

Reason(s) for this notice:

- ☐ Cheating
- ☐ Disrespectful/discourteous
- ☐ Disruptive/uncooperative
- ☐ Excessive talking
- ☐ Misuse of materials
- ☐ Plagiarism/forgery
- ☐ Bullying-type behavior
- ☐ Lunch violation
- ☐ Physical contact w/others
- ☐ Theft
- ☐ Unacceptable language/gestures
- ☐ Other _____

Please send student to office for:

- ☐ Damaged school/personal property
- ☐ Harassment
- ☐ Fighting/threats
- ☐ Insubordination
- ☐ Alcohol
- ☐ Bullying
- ☐ Illegal/synthetic/look-alike drugs/weapons
- ☐ Other: _____

Explanation (if needed):

_____

_____

_____

Any behavior resulting in being sent to the office may result in a severe consequence, regardless of the previous number of Discipline Notices. It is up to each grade level team as to how this may affect the next reward trip or grade-level privileges.

- ☐ Spoke with student
- ☐ TEAM conference with student
- ☐ Parent phoned
- ☐ Parent conference/emailed

- ☐ After School Detention(s)
- ☐ Lunch/recess detention(s)
- ☐ Half day modified program — To be served: _____
- ☐ Full day modified program — To be served: _____
- ☐ Other _____

If you have any questions regarding this incident, please contact the teacher or administrator listed below. Return to school office by _____. Failure to return this form by designated date may result in further consequences.

_____ _____ _____

Teacher/Administrator Signature **Student Signature** **Parent Signature**

Comments:

EES DISCIPLINE PLAN

SCHOOL BEHAVIOR

Students are responsible for good behavior and self-control in the building, on the playground, and the buses. As an Evergreen Eagle, students are expected to adhere to all rules and respect classmates and all staff members. Following rules and consequences in the area of bus behavior, playground behavior, and lunchroom behavior can be seen in our Good Character Standards. Students who act inappropriately in accordance with the behavioral expectations will face disciplinary action as outlined in the Behavior Levels and Consequences.

BEHAVIOR LEVELS AND CONSEQUENCES

BEHAVIOR LEVEL VIOLATIONS	BEHAVIOR LEVEL VIOLATION CONSEQUENCES
LEVEL ONE: 1. Crawling on the floor 2. Distracting behaviors 3. Mimicking 4. Not in line 5. Not listening 6. Unprepared 7. Out of seat 8. Playing with things 9. Talking out 10. Name calling/teasing 11. Breaking pencil 12. Whining 13. Not following directions 14. Denying responsibility for actions 15. Refusing classwork	**NEXT STEPS:** ● Redirect student ● Reteach expected behavior ● Remind ● Reinforce ● Proactive strategies ● Teacher document behavior
LEVEL TWO: 1. Throwing objects 2. Inappropriate noises 3. Talking with peers 4. Cheating/lying 5. Misuse of internet-minor 6. Excessive teasing 7. Climbing in bathroom 8. Looking under bathroom stalls 9. Inappropriate use of playground equipment 10. Leaving classroom 11. Pushing/shoving 12. Standing on furniture 13. Arguing 14. Repeated not following directions 15. Lying 16. Tantrum/outburst	**NEXT STEPS:** ● Teacher investigates incident ● Redirect student ● Reteach expected behavior ● Teacher debrief with student ● Student fill out “Think Sheet” ● Teacher assign logical/natural consequence ● Teacher contact parents (phone or email) ● Teacher document behavior

LEVEL THREE:	**NEXT STEPS:**
1. Repeated disrespectful behavior 2. Fighting 3. Misuse of internet-major 4. Stealing 5. Vandalism 6. Disruptive behavior-major 7. Bullying 8. Leaving School Grounds 9. Spitting/Biting 10. Inappropriate/unsafe physical contact 11. Inappropriate verbal behavior	● Redirect student ● Reteach expected behavior ● Teacher submits Office Discipline Referral form ● Admin investigates (if needed) ● Admin counsels student and assigns consequence ● Admin contact parent ● Parent/Teacher/Admin meeting

BUS BEHAVIOR & SAFETY

Students who ride a bus to school must follow several rules that ensure a safe, enjoyable trip to school. ***Riding a school bus is a privilege, not a right***, and as such, behavior is expected in the following ways:

1. The driver is in charge of the bus at all times and of its riders. Riders must cooperate with and listen to the driver.
2. Unless pre-arranged through the office (by parent letter or phone call), riders must ride their assigned bus and get on and off at their assigned stop. Students who are not bus riders will not be permitted to ride a bus home with a friend.
3. Riders must be at their designated bus stop at least ten (10) minutes before the assigned time.
4. Riders must stay off the road while waiting for the bus and behave safely while waiting.
5. Riders should not trespass on private property while waiting for their bus.
6. DO NOT ACCEPT RIDES FROM STRANGERS!
7. Riders should board the bus in a single line. The front seats are reserved for kindergarten students. It is the driver's choice to assign seats for all students depending on the riders' behaviors.
8. Riders should use the handrail when stepping on and off the bus.
9. Riders should move quickly to their seat. No one may save seats.
10. Riders should be in their seats at all times while the bus is in motion.
11. Riders should not extend hands, arms, or objects through the bus window.
12. No loud talking, fighting, or unnecessary confusion is allowed.
13. No trash is to be thrown on the floor. No eating on the bus.
14. No deliberate damage may be done to the bus, or riders will be billed for the damage.
15. Riders may not transport animals or other living creatures on the bus.
16. Feet and other objects should be kept out of the aisles.
17. If a rider leaves something on the bus, let the office know immediately.
18. In case of emergency, riders are to stay on the bus and follow the driver's instructions.
19. Riders should get off the bus quickly and quietly. Do not crowd or push.
20. Do not linger around the bus loading and unloading zones.
21. Choosing to disobey the above rules will result in the following:
    a. Inappropriate behavior will result in a written referral from the bus driver.
    b. The principal will conference with the student(s) and the student(s) will be given the opportunity to explain what happened. Consequences will be handled in accordance with the school discipline policy.

c. If an offense is of a serious nature, it may result in an immediate loss of bus privileges for a length of time determined by the principal after consulting with your parents. It is the discretion of the principal and bus company to revoke bus-riding privileges due to inappropriate behavior.

HALLWAY BEHAVIOR

At all times, students are to be quiet in the hallways so as not to disturb other classes. Hallways are learning zones.

INDOOR RECESS BEHAVIOR

Students have plenty of activities to take part in during indoor recess. Students are expected to behave appropriately depending on the location of their indoor recess.

LUNCHROOM BEHAVIOR

For 20 minutes of the lunch and recess block of time, students will be in the small gym (multipurpose room) eating lunch. The remaining time will be for outdoor recess. In case of inclement weather, recess will take place in the classrooms.

Lunch is a time to relax and refresh for the remainder of the school day. The following rules must be followed:

- File into the lunchroom in an orderly manner. Running is not allowed.
- Once seated, stay in your seat. If assistance is needed, raise your hand and wait for assistance from a supervisor.
- Eat your own lunch. Trading food items and sharing is not allowed as many students have allergies.
- An appropriate level of noise will be maintained. If the noise level becomes too high, a supervisor will call for quiet and remind students to lower their voices.
- If the supervisors call for quiet one or more times in lunch, that grade level will risk losing minutes of recess.
- To help the custodians keep our lunchroom as clean as possible, each student is responsible for his/her area. If food is dropped on the floor, the student must pick it up and/or let a supervisor know.
- The first five minutes of lunch will be quiet time to ensure that our students get the nourishment they need.
- Students who cannot follow the rules will be referred to the principal or assistant principal to discuss lunchroom procedures. If this happens three times in a trimester, students will be required to eat in the office for one week.
- Students will be dismissed by class, leaving in a single file line with voices off.
- Students leaving the building for lunch must be accompanied by a parent or guardian. Students should not return to school until the conclusion of their whole lunch/recess period. Students must check in at the office upon return.

OUTDOOR RECESS, PLAYGROUND EXPECTATIONS, AND BEHAVIOR

All recesses will be outdoor unless inclement weather is present. ISBE has set suggested temperature guidelines to follow during the winter months. The guidelines suggest that students can play outside when the “feel like” or “wind chill” temperature is 13 degrees or above; we follow those guidelines. Students should dress for the weather and must wear snow pants and boots in order to play in the snow. Students are encouraged to wear sweaters/sweatshirts or jackets at recess when the temperature is at 40° Fahrenheit or below.

The school playground is a place to have fun, take part in physical activities, and take a break from classroom work. For the playground to be safe and enjoyable for all students, the below rules must be followed:

- Students are responsible for returning all playground equipment to the equipment when finished with it. Equipment should be carried (not played with) going in and out of the building.
- Students are to share equipment fairly with fellow students.

- For student safety, tackling games of any type are not permitted. Fighting or other types of rough behavior will not be tolerated. Fighting will result in a school detention.
- Students are to stay on school grounds at all recess times. On rainy/wet days, the “Blacktop Only” recess rules must be followed. Balls can be used for four square and basketball. No games of tag on the blacktop before school or during recess times.
- Continue to be respectful at all times. Students must line up promptly when signaled to do so by the supervisor on duty. Once in line, no talking is allowed. Continual tardiness when lining up is unacceptable and will result in a loss of recess privileges. Students are to enter the building with voices off and walk in a single file.
- Students are expected to behave appropriately on the playground equipment cart by taking turns and being careful. On the slide, students must climb to the top only using the stairs with feet forward. In addition, no stones from beneath the equipment may be picked up or thrown. In the winter, “the bridge” will be closed due to safety per the supervisor's request.
- In case of bad weather, the following rules should be followed for indoor recess:
    - Students should be seated at their desks or quietly on the floor if playing a group game.
    - Acceptable indoor activities include seatwork, coloring, reading, or board games.
- Students will go out for recess if the temperature is 13 degrees or feels like 13 degrees or above. Be dressed accordingly. Jackets must be on if the temperature is 60 degrees or below.
- Snowballs and throwing snow are not allowed on the school property. No climbing on snow mounds and playing “King of the Mountain.”
- If snow is present, students need to wear boots and snow pants in order to play on the equipment or field.
- Going to the restroom should be taken care of during lunch.
- If students choose not to follow the above rules, the following will happen:
    - Students will be given an explanation of what was done wrong. If a problem is serious enough, students may lose playground privileges immediately.
    - If students break a rule of a less serious nature, consequences will be handled in accordance with the school discipline policy.

SPECIAL ACTIVITY BEHAVIOR

During the year, students will have the opportunity to participate in some special activities such as field trips, assemblies, etc. During a special activity, students must cooperate with their teachers by listening carefully and following directions. By doing this, students will get the most enjoyment possible out of the activity. Misbehavior at a special activity will result in being removed from the activity and possibly the loss of attendance at future ones.

BATHROOM BEHAVIOR

If students need to go to the washroom, they must ask their teacher and/or take a pass. While in the washroom, students are not to bother other students. Talking is to be kept at a minimum, and writing on or defacing the washrooms is forbidden. Parents will be contacted immediately if students are found writing on stalls or walls.

BEHAVIORAL EXPECTATIONS OF STUDENTS

Misbehavior is a matter of choice. Choosing to misbehave infringes upon the rights of other students to learn. For any event that subjects a student to disciplinary measures, the administration reserves the right to seek such discipline as necessary which may include suspension and expulsion. Such a determination is to be made based upon the seriousness of the conduct, the past conduct of the student, the effect of the action on the delivery of educational services, maintenance of safety and discipline, the severity of the penalty to be imposed, and the student’s interests.

Consequences typically become more restrictive as the behavior persists. Please refer to the Discipline Policy Handbook for information on specific acts of misbehavior and the range of consequences that can be enforced. If a child is found with firearms and/or drugs or committed battery against teachers, teacher personnel, administrative personnel, or educational support personnel, this information will be reported to the Department of State Police no later than three days after the occurrence or attack and to the State Board of Education.

BIRTHDAYS

Benjamin Middle School:

Birthday treats may be brought in at the discretion of the homeroom/study skills teachers. Treats are not to be given at lunch. No balloons, flowers, gifts, etc. will be given to students during the school day. These items will be left in the office until the end of the day.

Evergreen Elementary School:

In order to minimize risking the safety of children, we ask that your child bring in non-edible treats such as stickers, pencils, or a small party favor to celebrate their birthday at school. We also suggest donating your child's favorite picture book in his or her name to their classroom.

If birthday invitations are handed out at school, make sure to invite all the boys in the class, all the girls in the class, or the whole class. We do not want any student to feel left out.

Evergreen students will have their birthdays announced during our morning announcements. Summer birthdays will be celebrated in December (June), January (July), and February (August).

BUS TRANSPORTATION & SAFETY

Benjamin School District 25 provides bus transportation to and from school for all students living 1.5 miles or more from school. Transportation is available to all Kindergarten through 8th grade students; however, depending on the student's residence, some addresses may require payment of transportation fees. Families can determine whether their address falls within a free or paid transportation area by visiting the district website and reviewing the Bus Boundaries and Transportation Information resources.

During online enrollment, families will have the opportunity to indicate whether transportation services are needed. Families who do not elect transportation during enrollment but later wish to request service should contact the school office.

Students may register for morning-only (AM), afternoon-only (PM), or round-trip transportation. Transportation fees for paid riders are established annually by the District and must be paid in full before a student may begin riding the bus. Transportation fees are not eligible for fee waivers and are not prorated for students who ride only on certain days.

A list of bus stops and routes will be published before the start of each school year. Each student will be assigned a designated bus stop for pick-up and drop-off. Students are not permitted to ride a bus other than the one to which they are assigned unless prior approval is granted by the building principal. Families may request a preferred bus stop by contacting the District Office; however, final stop assignments are determined by the transportation provider based on route needs and safety considerations.

For the safety of our youngest riders, **all kindergarten students must have a responsible adult present at the designated afternoon bus stop**. If no adult is visible when the bus arrives, the driver will continue the route and notify dispatch and

the school office. The student will generally be returned to school, where a parent or guardian will be required to pick them up.

During the first several weeks of school, bus routes and schedules may fluctuate as students and drivers adjust to established routes. Families should anticipate possible variations in pick-up and drop-off times. Students should arrive at their assigned bus stop at least ten (10) minutes before their scheduled pick-up time. Bus drivers will not return to a stop if a student is not present when the bus arrives.

Families may track bus locations through the district's approved bus-tracking application. The school will also make reasonable efforts to notify families of significant transportation delays when information is provided by the transportation company.

While students are on the bus, they are under the supervision of the bus driver. In most cases, the bus driver will initially address student behavior concerns. Written disciplinary referrals and serious misconduct will be investigated and handled by the building principal.

Students are expected to follow all school rules while riding the bus. Riding a school bus is a privilege, not a right. The bus driver is responsible for the safety of all riders and must be treated with respect at all times. Students are expected to cooperate with the driver, follow directions promptly, communicate respectfully with others, remain seated while the bus is moving, keep personal belongings secured, and help maintain a safe environment for all passengers.

Students may be suspended from riding the school bus for up to ten (10) consecutive school days for violating school rules or engaging in gross disobedience or misconduct. The Board of Education may suspend a student's bus-riding privileges for a period exceeding ten (10) days when necessary for safety reasons. The District's regular suspension procedures shall be used when suspending a student's transportation privileges.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be provided the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school if alternative transportation is not available.

Riding a school bus is a privilege, not a right, and as such, behavior is expected in the following ways:

- The driver is in charge of the bus at all times and of its riders.
- Riders must cooperate with and listen to the driver.
- The bus driver’s main concern is to safely deliver students to and from school.
- Making this job easier for the driver should be the main concern of all who ride the bus.

BUS SAFETY

1. Students may be given assigned seats on the bus. This procedure will aid the bus driver in maintaining a safe environment on the bus. Assigned seats prevent students from being blamed for improper behavior or activities for which they are not responsible. Students should ALWAYS be in their assigned seat and will be held responsible for the area to which they are assigned. It is the driver’s choice to assign seats for all students depending on the riders’ behaviors. The front seats are reserved for kindergarten students.
2. Riders must be at their designated bus stop at least ten (10) minutes before the assigned time. Riders should be aware of moving traffic and pay attention to their surroundings. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles. Riders must stay off the road while waiting for the bus and behave safely while waiting. Riders should not trespass on private property while waiting for their bus. DO NOT ACCEPT RIDES FROM STRANGERS!

3. Riders should board the bus in a single line. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail when stepping on and off the bus.
4. Riders should be in their seats at all times while the bus is in motion. Take a seat right away and remain seated facing forward. Feet and other objects should be kept out of the aisles. Keep belongings out of the aisle and away from emergency exits. Riders should not extend hands, arms, or objects through the bus window. Keep your hands, arms, and head inside the bus.
5. No loud talking, fighting, or unnecessary confusion is allowed. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers.
6. No eating or drinking on the bus. Help keep the bus neat and clean. Riders may not transport animals or other living creatures on the bus. No deliberate damage may be done to the bus, or riders will be billed for the damage.
7. Riders should get off the bus quickly and quietly. Wait until the bus pulls to a complete stop before standing up. Do not crowd or push. Use the handrail when exiting the bus. Do not linger around the bus loading and unloading zones. In case of emergency, riders are to stay on the bus and follow the driver's instructions. If a rider leaves something on the bus, let the office know immediately.
8. Students who think they might be late for the bus at the end of the school day are to ask one of the staff members or dismissal supervisors to hold the bus so as not to miss the bus.9.
9. If a student wishes to ride a different bus or get off at a different stop, he/she must bring a note signed by a parent. Notes should be dropped off in the office for approval in the morning, be picked up at the end of the day and given to the driver upon boarding the bus. **Students who are not bus riders will not be permitted to ride a bus home with a friend.10.**
10. Electronic video and audio recordings will be made on the buses. The viewing of the recordings is limited to individuals having a legitimate educational or administrative purpose as per School Board Policy 7:220-AP.11.
11. Specific bus behavior guidelines are located in the Student Discipline Policy.

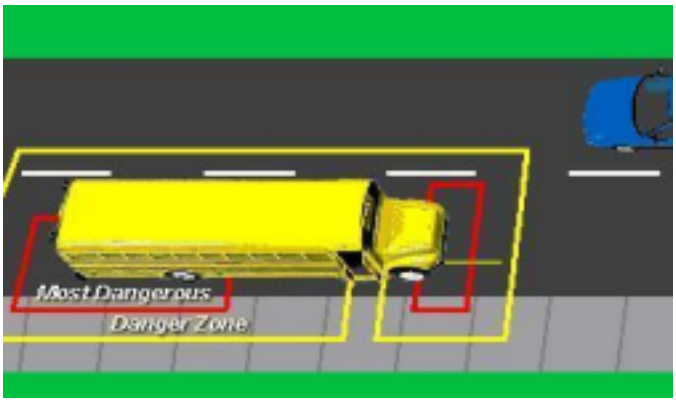
Choosing to disobey the above rules will result in the following:

- Inappropriate behavior will result in a written referral from the bus driver.
- The principal will conference with the student(s) and the student(s) will be given the opportunity to explain what happened.
- Consequences will be handled in accordance with the school discipline policy.
- If an offense is of a serious nature, it may result in an immediate loss of bus privileges for a length of time determined by the principal after consulting with your parents.
- It is the discretion of the principal and bus company to revoke bus-riding privileges due to inappropriate behavior.

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

- Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them being caught in bus doors, railings or aisles.
- Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
- Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.

- Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
- Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
- Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
- Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
- Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
- Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
- If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
- Never run back to the bus, even if you dropped or forgot something.
- If a student wishes to ride a different bus or get off at a different stop, he/she must bring a note signed by a parent. Notes should be dropped off in the office for approval in the morning, be picked up at the end of the day and given to the driver upon boarding the bus. **Students who are not bus riders will not be permitted to ride a bus home with a friend.10.**



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

Any student who wishes to walk or ride their bike to or from school must have the required district form filled out and turned in to the office. If a student is being picked up by someone outside the immediate family or wishes to take a different bus home from school a written permission note from the parent is required.

For questions regarding school transportation issues, contact: Leslie Waters lwaters@benjamin25.org, Office phone: 630-876-7800.

Additional resources follow: National Highway Traffic Safety Administration - School Bus Safety https://one.nhtsa.gov/people/injury/buses/getting_to_school/schoolbus2.html; U.S. Department of Transportation -

School Bus Safety Campaign Material www.trafficsafetymarketing.gov/get-materials/school-bus-safety/evergreen-campaign-material; National Safety Council - Tips for a Safe Ride www.nsc.org/home-safety/tools-resources/seasonal-safety/back-to-school/bus; State Police - School Bus Safety https://isp.illinois.gov/StaticFiles/docs/TrafficResources/5-542.pdf; State Board of Education - School Bus Safety What Parents Should Know www.isbe.net/Documents/bus_safety_parents.pdF;State Board of Education - Instructions To School Bus Riders www.isbe.net/Documents/bus_ride_instruct.pdf; State Board of Education – School Bus Safety Guidance www.isbe.net/Documents/Bus-Safety-Guidance-June-2025.pdf

BUS BEHAVIOR CONSEQUENCES

Depending on the severity of the violation, permanent suspension of riding privileges may be determined at any time.
1st Occurrence : Student conference, parent contact, restitution, school community service, apology
2nd Occurrence: 5-day bus suspension, parent contact, school community service, restitution, MP
3rd Occurrence : 10-day bus suspension, parent contact, restitution, school community service, MP
4th Occurrence: Bus suspension to be determined, meeting with an administrator to determine permanent suspension of riding privileges.

CELL PHONES AND ELECTRONIC DEVICES

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: a cellular phone, wearable technology, computer/laptop, tablet, earbuds, personal technology, etc. Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following:

- using the device to take photographs in locker rooms or bathrooms;
- cheating;
- creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or
- non-consensual dissemination of private sexual images (i.e., sexting).

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless:
(a) permission is granted by an administrator, teacher or school staff member;
(b) use of the device is provided in a student's individualized education program (IEP); or
(c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

At Benjamin Middle School students are allowed to use electronic devices during non-instructional time, which is defined as before and after school. During this time electronic devices can be used following the discretion of the club supervisor or coach the student is with at the time.

At Evergreen Elementary School students are allowed to use electronic devices during non-instructional time, which is defined as once a child is on school property or on a district school bus. Once on campus, students must turn off their electronic device and put it in their backpack.

EARBUDS: The use of earbuds and headphones are strictly prohibited during school hours unless permission has been granted by the teacher. Earbuds and headphones should not be seen or heard during school hours. Students are permitted to use earbuds/headphones only before or after school.

CAMERAS: Unauthorized use of electronic devices to take, display, or send images or recordings without permission is prohibited on school grounds during the course of the school day. The use of any electronic device in locker rooms and restrooms is strictly prohibited at all times.

WEARABLE TECHNOLOGY: Wearable technology such as Apple Watches can be worn during the school day but must follow the same rules and guidelines outlined above for electronic devices and may not be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others.

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

Range of Actions: Students in violation of this procedure are subject to the following consequences:

1. First offense - The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additional consequences may be handed out including prohibiting the student from bringing the device to school for a longer period of time. The student will also face consequences for insubordination.

CLUBS/EXTRACURRICULAR ACTIVITIES

Benjamin Middle School:

Activities such as Art Club, Band, Chess Club, Choir, Winter Blast, Gamers Club, H.O.P.E. Club (universal design and assistive technology), Newspaper Club, Makerspace Club, Student Council, Talent Show, Theatre, Project Lit Book Club, Yearbook, and others will be provided throughout the year to provide opportunities for school involvement and a well-rounded education. All students are encouraged to join at least one activity during the school year. Please note, if the club meets before school, the student must make arrangements to get to school early. There is a school activity bus available at Benjamin Middle School for afterschool clubs. Please note however, it only makes a limited number of stops. Please review the map with your child if you are considering this as an option.

EXTRA-CURRICULAR ELIGIBILITIES

Students who participate in activities such as Sports, Student Council, Clubs, etc. represent the building and district as a whole. All students in extracurricular activities must meet the requirements outlined under the "No Pass - No Play" guidelines contained in this guide. Additionally, a student must have all fees (including registration fees, book fines, etc. for both current and prior years) paid in full or be enrolled in a District-established payment plan.

Evergreen Elementary School:

Kindergarten through fourth grade students are able to participate in select after school or before school activities. Students participating in extracurricular activities need to adhere to Evergreen behavior expectations. If a student has difficulty following these expectations, they may be removed from the club. Before and after school clubs do not have

bus transportation; a parent/guardian must pick up their child. Additionally, a student must have all fees (including registration, technology, book fines, etc. for current and prior years) paid in full or be in enrolled in a district-established payment plan in order to participate in a club or activity.

COMPLAINTS ABOUT CURRICULUM, INSTRUCTIONAL MATERIALS, AND PROGRAMS; Ability to Opt-Out of Certain Course Content and Programs

Parents/guardians have the right to inspect any instructional material used as part of their child's educational curriculum.

A parent/guardian may request that his/her child be exempt from using a particular instructional material or program by completing a Curriculum Objection Form.
Request to Examine Family Life and National Sex Ed Standards Materials

A sample of the District's instructional materials and course outline for family life instructional materials are available from the classroom teacher for parent/guardian inspection.

The scope and sequence of instructional materials for the National Sex Ed Standards (NSES) is posted on the District's Internet website, along with the name and contact information, including an email address, of staff members who can respond to your inquiries. [2]

You may request to examine the above instructional materials by completing the "Request to Examine Materials and Statutory Opt-Outs" form.

Parent or Guardian Opt-Outs

No student is required to take or participate in the following classes or courses, and no disciplinary or academic penalty exists for refusing to take or participate in such a course or program.

- Family life (emotional, psychological, physiological, hygienic and social responsibilities, including evidence-based and medically accurate information regarding sexual abstinence).
- AIDS, including in grades 6 through 12, its prevention, transmission and spread.
- Comprehensive Personal Health and Safety and Sexual Health Education Program NSES Standards.
- Donations and transplants of organs/tissue and blood organ/tissue transplantation, in grades 9 and/or 10.
- CPR, including training on how to properly administer CPR in accordance with standards of the American Red Cross, the American Heart Association, or another nationally recognized certifying organization.
- How to use an AED.

If you do not want your child to participate in these classes or courses, please contact the principal.

CONTINUUM OF SERVICES

Children with disabilities have the right to a free and appropriate public-school education in the least restrictive setting. District 25 can implement various supports and monitor a student's progress when academic and/or behavioral concerns arise prior to determining if special education services are warranted. This process is called Response to Intervention (RTI) and is consistent with state and federal legislation. Students who require further evaluations meet with members of

an educational team of specialists to determine the scope of the evaluation. District 25 provides an extensive continuum of special education services for children with a variety of individual needs in cooperation with SASED (School Association for Special Education in DuPage County). Children are eligible for public school special education services beginning at three years of age.

The district provides free developmental screenings for preschool-aged children in all developmental areas to include speech and language, learning, social interaction, and motor skills. If you have concerns about your child's developmental skills, please call the school to make a screening appointment for your preschooler. Appointments are required so that staff can appropriately address developmental concerns.

If you have questions about special education services, contact your building principal or Dr. Julie Salamone, Director of Student in District 25 at (630) 876-7800 for additional information.

BEHAVIOR AND STUDENT CONDUCT

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 tobacco or nicotine materials, including electronic cigarettes, 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:
    1. 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*).
    2. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
    3. 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.
    4. 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*.
    5. 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.

6. “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.
7. 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.
8. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

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

15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
23. Sexting, which, for purposes of this procedure, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions, as defined in State law.

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;

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.

DISCIPLINARY MEASURES

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

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

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

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. The use of prone restraint is prohibited.

CORPORAL PUNISHMENT

Corporal punishment is prohibited in all circumstances. Corporal punishment is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim or set an example for others. It includes slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as permitted by State law.

WEAPONS PROHIBITED

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

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.

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

REQUIRED NOTICES

A school staff member shall immediately notify the office of the Building Principal in the event that he or she:

1. observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision,
2. observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or
3. observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" include modes of transportation to school activities and any public way within 1000 feet of the school, as well as the school property itself.

DELEGATION OF AUTHORITY

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to ten consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of ten school days for safety reasons.

RE-ENGAGEMENT OF RETURNING STUDENTS

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

BOARD OF EDUCATION ROLE

The Board of Education and staff believe that a good discipline system in the school is extremely important to the educational program. The Board and staff also believe that the right to an education is a privilege not to be withheld without cause. They state, however, that the enjoyment of this privilege depends on each individual's willingness to obey reasonable rules and regulations.

The Board of Education directs the school to develop a set of rules and regulations that reflect the staff's philosophy, the school's environment, and its educational leadership. At the Middle School, the Board of Education expects that high standards of conduct, consistent with the emotional and social development of adolescents will be maintained at all times.

STAFF ROLE

Administrators, teachers, certificated employees, and other staff members shall maintain discipline in the schools, including the school grounds, the bus, and bus stops. Efforts will be made to contact and work with the parents/guardians and students regarding infractions considered as serious by the staff or administration. Although we try to refrain from involvement in student behavior outside of school, we will address it if it affects school time, energy, and ultimately academics.

STUDENT ROLE

Each student is responsible for their own behavior. Students are responsible for knowing and abiding by the contents of the discipline policy and student handbook all year. Students are expected to communicate with parents/guardians concerning behavior infractions or interventions such as loss of privileges or detentions.

STUDENT BEHAVIOR

The goals and objectives of this policy are to provide effective discipline practices that:

1. ensure the safety and dignity of students and staff;
2. maintain a positive, weapons-free, and drug-free learning environment;
3. keep school property and the property of others secure;
4. address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and
5. teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

WHEN AND WHERE CONDUCT RULES APPLY

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, 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 educational function, including, but not limited to, conduct that may reasonably be considered to:
    a. be a threat or attempted intimidation of a staff member; or
    b. endanger the health or safety of students, staff, or school property.

DISCIPLINE OF STUDENTS WITH DISABILITIES

BEHAVIORAL INTERVENTIONS

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

DISCIPLINE OF SPECIAL EDUCATION STUDENTS

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. No special education student

shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

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, or physical restraint as discipline or punishment, convenience for staff, retaliation, as 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. The use of prone restraint is prohibited.

DISCRIMINATION AND HARASSMENT ON THE BASIS OF RACE, COLOR AND NATIONAL ORIGIN PROHIBITED

Discrimination and harassment on the basis of race, color, or national origin negatively affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District and School goal. The District and School do not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities and comply with federal and State non-discrimination laws.

EXAMPLES OF PROHIBITED CONDUCT

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

MAKING A REPORT OR COMPLAINT; INVESTIGATION PROCESS

Individuals are encouraged to promptly report claims or incidences of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports will be processed under the District's Uniform Grievance Procedure.

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

FEDERAL AND STATE AGENCIES

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Illinois Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to: https://dhr.illinois.gov/about-us/contact-idhr.html or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

PREVENTION AND RESPONSE PROGRAM

The District maintains a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program includes procedures for responding to complaints which:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;

2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;

3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;

4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;

5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and

6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

ENFORECMENT

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or 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 remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

RETALIATION PROHIBITED

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

DRESS CODE/STUDENT APPEARANCE

The administration and faculty feels that the attitude and behavior of the students is influenced by dress and grooming. With the cooperation of the parents, the school will continue to encourage all students to dress in a fashion that reflects good taste and a style appropriate for a school. All staff members are expected to enforce the dress code at all times. Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.
- Shoes with wheels are not allowed.

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. The school will not prohibit students from wearing or accessorizing the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or any other protected characteristic or category identified in the Illinois Human Rights Act.
Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

When a student's attire does not meet the expectations outlined in the District dress code, school staff will work with the student and parent/guardian to resolve the concern. Interventions may include a student conference, parent/guardian contact, a request to change clothing or remove the prohibited item, loss of privileges, referral to student support personnel, detention (middle school), or other appropriate administrative action. Repeated violations may result in progressive disciplinary consequences.

Cross Reference:
PRESS 7:160, Student Appearance

EARLY CHILDHOOD

Please remember that all ECE students are required to provide their own snacks. This is in response to increases in allergies and specific dietary requirements. Please refrain from sending in any snacks that have peanuts or tree nuts in them due to a high number of peanut and tree nut allergies present in other students. Our classrooms are to be peanut and tree nut free zones. Also, students will not be allowed to share food in order to prevent cross contamination.

If your child has a diagnosed food allergy, provide documentation to the nurse and to the classroom teacher.

If your family qualifies for free and reduced lunch, there will be snacks available if you are unable to provide them. We ask that you let us know if this situation applies to your family. We are here to help.

Please remember that ECE students are not in attendance on early release or half days. This allows for both morning and afternoon students to receive the same instructional time.

Attendance (BP 7:70)

Regular daily attendance is important to student success. Ensuring that a student maintains regular attendance requires cooperative effort by the student, parent(s)/guardian(s), and school personnel. The student who is frequently absent misses class instruction, social interaction, and discussions.

Benjamin SD 25 expects parents or guardians to make reasonable efforts to ensure the regular attendance of their children, and to inform the school of any absences and their causes. The school will monitor each student's attendance and inform parents or guardians of any attendance problems. A parent should call the school prior to 8:30 a.m. on each day his/her child will be absent (see school's number below). In the case of a known extended absence of one week or more, only one call is necessary. If we are not contacted by 8:30 a.m., a parent will be called. If the sickness is interpreted to be contagious, readmission to school should be accompanied by a Back-to-School form signed by a physician.

Absences should be reported by 8:30 AM to Evergreen Elementary School at (630) 876-7810.

For the equity of all ECE students in Benjamin SD 25 there is an attendance procedure Students will not be eligible for At-Risk services through the ECE program if they are absent more than 10% of the attendance opportunities to date. Exceptions will be made for students who have had significant illness, medical interventions, family emergencies, and religious observances. For medical exceptions doctor's notes are required. These attendance decisions are made regularly throughout the school year. Attendance is checked at the end of each month unless a teacher has a concern that is brought up prior to the month ending. At the end of each month any communication will be sent out as needed. Prior to any written communication the district will reach out to inquire if there are any supports or assistance required for your family.

For example, if student A missed 1 day of attendance in the first 25 days of attendance, that equates to 4% of the school year to date. A letter of concern would not be sent. However, if student A missed 2 days of attendance in the first 25 days of student attendance, that equates to 8% of the school year to date. A letter of concern would be sent and parents may be informed that they are in danger of having their student dropped from the program.

The rationale for this is due to our increasing number of students who qualify for At-Risk services. We are limited in the number of spaces we have available, and students who are placed into a class who do not attend regularly are preventing another student who would attend regularly from receiving ECE services.

Questions in regards to the Early Childhood program can be directed to The Director of Student Services, Dr. Julie Salamone via email jsalamone@benjamin25.org or phone (630) 876-7800 ext. 3204.

EARLY ENTRANCE INTO KINDERGARTEN & FIRST GRADE

Benjamin School District 25 complies with Illinois Law, which specifies that to enter kindergarten or first grade, children must be five years of age by September 1st of their kindergarten year or six years of age by September 1st of their first grade year (105 ILCS 5/10-20.12). Early entrance is considered a form of whole grade acceleration and is appropriate only for those students that demonstrate compelling evidence that they are intellectually advanced and socially developmentally appropriate. After careful examination of relevant evidence provided by the parents/guardians or gathered through a district evaluation process, the Benjamin School District 25 team will make the decision. Benjamin School District 25 understands that students whose birthdate misses the cutoff for school attendance may have educational needs or demonstrated capabilities that warrant early admission to kindergarten or first grade. The decisions for a child to enter school early can profoundly affect their academic and social performance for the remainder of the child's school career. Academic readiness, academic potential, and social-emotional maturity are all equally important considerations.

EARLY ENTRANCE KINDERGARTEN CRITERIA:

Turn five (5) years old by December 1 of the proposed kindergarten year, and
Completed at least one (1) year of preschool, and
Be exceptionally advanced intellectually and typically developing socially

EARLY ENTRANCE FIRST GRADE CRITERIA:

Turn six (6) years old by December 1st of the proposed first grade year, and
Completed at least one (1) year of kindergarten, and
Be exceptionally advanced intellectually and typically developing socially

Process: Parents/guardians wishing to apply for early entrance to kindergarten or first grade should contact the Evergreen Principal, Sarah Smith, by June 30. At this time, the principal will set up an appointment to discuss the child's needs and determine what additional assessments must be completed by the Benjamin School District 25 staff to determine eligibility.

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, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

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

EMERGENCY SCHOOL CLOSING

In the event of an emergency closing, late start, or otherwise unplanned early dismissal from school, the district will notify each family via email/text message/phone call with information as soon as possible. Closings, late starts, and early dismissals will also be posted on the website. In the event that school is canceled, all after school activities and interscholastic games will automatically be canceled as well.

In the event of severe weather or other emergency conditions that make travel or school operations unsafe, the District may cancel school. Notification of school closures will be communicated to families through the District's communication systems and posted on the District website.

Benjamin School District 25 will utilize traditional snow days rather than remote learning days. Any school day canceled due to inclement weather or other emergency conditions will be made up at the end of the school year or on a designated emergency/flex day identified on the approved school calendar.

The District will make every effort to communicate school closure decisions as early as possible. Families are encouraged to monitor District communications during periods of severe weather.

The Superintendent or designee has the authority to determine when school will be closed due to weather, facility issues, or other emergency situations that may impact the safety of students and staff.

ENGLISH-LANGUAGE LEARNERS

Benjamin School District 25 offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

Benjamin District 25 Multilingual Services staff works together with families and district staff to ensure that all English Learners and Bilingual students achieve their highest potential through rigorous academic opportunities by providing research-based instructional practices that address their linguistic and academic needs. This department strives to use best practices that are grounded in language acquisition research.

The District will:

- Identify and place students with limited English proficiency in the appropriate multilingual program.

- Provide access to appropriate instructional programs, across academic settings, in alignment with state standards and that consider and/or include:
- English language proficiency/literacy skills (WIDA)
  - Effective English as a New Language (ENL) methodologies
  - Native language proficiency/literacy skills as required
  - Effective bilingual instructional strategies, as appropriate
  - Effective academic interventions and support services
  - Instructional materials that are culturally responsive and that support and facilitate language development
- Inclusion in District 25 specialized programs (e.g. gifted, honors, extra-curricular activities)
- Acculturation support for newly arrived students and their families
- Monitor progress of English Learners utilizing appropriate assessment instruments, as required by ISBE
- Yearly progress towards learning English (WIDA ACCESS
- Literacy development in English (Progress Monitoring)
- Academic progress in the content areas
- Timely and appropriate transition to monolingual programs
- Data collection that is timely and appropriate for program decision making
- Communicate with parents/guardians and community members to promote understanding, support, and involvement by:
- Sharing information in multiple languages
- Providing informational sessions regarding programs, initiatives, and academic requirements
- Ensuring translators are used, whenever feasible, to facilitate face-to-face communication between families and the school
- Communicating with local agencies regarding refugee/immigrant issues
- Creating meaningful partnerships with families and the community, we serve.

The multilingual department will be a collaborative and inclusive department. Vitally connected to teaching and learning decisions made in collaboration with the district at large. The key emphasis is on service of students, families, and support for staff. The ML department will provide consistent and relevant PD on language acquisition and culture for classified, certified, and administrators in our district. The multilingual department will model and advocate for equitable practices district wide.

For questions related to this program or to express input in the school's English Learners program, contact Dr. Julie Salamone at jsalamone@benjamin25.org, 630-876-7800.

ENROLLMENT/RESIDENCY

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided by Board Policy 7:60. A student's residence is the same as the person who has legal custody of the student. Students must be of a certain age to enter school or entry/grade level will be determined upon an assessment of his or her readiness, as provided in Board Policy 7:50.

Reference: Benjamin School District 25 Board Policy 7:50 - Revised June 10, 2024:

SCHOOL ADMISSIONS AND STUDENT TRANSFERS TO AND FROM NON-DISTRICT SCHOOLS

AGE

To be eligible for admission, a child must be five (5) years old on or before September 1 of that school term. A child entering first grade must be six (6) years of age on or before September 1 of that school term. Based upon an assessment of a child's readiness to attend school, the District may permit him or her to attend school before these dates. A child will also be allowed to attend first grade based upon an assessment of his or her readiness if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will be six (6) years old on or before December 31. A child with exceptional needs who qualifies for special education services is eligible for admission at three years of age. Early entrance to kindergarten or first grade may also be available through Board policy 6:135, Accelerated Placement Program.

ADMISSION PROCEDURE

All students must register for school each year on the dates and at the place designated by the Superintendent. Parents/guardians of students enrolling in the District for the first time must present:

1. *A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's permanent record, and return the certified copy to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within ten days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that ten-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.*
2. *Proof of residence, as required by the school district, in accordance with Illinois State law and guidance.*
3. *Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students.*

The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U.S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year. Students who are children of active duty military personnel transferring will be allowed to enter: (a)the same grade level in which they studied at the school from which they transferred, if the transfer occurs during the District's school year, or (b) the grade level following the last grade completed.

HOMELESS CHILDREN

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment. Board policy 6:140, Education of Homeless Children, and its implementing administrative procedure, govern the enrollment of homeless children.

FOSTER CARE STUDENTS

The Superintendent will appoint at least one employee to act as a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the IL Dept. of Children and Family Services (DCFS) when enrolling in or changing schools. The District's liaison ensures the DCFS' Office of Education and Transition Services receives all written notices and records pertaining to students in the legal custody of DCFS as required by state law.

STUDENT TRANSFERS TO AND FROM NON-DISTRICT SCHOOLS

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent or designee. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

LEGAL REF.:
8 U.S.C. §1101 et seq., Illegal Immigrant and Immigrant Responsibility Act of 1996.
20 U.S.C. §1232g, Family Educational Rights and Privacy Act.
20 U.S.C. §1400 et seq., Individuals With Disabilities Education Improvement Act.
29 U.S.C. §794, Rehabilitation Act of 1973, Section 504.
42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
105 ILCS 5/2-3.13a, 5/10-20.12, 5/10-20.59, 5/10-22.5a, 5/14-1.02, 5/14-1.03a, 5/26-1, 5/26-2, and 5/27-8.1.
105 ILCS 10/8.1, Ill. School Student Records Act.
105 ILCS 45/, Education for Homeless Children Act.
105 ILCS 70/, Educational Opportunity for Military Children Act.
325 ILCS 50/, Missing Children Records Act.
325 ILCS 55/, Missing Children Registration Law.
10 410 ILCS 315/2, Communicable Disease Prevention Act.
20 Ill.Admin.Code Part 1290, Missing Person Birth Records and School Registration.
23 Ill.Admin.Code Part 226, Special Education.
23 Ill.Admin.Code Part 375, Student Records.

CROSS REF.: 4:110 (Transportation), 6:30 (Organization of Instruction), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:135 (Accelerated Placement Program), 6:140 (Education of Homeless Children), 7:60 (Residence), 7:70 (Attendance and Truancy), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:340 (Student Records)

ADOPTED: June 10, 2024

RESIDENCE

RESIDENT STUDENTS

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in Illinois State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over

the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition. When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within 60 days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

REQUESTS FOR NONRESIDENT STUDENT ADMISSION

Nonresident students may attend District schools upon the approval of a request submitted by the student's parent(s)/guardian(s) for nonresident admission. The Superintendent may approve the request subject to the following:

1. The student will attend on a year-to-year basis. Approval for any one year is not an authorization to attend a following year.
2. The student will be accepted only if there is sufficient room.
3. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by Illinois State law. The student's parent(s)/guardian(s) will be responsible for transporting the student to and from school.

ADMISSION OF NONRESIDENT STUDENTS PURSUANT TO AN AGREEMENT OR ORDER

Nonresident students may attend District schools tuition-free, pursuant to:

1. A written agreement with an adjacent school district to provide for tuition-free attendance by a student of that district, provided both the Superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance.
2. A written agreement with cultural exchange organizations and institutions supported by charity to provide for tuition-free attendance by foreign exchange students and nonresident pupils of charitable institutions.
3. According to an intergovernmental agreement.
4. Whenever any State or federal law or a court order mandates the acceptance of a nonresident student.

CHALLENGING A STUDENT'S RESIDENCE STATUS

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a nonresident of the District for whom tuition is required to be charged, he or she on behalf of the School Board shall notify the person who enrolled the student of the tuition amount that is due. The notice shall detail the specific reasons why the Board believes that the student is a nonresident of the District and shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the School Code, 105 ILCS 5/10 20.12b.

NEW STUDENTS/BIRTH CERTIFICATE

State of Illinois Public Act 84-1430 requires that schools be furnished with a certified copy of the student's birth certificate within thirty (30) days of enrollment. Schools will make a copy of the original and return the original to the parent.

All health records including required physicals and documentation of required immunizations must be received within thirty (30) days of enrollment to remain in school.

EQUAL EDUCATIONAL OPPORTUNITIES AND SEX EQUITY

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, national origin, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions, or actual or potential marital or parental status, including pregnancy.

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Mike Fitzgerald (mfitzgerald@benjamin25.org / 630-876-7820) or Sarah Smith (ssmith@benjamin25.org / 630-876-7800)

Any student may file a sex discrimination complaint under the District's Title IX Grievance Procedure. Any student may file a sex equity complaint under the District's Uniform Grievance Procedure. A student may appeal the Board's decision to the Regional Superintendent and, thereafter, to the State Superintendent of Education.

Reference: Benjamin School District 25 Board Policy 7:10 - Revised June 9, 2025:

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator and a Title IX Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and related grievance procedures.

Reference: Benjamin School District 25 Board Policy 2:260 – revised June 9, 2025

Uniform Grievance Procedure

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the Board of Education, its employees, or its agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or has a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act, 42 U.S.C. §12101 et seq
2. Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., excluding Title IX complaints governed by Board policy 2:265, Title IX Grievance Procedure
3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
4. Discrimination and/or harassment on the basis of race, color, or national origin prohibited by the Illinois Human Rights Act, 775 ILCS 5/; Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000 det seq.; and/or Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. (see Board policy 2:270, Discrimination and Harassment on the

Basis of Race, Color, and National Origin Prohibited)

5. *Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. (see also number 4, above, for discrimination and/or harassment on the basis of race, color, or national origin)*
6. *Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. (Title IX sexual harassment complaints are addressed under Board policy 2:265, Title IX Grievance Procedure)*
7. *Breastfeeding accommodations for students, 105 ILCS 5/10-20.60*
8. *Bullying, 105 ILCS 5/27-23.7*
9. *Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children*
10. *Curriculum, instructional materials, and/or programs*
11. *Victims' Economic Security and Safety Act, 820 ILCS 180/*
12. *Illinois Equal Pay Act of 2003, 820 ILCS 112/*
13. *Provision of services to homeless students*
14. *Illinois Whistleblower Act, 740 ILCS 174/*
15. *Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act, 410 ILCS 513/; and Titles I and II of the Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.*
16. *Employee Credit Privacy Act, 820 ILCS 70/*

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it 12 and may proceed directly to this grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parent(s)/guardian(s)); this includes mediation.

Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

Deadlines

All deadlines under this policy may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, school business days means days on which the District's main office is open.

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager or designee shall process and review the complaint under Board policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment, in addition to any response required by this policy.

For any complaint alleging sex discrimination that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Title IX Coordinator or designee shall process and review the complaint under Board policy 2:265, Title IX Grievance Procedure.

For any complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall process and review the complaint under Board policy 2:270, Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited, in addition to any response required by this policy.

For any complaint alleging sexual harassment or other violation of Board policy 5:20, Workplace Harassment Prohibited, the Nondiscrimination Coordinator or a Complaint Manager or designee shall process and review the complaint according to that policy, in addition to any response required by this policy, and shall consider whether an investigation under Board policy 5:120, Employee Ethics; Code of Professional Conduct; and Conflict of Interest, should be initiated.

Investigation Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days after the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time from the Superintendent.

The Superintendent will keep the Board informed of all complaints.

If a complaint contains allegations involving the Superintendent or Board member(s), the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall provide his or her written decision to the Complainant and the accused as well as to the Complaint Manager. All decisions shall be based upon the preponderance of evidence standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board.

Within 30 school business days after an appeal of the Superintendent's decision, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within five school business days after the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall provide its written decision to the Complainant and the accused, as well as to the Complaint Manager.

This policy shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing a Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Superintendent shall appoint a Title IX Coordinator to coordinate the District's efforts to comply with Title IX.

The Superintendent shall appoint at least one Complaint Manager to administer this policy. If possible, the Superintendent will appoint two Complaint Managers, each of a different gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, office addresses, email addresses, and telephone numbers of the Nondiscrimination Coordinator, Title IX Coordinator, and the Complaint Managers.

Nondiscrimination Coordinator
Dr. Patrick McGill
28W250 St. Charles Road
West Chicago, IL 60185
pmcgill@benjamin25.org
(630) 876-7800

Title IX Coordinator
Dr. Patrick McGill
28W250 St. Charles Road
West Chicago, IL 60185
pmcgill@benjamin25.org
(630) 876-7800

Complaint Manager
Dr. Mike Fitzgerald
28W300 St. Charles Road
West Chicago, IL 60185
mfitzgerald@benjamin25.org
(630) 876-7820

Complaint Manager
Mrs. Sarah Smith
1041 Evergreen Drive
Carol Stream, IL 60188
ssmith@benjamin25.org
(630) 876-7810

LEGAL REF.:
8 U.S.C. §1324a et seq., Immigration Reform and Control Act.
20 U.S.C. §1232g, Family Education Rights Privacy Act.

20 U.S.C. §1400, The Individuals with Disabilities Education Act.
20 U.S.C. §1681 et seq., Title IX of the Education Amendments; 34 C.F.R. Part 106.
29 U.S.C. §206(d), Equal Pay Act.
29 U.S.C. §621 et seq., Age Discrimination in Employment Act.
29 U.S.C. §791 et seq., Rehabilitation Act of 1973.
29 U.S.C. §2612, Family and Medical Leave Act.
42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964.
42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964.
42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act.
42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
42 U.S.C. §12101 et seq., Americans With Disabilities Act; 28 C.F.R. Part 35.
105 ILCS 5/2-3.8, 5/3-10, 5/10-20, 5/10-20.5, 5/10-20.7a, 5/10-20.60, 5/10-20.69, 5/10-20.75, 5/10-22.5, 5/22-19, 5/22-95 (final citation pending), 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15.
5 ILCS 415/10(a)(2), Government Severance Pay Act.
15 5 ILCS 430/70-5(a), State Officials and Employees Ethics Act.
410 ILCS 513/, Ill. Genetic Information Privacy Act.
740 ILCS 174/, Whistleblower Act.
740 ILCS 175/, Ill. False Claims Act.
775 ILCS 5/, Ill. Human Rights Act.
820 ILCS 70/, Employee Credit Privacy Act.
820 ILCS 112/, Equal Pay Act of 2003.
820 ILCS 180/, Victims' Economic Security and Safety Act; 56 Ill.Admin.Code Part 280.
23 Ill.Admin.Code §§1.240, 200.40, 226.50, and 226.570.

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 6:120 (Education of Children with Disabilities), 6:140 (Education of Homeless Children), 6:170 (Title IPrograms), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:310 (Restrictions on Publications; Elementary Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)

ERIN'S LAW

Public schools must provide training for school personnel on child sexual abuse, as well as age-appropriate education for students in the mandated age range. Schools provide information to parents and guardians on the warning signs of child abuse, along with any needed assistance, referral, or resource information.

FAITH'S LAW NOTIFICATIONS

Employee Conduct Standards
School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.

FAMILY LIFE & SEX EDUCATION CLASSES

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for

organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

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

FIELD TRIPS

All field trips are part of the school day. Educational field trips are carefully chosen to fit into the curriculum. Students are expected to adhere to the Benjamin School District 25 behavior expectations while representing the District off-campus.

Evergreen Elementary:

The PTA provides field trip shirts for all K–4 students participating in school-sponsored trips. These shirts help staff and chaperones quickly identify students, supporting safe and effective supervision while off campus. Shirts will be distributed either the day before or the day of the field trip. To maintain cleanliness and hygiene, all shirts are laundered by the school before distribution and again after they are returned.

FIELD TRIP CHAPERONE EXPECTATIONS

Chaperones play an important role in supporting safe, organized, and positive school-sponsored activities and field trips. All chaperones are expected to model appropriate behavior for students and follow directions provided by school staff at all times.

Chaperones must remain with their assigned group of students throughout the duration of the event unless otherwise directed by staff. They are responsible for supervising students, ensuring student safety, and helping maintain an orderly environment.

Chaperones should use appropriate language and behavior, avoid the use of electronic devices except for emergencies or necessary communication, and refrain from engaging in activities that could distract from student supervision. The use of alcohol, tobacco, or other prohibited substances is strictly forbidden during any school-sponsored event.

Chaperones are expected to respect student confidentiality and not share information or images of students on social media or with outside parties.

The school reserves the right to limit or revoke chaperone participation if expectations are not followed or if behavior is deemed inappropriate or unsafe.

FEES, FINES & CHARGES; WAIVER OF STUDENT FEES

Benjamin SD 25 establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district due to the inability of their parent/ guardian to pay fees or certain charges. Said participation is only possible if there has been contact with the District office by the parents and a plan has been established. Students whose fees are not paid in full or who have defaulted on a District established payment plan may be restricted from participating in non-required extracurricular activities. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities.

Applications for fee waivers may be obtained from the school office and may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

- The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meal programs;
- The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line; and
- The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.
- The building principal will give additional consideration where one or more of the following factors are present:
  -An illness in the family;
  -Unusual expenses such as fire, flood, storm damage, etc.;
  -Unemployment;
  -Emergency situations; or
  -When one or more of the parents/guardians are involved in a work stoppage.

The Superintendent's office 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 or an appeal of the District's decision to deny a fee waiver should be addressed to the Superintendent.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

ATHLETIC FEES

Once a student is selected for an athletic team, athletic fees are due before the first competition. Students whose fees are not paid before the first competition will not be allowed to practice, compete, or dress for a contest until the outstanding debt is resolved.

CLUB FEES

Once a student joins an extra-curricular club, club fees are due prior to the start of the third meeting. Students whose fees are not paid before the third club meeting will not be allowed to participate until the outstanding debt is resolved.

EXTRA-CURRICULAR FEES

Benjamin SD 25 establishes fees to fund extra-curricular school activities. Students whose fees are not paid in full, or who have defaulted on a District-established payment plan may be restricted from participating in non-required extracurricular activities unless the administration determines that participation is required by law.

FREE AND REDUCED-PRICE FOOD SERVICES / MEAL CHARGE NOTIFICATIONS

The following notification is provided to all households of students at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, Free and Reduced-Price Food Services, and 4:140, Waiver of Student Fees. This notification is also provided to households of students transferring to the District during the school year. For more information, see www.fns.usda.gov/school-meals/unpaid-meal charges, and/or contact the Building Principal or designee.

FREE AND REDUCED-PRICE FOOD SERVICES ELIGIBILITY

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture, and distributed by the Ill. State Board of Education.

MEAL CHARGES FOR MEALS PROVIDED BY THE DISTRICT

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your child(ren)'s charges may be carried over at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, Insufficient Fund Checks and Debt Recovery and the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/). The District will make reasonable efforts to collect charges classified as delinquent debt, including repeated contacts to collect the amounts and, when necessary, requesting that the student's parent(s)/guardian(s) apply for meal benefits to determine if the student qualifies for such benefits under Board policy 4:130, Free and Reduced-Price Food Services. The District will provide a federally reimbursable meal or snack to a student who requests one, regardless of the student's ability to pay or negative account balance.

When a student's funds are low and when there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches [or insert lower amount]. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits or refuses to apply for such benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

GRADING

Benjamin Middle School:

Benjamin Middle School utilizes a 4.0 grade point scale with letter grades having the following point values:

A= 4.000 (93-100)
A-=3.670 (90-92.999)
B+=3.330 (88-89.999)
B=3.00 (83-87.999)
B- = 2.670 (80-82.999)
C+= 2.330 (78-79.999)
C= 2.000 (73-77.999)
C-= 1.670 (70-72.999)
D+= 1.330 (68-69.999)
D= 1.00 (63-67.999)
D-= .670 (60-62.999)
F= 0 (0-59.999)

BMS HONOR ROLL

Eligibility for regular Honor Roll is a grade point average of 3.000-3.499. High Honor Roll is 3.500 or higher. A "D" (does not meet expectations) in any Learning Skills category disqualifies a student for honor roll inclusion.

BMS REPORT CARDS

Report cards are issued at the end of each trimester. The report cards are posted in each student's PowerSchool account. You can access these by logging into your parent PowerSchool account. Mid-trimester grade reports will not be issued. Parents, you have access to your child's grades in PowerSchool at any time.

Students at Benjamin are graded with letter grades: A, B, C, D, F, P(passed) and I(incomplete) with a separate rating of "E"(exceeds expectations), "M" (meets expectations) or "D" (does not meet expectations) for performance in the five Learning Skills.
The five Learning Skills are:
- Performs well on assignments
- Completes assignments on time
- Actively involved in class
- Uses class time productively
- Encourages positive classroom environment.

Evergreen Elementary School:

EES PROGRESS REPORTS

Students who are not meeting expectations in any area of graded work will receive midterm progress reports mailed home. Progress reports must be signed by a parent or guardian and returned to the issuing teacher no later than one week after receipt. The purpose of the progress reports is to identify strengths and challenges in your child's educational experience and to facilitate collaboration to support your child's learning.

EES REPORT CARDS

Report cards are issued at the end of each trimester. Report cards are posted to parent PowerSchool accounts.
Students are graded with letter grades:
E: Exceeds the criteria of the standards
M: Meets the criteria of the standards
M-: Lower end of meeting the criteria of the standards
D: Does not meet the minimum criteria of the standards yet
I: Improving

Students who earn a D in one or more of the grading categories may need additional educational support. If your child earns a D in any grading category, contact your child's teacher to collaborate on ways you can support your child's learning outside of school. There may also be additional support available within the school, which can be arranged through the building principal.

GYMNASIUM GUIDELINES

The following procedures will be used in the gymnasium. These procedures are designed to create a safe and enjoyable atmosphere for those who wish to view a contest.

- Spectators will be admitted to the gym at 3:55 p.m. on the day of a game.
- Spectators are expected to remain seated in the bleachers at all times. A supervisor will be stationed at the southeast and southwest entrances to the gym. Spectators will be allowed in or out of the gym only during timeouts.
- Food, drink (except water), candy, and gum are prohibited from the gymnasium. Any of these substances can do damage to the finish on the playing surface.
- Because dirt from shoes can create a slippery, unsafe playing surface, at no time shall spectators cross the playing area. This includes before and after games.
- Spectators not watching the game or interfering with the right of others to watch the game will be required to leave the building.
- Students who choose to leave the gym/concession area will not be re-admitted to the game.
- Students are not allowed to return to their lockers for coats, books, etc.
- Students are to be picked up no later than 10 minutes after the activity has concluded. If the student is not picked up at the appropriate time, a consequence will be issued.

HARASSMENT & TEEN DATING VIOLENCE PROHIBITED

HARASSMENT PROHIBITED

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

SEXUAL HARASSEMENT PROHIBITED (TITLE IX)

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment when that person engaged in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct: or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectionally offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. Sexual assault as defined in or stalking as defined in District policy and federal law.

Examples of sexual harassment include, but are not limited to, touching, rape, sexual battery, sexual abuse, sexual coercion, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

TEEN DATING VIOLENCE PROHIBITED

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

MAKING A REPORT OR COMPLAINT

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking.

Non-Discrimination Coordinator:
(SUPERINTENDENT)
Dr. Patrick McGill
28W250 St. Charles Road
West Chicago, IL 60185
630-876-7800
pmcgill@benjamin25.org

Title IX Coordinator:
(SUPERINTENDENT)
Dr. Patrick McGill
28W250 St. Charles Road
West Chicago, IL 60185
630-876-7800
pmcgill@benjamin25.org

Complaint Managers:

(PRINCIPAL – Benjamin Middle School)
Dr. Michael Fitzgerald
28W300 St. Charles Road
West Chicago, IL 60185
630-876-7820
mfitzgerald@benjamin25.org

(PRINCIPAL – Evergreen Elementary School)
Mrs. Sarah Smith
1041 Evergreen Drive
Carol Stream, IL 60188
630-876-7810
ssmith@benjamin25.org

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

INVESTIGATION PROCESS

All complaints will be investigated by the District in accordance with state and federal law and corresponding

District policies.

ENFORCEMENT

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or 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 remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

RETALIATION PROHIBITED

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.
Range of Actions: Student conference, team conference, parent contact, loss of privileges, PST referral, MP, OSS, police referral, Board of Education expulsion hearing.

HEALTH

CONCUSSIONS

Each school board is mandated to adopt a policy regarding student athlete concussions and head injuries that comply with the protocols, policies and by-laws of the Illinois High School Association (IHSA). A concussion is defined as a traumatic brain injury that interferes with normal brain function. A student does not have to lose consciousness to have suffered a concussion. This policy requires the collaboration of a concussion oversight team to establish a return-to-play protocol and a return-to-learn protocol. Additionally, the team develops and maintains school-specific emergency action plans for athletic activities; requires all coaches to have training every two years; provides information to parents and student athletes; requires a signed concussion information receipt prior to athlete participation; and requires athletes to view IHSA's concussion video.

Coaches and/or the oversight team will remove a student from a practice or competition immediately, and/or implement its return-to-learn protocol for a student's return to the classroom if believed to have sustained a concussion, "whether or not the concussion took place while the student was participating in an interscholastic activity."
See Athletic Section for further information and refer to Benjamin School District 25 Board Policy 7:305

IMMUNIZATION, HEALTH, EYE AND DENTAL EXAMINIATIONS

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. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year[1] will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

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, sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;

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

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

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

Unless the student is homeless or transferring from out-of-state, failure to provide the health examination and required immunizations by October 15 (or the Friday before if the 15th falls on the weekend), of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days from the time of registration to comply with the health examination and immunizations.

Health examinations are required for school entry for Preschool, Kindergarten, Grade 6 and Grade 9. Unless the student is homeless or transferring from out-of-state, failure to provide the health examination and required immunizations by October 15 (or the Friday before if the 15th falls on a weekend) of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunizations. The necessary forms can be found on the Benjamin website. Immunization and physical requirements are supplied in this handbook and posted on the website. Two reminder notices will be sent home prior to the due date.

Per IL School Code (105 ILCS 5/27-8.1) (from Ch. 122, par. 27-8.1) Sec. 27-8.1 Health Examination and immunizations.

"With respect to the developmental screening and the social and emotional screening portion of the health examination, each child may present proof of having been screened in accordance with this Section and the rules adopted under this Section before October 15th of the school year. With regard to the social and emotional screening only, the examining health care provider shall only record whether or not the screening was completed. If the child fails to present proof of the developmental screening or the social and emotional screening portions of the health examination by October 15th of the school year, qualified school support personnel may, with a parent's or guardian's consent, offer the developmental screening or the social and emotional screening to the child."

"Once a developmental screening or a social and emotional screening is completed and proof has been presented to the school, the school may, with a parent's or guardian's consent, make available appropriate school personnel to work with the parent or guardian, the child, and the provider who signed the screening form to obtain any appropriate evaluations and services as indicated on the form and in other information and documentation provided by the parents, guardians, or provider."

EYE EXAMINATION

All children enrolling in kindergarten and any student enrolling for the first time in an Illinois school are required to have an eye examination. Examinations must be performed by a licensed optometrist or medical doctor who performs eye examinations, as specified in Illinois Department of Public Health administrative rules. He/she shall complete and sign the Eye Examination Report form, as designated and available on the Benjamin website and in the registration packets

before October 15 of the school year. The examination must have been completed within one year prior to the date of school entry. If a child fails to present proof of the required eye examination by October 15 (or the Friday before if the 15th falls on the weekend), the school may withhold the child's report card until the child presents proof of the required eye examination by submitting a completed Eye Examination Report form, the child presents an Eye Examination Waiver form, the child presents an exemption based on religious grounds (follow Section 27-8.1(8) of the School Code [105 ILCS 5/27-8.1(8)]), the child presents proof of an appointment for an eye examination scheduled within 60 days after the October 15 deadline (or the Friday before if the 15th falls on a weekend) . The necessary forms can be found on the Benjamin website. Requirements are supplied in this handbook and posted on the website. Two reminder notices will be sent home prior to the due date.

FIRST AID

Benjamin School District 25 has a full-time district nurse, an RN at Benjamin, and an LPN employed at Evergreen. Children developing an illness or becoming injured during the school day will be evaluated by a nurse. Parents will be notified to pick up their child if the student is severely ill, injured, or potentially contagious to others. The district nurse will be available for consultation as needed.

In the event of an emergency, we will transport a child to the hospital via an ambulance if we are unable to contact parents.

GUIDANCE & COUNSELING

The school provides a guidance and counseling program for students. The school's social worker and psychologist are available to those students who require additional assistance.

Under Illinois law any student 12 years of age or older may receive counseling services without consent of the student's parent/guardian. However, until the consent of the student's parent/guardian has been obtained, counseling services provided to a student under the age of 17 are generally limited to not more than eight 90-minute sessions.

SCHOOL DENTAL EXAMINATIONS

All Illinois children in Kindergarten, Grade 2, Grade 6, Grade 9, and new to Illinois are required to have an oral health examination. Examinations must be performed by a licensed dentist, and he/she must sign the Proof of School Dental Examination form. Each child is required to present proof of examination by a dentist prior to May 15 of the school year and must have been completed within 18 months of the May 15 deadline (or the Friday before if the 15th falls on the weekend). If a child fails to present proof by May 15, the school may hold the child's report card until the child presents the Dental Examination form, the child presents a Dental Waiver form, the child presents an exemption based on religious grounds, or the child presents proof that a dental examination will take place within 60 days after May 15. All forms can be found on the Benjamin website. Requirements are supplied in this handbook and posted on the website. Two reminder notices will be sent home prior to the due date.

STUDENT ILLNESS

Antibiotic Treatment

If your child is on antibiotics for a communicable disease, such as strep throat, pink eye, etc., keep them home until they have been on the antibiotics for 24 hours. The exception would be for pertussis (whooping cough). If they are going to continue on antibiotic treatment at school, be sure to follow the school's medication policy. Please follow your doctor's orders for antibiotics. Stopping them when the child feels better may cause the child to become sick again. Giving them for the entire time the doctor prescribes will help ensure the infection has been treated and no longer communicable.

Chicken Pox

Students will remain out of school not less than five (5) days after the appearance of the first eruption. All lesions must be crusted over prior to returning to school.

COVID-19

Benjamin School District 25 follows the IDPH and ISBE Joint Summary of CDC's Operational Guidance. Students will be sent home if ANY of the following symptoms are present: fever of 100.4 or higher, new onset of moderate to severe persistent headache, shortness of breath, new cough, sore throat, vomiting, diarrhea, new loss of sense of taste or smell. Medical evaluation and testing are recommended for all persons with COVID-like symptoms. If your student tests positive, please inform the building nurse and they can assist with the next steps. Updated guidance from the CDC is now under Respiratory Virus Guidance, it recommends that people stay home and away from others until at least 24 hours after both their symptoms are getting better overall, and they have not had a fever (and are not using fever-reducing medication. The guidance goes on to say that it is important to note that the guidance doesn't end with staying home and away from others when sick. The guidance encourages added precaution over the next five days after time at home, away from others, is over. Since some people may remain contagious beyond the "stay-at-home" period, a period of added precaution using prevention strategies, such as taking more steps for cleaner air, enhancing hygiene practices, wearing a well-fitting mask, keeping a distance from others, and/or getting tested for respiratory viruses can lower the chance of spreading respiratory viruses to others. The District will continue to follow mitigation layers recommended by the Joint Summary and will implement additional strategies, as needed. Vaccinations and boosters are recommended for those individuals that are eligible.

Head Lice

Student may return to school after lice treatment has been completed and proof of medication is shown. All nits (eggs) must be removed by parents. The child must also be free of nits and checked by the school nurse or health aide before admittance to class.

Influenza or Other Respiratory Illness

Students with a fever of 100.4 or greater, with a cough or sore throat are considered to have Influenza-Like-Illness (ILI). Your child should stay home and/or will be sent home from school if these symptoms are present. It is important for you to please report these symptoms to the school when calling your student in for the absence. Your child should remain home until fever free without the use of fever reducing medications and until your child feels well enough to return. Influenza symptoms mimic COVID-19 please consult with the nurses and your physician for appropriate recommendations for testing, treatment, and care.

Mononucleosis

Students do not need to be excluded unless fever of 100.4 degrees is present or if child is not feeling well enough to participate in class. A note from the physician is required for participation in gym classes or other contact sports.

Pertussis (Whooping Cough)

Students may return to school after completing the full five (5) days of antibiotic treatment. If continuation of antibiotic treatment is necessary at school, please be sure to follow the school's medication guidelines.

Rash Students

With any type of rash, sore or other skin condition should not come to school until the condition has been evaluated and identified by a physician and a written physician release to return to school has been provided to the school health office. The release should include the diagnosis, treatment plan and any information about precautions/restrictions to take at school.

Strep Throat, Impetigo, Scabies, and Conjunctivitis (Pink Eye)

Students may return to school twenty-four hours after treatment has begun, student is 24 hours fever free and proof of medication is shown.

Viral Gastrointestinal Illness

Students who are vomiting and/or have diarrhea may not return to school until they are without symptoms for 24 hours, without the use of medicine, regardless if a fever of 100.4 degrees or greater is present.

After a student has provided a written physician release for a student to return, any open wound or sore must be covered with a dressing taped on all four sides. Students will benefit from being taught to never share personal items when active in the community, at home or school such as clothing, uniforms, sports equipment, towels, skin balms or lotions, razors, water bottles, bar soap, etc. Students should always report any skin lesions to an adult. Following these simple precautions, along with good hygiene practices such as effective hand washing, can help prevent the spread of many communicable diseases.

If a student is diagnosed with one of these ailments, please notify the health office as soon as possible. The School District reserves the right to request a physician's note for a student to return to school if the nurse and/or principal feel this procedure is necessary for the protection of the other students or as a guideline for full or limited activities of the ill student.

STUDENT MEDICATION GUIDELINES

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

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and/or self-administer diabetic testing supplies, equipment, and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and/or self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

Administration of Medical Cannabis

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

Undesignated Medications

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

Emergency Aid to Students

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

For the safety and welfare of all students, the School District has developed the following: Reference: Benjamin School District 25 Board Policy 7:270 – Adopted: June 9, 2025

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 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.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form (SMA Form) is submitted by the student's parent/guardian.

No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this 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 self-administer an epinephrine injector, e.g., EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed an SMA Form. 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 an SMA Form. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an allergy emergency action plan, (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. A student may also possess the supplies and equipment necessary to monitor and treat diabetes in accordance with the student's diabetes care plan and/or the supplies, equipment, and medication necessary to treat epilepsy in accordance with the student's seizure action plan.

The District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

School District Supply of Undesignated Asthma Medication

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) 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 7:270 7:270 1 of 4 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 Injectors

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to State law. Undesignated epinephrine injector means an epinephrine 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 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 105 ILCS 5/22-30(f) and maintain a supply of undesignated opioid antagonists 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. Undesignated 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 or obtained by the District without a prescription. A school nurse or trained personnel, as defined in State law, may administer an undesignated 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.

School District Supply of Undesignated Glucagon

The Superintendent or designee shall implement 105 ILCS 145/27 and maintain a supply of undesignated glucagon in the name of the District in accordance with manufacturer's instructions. When a student's prescribed glucagon is not available or has expired, a school nurse or delegated care aide may administer undesignated glucagon only if he or she is authorized to do so by a student's diabetes care plan.

Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows a medical cannabis infused product to be administered to a student by one or more of the following individuals:

1. *A parent/guardian of a student who is a minor who registers 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 7:270 7:270 2 of 4 his or her school bus if:

a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;

b. Copies of the registry identification cards are provided to the District;

c. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form - Medical Cannabis; and

2. *After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.*
3. *A properly trained school nurse or administrator, who shall be allowed to administer the medical cannabis infused product to the student on the premises of the child's school, at a school sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.*
4. *The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.*

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.

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, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator 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.

Void Policy

The School District Supply of Undesignated Asthma Medication section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated asthma medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school asthma medication.

The School District Supply of Undesignated Epinephrine Injectors section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine injectors.

The School District Supply of Undesignated Opioid Antagonists section of the policy is void whenever the Superintendent or designee is unable to obtain a supply of opioid antagonists due to a shortage, in which case the District shall make reasonable efforts to maintain a supply.

The School District Supply of Undesignated Glucagon section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription 7:270 7:270 3 of 4 for glucagon from a qualifying prescriber, or (2) fill the District's prescription for undesignated school glucagon.

The Administration of Medical Cannabis section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

Administration of Undesignated Medication

Upon any administration of an undesignated medication permitted by State law, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Undesignated Medication Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions applicable under State law apply.

No one, including without limitation, parents/guardians of students, should rely on the District for the availability of undesignated medication. This policy does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

LEGAL REF.: 105 ILCS 5/10-20.14b, 5/10-22.21b, 5/22-30, and 5/22-33. 105 ILCS 145/, Care of Students with Diabetes Act. 105 ILCS 150/, Seizure Smart School Act. 410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act. 720 ILCS 550/, Cannabis Control Act. 23 Ill.Admin.Code §1.540.
CROSS REF.: 7:285 (Anaphylaxis Prevention, Response, and Management Program) Adopted: June 9, 202

A physician must also complete the medication form. The medication form must be renewed annually or when there is a change in the prescription. A responsible adult must transport medication to school. Administration of the first dosage of medication must be done at home to observe for side effects. Medication must be brought to school in the original container appropriately labeled by the pharmacy or physician. A safe, locked place is provided for the storage of the medication. If medication is necessary for a food or insect bite allergy, the parent and physician must complete the consent form for emergency treatment and an allergy action plan; parents will provide the appropriate medication.

Please remember that the primary responsibility for administering medication lies with the parents. Parents may come to school to administer any necessary short term medication to their child. For the safety of all of our students, a student may not carry or self-administer any medications.

School District Supply of Undesignated Asthma Medication

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) 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 7:270 Page 2 of 4 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 Injectors

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to State law. Undesignated epinephrine injector means an epinephrine 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 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 105 ILCS 5/22-30(f) and maintain a supply of undesignated 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. Undesignated 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 undesignated 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.

Undesignated Medication Administration

Upon any administration of an undesignated medication permitted by State law, the Superintendent or designee(s) must ensure all notification required by State law and administrative procedures occur.

Undesignated Medication Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions applicable under State law apply. No one, including without limitation, parents/guardians of students, should rely on the District for the availability of undesignated medication. This policy does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

The undesignated medications are located in the emergency medication cabinets outside of the main office and main gym. There is also a dose of the Opioid Antagonist and Asthma medication kept in the Nurse Go-bag located in the health office. The undesignated medications are available on school days when the nurse is present. The Evergreen nurse is available from 8:00 am- 3:30 pm and the Benjamin nurse is available from 7:30 am – 3:00 pm.

HOMELESS CHILDREN ACT

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths, including a public pre-school education. A homeless child is defined as provided in the McKinney-Vento Homeless Assistance Act and the Ill. Education for Homeless Children Act. The Superintendent or designee shall act as or appoint a Liaison for Homeless Children to coordinate this policy's

implementation. A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney-Vento Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

For further information and/or questions, please contact Dr. Julie Salamone, Special Services/Intervention Consultant, at 630-876-7800.

Reference: Benjamin School District 25 Board Policy 6-140 Adopted: September 9, 2024
LEGAL REF.: McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq. Ill. Education for Homeless Children Act, 105 ILCS 45/. 23 Ill.Admin.Code §1.241. CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:110 (Transportation), 4:140 (Waiver of Student Fees), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students)
Adopted: September 9, 2024

HOMEWORK GUIDELINES

Benjamin Middle School:

The purposes of homework are to practice skills presented in class, complete classroom work, study for a test, work on a special class project, or enhance reading skills. For grades 5 and 6, the recommended homework is 2 to 5 hours per week. For grades 7 and 8, the recommended time is 5 to 7 hours per week. The time it takes to complete the homework assignment will vary from student to student. The times are calculated on the performance speed of the average student making good use of classroom study time. All incoming 5th, 6th, 7th and 8th grade students are required to participate in the Summer Math and Reading Programs before school starts in the fall.

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models. AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism. In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP). Students may not use AI, including AI image or voice generator technology, to

violate school rules or school district policies. In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

Evergreen Elementary:

Homework expectations will increase as students progress through each grade level. Students are expected to use their time responsibly and make a reasonable effort to complete all assigned work.

Students who are absent are responsible for making up missed assignments and assessments within a reasonable timeframe established by the teacher. For extended absences, parents/guardians may contact the school office or teacher to arrange for the collection of assignments and instructional materials.

Teachers will provide reasonable opportunities for students to make up missed work. Parent/guardian support in helping students review missed material is encouraged. Ultimately, students are responsible for completing all assignments and making up work missed during an absence.

Families planning an absence of more than five consecutive school days for reasons other than illness should notify the principal in advance. Teachers are not required to provide assignments prior to a planned absence. Upon the student's return to school, teachers will provide missed assignments and communicate reasonable timelines for completion.

Students are responsible for making up all missed work. As a general guideline, students will be provided one school day to complete make-up work for each day of absence, unless otherwise determined by the teacher due to the nature of the assignment or assessment.

MISSED HOMEWORK

Please refer to teachers for grade level expectations. If a child is having difficulty completing homework, the classroom teacher will notify the parent/guardian to help create a plan to support the student.

ID

Benjamin Middle School:

ID/bus passes are required by the bus company at all times as students board the bus. Such ID's are also used for lunch, the LMC and may be required for other school, Park District and P.T.A. functions. If a replacement is needed, the student is to report to the office when they enter the building or directly after homeroom. An extra ID is $2.00 All fines are due no later than the day after they are incurred.

INTERSCHOLASTIC SPORTS

Benjamin Middle School:

Benjamin Middle School is a member of the Suburban West Athletic Conference (S.W.A.C.). Interscholastic contests are scheduled after school as early as 4:00 p.m. Student support of each team is encouraged. Students may return to school at 3:55 p.m. to watch their fellow classmates compete. Admission to the game is free, except for S.W.A.C. tournament games. Students' access to the building is limited to the area of the gym or soccer field where the event is being held. Spectators should remain seated, restrict movement and demonstrate good sportsmanship. Cheering should be limited to support for the Benjamin team and good plays of the opposition. Fifth and sixth grade sporting events are only for team members and their families. Spectators who wish to see Benjamin students compete are welcome at the seventh

and eighth grade events. The Benjamin Discipline Policy is in effect at all activities, both home and away, and covers participants as well as spectators.

Each student will be required to sign a contract prior to participation in athletics. Adherence to this contract will be a combined effort of the coaching staff and the teaching team. Violations of the contract will be subject to the review of the coach and/or teaching team.

Attendance at and participation in extra-curricular events at Benjamin Middle School is considered a privilege. In order to participate in any extra-curricular or after-school event, a student must be in attendance that entire day. This does not apply to field trips or pre-arranged absences for doctor or dentist appointments, pre-arranged school visits, or religious requirements. If the absence is due to unusual circumstances, permission to participate may be requested from the principal.

LINES OF COMMUNICATION

Parents play a vital role in the education of their children. Therefore, communication between school and home is important. Should you have any questions concerning your child, the first line of communication should be to the individual teacher with whom you have the question or concern. In most cases, this initial phone call will clear the issue. Should further clarification be desired, it is requested that you channel as follows:

- Individual Teacher and/or Team
- Principal
- Superintendent
- Board Of Education

LOCKER DECORATING

Benjamin Middle School:

Any student may decorate another student's locker for events such as a birthday celebration or athletic competition. Decorating may be done before school by a maximum of two students, unless you have received prior approval from school personnel to have more than two. The students must have a pass from the office and have the material approved by office personnel. Only masking tape may be used, no balloons and no decorations are to extend beyond the locker. The office pass should be taped to the top of the locker. You may not open a locker to put anything inside. Those who decorate are responsible for clean-up, including items that fall during the day. Failure to follow these guidelines will result in the immediate removal of all decorations. All decorations must be taken down at the end of the day.

LOST AND FOUND

Any items in lost and found or any articles of value turned into the school office will be held until the end of each month and after which they will be donated to charity. There is a lost and found shelving unit located outside the nurse's office for shoes, articles of clothing, etc. Please check the lost and found often.

LUNCH PROCEDURES/SNACK

Benjamin Middle School:

BMS LUNCH PROCEDURES

A well-maintained lunchroom area has been provided for student use. Students are to eat only in the lunchroom, unless other arrangements have been made with a teacher. Proper behavior is expected of all students during lunch. Failure to abide by school guidelines will result in consequences. Please refer to the Benjamin Middle School Discipline Policy. Each student will have his/her/their ID with a barcode located on the front. He/She/They will need to have it with them at all times. Your child/children will go through the lunch line, scan his/her/their card and the amount of the lunch will be deducted from your child's lunch account. Hot lunches may be purchased at Benjamin. Any dollar amount may be added to your child's/children's account at any time. Checks are to be payable to Benjamin School District #25 and should be placed in a sealed envelope marked with your child's name, grade, and the amount. Your child should give the envelope to the homeroom teacher to be sent to the office to update his/her/their account. If you would like to use a charge card, use your parent PowerSchool account.

In a regular school year when lunch options are available, students have a choice of three main entrees, including a vegetarian option. Students may have the option of signing up for more than one lunch and should mark the lunch sheet appropriately. Extra daily lunches are not always an option. We discourage sharing of lunches, as many students have food allergies.

Lunch menus are published on our school's website. Menus will be posted in around the school. Anyone arriving to school tardy should notify the office if they want to purchase a lunch.

At any time, you may view your child/children's lunch balance on PowerSchool. Please be sure your child's lunch balance remains positive. Students who have forgotten their lunches should always check with the office. It is the responsibility of the students to see if their parents have brought the lunch to the school office or if they will need to sign up for school lunch. Due to health regulations and hot lunch pre-orders, parents may only bring in lunch for their student, not for the table or other friends.

Food delivery services are not permitted for students. This includes, but is not limited to, Grubhub, Uber Eats, DoorDash, Postmates, and/or fast food and restaurant food deliveries. A parent or guardian must drop off missing student lunches.

BMS LUNCHROOM AND RECESS POLICY

1. 1. Lunch Procedures
   a. Eat in a civilized manner.
   b. Conversations must be kept at a reasonable level.
   c. Throwing food, paper, etc., is not permitted.
   d. All students are responsible for cleaning their own eating areas.
   e. Students are to remain in their assigned or chosen areas during the lunch period until dismissed.
   f. Garbage is to be placed in containers when the table is dismissed by the supervisor. Please recycle aluminum cans.
   g. Coats are to be brought to the lunchroom on all outside recess days.
2. Restroom Procedures
   a. Only the main hallway restrooms are to be used at lunch time.
   b. Loitering in restrooms is not permitted.
3. Recess
   a. Location of recess determined by the lunch supervisor will be posted in the hallways.

b. There is to be no eating or drinking outdoors, in the halls or foyers.
c. Bicycles, roller blades and skateboards are not to be used on school property.
d. No snowballing, sliding down hills, pushing, tackling, etc., or kicking balls on the blacktop.
e. Only lunch supervisors may retrieve balls that leave the grounds.
f. Contact sports are not permitted.
g. Students are expected to be on time for lunch and recess.
h. Only approved equipment is allowed at recess.
i. If a student is to stay inside during recess, advance notice from the parent/guardian must be given.

4. Dismissal Procedure
   Students are to remain at their table until dismissed by the supervisor. Students should make sure the area is clean, put garbage in trash containers and return to their table. A supervisor will then dismiss tables to line up and leave.

Evergreen Elementary School:

EES LUNCH INFORMATION

Evergreen Elementary School outsources paid student lunches from a third party provider, Quest. Students must bring their own lunches to school every day with the exception of 11:40 AM dismissal days, unless they have prepurchased lunch through Quest. All lunch beverage and food purchases are made directly through Quest.

Students bringing a lunch should arrive at school with their lunch already with them to avoid disruption. If a student does not have lunch for any reason, a parent or guardian must drop it off at the school office prior to the scheduled lunch period, or contact the Quest representative directly to see if a lunch can be purchased. Parents or guardians should not be dropping off student lunches on a regular basis after school begins; this should be a rare occurrence.

Sharing food is not permitted, even though it is often considered kind, but this creates a safety issue for students with food allergies.

Food delivery services are not permitted for students. This includes, but is not limited to, Grubhub, Uber Eats, DoorDash, Postmates, and/or fast food and restaurant food deliveries. A parent or guardian must drop off missing student lunches.

Students should not have caffeinated beverages or energy drinks in school at any time. Students should be sent to school with a reusable water bottle labeled with their first and last name. Students will be able to refill water bottles as needed from the water fountains.

EES NUTRITIONAL SNACK

Sometime between 9:00-10:30 AM students in grades K-4 have a snack break. Our emphasis is on nutritional foods, which restore energy and aid in a student's ability to focus. Examples of appropriate nutritional snacks include fruits and vegetables, whole-grain granola and cereal bars, squeeze-container yogurt, whole-grain crackers, and cheese sticks. Most classrooms are peanut and treenut free; please do not send these types of snacks with your student for their morning classroom snack. Those items are acceptable for consumption in the lunchroom only. Again, there are NO snacks available for students to purchase, so if a snack is not sent from home, we are unable to provide them with one.

NO PASS - NO PLAY/ELIGIBILITY

Benjamin Middle School:

All students who participate in any extra-curricular activity (clubs, athletics, etc.) must adhere to the following requirements in accordance with state guidelines for No Pass - No Play.

The eligibility status of each participant will be checked on a weekly basis. Any student receiving 2 or more D's or 1 or more F's will be ineligible to participate in the activity the following week (ELA counts as 2 grades). This includes practices, games and team parties. Any student who has received a Modified Program (M.P.) will also be ineligible the following week. Anyone who has three weeks of ineligibility during the season will be taken off the team/out of the club.

(See Athletic Section for further information.)

OUTDOOR DIGITAL SIGN USAGE

If you wish to place a message on the digital sign, forms can be picked up in the office or sent via email. All requested messages will be approved by the administration before posting. Messages will be removed once expired.

PARENTS RIGHT TO KNOW QUALIFICATIONS OF EDUCATORS

This is to inform you that you have the right to request information regarding the professional qualifications of any teacher that is instructing your child. You may request information regarding the following:

- Whether or not the teacher has met state certification requirements;
- Whether or not the teacher is teaching under emergency or provisional status;
- The bachelor's degree major of the teacher, any other certification or degrees held by the teacher and the subject areas of the certification or degrees; and Whether your child is provided services by teacher aides/paraprofessionals and, if so, their qualifications.

You will receive a response to your request for information within ten (10) school days.

PARENT/TEACHER CONFERENCES

Parents are encouraged to contact the classroom teacher regarding any academic or behavioral concerns. Should you desire an individual meeting with the teacher, team, or administrator, please call ahead to schedule an appointment. We ask that you follow the lines of communication listed in this handbook.

The district schedules in-person parent/teacher conferences in November. Staff will send out notifications of scheduling conferences in October. Parent/teacher conferences are required with your child(ren)'s homeroom teacher. You may also elect to schedule conferences with your child(ren)'s specials teachers and support staff if they are receiving additional services through the school district.

PASSING TIME

Benjamin Middle School:

Between classes, students may talk in normal conversational levels, get drinks of water, and use the restroom, etc., as long as they are seated in their classroom at the appropriate time. To avoid hallway congestion and prevent being tardy to class, students should not stop in groups, which results in blocking the hallway.

PESTICIDE APPLICATION NOTICE

The District shall implement an Integrated Pest Management (IPM) program in compliance with the Illinois Structural Pest Control Act and the Illinois Pesticide Act. The IPM program emphasizes inspection, monitoring, and non-chemical pest control methods, with the application of pesticides used only when necessary to eliminate a pest problem.

When pesticides or herbicides (other than traps or baits) are to be applied in school buildings or on school grounds, written or posted notice shall be provided at least two (2) business days prior to application, except in cases of imminent threat to health or property. In such cases, notice shall be provided as soon as practicable following application.

Each school shall maintain a registry of individuals who wish to receive written or telephone notification prior to pesticide applications. Individuals must register with the school office and renew their request annually.

PHYSICAL EDUCATION

Benjamin Middle School:

All fifth, sixth, seventh, and eighth grade students will be required to have a Benjamin physical education shirt each day. Shorts of the appropriate length or sweat pants are also required. Cut-offs, spandex and shorts containing a zipper cannot be worn for PE class. Socks should be white and worn with gym shoes that provide adequate support to prevent injury and that do not make marks on the gym floor. It is also recommended that students have a sweat suit, sweat pants and a sweatshirt in their locker for use on cool days. All clothing should be marked in some way for identification. Being unprepared for class will have an effect on the student's daily grade.

Evergreen Elementary:

All kindergarten through fourth grade students participate in physical education classes during the school week. Students should always have a pair of non-marring soled shoes in their classroom or cubby for gym class. Students are encouraged to wear clothing on physical education days that allows them to participate fully in the activities being taught in class.

EXEMPTION FROM PE REQUIREMENT

In case of injury, parents may send a note requesting that their child be excused from gym classes for up to five days. To be excused for a longer period of time requires a note signed by the student's physician, nurse practitioner or physician's assistant.

Students may also be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request. Excusal requests based on religious prohibitions must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for the request. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal law.

POSTERS, PAMPHLETS, HANDOUTS, ETC.

Any person or student wishing to distribute or post any surveys, invitations, posters, fliers, and leaflets of a personal, professional, or political nature must first have the approval of the superintendent or building principal before the information can be distributed.

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION & 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 and school goals. Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge from military service, sex, sexual orientation, gender orientation, gender-related identity or expression, ancestry, age, religion, physical or mental disability, physical appearance, socioeconomic status, academic status, order of protection status, homelessness, actual or marital status, parenting status, pregnancy, parenting status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

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

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

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes: (1) 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: (2) 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:~~.~~ and (3) the posting or distribution of an unauthorized digital replica by electronic means if the posting or distribution creates any of the effects enumerated in the definition of bullying.[2]

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, posting or distributing sexually explicit

images, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

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

Nondiscrimination Coordinator:
Dr. Patrick McGill
28W250 St. Charles Road
West Chicago, IL 60185
630-876-7800
pmcgill@benjamin25.org

Complaint Managers:

Dr. Michael Fitzgerald
28W300 St. Charles Road
West Chicago, IL 60185
630-876-7820
mfitzgerald@benjamin25.org

Mrs. Sarah Smith
1041 Evergreen Drive
Carol Stream, IL 60188
630-876-7800
ssmith@benjamin25.org

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

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

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, Harassment of Students Prohibited and 7:180, Prevention of and Response to Bullying, Intimidation and Harassment.

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

Bullying involves repeated acts of physical, emotional, or social behavior that are intentional, controlling, and hurtful. Bullying can be either direct or indirect. Direct bullying is usually seen and felt easily. Indirect bullying (deliberate

exclusion, name-calling, etc.) is much more difficult to see and often is more difficult to remedy, and should be seen as different from the more "traditional" direct bullying but still is recognized clearly as bullying. If repeated incidences of bullying occur, a conference including parents, the teacher, and the principal, will take place.

PRIVACY PROTECTIONS

SURVEYS

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

SURVEYS BY THIRD PARTIES

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

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

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:

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

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.

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

PROHIBITION ON SELLING OR MARKETING STUDENTS' PERSONAL INFORMATION

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

Unless otherwise prohibited by law, the above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

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

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards.

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

PROMOTION, RETENTION, AND REMEDIATION

- Placement, promotion, or retention shall be made in the best interest of the student after careful evaluation of the advantages and disadvantages of alternatives.
- When any alteration in a student's normal progression through school is contemplated, all factors must be considered. Quantitative measures such as age, physical size, ability, and level of academic achievement shall be supplemented by a qualitative assessment of the student's motivation, self-image, and social adjustment. Students shall not be promoted purely for social reasons.
- Students who demonstrate a proficiency level comparable to the average student performance one grade or more below current placement shall be provided with an individual remediation plan developed in consultation with the parent(s)/guardian(s). The remediation plan may include special homework, tutorial sessions, modified instructional materials, other modifications in the instructional program, reduced class size, or retention in grade.

PROPERTY

Benjamin Middle School:

All students are assigned lockers for storage of books, materials and clothing. Only combination locks issued by the school are acceptable. A lost lock will require purchasing a new school lock for $9.00. Each student has his/her/their own locker. Items of value should not be brought to school. Students are encouraged NOT to share locker combinations with friends. Lockers are the property of the school and may be searched with probable cause at any time. A lost-and found shelving unit is located outside the nurse's office. Unclaimed items will be donated to charity at the end of each month.

PTA SPONSORED CELEBRATIONS

Evergreen Elementary:

The PTA and staff collaborate to provide special celebrations for Halloween (October), Winter break (December), and Valentine's Day (February). The Head Room Parent and the teacher will discuss crafts and refreshments. Individual goodie bags will not be allowed or distributed to students during these events. In February, students may attach individual candy to the Valentine's card only (no goodie bags).

All students have the option to opt-out of these special celebrations. Please contact the office if you do not wish for your child to participate.

PUNS DATABASE INFORMATION FOR STUDENTS & PARENTS/GUARDIANS

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services.

IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs.

Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services.

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at https://www.dhs.state.il.us/page.aspx?item=41131.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office. For further information, please contact: Dr. Julie Salamone 630-876- 7800

RECESS

Students at Evergreen participate in recess daily. Students will go outside for recess whenever the real-feel temperature is 13 degrees or higher, so students should be dressed to stay warm and comfortable. If your child would like to play in the snow, they will need snow boots, snow pants, a warm coat, a hat, and gloves.

RECOGNITION OF STUDENTS

Benjamin Middle School:

The philosophy of the school is to accentuate the positive whenever possible. To that end, the following programs are used to recognize outstanding behavior and academic achievement:

*Honor Rol*l Eligibility for regular Honor Roll is a grade point average of 3.0-3.499. High Honor Roll is 3.500 or higher. See Honor Roll for the grade scale.

"Fish Slips" Students who go out of their way to demonstrate one of the four FISH! Philosophy behaviors will be given a "Fish Slip" with the specific behavior they portrayed circled. These behaviors are: Be There, Play, Make Their Day and Choose Your Attitude. Upon accumulation of two slips, the slips may be exchanged in the office for a treat/prize.

End-of-Year Awards Various awards for academic achievement and service are given at the end of each school year.

End-of-Year Trip During May/June, 8th grade students who meet established criteria are invited to attend a special field trip during school time. For the past several years, there has been a trip to Great America.

Special Trips/Activities Students who meet behavior, academic and attendance standards shall be eligible for grade level/team activities. Students who are ineligible for any trip are expected to be in attendance that day, as an alternate assignment will be provided.

Student-of-the-Month Each grade level team and specials team selects several outstanding students for the month. The students' names are announced over the P.A. and their pictures are displayed in the lobby area during the month. Each student receives a certificate.

Evergreen Elementary School:

The SOAR program at Evergreen Elementary is our schoolwide positive behavior support system designed to help students succeed academically, socially, and emotionally. SOAR stands for Stay Safe, Own Your Actions, Always a Leader, and Respect Self and Others—four core expectations that guide student behavior in all areas of the school. Through explicit teaching, modeling, and reinforcement, students learn what it looks like to make responsible choices in the classroom, hallway, cafeteria, playground, and beyond. Staff recognize students who demonstrate SOAR expectations, helping to build a positive school culture where effort, kindness, and responsibility are celebrated. The SOAR program supports a consistent, predictable environment that promotes student growth and a strong sense of community across all grade levels.

SAFETY PATROL PROGRAM

Evergreen Elementary School:

The Safety Patrol Program at Evergreen is made up of fourth-grade students. These students begin studying and training for their jobs at the end of third grade. Students in third-grade pair up with fourth-grade students to learn the most effective safety measures. We encourage all students to listen and follow the directions of the Safety Patrollers. They may ask students to walk and cross at specific corners. Students are not to cross at Fox Court and Evergreen. Students will be asked to walk to the crossing guard at Evergreen and Buffalo Circle. Safety Patrollers do not cross students at any corners. Students who do not follow the rules and do not show respect toward the Safety Patrollers will be reported to the Safety Patrol advisor. Repeated offenders will be sent to the office and your parents will be notified.

SATISFACTORY COMPLETION OF A GRADE AND TRANSFER

In order to satisfactorily complete a grade, a student must have a "D" average at the end of the year in four of the five academic areas: math, ELA (counts as two courses), science, and social studies. A student who meets this criteria is promoted to the next grade. A student who fails the same subject in consecutive years will be required to take summer school if it is available.

Transfer: Grade 8 - A student who does not satisfactorily complete the course of study for eighth grade will not receive a diploma, participate in the graduation ceremony or other end of the year activities since they have not earned the right. The student will proceed to high school and the school will be notified of the reasons for the transfer.

SEARCHES: LOCKER, BACKPACK AND PERSONAL

School officials may inspect and search school property and equipment owned or controlled by the school including lockers, desks and computers. School officials may search a student and/or the student's personal effects in the student's possession (such as a purse, wallet, backpack, lunch box, personal computer, or cell phone, etc.) when there is reasonable suspicion for suspecting that the search will produce evidence the student has violated the law or the District's student conduct rules.

Reference: Benjamin School District 25 Board Policy 7-140 Adopted: June 10, 2024

SEARCH AND SEIZURE

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

SCHOOL PROPERTY AND EQUIPMENT AS WELL AS PERSONAL EFFECTS LEFT THERE BY STUDENTS

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

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

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 District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. *Outside the view of others, including students,*

2. *In the presence of a school administrator or adult witness, and*
3. *By a certificated employee or liaison police officer of the same sex as the student.*

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

SEIZURE OF PROPERTY

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

NOTIFICATION REGARDING STUDENT ACCOUNTS OR PROFILES ON SOCIAL MEDIA NETWORKING

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

1. 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. 7:140 7:140 1 of 2
2. 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.

LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-22.6, and 5/10-22.10a. Right to Privacy in the School Setting Act, 105 ILCS 75/. Cornfield v. Consolidated High School Dist. No. 230, 991 F.2d 1316 (7th Cir. 1993). People v. Dilworth, 169 Ill.2d 195 (1996), cert. denied, 116 S.Ct. 1692 (1996). People v. Pruitt, 278 Ill.App.3d 194 (1st Dist. 1996), app. denied, 667 N.E. 2d 1061 (Ill.App.1, 1996). T.L.O. v. NewJersey, 469 U.S. 325 (1985). Vernonia School Dist. 47J v. Acton, 515 U.S. 646 (1995). Safford Unified School Dist. No. 1 v. Redding, 557 U.S. 364 (2009). CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:150 (Agency and Police Interviews), 7:190 (Student Behavior)

ADOPTED: June 10, 2024

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):

- To attend a conference at the school with school personnel to discuss the progress of their child.
- To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
- 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.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

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

SEXUAL ABUSE RESPONSE AND PREVENTION RESOURCE GUIDE

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at www.isbe.net or you may request a copy of this guide by contacting the school's office.

SCHOOL STORE

Evergreen Elementary School:

The school store is open most Tuesdays and Thursdays before school for students to shop.

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, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request

SPORTS PHYSICALS

Benjamin Middle School:

Students who wish to try-out for any interscholastic sport, practice or participate in a game, MUST have a certificate of physical fitness issued by a licensed physician, physician's assistant or nurse practitioner not more than 395 days preceding such tryout, practice or game on file with the school nurse. Physical forms are available on-line on the District or through the office and must be turned in by the day before the tryout. A student will be prohibited from trying out for any interscholastic athletic activity without a current physical on file.

Any student not allowed to participate in interscholastic activities as the result of a physician's directive may not return to play until they have received written clearance from a physician (i.e. concussion, sports related injuries, etc...).

STUDENT INCIDENT INSURANCE

The District provides a blanket student accident insurance policy through Gerber Life Insurance Company for all enrolled students. This policy acts as secondary (excess) coverage to a family's primary health insurance plan, paying for eligible medical expenses resulting from school-sponsored and supervised activities."

STUDENT BIOMETRIC INFORMATION

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

STUDENT COMPUTER/DEVICE RULES AND GUIDELINES

The basic ideas from these guidelines are compiled in an Acceptable Use Policy that all students will sign. Students who violate these rules are subject to consequences outlined in the School Discipline Policy.

- I understand that I am responsible for backing up my own files and that the best place for important files to be stored is on the H Drive.
- I will not leave my device unattended unless it is locked in a secure place. My family may be fully responsible for the cost of replacement should my device become lost or stolen.
- I understand that my family may be fully responsible for the cost of repair or replacement due to damages that occur to the device. Please refer to the Acceptable Use Policy for details.
- I will not download, install, use file-sharing programs, attempt to view games or other programs without the permission of the Technology Coordinator AND my parents.
- Devices will be loaded with an antivirus protection. I understand there is no need for additional virus protection.
- Benjamin School District 25 utilizes an internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All devices, regardless of physical location (in or out of school), will have all internet activity protected and monitored by the district. If a website is blocked in school, then it will be blocked out of school. If a valuable educational site is blocked, I should contact my teacher to request the site be unblocked. Attempting to circumvent the content filter may result in disciplinary action.
- I agree to confirm, with a known blocked site, that the web filter is working while the device is off the school network (at home) and will send in the web filter signature form.
- I will follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions, however, I will do it in a respectful way. I will make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- I will be safe online. I will never give out personal information, including, but not limited to: last names, phone numbers, addresses, exact birth dates, passwords, and pictures.
- I will not duplicate or distribute copyrighted materials other than a back-up copy of those items I legally obtain.
- I will keep the device lid fully closed and place the device in the backpack whenever it is moved from one point to another.
- I will bring my device to school each day with a full charge.

- I will read and follow general maintenance alerts from school technology personnel.
- I will report problems with my device to a teacher or member of the tech support staff in a timely manner.
- I understand that the school owns the device and has the right to search the device at any time, and I have no expectation of privacy in any materials contained therein.
- I will not use the device to record (audio or visual) other persons without their permission.
- I understand that my classroom teachers may monitor my device while in their classrooms. The tech staff may monitor my device throughout the school day and at other times but will not activate the built-in Webcam.

The District Internet Use Policy must be followed at all times. Many social networking sites are considered inappropriate at all times.

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.

STUDENTS WHO ARE PARENTS, EXPECTANT PARENTS, OR VICTIMS OF DOMESTIC OR SEXUAL VIOLENCE

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important school and district goals and are required by law.

Requesting Support Services

To facilitate the full participation of Article 26A Students, the school district provides in-school support services and information regarding non-school-based support services. Article 26A Students are also able to make up work missed on account of circumstances related to their status as a parent, expectant parent, or victim of domestic or sexual violence.

In-school support services include, but are not limited to, enabling a student to meet with counselors or others service providers, excusing the student from class as necessary for circumstances consistent with their Article 26A status, and assisting students with the development of a student success plan.

An Article 26A Student and/or their parent/guardian may request a complete copy of the District's policies related to Article 26A Students and information on support services by contacting the Article 26A Resource Person listed below.

Filing a Complaint

An Article 26A Student and/or their parent/guardian may file a complaint for violations of this procedure with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking. [2]

Non-Discrimination Coordinator:
(SUPERINTENDENT)
Dr. Patrick McGill
28W250 St. Charles Road
West Chicago, IL 60185
630-876-7800
pmcgill@benjamin25.org

Title IX Coordinator:
(SUPERINTENDENT)
Dr. Patrick McGill
28W250 St. Charles Road
West Chicago, IL 60185
630-876-7800
pmcgill@benjamin25.org

Complaint Managers:

(PRINCIPAL – Benjamin Middle School)
Dr. Michael Fitzgerald
28W300 St. Charles Road
West Chicago, IL 60185
630-876-7820
mfitzgerald@benjamin25.org

(PRINCIPAL – Evergreen Elementary School)
Mrs. Sarah Smith
1041 Evergreen Drive
Carol Stream, IL 60188
630-876-7810
ssmith@benjamin25.org

Retaliation Prohibited

Retaliation against an Article 26A Student or their parent/guardian for exercising or attempting to exercise their rights under this procedure is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

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 a school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, through such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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 10 business 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 copyrights 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. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may

request an additional 5 business days in which to grant access. 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 sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

   If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided 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 school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); 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 or contractual obligation with the district.

   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; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, 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; to the Ill. Department of Human Services (DHS) for the sole purpose of assessing or evaluating the student's eligibility for Medicaid waiver benefits consistent with the rules adopted by the DHS;

and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. 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.

6. The right to prohibit the release of directory information.

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.

- Name
- Address
- Grade Level
- Birth date
- 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.

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 of 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:
U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington DC 20202-8520
(Updated June 22, 2026)

TARDINESS TO SCHOOL

If a student is tardy to school, the student must report to the office for an admission pass. The parent/guardian should call the school to notify the staff of the student's tardiness. The student could receive an unexcused tardy when no contact is made with the school. Excessive tardiness to school will result in consequences, such as loss of reward trips and other privileges, as well as, the student being reported to the DuPage County truant officer.

TARGETED SCHOOL VIOLENCE PREVENTION PROGRAM

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure environment is an important goal of the School and District. While it is not possible to completely eliminate threats, the School and District maintain a Targeted School Violence Prevention Program and a Threat Assessment Team to reduce these risks to its environment.

Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement authorities, or the Safe2Help Illinois helpline (www.safe2helpil.com/).
Students and parents are urged to participate in behavioral threat assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if for some reason there is a reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat assessment process will continue in order to ensure a safe and caring learning environment for all.

For further information, please contact the Building Principal.

TELEPHONE

Students will be able to use office or classroom phones for school-related issues only. Emergency calls or calls due to illness are to be initiated only by school personnel. Student cell phones must be turned off and stored in their backpack/locker during the school day. Any cell phone visible or on during any part of the day will be confiscated and must be picked up by a parent.

VANDALISM

The school district will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property.

VISITORS

All school buildings are secure learning environments. Visitor access is limited to ensure student and staff safety while maintaining welcoming schools for families and community members.

All visitors during the school day, including parents, grandparents, and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

All visitors must sign in using the district-approved visitor management system. Adult visitors are required to present a valid government-issued photo identification (such as a driver's license, state identification card, or passport) for identity verification. A security system is in operation. The system verifies the individual is safe to be on school property with students present. Once approved, a pass may be printed for visiting purposes. Passes must be returned to the office upon leaving. The school has the right to refuse entry to any visitor who does not provide proper identification or when safety concerns exist.

Approved visitors must receive and wear a visitor badge that is clearly visible at all times while in the building. Visitors must proceed directly to their approved destination in a quiet and orderly manner. All visitors must return to the main office and sign out before leaving the building.

Parents and families may be asked to bring items such as forgotten lunches, gym shoes, or academic materials to school. Each school will provide a designated location for drop-off of labeled items in the main office vestibule area. Items must be clearly labeled with the student's name and grade. Office staff will ensure items are delivered to students at an appropriate time.

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

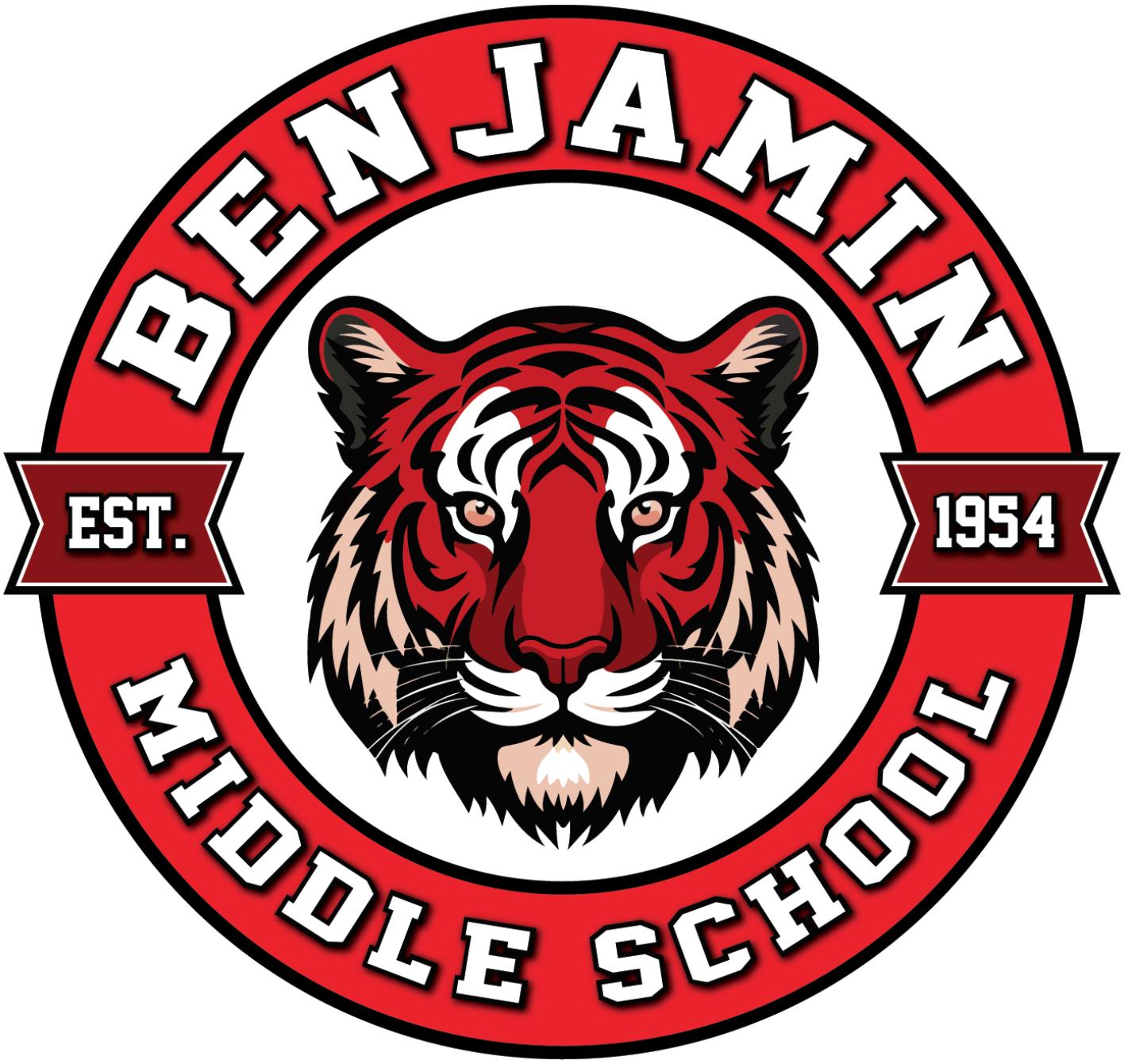
Visitors are expected to abide by all school rules while on district property. A visitor who fails to conduct himself or herself in an appropriate manner may be asked to leave and may be subject to criminal penalties for trespassing and/or disruptive behavior.

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

- Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
- Behave in an unsportsmanlike manner or use vulgar or obscene language.
- Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
- Damage or threaten to damage another's property.
- Damage or deface school property.
- Violate any Illinois law or municipal, local, or county ordinance.
- Smoke or otherwise use tobacco products.
- Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.

- Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
- Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and District policies.
- Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
- Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
- Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
- Engage in any risky behavior, including rollerblading, roller-skating, or skateboarding.
- Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
- Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.



Benjamin Middle School Athletic Handbook

2026-2027

BENJAMIN
MIDDLE SCHOOL

Michael Fitzgerald Ed.D, Principal
28W300 St. Charles Road
West Chicago, Illinois 60185-1478

Phone: (630) 876-7820
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We commend all students who have chosen to participate in athletics at Benjamin Middle School. As a student, you have the primary responsibility of meeting your academic obligations and a secondary responsibility of representing your school in interscholastic competition. This program will require time and dedication. We feel the intrinsic rewards of skill development, self-discipline, teamwork, time management and physical conditioning are fun and valuable skills for children, which better prepare them for future endeavors. In addition, our program strives to promote good sportsmanship while building self-esteem and confidence.

Coaches are selected not only on the basis of their knowledge of the game, but also on their knowledge of adolescent growth and development. Sensitivity to the needs of our children is critical. The objective of our interscholastic program is to be competitive against other schools, while trying to maximize skill development through practice and game experience. Who plays, when and how many minutes are decisions a coach must make based on variables such as: the opponent, the flow of the game, a player's practice attendance, skills, grades, attitude and work ethic. We wish to emphasize that each student is viewed as a valuable and contributing member of the team and contributes to the team's development.

We use the term "student representative" to describe your role. Your conduct at games, either home or away and either in the game or in the stands, showcases the reputation of Benjamin Middle School. This conduct along with the academic responsibility you meet in order to maintain the privilege of participating in interscholastic athletics are the criteria for continued participation. Keep your priorities in the right order and work hard to continue to reap the benefits of the athletic program at Benjamin Middle School.

One last thought: it is not whether you win or lose, but how you play the game that matters. Have fun!

Sincerely,

Dr. Michael Fitzgerald
Principal

Dan Baker
Athletic Director

BENJAMIN MIDDLE SCHOOL ATHLETIC HANDBOOK

MISSION STATEMENT

We are committed to all students and staff achieving at the highest level and building character to prepare them to be successful throughout their lives.

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

ABSENCE FROM SCHOOL ON DAY OF EXTRACURRICULAR OR ATHLETIC ACTIVITY

A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach for justifiable reasons, including: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

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

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

ACADEMIC ELIGIBILITY

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches.

Academic Eligibility Requirements- All students who participate in any extra-curricular activity must adhere to the following requirements in accordance with state guidelines for No Pass – No Play.

The eligibility status of each participant will be checked on a weekly basis. Any student receiving 2 or more D's or 1 or more F's cumulative for a subject in the current trimester will be ineligible to participate in the activity for the week (ILAR counts as 2 grades). This includes practices, games and team parties. Any student who has received a Modified Program (M.P.) will also be ineligible the following week. The grades will be checked at the end of the week which will determine the status of the student for the following week. Anyone who has had three weeks of ineligibility during the season will be taken off the team.

ILLINOIS ELEMENTARY SCHOOL ASSOCIATION

Eligibility for most athletics is also governed by the rules of the Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IHSA and this Code, the most stringent rule will be enforced.

ADMINISTRATIVE GUIDELINES CONCERNING ATHLETICS

The administration of Benjamin School District 25 recognizes the important values derived from broad interscholastic athletic programs. As a means of establishing the role of athletics within the total school program, the following guidelines have been developed:

1. Involvement in athletics should be an adjunct to the daily physical education program. Athletes are expected to participate in regular physical education classes.
2. The interscholastic program should provide opportunities for broad participation to meet the interests of both boys and girls for 5th through 8th grades, within the constraints of facilities, personnel and finance.
3. The amount of time required of participants should be determined with the welfare of all team members as the primary consideration. The students' family allegiance, opportunities to participate in other school, church or community activities, physical, emotional and moral development and pre-eminent responsibility for classroom achievement should be considered.
4. The attainment of excellence should be the goal of the interscholastic athletic program. However, winning teams should not be the sole criterion in determining the success of the program.
5. The athletic program should be staffed by an adequate number of competent coaches who are well qualified in their teaching fields.
6. Administrators, coaches and athletes shall make all efforts to see that all athletic activity is conducted according to the policies and by-laws of the Suburban West Athletic Conference.
7. The principles of good sportsmanship should govern the behavior of coaches, participants and spectators.

ATHLETIC GOALS AND OBJECTIVES

Our goal: The student athlete shall become a more effective citizen in society. In order to reach this goal, the athletic experience should foster the development of the objectives listed below, which transfer to the real life situations.

- Enjoy athletics
- Develop desirable health habits
- Improve individual and team skills
- Demonstrate good sportsmanship
- Be successful in the game and in life

CODE OF CONDUCT

This Code of Conduct applies to all extracurricular and athletic activities.

This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the Student Assistance Program for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations.

The student shall not:

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that disrupts or adversely affects the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

HAZING: is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any 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:

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

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

DUE PROCESS PROCEDURES

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:

a. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:

i. A specified period of time or percentage of performances, activities or competitions;
ii. The remainder of the season or for the next season; or
iii. The remainder of the student's school career.

b. Sanctions for alcohol and other drug violations, including tobacco, nicotine in any form, mood-altering or performance enhancing drugs, products composed purely of caffeine in a loose powdered form, paraphernalia or any other illegal substance, will be based on the following:

First Violation

iv. Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing A suspension of one third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty will be reduced if the student is enrolled in a school-approved alcohol or drug-counseling program.
v. Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one sixth of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter.
vi. The student will be required to practice with the group, regardless of the violation (unless suspended or expelled from school).

Second Violation

vii. Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To participate again in any extracurricular or athletic activity, the student must successfully participate in and complete a school-approved alcohol or drug counseling program and follow all recommendations from that program.
viii.Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one third of the season and all extracurricular group performances, activities, or competitions during this period.
ix. The student may be required to practice with the group (unless suspended or expelled from school).

Third Violation

x. Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing A suspension from extracurricular or athletic activities for the remainder of the student's school career.
xi. Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one calendar year from the date of the suspension, including all extracurricular and athletic activities during this period.

7. The appropriate administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the Principal or Principal's designee.

CONCUSSION

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. In other words, even a "ding" or a bump on the head can be serious. You can't see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussions may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.
Symptoms may include one or more of the following:

- Headaches
- Nausea or vomiting
- Neck pain
- Balance problems or dizziness
- Sensitivity to light or noise
- Feeling foggy or groggy
- Change in sleep patterns
- Don't feel right
- Sadness
- More emotional
- Concentration or memory problems (forgetting game plays)
- Repeating the same question/comment
- Pressure in head
- Blurred, double or fuzzy vision
- Feeling sluggish or slowed down
- Drowsiness
- Amnesia
- Fatigue or low energy
- Nervousness or anxiety
- Confusion

Signs observed by teammates, parents and coaches include:

- Appears dazed
- Confused about assignment
- Is unsure of game, score or opponent
- Answers questions slowly
- Shows behavior or personality changes
- Can't recall events after hit
- Any change in typical behavior or personality
- Vacant facial express
- Forgets plays
- Moves clumsily or displays incoordination
- Slurred speech
- Can't recall events prior to hit
- Seizures or convulsions
- Loses consciousness

What can happen if my child keeps on playing with a concussion or returns too soon?
Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery or event to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is

well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student athlete's safety.

If you think your child has suffered a concussion.
Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The Return-to-Play Policy of the IESA and IHSA requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branched prior to returning to play or practice following a concussion or after being removed from interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest. In accordance with state law, all schools are required to follow this policy.

You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss a whole season. And when in doubt, the athlete sits out.

For current and up-to date information on concussions you can go to: http://www.cdc.gov/concussioninyouthsports/
Adapted from the CDC and the 3rd International Conference on Concussion in Sport

EXTRA-CURRICULAR ATHLETICS

In addition to our required K-8 physical education program, the District provides two additional voluntary opportunities for the refinement of skills introduced in physical education. Both opportunities are athletic in nature, but differ in intensity, commitment and level of participation. Interscholastic athletics involve competition against other schools. Since age-appropriate skill development is needed, tryouts are held and students are selected based on their skills and the number of spots available on the team. Interscholastic sports involve a daily commitment for a period of approximately nine weeks, spent in practice sessions and playing games.

GYM GUIDELINES

Food, drink, candy and gum are prohibited from the gymnasium. Any of these substances can do damage to the finish on the playing surface. Only water is allowed in the gym or locker room – this includes athletes.
Students may not return to their hall lockers for coats, books, etc… after games. Bring everything you need to take home with you.

Students are to be picked up no later than 20 minutes after the activity has concluded. If a student is not picked up by the appropriate time, a consequence will be issued.

MODIFICATION OF ATHLETIC OR TEAM UNIFORM

Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preferences.

PARENT/GUARDIAN OF STUDENT ATHLETE RESPONSIBILITIES

1. Treat visiting teams and officials as a guest, extending them every courtesy.
2. Be modest in victory and gracious in defeat.
3. Respect the judgment and integrity of officials, realizing that their decisions are based upon game conditions as they observe them.
4. Understand that it is the coach's responsibility to make certain that students are working to become better people and athletes, not to win every game.
5. Recognize that all good sportsmanship is more important than victory by approving and applauding good team play.
6. Keep any negative thoughts about the coach, the program or teammates to yourself. Your child has one chance to be a Benjamin Middle School Athlete, help to make it special.
7. Abide by the 24-hour rule. The 24-hour rule states that the parent will not voice a comment or complaint to the coach within 24 hours of a game.
8. The coach has the ultimate decision in how to play each athlete. If there are any questions or concerns from an athlete or parent/guardian, he/she is to follow the appropriate chain of command. It is crucial that the first person contacted is the coach. In most cases, this initial phone call will clear the issue. However, the next person to be contacted is the athletic director and, finally, the principal.

Parents should feel free to speak to a coach about the treatment of their child, how the child can improve his/her/their skills and the child's attitude and behavior. Parents should not ask about playing time, game strategies and other players.

PHILOSOPHY OF ATHLETICS

We believe:

• Interscholastic athletics are an integral part of the school's total curriculum.

• Participation in athletics contributes to the development of health and happiness, physical skills, emotional maturity, social competence and moral values.

• Athletics teach the participants the value of cooperation and the spirit of competition that is important to our society. Student athletes learn how to work with others for the achievement of group goals. The spirit of play and will to win are valuable to the development of the whole child.

• The ability to accept defeat without complaining or blaming and victory without gloating involves disciplining oneself to comply with the rules of the games and of good sportsmanship, and are necessary to the development of students.

• An athletic program should develop athletes and teams that proudly represent their school and community.. This should be true not only in competition, but also in the classroom and in their contribution to the community.

REQUIREMENTS FOR PARTICIPATION IN ATHLETIC ACTIVITIES

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

• Sports Physicals – Students who wish to try-out for interscholastic sport, practice or participate in a game, MUST have a certificate of physical fitness issued by a licensed physician, physician's assistant, or nurse practitioner not more than 395 days preceding such tryout, practice or game on file with the school nurse. Physical forms are available on-line either on the Benjamin Athletic page, the District Homepage under Registration, or through the office and must be turned in by the day before the tryout. A student will be prohibited from trying out for any interscholastic athletic activity without a current physical on file. Any student

who is not allowed to participate in interscholastic activities as the result of a physician's directive may not return to play until they have received written clearance from a physician (i.e. concussion, sports related injuries, etc…).

- A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
- Proof the student is covered by medical insurance.
- Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

TRAVEL

All students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school approved transportation. A written waiver of this rule may be issued by the teacher, sponsor or coach in charge of the extracurricular or athletic activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid.