

Breese Elementary District 12

Student Handbook

2026 - 2027

The mission of Elementary School District 12 is to provide students with the skills and experiences that enable them to reach their fullest potential.



Name: _____

Grade: _____

Homeroom: _____

Dr. Ryan Ketchum
Superintendent

Mrs. Amy Schilling
Principal

Mrs. Danielle Jones
Assistant Principal

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Stay Connected!

Breese District #12

WEBSITE

www.d12bobcats.org

Our website is full of useful information! It has calendars, menus, and informational documents.

D12 APP

Search "Breese ESD #12" in your app store! The D12 app has everything the website has! You can easily see our social media posts, calendars, menus, and informational documents. This is also a good place to go when you need to email a teacher!



TeacherEase is our student information system. This is where you can check student grades, discipline incidents, lunch balances, and email teachers. Students and parents will have a login for TeacherEase.

This is also the tool the school uses to push out mass communications via email. Set up notifications to never miss a thing!

Go to teacherease.com or download the app!

TEACHER EASE

Breese District #12 uses a joint FB page for both campuses.



Breese Elementary District #12
2.2K followers · 3 following

The Booster Club also has a FB page to help keep everyone in the loop with events and fundraising efforts.



Breese D12 Booster Club
61 likes · 195 followers

SOCIAL MEDIA

Beckemeyer Elementary



Drop-off & Pick-Up Procedures



DROP-OFF

Drop-off in Breese → Beckemeyer

Beckemeyer students can be dropped off by car in the front of the Breese school. (Memorial Drive) Please pull all the way forward to speed up the process. These students will walk to the back hallway to wait for the bus. The first bus leaves at 7:30 AM, and the second bus leaves at 7:40 AM. If your child misses the bus, it is the guardians responsibility to get them to Beckemeyer.



Breakfast

Breakfast will begin at 7:15AM when the doors open. We ask that all students arrive to school early enough to be in their classrooms at 7:55 AM to avoid disruptions to classroom routines.

Front door opens at 7:15 am

Drop-off in Beckemeyer

Beckemeyer car riders should be dropped off in the circle drive of our blacktop parking lot between 7:15 AM and 7:50 AM. Parents who wish to park and walk their student to the door should use an available parking space in the lot or along fourth street.



Bus Riders → Breese

Breese students who will ride the bus from Beckemeyer to Breese need to be dropped off at the school before 7:10 AM. The bus will leave for Breese at 7:10 AM.

*****If a student arrives to the Beckemeyer school after 7:50 AM, a parent must come into the office to sign them in.**

PICK-UP



Pick-Up in Beckemeyer

Beckemeyer students being picked up will be dismissed from the gym doors on Fourth Street by staff. Staff will only dismiss students to parents. If another adult will be picking up your child please notify the office and / or teacher by 2:00 PM. Release time falls between 2:20 PM and 2:30 PM.



Pick-Up in Breese

All District #12 students (Breese and Beckemeyer) that are being picked up will be dismissed from the front doors of the Breese school at approximately 2:45pm. All adults should get in the pick up line; we will have staff assisting to speed up the process.

If you have a Beckemeyer student that rides the bus over, we will get them from the bus to the front doors.

No one is allowed to walk up to pick up students. Please remain in your vehicle, and wait in the pickup line.

*****Families of ½ Day ECE and Pre-K students will receive specific pick-up and drop-off instructions from the classroom teacher.**

Breese Elementary

Drop-off & Pick-Up Procedures



DROP-OFF

The front doors open at 7:15am.



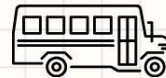
Car Drop-off

Both Breese and Beckemeyer students can be dropped off by car in the front of the school. (Memorial Drive) Please pull all the way forward to speed up the process.

Upon Arrival

Beckemeyer students go to the back hallway to wait for the bus. The first bus leaves at 7:30 am, and the second bus leaves at 7:40 am. If your child misses the bus it is the guardians responsibility to get them to Beckemeyer.

Breese students can go to the cafeteria for breakfast, or to the big gym until the bell rings.



Bus Riders

District 12 buses all drop off in the back of the school. (7th Street)



Walkers

Walkers and bike riders may enter either the front or back doors.

****** If a student arrives to the Breese school after 7:50 AM, a parent must come into the office to sign them in.***

PICK-UP



Car Pick-Up

All District #12 students (Breese and Beckemeyer) that are being picked up will be dismissed from the front doors of the Breese school at approximately 2:45pm. All adults should get in the pick up line; we will have staff assisting to speed up the process. If you have a Beckemeyer student that rides the bus over, we will get them from the bus to the front doors.

No one should park and walk up to the awning. Please remain in your vehicle, and wait in the pickup line.



Walkers

Walkers and bike riders will be dismissed at approximately 3:00pm from the back doors after the first round of buses have cleared. Parents who are walking with their children are welcome to wait out back until 3:00pm or are welcome to pick-up at the front doors at 2:45.

I. Introduction & Overview

Mission Statement

The mission of Elementary School District 12 is to provide students with the skills and experiences that enable them to reach their fullest potential.

Contact Information

- **Breese Elementary**
3-8 grade Center
Central Office, Superintendent & Business Office
777 Memorial Drive, Breese | Phone: (618) 526-7128 | Fax: (618) 526-2787
- **Beckemeyer Elementary**
EC, Pre-K, K - 2 Center
110 4th Street, Beckemeyer | Phone: (618) 227-8242 | Fax: (618) 227-8587
- **Board of Education**
Meetings held 4th Monday monthly at 6:30 PM at Breese School (unless otherwise noted)

*This handbook is subject to changes by the school administration and Board of Education.
Last updated April 2026.*

II. Student Rights and Responsibilities

Rights

1. Right to pursue education
2. Right to free expression
3. Right to a safe learning environment
4. Right to be involved in educational goals
5. Right to report incidents without fear of retribution

Responsibilities

1. Respect others' right to learn
2. Express opinions respectfully
3. Adhere to dress and behavior standards
4. Know and follow school rules
5. Actively participate in learning
6. Cooperate in disciplinary matters

Library Disclaimer

Our library is a place of discovery, and we want every student to find books that challenge and inspire them. Please be aware that books in our collection are coded by their Accelerated Reader (AR) level, which measures technical reading difficulty (vocabulary and sentence structure).

However, a book's reading level does not always reflect its thematic content or maturity level. Some titles may contain mature language or complex social themes. We trust students and guardians to be the best judge of what you are ready for. If you begin a book and find the content is not a good fit for you, please feel free to return it. Our librarian is always happy to help you find a replacement that better matches your interests and comfort level.

III. General School Information

Attendance

Attendance Requirements

Illinois law requires that all children between six and seventeen years of age must attend school regularly unless exempt by law. Legal exceptions include:

- Attendance at a private school

- Documented physical or mental inability to attend
- Employment approved by law
- Religious observances

The primary responsibility lies with the parent or guardian. Noncompliance can result in legal penalties.

Reporting an Absence

- **PreK–2nd Grade:** Call Beckemeyer at (618) 227-8242 or email ahandegan@d12bobcats.org
- **3rd–8th Grade:** Call Breese at (618) 526-7128 or email ljvonhatten@d12bobcats.org
- Parents should call before 8:00 AM. If not reported, the school will attempt to contact the guardian within two hours of the school day starting.
 - Absent students may not attend extracurricular events that day.
 - Homework may be collected upon request.

Anticipated Absences

- A written note should be submitted in advance.
- Students are responsible for completing all missed work upon return.
- One day per missed day is provided to complete work.

Excused Absences

Per Illinois School Code:

1. Illness or mental health
2. Religious holidays
3. Death in the immediate family
4. Family emergencies
5. Parental concern for safety
6. Other reasons approved by the Board

Unexcused Absences

Absences not meeting the excused criteria may be considered truancy. Students must complete missed work or receive a zero.

Excessive Absences

- Maximum of 9 parent-confirmed excused absences.
- Physician documentation is required beyond 9 days.
- Notes must be submitted within 48 hours.
- Administration may excuse additional absences if warranted.

Truancy

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

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

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

Chronic Truancy (Truant Minor)

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

Truant Minor: 105 ILCS 5/26-2a of the Illinois School Code states a truant minor is defined as a chronic truant to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs, and other school and community resources have been provided and have failed to result in a cessation of chronic truancy, or have been offered and refused. Any person who has custody or control of a child subject to compulsory attendance, who knowingly or willfully permits the child to persist in truancy, if convicted, is guilty of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500. Any person who willingly induces or attempts to induce any child to be absent from school or who knowingly employs or harbors any child who is unlawfully absent from school for three consecutive school days, if convicted, is guilty of a Class C misdemeanor. Encouraging truancy is against the law, and District 12 administration will report chronic truants to the truancy officer assigned by the R.O.E.

Tardy to School

- Arrival after 7:55 AM requires parent sign-in.

Tardy Accumulation Policy

- Tardies are tracked monthly.
- Accumulated tardies equaling more than half a day may count as an unexcused absence.

Tardy to Class

- Each grade level sets its own policy for class tardiness.

Daily School Operations

Leaving School

- Students must have office permission and be signed out by a guardian.
- Transportation changes must be documented with a parent note or contact to the main office.

Cancellations & E-Learning

Cancellations/Changes

- School cancellation or notices in change of starting or ending times will be announced on the Breese Elementary District #12 school/parent notification system and social media outlets. "Clinton County Consortium" schools will cancel school together. Only under the most extreme circumstances will students be dismissed early, and only then, after their safe return home has been established.

E-Learning Plan

- Breese Elementary District #12 has a board approved comprehensive E-Learning Plan that may be used in the event of a school cancellation. The E-Learning Plan can be found on the Breese Elementary District #12 website, d12bobcats.org.

Visitors

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

IV. Academics

Homework

- Homework not completed due to absence must be turned in within the same number of days as missed.
- Students are responsible for completing and submitting homework by the due date set by the teacher.
 - A zero will be entered if work is not submitted, and will be updated upon the assignment being turned in.
 - Late work may be accepted at the teacher's discretion
- Students with 3 or more missing assignments in one week will be assigned a Friday HW Huddle, which will require students to go work in Student Services during designated non-core instruction time.

Make-Up Work

- Students are allowed to make up all missed work during excused absences or suspensions.
- One day is given to make up assignments per each day missed.
- Failure to follow through may result in a loss of credit.

Academic Dishonesty

- Cheating results in a zero and an after-school detention.
- Repeated offenses follow the discipline code for escalating consequences.

Grading and Report Cards

Grading System

- **Kindergarten–2nd Grade:** Standards-Based Checklist
- **Grades 3–8:** The following grading scale is used:
 - A: 90–100
 - B: 80–89
 - C: 70–79
 - D: 60–69
 - F: Below 60

Report Cards

- Midterms and quarterly report cards are available online and by request.

Incompletes

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

Honor Roll (Grades 5–8)

- **High Honor Roll:** Straight A's
- **Honor Roll:** B average or higher
- Any D or F disqualifies a student from honor roll status.

Retention & Promotion Guidelines

- Promotion and retention decisions for students in kindergarten through 2nd grade are based on individual achievement, progress, and readiness for the next grade level. Key factors include curriculum mastery, attendance, and overall academic success—age or social reasons will not influence promotion. Teachers will communicate progress regularly to parents or guardians. In grades K-2, a standards-based report card is used to assess specific skills and effort levels. Promotion and retention decisions involve collaboration between teachers, administration, and parents, with the administration having final authority if consensus cannot be reached.
- In grades 3 – 8, any student whose year-end average is below 60% in two core subjects may be retained in accordance with School Board policy. The core subjects for students in grades 3 – 8 are Math, English Language Arts, Science, and Social Studies.

Note on English Language Arts: Because ELA encompasses both Reading and English, it is weighted as **two core subjects**. Consequently, a year-end average below 60% in ELA alone meets the criteria for retention.

Summer School

Students who meet the retention guidelines will be required to attend summer school. This provides an opportunity to retake failed classes and advance to the next grade.

Standardized Testing

Students and parents/guardians should be aware that students in grades 3-8 will take standardized tests in the spring. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

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

V. Student Fees and Payments

Registration Fees

All students enrolled in Breese Elementary District #12 are required to pay an annual registration fee of \$150.00.

Waiver of Student Fees

Parents/guardians may apply for a waiver of fees. Applications can be requested and submitted through the District 12 administrative offices. To qualify for a fee waiver, families must:

- Complete a Free/Reduced Lunch application and qualify for free lunch, or
- Be deemed McKinney-Vento eligible.

Excessive Fee Penalty

8th Grade students must have all fees paid in full to participate in the graduation ceremony. Diplomas will still be issued regardless of participation.

Payment Plan

Payment plans are available to all families. Key details include:

- Minimum monthly payment: \$50 per family
- Due on the 1st of every month
- Missed payment voids the plan and could result in ineligibility for activities (e.g., field trips, athletics, dances, graduation)
- Plans must be filed with the office prior to the student's first day of school

Activity Fees

Students must pay a \$50 activity fee to participate in any athletic program. Once a student has made a team, the fee must be paid prior to the end of the first week of practice or the first game, whichever comes first.

- Payments are made through the office
- If the student does not make the team, refunds will be issued if payment has already been made
- Students with unpaid fees from previous seasons will not be permitted to participate until all outstanding balances are resolved

Free and Reduced Breakfast/Lunch

Free and reduced breakfast and lunch status can be obtained by being direct certification by the state or by filling out a Household Eligibility Application and qualifying. Approved applications are valid for 12 months.

VI. Student Conduct & Discipline

Code of Conduct

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

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

All students are expected to:

1. Be punctual and attend regularly
2. Apply themselves to studies diligently
3. Respect others' rights and school property
4. Show respect for authority
5. Exhibit good manners, honesty, and appropriate language and appearance

These expectations apply to all school-sponsored activities and while riding school transportation.

Discipline Philosophy

Staff and administration expect students to demonstrate respectful behavior and represent the school well at all times.

Beckemeyer Discipline Procedures

Consequences may be assigned during lunch, lunch recess, or morning recess to help students learn appropriate behavior and strategies for meeting expectations. Teachers will document negative behaviors and follow a structured procedure, which includes discussing the misbehavior with the student, parent contact / conferences, possible loss of privileges, or other consequences depending on severity. If needed, the teacher will involve the principal and request a parent conference. With each offense, students will be counseled on alternative behaviors, the impact of their actions, and strategies for positive self-growth.

Student Discipline

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

The following information directly references Board Policy 7:190 (Student Behavior):

Prohibited Student Conduct

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

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

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

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

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

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

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

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

When and Where Conduct Rules Apply

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

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

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. 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 detention.
7. After-school detention provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.).
8. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
9. Suspension of bus riding privileges

10. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
11. 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.
12. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
13. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons Prohibition

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

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above.

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

Gang Policy & 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.

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

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.

Classroom Discipline Procedures

Teachers maintain discipline and refer students to administration if needed. Referrals are discussed with the student by the teacher or administrator.

Contact Between Students

The rule of conduct having to do with displays of affection between students is clearly defined as follows: One student should not touch the other; kissing, holding hands, and an arm or arms around the other are not allowed.

Gum/Candy

Students who choose to chew gum risk discipline from the classroom teacher as determined by the grade level policy. This also includes candy and mints, unless provided by the classroom teacher.

Birthday Treats

In pre-K - 4th grade classes birthday treats are permitted, but must be approved by the classroom teacher and be store bought. Students may not bring soda. The purpose of this policy is to protect our students against food borne infections.

Water Bottles/Beverages

Students are permitted to bring bottles of water to school in a clearly identified bottle with the students' name written on the label of the bottle, and kept in their locker. If a student needs to refill a water bottle, they may do so at the water fountain. Water bottles carried by students must have a cap.

Students are not permitted to bring soda or energy drinks to school.

Music Players/Toys

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

Disciplinary Actions & Codes

To maintain a safe and productive learning environment, the school utilizes a progressive discipline model. Consequences are determined by the nature and frequency of the infraction.

- **Strikes:** Strikes serve as formal warnings for student conduct.
 - The disciplinary progression for strikes is as follows:
 - 3 Strikes: First Lunch Detention
 - 6 Strikes: Second Lunch Detention
 - 9 Strikes (and every 3 strikes thereafter): After-School Detention

Note: Strike counts reset at the beginning of each semester.
- **LD – Lunch Detention:** Served during the student's scheduled lunch period. This is the lowest level of disciplinary action and is typically assigned for minor infractions or for receiving 3 strikes.
- **ASD – After School Detention:** Served from 2:45 PM to 3:45 PM.
 - This is an extension of the school day for moderate infractions or repeated minor infractions. After school detentions are after school until 3:45pm.
- **ISD – In-School Detention:** Served during the regular school day.
 - This is a result of persistent or more serious issues. It entails supervised instruction in a designated campus location outside of the regular classroom setting.
 - Students complete assignments with full credit opportunity while in in-school detention.
- **OSS – Out-of-School Suspension:**
 - The most serious disciplinary action, resulting in a removal from campus for up to 10 days. Students are permitted to complete makeup work during this time to maintain their academic progress.
 - Students suspended OSS may not attend school functions or athletic practices during the suspension
 - Known due dates remain in effect unless otherwise arranged

Suspension

The term "suspension" means any disciplinary action whereby a student is separated from classes for a period of 10 days or less. Students who are out-of-school suspended may not attend evening activities at school or practice with athletic teams or other school groups. Students will have the opportunity to complete all work that is missed for full credit. It is the responsibility of the parent and/or student to acquire any work that is missed. Upon returning to school, the student has the total number of days suspended to turn in work (i.e. If a student serves a 2-day suspension, he/she has 2 days after returning to school to turn in assignments). However, if the student is aware of the assignment and due date prior to the suspension, the student is expected to complete the assignment on the posted due date (i.e. If a student is aware of a test date prior to the suspension, the student is responsible for completing the test on the day the student returns from the suspension).

Please see the following Board Policies online at d12bobcats.org for additional details: 7:190 Student Behavior; 7:200 Suspension Procedures.

Expulsion

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

Please see the following Board Policies online at d12bobcats.org for additional details: 7:190 Student Behavior; 7:210 Expulsion Procedures

Denial of Privileges / Points System (3rd -8th Grade)

Students accumulating 12 or more discipline points in a semester may be excluded from non-academic events (mainly impacted are reward days, special treat days, trips not considered educational).

Points accrue as follows:

- LD: 1 point
- ASD: 3 points
- ISD: 5 points/day
- OSS: 8 points/day

Students can earn back points (up to 1 per semester) through classroom redemption sheets. These are given out to students who have 12 at the end of the semester.

Athletics & Discipline

- Student-athletes are expected to adhere to all school behavior guidelines, and any disciplinary infractions at school may result in additional athletic consequences imposed by their team.
- Final participation decisions rest with coaches and administration.
- For a full description of athletic policies, please see the Bobcat Rules posted on the school website.

Prevention of and Response to Bullying, Intimidation and Harassment

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. Unlike a typical peer-to-peer disagreement or a one-time conflict, bullying is a repeated offense that occurs multiple times over a period of time, or has a high likelihood of being repeated.

To be classified as bullying rather than general misconduct, the behavior usually meets these three criteria:

- Intentionality: The behavior is a deliberate attempt to cause harm or distress.
- Power Imbalance: The person bullying uses their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others.
- Repetition: The behavior happens more than once or follows a persistent pattern.

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

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

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

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

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;

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

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

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

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

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

Student Use of Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, and / or smart watches. Students may have smart watches at school, and the same rules/consequences as cell phones apply.

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

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school. Cell phones used at school are ONLY used at school for music and/or games. There should NEVER be any pictures taken anywhere at school without permission.

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

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

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

1st Offense – The device will be confiscated by school personnel. A verbal warning will be assigned, and documented. The student will receive the device back at the end of the day in the school office.

2nd 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.

3rd 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. In addition, for the following 10 school days, the student must surrender their device to the office upon arrival and may collect it at the end of the day.

4th 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. In addition, for the remainder of the school year, the student must surrender their device to the office upon arrival and may collect it at the end of the day.

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.

Dress Code/Student Attire

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

Specifically:

1. Students shall not wear clothing with writing or symbols which:
 - a. Promote or advertise drugs, alcohol, or tobacco products.
 - b. Are sexually explicit, suggestive or otherwise inappropriate.
 - c. Denigrate others.
2. Student dress shall be modest and appropriate for a school setting. Tops shall be at least three (3) inches in width at the shoulder and shall gather directly under the arm. Otherwise, a sleeveless top may be worn over or under another sleeved garment. Shorts, dresses, skirts/skorts' should be of mid-thigh length. All shorts, slacks, pants, and jeans must be worn at the waist and undergarments may not be visible. Clothing with holes, rips, and tears above the knee should not be worn at school. Any/all concerns should be reported to the administration.
3. Wallet chains (or any other decorative chains, ropes, or cables) of any length or style that may pose a safety hazard are inappropriate and may not be worn at school.
4. Appropriate footwear is to be worn at all times. Sandals, slides, flip flops, Crocs provide a risk to the safety of all students in emergency procedures and must not be worn at school.
 - In Beckemeyer, tennis shoes are to be worn at all times.
 - In Breese, closed toe shoes with backs should be worn at all times, and tennis shoes are required to be worn during P.E. participation.
5. Coats and coveralls are prohibited from classrooms and must be stored in student lockers.

Search & Seizure

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

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

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

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

Students

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

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

Seizure of Property

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

Student Distribution of Non-School Sponsored Publications

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

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

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

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

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities.
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright.
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language.
4. Is primarily intended for the immediate solicitation of funds; or the distribution of non-school sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

VII. Bus Transportation and Conduct

Bus Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal. Students may not be let off at a stop other than their regular stop or ride a bus with another student without a signed note or phone call from a parent or guardian. Calls after 2pm requesting a transportation change may not be approved or granted unless a real emergency is identified. Please do not leave a voicemail requesting a transportation change.

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

Electronic surveillance is installed inside and outside of school buses for safety purposes. Recordings are confidential and used by school officials and law enforcement for investigations, safety improvements, and prosecutions.

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.

2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in a single file line without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.

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

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

Bus Conduct

School Transportation service is a privilege - not right!

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

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

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

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

Violations of the preceding rules will result in:

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

Please see the following Board Policy for additional details: 7:190 Student Behavior

VIII. Health & Safety

Illness Policy

- Students with a fever of 100°F or more will be sent home.

- Must remain home for 24 hours fever-free before returning.
- Return decisions are made between parents/guardians and the district healthcare professional.

Medication Policy

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

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

Asthma Medication Policy

- Students may carry and self-administer asthma medication with written parental and physician approval and completion of necessary forms. The permission for self-administration of asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent school year based upon the fulfillment of a written request and completion of forms.
- District employees are to incur no liability, except willful and wanton conduct, as a result of any injury arising from the self-administration of asthma medication by the student.

Care of Students with Diabetes

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

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

For further information, please contact the Building Principal.

Nit/Lice Policy

The school will observe the following procedures regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice. When necessary, students will also be checked for head lice at school.
2. If lice is found on a student, they will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student sent home because of head lice will be permitted to return to school only after they have been treated for head lice, and when the parent or guardian brings the student to school to be checked by the school nurse or building principal. The child must be determined to be free of the head lice to remain at school. Infested children are prohibited from riding the bus to school to be checked for head lice.

Note: Emails will be sent to the guardians of students if lice are found in the class. Administration will make every effort to notify parents of students in the timeliest fashion possible.

CPR & AED Training Video

- Public Act 098-0305 encourages parents and students to view the CPR and AED training videos made available on the IHSA website. A link to the page is as follows: <http://ihsa.org/Resources/SportsMedicine/CPRtraining.aspx>

Home and Hospital Instruction

A student who is absent or whose physician anticipates his or her absence from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage.

Mental Health Services

District #12 is fortunate enough to have an on-site LCSW to serve both campuses, Breese and Beckemeyer. The social worker is here to support students and families by providing a range of services to promote academic success, mental well-being, and social-emotional growth. She offers confidential counseling, crisis intervention, conflict resolution, and referrals to community resources. Social workers also collaborate with teachers, families, and outside agencies to ensure students have the support they need to thrive in and out of the classroom. Parents of students in need of assistance from our LCSW will be required to fill out a registration packet and a consent form. For questions regarding this process, or to request services for your child please contact our LCSW, Mrs. Jeffries; cjeffries@d12bobcats.org or call the Breese office at 618-526-7128.

Suicide and Depression Awareness and Prevention

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

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the school district website. Information can also be obtained from the school office.

National Suicide Prevention Lifeline: 1-800-273-8255; Crisis Text Line: Text 741741 to connect with a Crisis Counselor

Immunization, Health, and Dental Requirements

- Students must present health records before:
 - Entering K, 6th, or 9th grade
 - First-time enrollment in an Illinois school
- Must include screenings for communicable diseases and diabetes risk.

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

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

Eye Exam Requirements

- Kindergarten and new students must present an eye exam by Oct. 15.
- Vision screenings are mandated for specified grades and students with referrals.

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. Vision screening will be done, as mandated, for the following children; PreK, Kindergarten, 2nd graders, 8th graders, students receiving special education, transfer students, and students who have a teacher referral beginning in October. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. This notice is not a permission to test and is not required to be returned. Vision screening is not an option. If a vision examination report is not on file at the school for your child, your

child in the mandated age/grade/group will be screened. Hearing screenings will also be done for Pre-K through 3rd grade, students receiving special education, transfer students, and students who have a teacher referral.

Dental Exam Requirements

- Required for K, 2nd, and 6th grade by May 15.
- The school may hold report cards until proof is provided or a 60-day grace period is documented.

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

Exemptions

A student will be exempted from the above requirements for:

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

Students with Food Allergies

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

Wellness Policy

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

Student Athlete Concussions & Head Injuries

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

Safety, Fire, Disaster Drills

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

Public Conduct on School Property

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

1. Injure or threaten to injure the person of another.
2. Damage the property of another or of the school district.
3. Violate any provision of the penal law of the State of Illinois or ordinance of the communities and counties of Clinton and Bond.
4. Smoke
5. Consume, possess or distribute alcoholic beverages at any time.

6. Conduct himself/herself in such a manner as to impede, delay, or otherwise interfere with the orderly conduct of the educational program of the School District or any other activity taking place on school property which has been authorized by the Board of Education, Superintendent, building principal, or other authorized school personnel.
 7. Enter upon any portion of school premises at any time for purposes other than those which are lawful and/or authorized by the Board.
 8. Willfully violate other rules and regulations adopted by the Board which are designed to maintain public order on school property.
- As circumstances warrant, appropriate action will be taken.

IX. Programs & Services

English Learners (EL)

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

McKinney-Vento Services (Homeless Students)

The McKinney-Vento Education for Homeless Children and Youth (EHCY) program, which is administered by the U.S. Department of Education's Office of Elementary and Secondary Education, indicates that State Educational Agencies (SEAs) must ensure that homeless children and youths have equal access to the same free, appropriate education, including a public preschool education, as is provided to other children and youths. The SEA and Local Educational Agencies (LEAs) in the State must review and revise any laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths. Homeless students must also have access to the education and other services that they need to meet the same challenging State academic standards to which all students are held.

Eligibility for McKinney-Vento

You might qualify for assistance through a federal law called the McKinney-Vento Act if your family lives in the following:

1. In a Shelter.
2. In a motel or campground due to the lack of alternative adequate accommodation.
3. In a car, park, abandoned building, or bus or train station.
4. Doubled-up with other people due to loss of housing or economic hardship.

Who can talk I with about my child's education?

Every school district has a local McKinney - Vento education liaison. Mrs. Candace Jeffries, Social Worker, is the liaison for Breese Elementary District #12. Please contact her by email at cjeffries@d12bobcats.org or phone at (618) 526-7128.

Talk with your child's teachers when you enroll him or her in school. Meet with them on a regular basis to discuss your child's academic progress. Meet with the school's liaison to discuss the best interventions to use to assist with any changes or challenges he or she is facing. The school principal, attendance officer, bus driver, social worker, school nurse, or district staff can all provide valuable assistance. Please reach out to them as needed.

Reference

National Center for Homeless Education, [n.d.], What you need to know to help your child in school, <https://nchehelpline.org/collections/limit-5/products/parent-booklet-english>

Posted on Breese Elementary District #12: <https://d12bobcats.org>

Special Education Services

Breese Elementary works with the Kaskaskia Special Education Cooperative to provide services including:

- Psychological evaluations
- Social work support
- Physical therapy
- Other related student services

Referrals for services may be made by staff or parents.

Title I Program

The district receives federal funding to support a developmental Title I program focused on improving academic achievement.

Education of Students with Disabilities

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services. The

School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

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

Discipline of Students with Disabilities

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors.

Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education’s Special Education rules when disciplining special education students. No special education student shall be expelled if the student’s particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Request to Access Classroom or Personnel for Special Education Evaluation or Observation

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. For further information, please contact the school principal.

Section 504/Rehabilitation Act

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

Licensed Clinical Social Worker (LCSW)

- See Mental Health Services under Section VIII Health & Safety

X. Extracurricular Activities & Field Trips

Extra Curricular Eligibility

- All students who participate in extracurricular activities will be expected to maintain passing grades in all subjects. Students who receive a failing grade in any subject shall not participate in extracurricular activities for one week. Parents of these students will be notified of the student’s ineligibility by the coach or activity supervisor. After one week, the student’s grades and eligibility status will be reviewed. Other specifics appear in the “Rules for Bobcats.” All fees need to be paid before students can participate in athletics, band, field trips, graduation ceremony, or other extra-curricular activities.
- Academic Eligibility pertains to any student’s participation in athletics, band, chorus, flags, student council, clubs, and/or those activities sponsored by the District taking place outside of the core subjects of Math, Science, English Language Arts and Social Science.
- Eligibility is established each Friday for a one-week period of time. Grades are calculated and letters of ineligibility are sent electronically through TeacherEase to the guardians.
- Loss of eligibility shall be for the entire following week. Ineligibility begins on Saturday and can be re-established on the following Friday. The student is to attend all core classes of study during the school day and not participate in after-school/evening/weekend activities (practices/games, matches, lessons, pep or marching band) during the ineligibility period so that grades can be improved.

Absence from /Discipline at School on Day of Extracurricular or Athletic Activity

- A student who is absent from school for more than half of a day is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach for: 1) a pre-arranged medical absence; 2) a death in the student’s family; or 3) a religious ceremony or event.
- A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.
- A student who is placed in in-school detention is ineligible to participate in practice and games that same day. Students are expected to attend the event to support the team, but not dress or participate.

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

Student Athlete Concussion Policy

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

Expected Behavior at Extracurricular Events

At Breese Elementary, we encourage students to show respect and responsibility during all extracurricular events. To ensure a safe and enjoyable experience for everyone, all students attending home events are expected to remain in the designated areas, such as the gym, and are not permitted to wander into the hallways or cafeteria. Due to limited supervision in these areas, students must stay within the supervised zones for their own safety and to maintain an orderly environment. ***Students 4th grade and below will be required to have a guardian with them at extracurricular activities.*** Students 5th grade and up are welcome to attend extracurricular activities alone. We appreciate your cooperation in helping us create a positive and safe atmosphere for all attendees.

Band & Chorus Policies

The band/chorus program will be provided for students in grades 5 through 8. Band is a co-curricular class in which students will receive a grade. Each student in the band will be responsible for supplying his/her instrument and for any class work missed while taking a band lesson. All students who participate in band will be expected to maintain passing grades in all subjects. Students who receive a failing grade in any subject will be required to remain in the classroom throughout the day during the following week- no attendance for band lessons or band class will be permitted for a minimum of one week. Any and all makeup work will be determined by the band/chorus program's director. Students will have one week to improve grades. Students and parents will be notified of the student's ineligibility by the band director. Grades and eligibility status will be reviewed on a weekly basis.

Field Trips & Discipline Points System

Field Trips

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

Discipline Points System (Breese Campus)

12 or more points per semester may result in loss of privileges (e.g., field trips, rewards, extracurriculars).

- Points assigned per infraction:
 - Lunch Detention: 1 point
 - After-School Detention: 3 points
 - In-School Detention: 5 points
 - Out-of-School Suspension: 8 points
- Points reset each semester.
- Opportunities exist to earn 1 point back at the end of the semester

XI. Technology Use

Acceptable Use & Chromebook Policy

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

All students will have access to a Chromebook during school hours. Students in grades K-6 will have an assigned Chromebook to be kept at school. Grades 7 and 8 will be assigned a Chromebook as a true 1:1 device - the chromebook will travel to and from school with the student.

The full chromebook policy can be found in the Technology Agreement posted on the school website. www.d12bobcats.org.

Student Use of Electronic Devices

Please see "Student Use of Electronic Devices" on page 17

Internet & Password Access Rules:

- Students are provided access to online resources and passwords as needed for learning.
- Sharing login credentials is prohibited.
- Use of the internet must align with school guidelines for safety and appropriate conduct.
- Any misuse of internet or digital tools will be subject to disciplinary action.

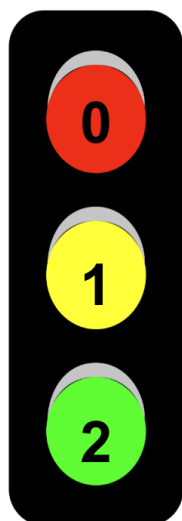
Artificial Intelligence Policy

Breese Elementary District #12 acknowledges the benefits and advancements of Artificial Intelligence (AI) in the educational sector. Understanding how to use this new technology in an ethical manner is a priority and undoubtedly will enhance the learning experience and better prepare our students for the future. The unethical use of AI needs to be addressed as well. The submission of any work generated by artificial intelligence (AI) as your own original work is strictly prohibited and will be considered plagiarism and will be subject to academic penalty per the student handbook under the Academic Dishonesty section.

The full Artificial Intelligence (AI) Guiding Principles document can be found in the Technology Agreement posted on the school website. www.d12bobcats.org

Breese Elementary District #12

AI in the Classroom



Red- Level 0 : AI tools are not allowed for this assignment

- Work must be completed entirely without any AI assistance.
- Students must rely entirely on their own knowledge, understanding, and skills.
- Any AI use is a violation of student academic integrity policy.

Yellow- Level 1: AI Assisted with Permission

- AI is used for tasks as specified such as brainstorming, planning, feedback etc.
- No AI content is allowed in the final submission.
- Usage beyond specific tasks is a violation of academic integrity.
- Citations should be submitted with final product; be prepared to share evidence of all AI use

Green- Level 2: You are encouraged to use AI tools

- AI is used interactively throughout to enhance your knowledge, efficiency, & creativity.
- Student must provide human oversight and evaluation of all AI generated content.
- Student is responsible for the accuracy and fairness of all AI-generated content.
- Citations should be submitted with final product.

It is assumed assignments are a "0" unless told otherwise.

When students are using AI for school, they must use one of the approved platforms and show their chat history or provide chat links if/when requested.

XII. Student Records & Legal Rights

Family Educational Rights and Privacy Act (FERPA), Student Records, Freedom of Information Act (FOIA):

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

Types of Student Records at Breese Elementary District 12:

A. Permanent (kept for at least 60 years)

Consists of all information kept permanently concerning students.

1. Permanent Record Card
2. School Health Card

B. Temporary (Kept for at least 5 years)

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

1. Cumulative Folder
2. Health Folder
3. Discipline record
4. Financial Records
5. Enrollment
6. Directory Information

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

1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.
2. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.
4. The right to a copy of any school student record proposed to be destroyed or deleted.
5. The right to prohibit the release of directory information.
6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.
7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The school will provide notice to parents/guardians prior to the destruction of both permanent and temporary records.

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

Student Insurance

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

Title IX

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

Equal Opportunity and Sex Equity

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

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

Title IX Sexual Harassment Grievance Procedure

Sexual Harassment affects student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important District goal. The District does not discriminate on the basis of sex in any of its educational programs or activities, and it complies with the Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106) concerning everyone in the District's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

Title IX Sexual Harassment Prohibited

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 whenever that person engages 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 objectively offensive that it effectively denies a person equal access to the District's educational program or activity.
3. Sexual assault as defined in 20 U.S.C. §1092(f)(6)(A)(v), dating violence as defined in 34 U.S.C. §12291(a)(10), domestic violence as defined in 34 U.S.C. §12291(a)(8), or stalking as defined in 34 U.S.C. §12291(a)(30).

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

Definitions from 34 C.F.R. §.106.30

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Educational program or activity includes locations, events, or circumstances where the District has substantial control over both the Respondent and the context in which alleged sexual harassment occurs.

Formal Title IX Sexual Harassment Complaint means a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the allegation.

Respondent means an individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment.

Supportive measures mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Title IX Sexual Harassment Complaint has been filed.

Title IX Sexual Harassment Prevention and Response

The Superintendent or designee will ensure that the District prevents and responds to allegations of Title IX Sexual Harassment as follows:

1. Ensures that the District's comprehensive health education program in Board policy 6:60, Curriculum Content incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, Student Social and Emotional Development.
2. Incorporates education and training for school staff as recommended by the Superintendent, Title IX
3. Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
4. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District's website, if any, and in each handbook made available to such persons.

Making a Report

A person who wishes to make a report under this Title IX Sexual Harassment grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking. A person who wishes to make a report may choose to report to a person of the same gender. School employees shall respond to the incidents of sexual harassment by promptly making or forwarding the report to the Title IX Coordinator. An employee who fails to promptly make or forward a report may be disciplined, up to and including discharge.

The Superintendent shall insert into this policy and keep the current name, office, email address, and telephone number of the Title IX Coordinator.

Title IX Coordinator

Name: Dr. Ryan Ketchum

Address: 777 Memorial Drive, Breese, IL, 62230 or

110 Fourth Street, Beckemeyer, IL, 62219

Email: rketchum@d12bobcats.org

Telephone: (618) 526-7128 (Breese office) or

(618) 227-8242 (Beckemeyer office)

Processing and Reviewing a Report or Complaint

Upon receipt of a report, the Title IX Coordinator and/or designee will promptly contact the Complainant to: (1) discuss the availability of supportive measures, (2) consider the Complainant's wishes with respect to supportive measures, (3) inform the Complainant of the availability of supportive measures with or without the filing of a Formal Title IX Sexual Harassment Complaint, and (4) explain to the Complainant the process for filing a Formal Title IX Sexual Harassment Complaint. Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it. For any report received, the Title IX Coordinator shall review Board Policies 2:260, Uniform Grievance Procedure; 5:20, Workplace Harassment Prohibited; 5:90, Abused and Neglected Child Reporting; 5:120, Employee Ethics; Conduct; and Conflict of Interest; 7:20,

Harassment of Students Prohibited; 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment; 7:185, Teen Dating Violence Prohibited; and 7:190, Student Behavior, to determine if the allegations in the report require further action.

Reports of alleged sexual harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational program or activity that is productive, respectful, and free of sexual harassment.

Formal Title IX Sexual Harassment Complaint Grievance Process

When a Formal Title IX Sexual Harassment Complaint is filed, the Title IX Coordinator will investigate it or appoint a qualified person to undertake the investigation.

The Superintendent or designee shall implement procedures to ensure that all Formal Title IX Sexual Harassment Complaints are processed and reviewed according to a Title IX grievance process that fully complies with 34 C.F.R. §106.45. The District's grievance process shall be at a minimum:

1. Treat Complainants and Respondents equitably by providing remedies to a Complainant where the Respondent is determined to be responsible for sexual harassment and by following a grievance process that complies with 34 C.F.R. §106.45 before the imposition of any disciplinary sanctions or other actions against a Respondent
2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness.
3. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informational resolution process:
 - a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual Complainant or Respondent.
 - b. Receive training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
4. Require that any individual designated by the District as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
5. Require that any individual designated by the District as a decision-maker receive training on issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant.
6. Include a presumption that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
7. Include reasonably prompt timeframes for conclusion of the grievance process.
8. Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.
9. Base all decisions upon the preponderance of evidence standard.
10. Include the procedures and permissible bases for the Complainant and Respondent to appeal.
11. Describe the range of supportive measures available to Complainants and Respondents.
12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Enforcement

Any District employee who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the grievance process to have engaged in sexual harassment 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 District student who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to suspension and expulsion consistent with student behavior policies. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action.

This policy does not increase or diminish the ability of the District or the parties to exercise any other rights under existing law.

Retaliation Prohibited

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. Any person should report claims of retaliation using Board policy 2:260, Uniform Grievance Procedure.

Any person who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

Teen Dating Violence

Teen Dating Violence Prohibited

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

Making a Complaint; Enforcement

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

Disclaimer

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