

Belle Valley School District #119

STUDENT HANDBOOK

2026-2027

Home of the Belle Valley BOMBERS

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Mr. Brandon Musso, Middle School Principal
Mrs. Amanda Wolf, Middle School Assistant Principal
Mrs. Michelle Mitchell, Student Services Coordinator

Address: 2465 Amann Drive, Belleville, IL 62220
Phone: 618-236-5200 **School Fax:** 618-234-7730

MISSION STATEMENT

Belle Valley's Mission statement is: We **AIM** High…Achieving Important Milestones
A: Academic Excellence – Fostering a love for learning and providing the necessary tools for students to achieve.
I: Integrity and Kindness – Encouraging honesty, respect, and compassion everyday.
M: Mindful Growth – Supporting emotional and social development while building confidence and resilience.

VISION STATEMENT

Belle Valley's Mission statement is: We **AIM** High – to ignite minds, lead with integrity, and build empowered, resilient leaders of tomorrow.

STUDENT AND PARENT RIGHTS AND RESPONSIBILITIES

The Board recognizes its obligation to provide the best intellectual, emotional and physical environment in the school so as to foster the maximum growth of each pupil. In turn, students shall be expected to accept their responsibilities in the educational process by demonstrating behavior and a social conscience consistent with the standards of good citizenship in a democratic society. All students are expected to abide by all laws of our local, state and federal governments. Any student found in violation of any law and which is not listed in this school's rights and responsibilities shall be turned over to the proper authorities.

DISCLAIMER

This handbook is not intended to create a contractual relationship with the student or his/her parents/guardians. It is intended to describe the school's current practices, procedures, rules, and regulations for all students and families who attend Belle Valley School District Elementary School ("ES") or Middle School ("MS"). It is not possible to identify every action that might result in student consequences. This policy is a guideline and administrators have the authority to make decisions outside of what is written. This Board's comprehensive policy manual is available for public inspection through the District's website: https://bv119.org or at the district office located at 2465 Amann Drive, Belleville, IL 62220.

BELLE VALLEY SCHOOL DISTRICT #119
SCHOOL CALENDAR
2026-2027

STUDENT REGISTRATION
June 2 & 3 – Current Students
July 28 & 29 – New Students
Times to be determined

AUGUST
11 Teacher Institute – No School, Parent Open House – Elementary and Middle School 6-7pm.
12 **First Day of School –** Half Day Attendance (School Improvement Day)

SEPTEMBER
4 Half Day Attendance (School Improvement Day)
7 Labor Day – No School
11 Mid-Quarter Grades Posted
16 Early Dismissal – Teacher Meetings

OCTOBER
8 End of 1st Reporting Period
9 Teacher Institute – No School
12 Columbus Day – No School
13 No School
16 Report Cards Go Home
21 Early Dismissal – Teacher Meetings
22 Full Student Attendance Day **- Parent/Teacher Conferences (Middle School 3:30-7:00, Elementary 4:00-7:30)**
27 Full Student Attendance Day **- Parent/Teacher Conferences (Middle School 3:30-7:00, Elementary 4:00-7:30)**

NOVEMBER
11 Veteran's Day observance – No School
13 Mid-Quarter Grades Posted
18 Early Dismissal – Teacher Meetings
25-27 Thanksgiving Break – No School
30 Classes Resume – Full Day

DECEMBER
18 Half Day Attendance (School Improvement Day) End of the 2nd Reporting Period
21-31 Winter Break – No School

JANUARY
1 Winter Break – No School
4 Teacher Institute – No School
5 Classes Resume – Full Day
8 Report Cards Go Home
18 Martin Luther King Jr.'s Birthday – No School
20 Early Dismissal – Teacher Meetings

Early Dismissal – Teacher Meetings
3rd Wednesday of month
Dismissal Times
1:00p.m. Middle School
1:45p.m. Elementary School
Half Day Attendance (School Improvement)
Dismissal Times
11:00a.m. Middle School
11:45a.m. Elementary School

FEBRUARY
5 Mid-Quarter Grades Posted
9 Full Student Attendance Day **- Parent/Teacher Conferences (Middle School 3:30-7:00, Elementary 4:00-7:30)**
11 Full Student Attendance Day **- Parent/Teacher Conferences (Middle School 3:30-7:00, Elementary 4:00-7:30)**
12 No School
15 President's Day – No School
17 Early Dismissal – Teacher Meetings

MARCH
12 Half Day Attendance (School Improvement Day) End of 3rd Reporting Period
17 Early Dismissal – Teacher Meetings
19 Report Cards Go Home
25-30 Spring Break – No School
31 Classes Resume – Full Day

APRIL
16 Mid-Quarter Grades Posted
21 Early Dismissal – Teacher Meetings
23 Teacher Institute – No School

MAY
7 Half Day Attendance (School Improvement Day)
*19 Half Day Attendance (School Improvement Day) Reports Cards Go Home and Last Day
26 Legal Closing of School (if 5 snow days are used)
31 Memorial Day – No School

**** Subject to change if snow days are used***

EARLY DISMISSALS
&
SCHOOL IMPROVEMENT DAYS

Early Dismissal - Teacher Meetings *

(3rd Wednesday of the month)

September 16
October 21
November 18
January 20
February 17
March 17
April 21

***K-4 grade students… . . . ……....….8:30 a.m. – 1:45 p.m.**
***5th – 8th grade students ……..7:45 a.m. – 1:00 p.m.**

Half Day Attendance (School Improvement Day)**

August 12
September 4
December 18
March 12
May 7
May 19 (If no snow days are used)

****K-4 grade students… . . . ……....….8:30 a.m. – 11:45 a.m.**
****5th – 8th grade students ……..7:45 a.m. – 11:00 a.m.**

School Improvement Days - NO lunch program will be offered. Only breakfast will be available. ESP (Extended School Program) ***will be*** *available.*

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SECTION I – GENERAL INFORMATION

ACCIDENTS

The school personnel will notify you in the event of a serious accident. If you are unavailable, school personnel will call the alternate phone numbers on the student's emergency list. All serious accidents occurring on the school premises will be reported immediately to a person in charge such as the teacher, playground supervisor, school nurse, or principal. An accident report form will be completed and kept on file for each accident that occurs and is reported at school. Outside emergencies services will be contacted if needed.

ANNUAL REPORT CARD

Each year, the district is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at https://bv119.org.

ANIMALS ON SCHOOL PROPERTY

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

ASBESTOS NOTICE

In accordance with federal and state laws, Belle Valley #119 has been inspected and determined to be asbestos-free. A copy of the district's plan is available for inspection.

ACCEPTABLE USE POLICY

Each student and parent/guardian must read, understand and sign a Student Computer and Internet Usage form outlining the rules of computer usage at Belle Valley #119. These forms must be turned in at registration. Violation of these rules may result in suspension of computer privileges or disciplinary action by the school.

ASSESSMENT TRANSPARENCY

The state and district require students to take certain standardized assessments. The district currently uses i-Ready and STAR as part of their district screening and benchmarking process, IAR for statewide assessments, and other curriculum assessments as student assessment tools.

AWARENESS AND PREVENTION OF CHILD SEXUAL ABUSE, GROOMING BEHAVIORS, AND BOUNDARY VIOLATIONS – FAITH'S LAW

Professional and appropriate employee conduct are important Board goals that impact the quality of a safe learning environment and the school community, increasing students' ability to learn and the District's ability to educate. To protect students from sexual misconduct by employees, and employees from the appearance of impropriety, State law also recognizes the importance for District employees to constantly maintain professional and appropriate relationships with students by following established expectations and guidelines for employee-student boundaries. Many breaches of employee-student boundaries do not rise to the level of criminal behavior but do pose a potential risk to student safety and impact the quality of a safe learning environment. Repeated violations of employee-student boundaries may indicate the grooming of a student for sexual abuse. As bystanders, employees may know of concerning behaviors that no one else is aware of, so their training on: (1) preventing, recognizing, reporting, and responding to child sexual abuse and grooming behavior; (2) this policy; and (3) federal and state reporting

requirements is essential to maintaining the Board's goal of professional and appropriate conduct.

The employee conduct standards require at a minimum:

1. Employees are governed by the Code of Ethics for Illinois Educators, adopted by the Ill. State Board of Education (ISBE), and will comply with its incorporation by reference into this policy.
2. Employees are trained on educator ethics, child abuse, grooming behaviors, and employee/student boundary violations as required by law and policies.
3. Employees are required to maintain professional relationships with students, including maintaining employee/student boundaries based upon students' ages, grade levels, and developmental levels and following District-established guidelines for specific situations, including but not limited to: a. Transporting a student; b. Taking or possessing a photo or video of a student; and c. Meeting with a student or contacting a student outside the employee's professional role.
4. Employees must report prohibited behaviors and/or boundary violations.
5. Discipline up to and including dismissal will occur for any employee who violates an employee conduct standard or engages in any of the following:
    a. Violates expectations and guidelines for employee-student boundaries.
    b. Sexually harasses a student.
    c. Willfully or negligently fails to follow reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), or the Elementary and Secondary Education Act (20 U.S.C. § 7926).
    d. Engages in grooming as defined in 720 ILCS 5/11-25.
    e. Engages in grooming behaviors. Prohibited grooming behaviors include, at a minimum, sexual misconduct. Sexual misconduct is any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
        i. A sexual or romantic invitation.
        ii. Dating or soliciting a date.
        iii. Engaging in sexualized or romantic dialog.
        iv. Making sexually suggestive comments that are directed toward or with a student.
        v. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
        vi. A sexual, indecent, romantic, or erotic contact with the student.

General

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district.

Although this policy applies to the relationships between staff members and district students, staff members who inappropriately interact with any child may be disciplined or terminated when the district determines such action is necessary to protect students.

Absolute Prohibitions

There are some interactions between staff members and students that are never acceptable and are absolutely prohibited including, but not limited to:

1. Touching, caressing, fondling or kissing students in a sexual or sexually intimate manner.
2. Dating a student or discussing or planning a future romantic or sexual relationship with a student.
3. The district may presume that this provision has been violated if a staff member begins a dating or sexual relationship with a student immediately after graduation or immediately after a student has left the district.
4. Making sexual advances toward a student or engaging in a sexual relationship with a student.

5. Engaging in any conduct that constitutes illegal harassment or discrimination as defined in District policies or that could constitute a violation of that policy if pervasive.
6. Engaging in any conduct that violates Board policies, regulations or procedures or constitutes criminal behavior.

Exceptions to Staff/Student Relations
The goal of this policy is to protect students from harm and staff members from allegations of misconduct by requiring staff members to maintain professional boundaries with students. The district does not intend to interfere with or impede appropriate interactions between staff members and students.

An emergency situation or an educational purpose might justify deviation from some of the professional boundaries set out in this policy. Likewise, staff members might be related to students or have contact with students outside the school environment through friends, neighborhood or community activities, or participation in civic, religious or other organizations. These contacts might justify deviation from some of the standards set in this policy, but under no circumstance will an educational or other purpose justify deviating from the "Absolute Prohibitions" section of this policy.

A staff member must be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that he or she has maintained an appropriate relationship with the student. To avoid confusion, the district encourages staff members to consult with their supervisors prior to engaging in behaviors or activities that might violate professional boundaries as defined in this policy.

Failure to Maintain Boundaries
Unless an educational purpose exists or an exception as defined in this policy applies, examples of situations where professional and physical and emotional boundaries are violated include, but are not limited to:
1. Being alone with a student in a room with a closed or locked door or with the lights off. Counselors or others who need to work with students confidentially must discuss with their supervisors the appropriate manner of meeting with students.
2. Associating with students in any setting where students are provided, are consuming or are encouraged to use or consume alcohol, tobacco, drugs or any other product or service prohibited to minors.
3. Communicating with students about sexual topics verbally or by any form of written, pictorial or electronic communication.
4. Discussing the staff member's personal problems with or in the presence of students.
5. Sponsoring parties for students outside of school unless as part of an extracurricular activity that is appropriately supervised by additional staff members.
6. Inviting students to the staff member's home.
7. Being present when students are fully or partially nude.
8. Sending students on personal errands.
9. Allowing a student to drive the staff member's vehicle.
10. Providing a student (other than the staff member's children, stepchildren or other children living in the staff member's home) transportation in the staff member's personal vehicle without a supervisor's approval, unless another staff member or the student's parent/guardian is also present in the vehicle.
11. Allowing any student to engage in behavior that would not be tolerated if done by other similarly situated students.
12. Giving gifts to individual students.
13. Frequently pulling a student from another class or activity to be with the staff member.

Electronic Communication
Staff members are encouraged to communicate with students and parents/guardians for educational purposes using

a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, web pages or other forms of electronic communication.

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

1. When communicating electronically with students for educational purposes, staff members must use district-provided devices, accounts and forms of communication (such as computers, phones, telephone numbers, e-mail addresses and district-sponsored webpages or social networking sites).
2. Staff members may communicate with students using district-provided forms of communication without first obtaining supervisor approval. These communications may be subject to review as deemed appropriate by school officials. With district permission, staff members may establish websites or other accounts on behalf of the district that enable communications between staff members and students or parents/guardians. Any such website or account is considered district sponsored and must be professional and conform to all district policies, regulations and procedures.
3. A staff member's supervisor may authorize a staff member to communicate with students using the staff member's personal telephone numbers, addresses, webpages or accounts (including, but not limited to, accounts used for texting) to organize or facilitate a district- sponsored class or activity if the communication is determined necessary or beneficial, if a district-sponsored form of communication is not available, and if the communication is related to the class or activity. The district will provide notification to the parents/guardians of students participating in classes or activities for which personal electronic communications occurs. Staff members will be required to send the communications simultaneously to the supervisor, supervisor designee, parent or guardian. Staff members are required to provide their supervisors with all education related communications with district students upon request.
4. Staff use of any electronic communication is subject to the district's policies, regulations and procedures including, but not limited to, policies, regulations, procedures and legal requirements governing the confidentiality and release of information about identifiable students. Employees who obtain pictures or other information about identifiable students through their connections with the district are prohibited from posting such pictures or information on personal websites or personal social networking websites without permission from a supervisor.
5. The district discourages staff members from communicating with students electronically for reasons other than educational purposes. When an electronic communication is not for educational purposes, and if concerns are raised, the staff member must be prepared to demonstrate that the communications are appropriate. This policy does not limit staff members from communicating with their children, stepchildren or other persons living within the staff member's home who happen to be students of the district.

Consequences

Staff members who violate this policy will be disciplined, up to and including termination of employment. Depending on the circumstances, the district may report staff members to law enforcement and the Illinois Department of Children and Family Services (DCFS) for further investigation, and the district may seek revocation of a staff member's license(s) with the Illinois State Board of Education (ISBE).

Reporting

Any person, including a student, who has concerns about or is uncomfortable with a relationship or activities between a staff member and a student should bring this concern immediately to the attention of the principal,

counselor or staff member's supervisor. Any staff member who possesses knowledge or evidence of possible violations of this policy must immediately make a report to the district's administration. All staff members who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse in accordance with Board policy. Staff members must also immediately report a violation or perceived violation of any of the district's policies regarding bullying, discrimination and/or harassment. Staff members may be disciplined for failing to make such reports.

The district will not discipline, terminate or otherwise discriminate or retaliate against a staff member for reporting in good faith any action that may be a violation of this policy.

Training

The district will provide training to district staff that includes current and reliable information on identifying signs of sexual abuse in children and potentially abusive relationships between children and adults. The training will emphasize legal reporting requirements and cover how to establish an atmosphere where students feel comfortable discussing matters related to abuse.

The Superintendent or designee will ensure that there are counseling options for students who are affected by sexual abuse and grooming behaviors, along with District and community-based options for victims of sexual abuse and grooming behaviors to obtain assistance and intervention. Community-based options must include a Children's Advocacy Center and sexual assault crisis center(s) that serve the District, if any.

BIRTH CERTIFICATES

Students enrolling in the district for the first time must present a certified birth certificate. If a certified copy of the child's birth certificate is not produced within 30 days, the building principal must notify the local law enforcement authority for investigation as specified in the Missing Children's Act.

CHANGE OF ADDRESS

Changes in student addresses or phone numbers must be reported to the building office immediately.

CLASSROOM RULES

Each classroom teacher creates his/her own set of classroom rules appropriate for their specific classroom needs. *Students are not to be in any classroom before school, after school, or during lunch without supervision*. Students are not to be in any classroom that is not supervised by school personnel.

CLOSED CAMPUS

Belle Valley #119 has a closed campus. Once a student arrives at school he/she is not permitted to leave the campus without special permission or unless the school day has ended.

DENTAL EXAMINATIONS

The State of Illinois requires all children in Kindergarten, Second, and Sixth grades to have a dental exam by a licensed dentist who will sign proof of examination. **The deadline for this exam is May 15th of each school year**. The exams must have been completed within 18 months prior to May 15th.

A dental waiver may be submitted by parents if:

- The child is enrolled in free-reduced lunch program and is not eligible or covered by private or public insurance (Medicaid/All kids).
- The child does not have any type of dental insurance, and there are no low-cost dental clinics in the community.

DISTRIBUTION OF NON-CURRICULAR LITERATURE

Requests to distribute non-school related literature on school property should be addressed to a building administrator. Requests may be denied if the literature is determined to be of an inappropriate nature or contain material that might be offensive to potential recipients. The District reserves the right to decide where and when any advertisement or flyer is distributed, displayed, or posted.

ELEMENTARY PROGRAM K-8

BELLE VALLEY **5 - 8 GRADE**: 7:45 A.M. – 2:45 P.M.

BELLE VALLEY **K - 4 GRADE**: 8:30 A.M. – 3:30 P.M.

K-4 Grade	5-8 Grade
8:00 A.M. – GYM OPEN BREAKFAST OFFERED IN THE CAFETERIA (STUDENTS ARE NOT TO ENTER THE BUILDING BEFORE 8:00 AM. STUDENTS **NOT** EATING BREAKFAST REPORT TO MULTI-PURPOSE GYM)	**7:20 A.M.** – CAFETERIA OPEN BREAKFAST OFFERED IN THE CAFETERIA (STUDENTS **NOT** EATING BREAKFAST MUST REPORT TO THE GYM UNTIL 7:35 ARRIVAL AFTER 7:35 STUDENTS MUST REPORT TO THEIR HOMEROOM)
8:00 A.M. – STUDENTS REPORT TO MULTIPURPOSE GYM	**7:35 A.M**. – STUDENTS REPORT TO CLASSROOMS
3:30 P.M. – SCHOOL DISMISSAL **Any child not picked up 10 mins. after the end of the school day will be taken to the after-school program (E.S.P.), and parents will be charged accordingly**.	**2:45 P.M**. – SCHOOL DISMISSAL **Any child not picked up 10 mins. after the end of the school day will be taken to the after-school program (E.S.P.), and parents will be charged accordingly. Students are not permitted to wait for a younger student.**

The playground area is closed to unsupervised students 15 minutes after dismissal time and reopened at 6:00 p.m. (after E.S.P. dismissal). The playground is closed to all individuals at dusk.

*Times are subject to change. **Written notification and/or a voice alert from the district-wide voice message system** will be used to contact parents in the event school hours change

EMERGENCY CONTACT INFORMATION

Each student has filled out the emergency contact information on Teacherease and/or in person during registration. Please help us keep this information current by notifying the office of any changes in names, addresses, telephone numbers, or emergency numbers.

EMPLOYEE CODE OF PROFESSIONAL STANDARDS

All District employees are expected to maintain high standards in their job performance, demonstrate integrity and honesty, be considerate and cooperative, and maintain professional and appropriate relationships with students, parents/guardians, staff members, and others.

ENROLLMENT:

All students must register for school each year on the dates and at the place designated by the District. Each year, parents/guardians must show proof of residency within the District. *See Residency.*

New and returning students must provide appropriate medical examinations and immunizations as required. *See Medical Examinations*.

Parents/guardians of students enrolling in the District for the first time must present a certified copy of the birth certificate.

ENTRANCE AGE:

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

EQUAL EDUCATIONAL OPPORTUNITIES

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Under the Family Educational Rights and Privacy Act, the District is generally prohibited from disclosing personally identifiable information from students' education records without the consent of a parent or eligible student, subject to the applicable statutory exceptions. Also, the district may disclose, without consent, directory information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance, unless a parent or eligible student contacts the District and requests otherwise.

FOOD- TREATS, SNACKS

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store-bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks should not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

Balloons and/or gift bags are prohibited.

FOOD ALLERGY MANAGEMENT PLAN

School attendance may increase a student's risk of exposure to allergens that could trigger a food-allergic reaction. A food allergy is an adverse reaction to a food protein mediated by the immune system which immediately reacts causing the release of histamine and other inflammatory chemicals and mediators. While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, a Food Allergy Management Program using a cooperative effort among students' families, staff members, and students helps the District reduce these risks and provide accommodation and proper treatment for allergic reactions. Parents are asked to notify the school of any food allergies that their child may have.

FREE/REDUCED LUNCH PROGRAM

Parents/guardians who feel they may meet the economic guidelines for the free and reduced lunch fee waiver program must make an application through the principal's office at 2465 Amann Drive, Belleville, IL 62220. A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture, and distributed by the Ill. State Board of Education. Application should be made at the beginning of the school term or upon transfer into the District.

GLASS CONTAINERS

There are to be no glass containers, which include but is not limited to water bottles and perfume bottles, in the school building or on school grounds at any time during the school day or at school-related activities for safety reasons.

GUM

Students are prohibited from chewing gum in the school building or on school grounds at any time during the school day.

GYM FLOOR

Street shoes and shoes worn outside are allowed to be worn on the gym floor. When walking through the gym, please do so along the sidelines. Food and drinks are not allowed in the gym unless given specific permission by the staff or administration.

ILLNESS

According to Illinois Department of Public Health (IDPH) guidelines, students who have a fever, rash, vomiting, diarrhea, or contagious disease should stay home from school until the symptoms have been gone for 24 hours. Students may return sooner if a doctor provides a written statement indicating it is safe to do so. After a communicable disease, the parent must obtain written permission from the family physician before the child may return to school.

Students will be sent home if they develop a fever of 100 degrees or higher, vomiting, diarrhea, a suspicious rash, pink eye and/or possible contagious disease. Students may return if they are fever free for 24 hours without medication and are symptom free for 24 hours. Any student with a possible contagious disease (i.e. pink eye, strep throat, and chicken pox) must follow the IDPH guidelines. Students who become ill at school should be picked up within one (1) hour of notification from the school.

IMMUNIZATIONS

A child will be excluded from school if he or she does not have proper immunizations by the first day of school. The exclusion from school will continue until the child shows proof of immunization or claims a

waiver. Students enrolling from out of state will require up to date immunizations within 30 days of enrollment.

All student physicals are required on a current Illinois physical form (dated 11/2015), available online, at school, or possibly at your Dr.'s office. Parents need to make sure the physical is documented on the current form and that all sections are completed thoroughly. Please note: 6th & 7th graders are required to have had a meningococcal vaccine.

Grade	Physical Exam by Doctor	Immunizations (to include 4 year boosters)	Medical History by Parent	Dental Exam	Eye Exam by State Licensed Doctor	T-dap	MCV
Pre-K	X	X	X	X			
Kindergarten	X	X	X	X	X		
2nd				X			
6th	X	X	X	X		X	X
7th						X	X
8th						X	
New Out of State *	X	X	X		X		

*If child is of Early Childhood, Kindergarten, 2nd or 6th grade age they will need a dental exam and if they are 6th, 7th or 8th grade age they will need T-dap. 6th & 7th graders are required to have one MCV immunization.

DTaP (Diphtheria, Pertussis, and Tetanus)

1. Early Childhood: Four or more doses with the third and fourth dose being no less than 6 months apart.
2. Kindergarten and Up: Four or more doses of DTaP with the last dose being a booster and received ON OR AFTER THE 4TH BIRTHDAY.
3. DT booster must be received every 10 years thereafter.

Polio

2. Early Childhood/ Pre-K: Three doses total required.
3. Kindergarten and Up: Basic series of four and booster given ON OR AFTER THE 4th birthday.

Measles, Mumps, Rubella (MMR)

1. Early Childhood: One dose of vaccine given ON OR AFTER the 1st birthday.
2. Kindergarten and Up: Two doses of vaccine with first dose ON OR AFTER the 1st birthday and the second dose NO SOONER THAN one month after the first dose.

Hib (Haemophillu influenzae type B)

Early Childhood: One dose required at 15 months or older.

Hepatitis B

Early Childhood and 6th grade: Series of three vaccinations with the third dose given ON OR AFTER 6 months of age.

Varicella (Chicken pox)

Early Childhood: One dose of vaccine given ON OR AFTER the 1st birthday or written certification of disease by a physician. 2nd dose of vaccine is required for children entering kindergarten and sixth grade.

All physicals and immunizations must be turned into the nurse the first day of school or the student will be excluded from school until it is provided. Out of state or students enrolling after October 15th, if the above is not received within 30 days of entry to school, your child will be excluded from school until requirements are met.

INSURANCE

All students are automatically enrolled in the school's student accident insurance coverage at no cost to the student. This school time insurance is designed as a supplement to existing family medical insurance coverage to help fill the gaps in coverage left by deductibles or coinsurance payments or to assist those with no insurance. It covers against medical expenses for accidents that occur while attending regular school sessions. This insurance is merely a service provided by the school. The school acts only as a collection agency for the company and is in no way connected with the insurance company. Optional 24-hour accident coverage can be purchased by the student or parent/guardian. Information regarding Insurance and Sports see **Athletics.**

LOCKERS AND DESKS

Hallway lockers and student desks are provided for student use. It is recommended that valuables and money not be kept in unlocked lockers. The district is not responsible for any lost, stolen, or missing items from a school locker or desk.

Students are expected to keep their personal possessions in the hallway lockers. **OPENED DRINKS AND FOOD ARE NOT TO BE KEPT IN STUDENT LOCKERS.** Students may have bottled water in their lockers. The water must have a cap or lid. It is the responsibility of the student to keep his/her locker in good order. It is the responsibility of the student if items in their locker are damaged. Periodic locker inspections may be held without prior notice. School locks are not provided for your use. If an outside lock is used and must be removed, the lock will be removed at student's expense.

Student lockers and desks are considered property of the school and are subject to search by school officials at any time.

LOST OR DESTROYED BOOKS AND CHROMEBOOKS

Lost or destroyed books or Chromebooks, owned by the school, are to be paid for by the student who is assigned the book and/or Chromebook. This includes library books.

LOST AND FOUND

Students should put their name on all items they bring to school. All articles without identifying marks should be turned into the office. Students who lose personal effects should report this loss to the office as soon as possible. The owner of the lost article may obtain it in the lost and found located in the cafeteria. Unclaimed articles will be donated to a charity at the end of each quarter.

LUNCH ACCOUNT

The School District provides a cafeteria for students to eat breakfast and lunch. Breakfast is $**2.75** and lunch is $**3.35**. Additional portions cost **$2.75** and must be ordered ahead of time due to availability. Additional milk or juice may be purchased for **$0.65** per carton. **Students that have a negative lunch balance will not be allowed to order additional portions, additional milk, or additional juice until there is a positive balance in the account.** Students will sign up for lunch during their first period class.

Students that do not sign up for lunch at this time may still purchase from the lunch menu but are not guaranteed their first choice. All students are granted a meal account that will be debited when the student purchases breakfast and/or lunch. Money may be added to the student account on any day of the school week. The District will provide a federally reimbursable meal or snack to a student who requests one, regardless of the student's ability to pay or negative account balance.

Meal Charges for Meals Provided By the District: District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. When a student's funds are low and when there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State

law allows the District to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits or refuses to apply for such benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the IL Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

Insufficient Fund Checks: The following will occur whenever any individual writes a check to the District that is not honored upon presentation to the respective bank or other depository institution or any reason:

- The Superintendent or designee will contact the individual as soon as the check is returned to the District. The individual will be required to pay the returned check and the $30.00 returned check fee.
- If the amount due is not paid within 30 days, the Superintendent or designee will send a letter by certified mail, return receipt requested, demanding payment of the returned check amount now with a $40.00 returned check fee.
- If the amount due is not paid within 30 days of mailing the demand letter, the Superintendent or designee will contact the school attorney for further collection action.

LUNCH AND CAFETERIA RULES

Belle Valley #119 is a closed campus; therefore, students may not leave campus during lunch or breakfast. Cell phone use is not permitted during breakfast or lunch and should be off during the school day. When students are finished eating, they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria when dismissed. All food and drinks (without lids) must remain in the cafeteria. Misbehavior will result in disciplinary action. Disciplinary actions may include, but are not limited to:
verbal warning, assigned seating, removal from the cafeteria, or office referral for further consequences.

MANDATED REPORTERS

All staff members are mandated by state law to report suspected maltreatment of children when they have reasonable cause to believe that a child may be neglected or abused. Notification will be made to DCFS with a follow-up written report.

MCKINNEY-VENTO HOMELESS EDUCATION ACT

If your family lives in any of the following situations:

1. In a shelter, motel, vehicle, or campground.

2. On the street.
3. In an abandoned building, trailer, or other inadequate accommodations; or
4. Doubled up with friends or relatives because you cannot find or afford housing.

Then you have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act. You have the right to:

1. Go to school, no matter where you live or how long you have lived there. You must be given access to the same public education provided to other students.
2. Continue in the school you attended before you became homeless or the school you last attended if that is your choice and is feasible. The school district local liaison must assist you, if needed.
3. Receive transportation to the school you attended before you became homeless or the school you last attended if you request such transportation.
4. Attend a school and participate in school programs with students who are not homeless. Students cannot be separated from regular school programs because they are homeless.
5. Enroll in school without giving a permanent address. Schools cannot require proof of residency that might

   prevent or delay school enrollment.
6. Enroll and attend classes while the school arranges for the transfer of school and immunization records, or any other documents required for enrollment.
7. Enroll and attend classes in the school of your choice even while the school and you seek to resolve disputes over enrollment.
8. Receive the same special programs and services, if needed, as provided to all other students served in these programs.

If you have any questions or need to request additional information, please contact the Elementary School Counselor or Middle Social Worker.

MEDICAL INFORMATION

Belle Valley #119 has two school nurses on staff who is able to assist students with medical needs during the school day. It is the parent's/guardian's responsibility to ensure their child has the appropriate physical, shots, and medical treatment as advised by the health department and/or their individual health provider.

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 building 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.

Prevention of Anaphylaxis: While it is not possible for the School District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on the prevention, response, and management in order to reduce, provide accommodations, and proper treatment. Please contact the school nurse for additional information **(618) 236-5200 ext. 5268 (ES) or (MS) 5267**.

Students with Food Allergies: If your student has a life-threatening allergy, please notify the school nurse at **(618) 236-5200 ext. 5268 (ES) or (MS) 5267.**

Suicide and Depression Awareness and Prevention: The school district maintains student and parent resources available through the school office and social worker **(618) 236-5200 ext. 5232 (ES) or (MS) 5276**.

Narcan (opioid antagonist): The district has designated areas within each building that have a supply of Narcan that can be used by staff that have been trained if an individual exhibits signs of an overdose. "Opioid antagonist" means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors.

Head Lice: If live lice are found in the hair, parents will be immediately contacted to take the student home for treatment. Children will be re-admitted to school only after being treated and checked by the school nurse or designee and determined to be lice and nit free. The following procedures are recommended:

- An adult must accompany the child to the school nurse's office (or other school office if directed) with box or bottle of medication for proof that lice were treated.
- Re-admittance checks will be conducted each morning by the school nurse.
- A student may not be sent to school on the bus until he/she has been checked and cleared to return to school by the school nurse or designee.
- A student will be allowed up to 2 consecutive excused absence days after being identified with head lice. The third day and any day thereafter will be recorded as an unexcused absence day.
- The truancy officer may be contacted after the third unexcused absence day.

Infectious Diseases: Parents/Guardians are expected to keep students who have an infectious disease out of school
until such time as it is no longer communicable. This includes any student who has had fever, rash, vomiting, diarrhea, or contagious disease should stay home from school until the symptoms have been gone for 24 hours.

Parents/Guardians may be called to request that a student be sent home if they are displaying symptoms of an infectious disease or fever. Such students may be isolated from other students until such time as arrangements are made for transportation home.

MEDICAL EXAMINATIONS

All students entering **kindergarten or any Illinois school** for the first time must have a physical examination, eye examination, and dental examination as prescribed by Illinois State Law.
All students entering the **sixth grade**, as well as participating in sports, must have a physical exam. Dental examinations are required **for second grade**, and **sixth grade** students.
All parents must have proof of their child's required physical, dental, and eye exams and all required immunization provided to the school by October 15, or the student will be excluded from school. Transfer students will be given thirty days to have their records on file, then exclusion from school may occur if failure to comply after the thirty days.
All students participating in sports must have an annual physical examination to participate.

MEDICATIONS

When a student requires daily or regular medicine, the responsibility for administering such medication rests solely upon the parents/guardians. School employees should not undertake administering medication as a matter of policy; however, school employees must in an emergency situation give first aid including medicine, if necessary.

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*."**

MEDICATIONS ADMINISTERED TO STUDENTS

If it is mandatory for a child to take any prescription medication at school, the following procedures should be adhered to:

1. Parents/Guardians must obtain a written order from the child's physician to be left at school before the medication can be given in school. This written order will be kept in the school health file.
2. The parent/guardian will send written permission, the doctor's order, and the medication to the school in order for the medication to be given at school. This permission will be kept in the school health file.
3. The medication must be in the original pharmacy bottle properly labeled by a pharmacist.
4. This medication will be kept in a locked space or container for safe storage. Refrigerated medication will be kept in a secure area.
5. With the parents'/guardians' consent and the physician's order on file, the medication may be given only by Illinois board certified personnel and/or qualified medical personnel.
6. A basic record or documentation process will be required by persons administering medication. If the medication is not given, the reason shall be documented and signed.
7. The school district retains the discretion to reject requests for administration of medicine. The school only needs to give those medications, which are necessary to maintain the child in school.
8. All permission for long-term medication must be renewed annually. Changes in medication must have written authorization from the child's physician.
9. The parent/guardian will be responsible at the end of the treatment period for removing from the school any unused medication. If the medication has not been picked up by the end of the treatment period, the medication will be disposed of, and documentation made in the student's health file.

MEDICATIONS - STUDENT SELF-ADMINISTRATION OF MEDICATION

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

- Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.
- Students with epilepsy may possess and self-administer supplies, equipment, and medication, if authorized by the student's seizure action plan, which must be on file with the school.
- Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

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

Students with who may self-administer their medication while in school, at school- sponsored events, or under the supervision of school personnel under the following conditions:

1. The medication must have an individual prescription label with the student's name and be prescribed by either

   a) a licensed physician; b) a physician assistant who has been delegated the authority to prescribe asthma medication by his/her supervising physician; or c) an advanced practice, registered nurse who has a written collaborative agreement with a collaborating physician that delegates the authority to prescribe asthma medication.
2. Written authorization from the student's parents/guardians for the student to self-administer the asthma medication. Also, a written statement from an authorized health care professional stating the name and purpose of the medication; the prescribed dosage; and times that the medication is to be administered.
3. A written statement from the school district to the parents/guardians notifying them that unless the school district, its employees, and its agents are found to have engaged in willful and wanton conduct, they will not be held liable for any injury resulting from the student's self-administration of asthma medication.
4. A signature from the student's parents/guardians acknowledging that the school district, its employees, and its agents will not be held liable for any injury resulting from the student's self-administration of asthma medication unless they have engaged in willful and wanton conduct. Also, the parents/guardians must indemnify and hold harmless the school district against any claims arising out of the student's
   self-administration of asthma medication, except for a claim based on willful and wanton conduct.
5. Requests for student self-administration of asthma medication must be renewed annually. Information on student self- administration of asthma medication will be kept on file in the school district's nurse's office.

MEDICATIONS – OVER THE COUNTER

Students requesting over-the-counter medications, such as Tylenol, must have a permission form signed by a parent /guardian. This form is available at registration or from the school nurse. The student must bring his/her own bottle of headache medication to be left in the school nurse's office.

NOTICE OF PRONOUNS

In instances where the singular masculine pronoun (he/his/him) is used, the term is generic by nature and refers to both male and female students.

NOTICE OF ACCOMMODATIONS DURING SCHOOL SPONSORED EVENTS FOR INDIVIDUALS WITH DISABILITIES

Parents/Guardians/Visitors/Students with disabilities that need assistance may arrange for accommodations prior to the event that they want to attend by contacting the **MS Principal's office** at 236-5200 between the hours of 8:00 a.m. and 3:30 p.m.

This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting. Areas will be provided as reasonably as possible at extracurricular activities to accommodate persons in need. Reserved parking for persons with disabilities is available in the parking lot in the north parking lot across from the library.

NOTICE OF RIGHTS FOR INDIVIDUALS WITH DISABILITIES

State and Federal Legislation require a free and appropriate education for all children with disabilities between the ages of 3 and the day before their 22nd birthday for whom it is determined that special

education services are needed. To meet these requirements, Belle Valley #119 provides special education programs and related services that are provided at public expense, meet State Board and Federal regulations, and conform to the Individualized Education Program (IEP). Parents of these students are entitled to procedural safeguards, including notice and an impartial hearing. Students with disabilities who do not qualify for an individualized education program, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973.

NOTIFICATION OF SEX OFFENDER REGISTRY INFORMATION

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

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

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

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website: https://www.isp.illinois.gov/Sor. There is a users' agreement to accept and this will take you to this website: https://www.isp.illinois.gov/Sor/Disclaimer. Individual names can be searched by county or town. You may find the Illinois Statewide Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at https://www.isp.illinois.gov/MVOAY.

PARTIES

Any treats provided at school parties are to be purchased from an approved food vendor or must still be in the original and unopened container(s). Please communicate at least one day in advance with the teacher if treats will be provided.

The school will host classroom holiday parties throughout the school year for grades K-4. Parent volunteers may be asked to assist with the classroom parties but on a limited basis when needed.

PARTY INVITATIONS

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

PEST MANAGEMENT PLAN

Belle Valley #119 contracts with a pest management company with applications made after-school hours at the end of each month. Consistent with applicable law, pesticides will not be applied on paved surfaces,

playgrounds, and playing fields during the school day when students are in attendance for instructional purposes. The application of any restricted use pesticides is prohibited on or within 500 feet of school property during normal school hours.

PROTECTIVE EYE DEVICES

Protective eye devices shall be required to be worn by all students, teachers, and visitors when participating in or observing dangerous vocational arts and chemical or combined chemical-physical labs involving caustic or explosive chemicals or hot liquids or solids.

SAFE SCHOOL ZONE

Belle Valley #119 has been identified as a Safe School Zone. "Safe School Zone" means an area that encompasses any of the following places during regular school hours or within 60 minutes before or after the school day or 60 minutes before or after a school-sponsored activity. This shall include any school property, ground, or street, sidewalk, or public way immediately adjacent thereto and any public right-of-way situated immediately adjacent to school property. The Safe School zone shall not include any portion of the highway not actually on school property, as well as on school buses.

SAFETY DRILL PROCEDURES AND CONDUCT

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration.

SCHOOL CLOSING/EMERGENCIES

In cases of bad weather and other local emergencies, an announcement will be made over the District School Messenger system. It is important that an updated contact phone number is on file for the student's parent/guardian. Additional information regarding the closing will also be found on the district website and/or Facebook. All school closings or early dismissals will be announced using these media outlets.

If we dismiss early for an emergency or school is cancelled for the day, all after-school functions are automatically canceled unless otherwise noted on the announcement.

SCHOOL ENTRY AND DISMISSAL PROCEDURES

Morning Entry Procedures

- Students riding the bus will be admitted to the building upon arrival.
- All other students will be allowed admittance for K-4 grades at 8:00 a.m.
- Grades 5-8 grades will be allowed admittance at 7:20 a.m.
- Students in band, chorus, sports or other activities may arrive ten minutes before the start of the activity and must enter the building through the ESP doors.
- All K-4 students arriving before 8:00 (with or without an older sibling) will be sent to ESP and parents will be charged accordingly.
- Students participating in the breakfast program may enter the cafeteria at 8:00 a.m. for K-4 and 7:20 a.m. for 5-8 grades.

Departure Procedures

- Parent pick up for all K-8 students will use the circle drive in front of the main office. K-4 will be walked out by teachers (approximately 3:20) and parents/guardians must report to the teacher to receive their child(ren). Grade 5-8 students are released at the bell (2:45p.m.) to meet their ride, also in the circle drive.

- Students riding the bus in K-4 will be escorted by teachers to the buses at the end of the day. Students in grades 5-8 are released to their buses upon the 2:45p.m. bell.
- Students not riding the bus are to be picked up promptly at dismissal time.
- Any student not picked up 10 min. after dismissal will be sent to ESP and parents will be charged accordingly.

Visitor Procedures

- All visitors will enter through the new Main Entrance of the building.
- All visitors here for a meeting will enter at the Main Entrance, check in, and wait inside the Vestibule for further instruction from the main office.
- All parents/guardians coming to pick up their student will enter through the Main Entrance. They will let the office know they are there to pick up their student. The parent/guardian will wait in the first set of doors located within the vestibule until their student is released.

SCHOOL RECORDS

An accurate cumulative record shall be maintained for each student enrolled in the public schools. Students' records are in two categories: permanent and temporary. Permanent records consist of basic identifying information, academic transcript, attendance record, health record, extracurricular information, and release of record information. Temporary records consist of family background information, intelligence and aptitude test scores, achievement test scores, and discipline reports.

Permanent records will be maintained for not less than 60 years. Temporary records will be maintained for no less than one year after graduation and/or permanent withdrawal. Only authorized school personnel, pupils, parents and legal guardians shall have access to the cumulative record without a subpoena or the written permission of the student or his parents. Parents, guardians, and students have the right to inspect the student's school records.
Access shall be given within a reasonable length of time after the request has been made. Copies may be made upon request at a charge not to exceed 25 cents per copy.

The parents/guardians of the student must give written consent before the school releases a student's record. However, a release of records without parental notice or consent could be made due to an emergency release of personally identifiable information from education records to provide for release of information in medical health or safety emergencies.

The school may release student "directory information" to such entities as colleges, the military, other schools, etc. Directory information includes information such as name and address, telephone number, date and place of birth, participation in sponsored activities, weight and height of members of athletic teams, attendance period in the school, awards received, previous schools attended, etc.

However, a student, parent, and/or guardian have the right to deny publication of the above-mentioned information by contacting school officials. Parents/guardians shall be afforded an opportunity for a hearing to challenge the contents of the student's permanent record to ensure the information is accurate or appropriate.

When a student reaches the age of 18, the parent/guardian no longer has any right to the student's records. The student may regulate his/her own record.

Notification of Destruction of Student Records

The Principal shall be charged with keeping student records. Permanent student records shall be maintained until such time as proper notification of destruction of student records has been met.

Proper notification includes:

1. Written approval of the Local Records Commission is obtained.
2. Notify the student's parents/guardians and student of impending action.
3. A thirty-day notice placed in the newspaper of impending action.

STUDENT DATA

In order for Belle Valley 119 to provide your student with the most effective web-based tools and apps for learning, we need to abide by federal regulations that require parental permission as outlined below. BV 119 utilizes several computer software apps and web based services operated not by BV 119, but by third parties. These include Google Apps for Education and similar educational programs used by the District. Under the federal COPPA law, these websites must notify parents and obtain parental consent before collecting personal information from children under the age of 13. The law also permits schools to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent to be given directly to each website provider. This notice constitutes your consent for BV 119 to provide limited personal identifying information for your child consisting of, but not limited to, first name, last name, email address, and username to Google Apps for Education and the operators of any additional web-based educational programs and services which BV 119 may deem necessary during the upcoming academic year.

STUDENT FEES/ WAIVER

A textbook and Chromebook/technology rental fee of $50 per year per year shall be charged to all students, grades EC - 8. The fee is due at the time of enrollment. A late of $5.00 will be added beginning October 13th, and continuing each month until the fee is paid. Additional fees may be charged in certain classes to defer additional costs for extra materials as necessary. Students are responsible for the replacement costs for the loss of items such as: PE athletic equipment, textbooks, laptops**,** library books, and workbooks. *Extra-curricular fees may be assed per sport.*
Parents/guardians who meet the guidelines for, or feel they may meet the guidelines for, the free/reduced lunch program may apply for a fee waiver regarding textbook and Chromebook/technology rental fee rentals. To be eligible for the fee waiver, application must be made at the beginning of the school term. A fee waiver **does not exempt** a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

If any fees are not paid, the right to participate in extra-curricular, sports or special activities will be forfeited. All fees must be paid up to date for a student to participate in school activities and fees must be paid one (1) week prior to athletic tryouts. Delinquent fees may be turned over to a collection agency. This applies even if a family no longer resides in the Belle Valley School District. Please note that the District does not refund fees if a student moves out of the district before the end of the school year or if money is owed on other outstanding fees.

Students who owe fees for library, cafeteria, book fees, or any other fees will not be allowed to participate in any field trips, dances, sports activities, and will be prohibited from walking through the promotion ceremony.

TEACHER QUALIFICATIONS

Belle Valley #119 has met the State qualifications and/or licensing criteria for the grade levels and subject area. Parents/Guardians may request the professional qualifications of a student's classroom teacher.

TEACHER PERFORMANCE ASSESSMENTS

Illinois has launched a new performance assessment initiative to insure pre-service teachers (student teachers) have the necessary knowledge, skills and dispositions to be effective educators before teaching licenses are issued. As part of this Teacher Performance Assessment, pre-service teachers must video their performances and the impact the instruction is having on student learning. Students and their voices must be recorded and student work samples scanned as evidence that learning is occurring. To protect their identity, students' last names are not used on the recording or on any documents submitted to the team of evaluators of the teaching performances. **Parents, who do not want their children recorded or their children's work samples scanned, should contact the principal in writing annually stating so.**

TELEPHONE INFORMATION

Office telephones are maintained for school communication. Plans regarding student pick-up and social events should be made before the school day begins. Students will NOT be allowed to use the phone to make after-school plans. Parents or guardians who need to contact a student for an emergency during the day should call the office with the message. Office staff will not interrupt classrooms for individual student messages, so parents are encouraged to make all after-school arrangements with their child prior to school. In the event a phone call is necessary, students may use the phone only with specific permission of a staff member or administrator and may be required to sign the student call log. Students may use the phone in the office for school related business only. Students' cell phones are NOT to be used to communicate with parents during school hours. *If there is a change in student pick-up for after school, please notify the office by 12:30 p.m. Students are not allowed to change bus stops – see Bus Regulations for more information.*

TITLE I

Title I of the No Child Left Behind Act is the largest Federal Aid Program to education. The basic aim of this legislation is to provide supplemental education opportunities for those children needing extra help in order to succeed independently in the regular classroom. We are a school-wide Title I program offering serves in Reading, Language Arts, and Math. A combination of test scores, teacher recommendation, and parent-referral determine a child's eligibility.

A section of Title I regulations requires that a voluntary agreement between the home and school be developed. This agreement will outline how parents, staff and students will share responsibility for improving student achievement. The law requires this compact between the school and parents be signed and turned in when student enters Belle Valley #119. It will be kept on file until the student graduates.

TITLE IX COMPLIANCE

It is the policy of Belle Valley #119 not to discriminate on the basis of sex, sexual orientation, or gender identity in its educational programs, activities, admission, practices, and employment policies as required by Title IX of the Educational Amendments of 1972.

TRANSPORTATION

If a child needs to go home in a manner different from his/her normal routine, the school must receive a phone call prior to 12:30p.m. from the parent or a note that is dated and signed by the parent stating how and with whom the child is to go home. If the parent does not notify the office within this time frame for permission, the child will be required to follow his/her regular routine. **You must call the office by 12:30 if a change of transportation home is required.** Due to some buses being at capacity, permission to ride a different bus will not be granted, unless an emergency arises and must be approved by an administrator.

All Kindergarten and First Grade students MUST be physically attended to/met at the bus stop by an adult (18 yrs. and over). If no adult is present at the drop off, the student WILL BE brought back to school and placed in the Extended School Program. Parents of children who are brought back will be

billed for this service.

Procedure for elementary students who arrive before 8:00 am:
*All elementary students who arrive before 8:00 am should be sent to ESP and charged accordingly.

VIDEO AND AUDIO MONITORING SYSTEMS AND ENTRY BUZZER

A video and/or audio monitoring system may be in use on school vehicles and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel. Only individuals authorized by the Superintendent, other district administrator's or designee of the Superintendent may view surveillance tapes.

All exterior doors will remain locked at all times during the school day**.**

VISION EXAMINATIONS

The State of Illinois requires all children in Kindergarten and any new student to the district coming from out of state to receive a comprehensive eye exam by a licensed optometrist or ophthalmologist**. The deadline for this exam is October 15th of each school year. Those students entering during the school year have 30 days to comply.**

An eye exam waiver may be submitted by parents if:

- The child is enrolled in free-reduced lunch program and is not eligible or covered by private or public insurance (Medicaid/All kids).
- The child does not have any type of vision insurance, and there are no low-cost dental clinics in the community.

VISION AND HEARING SCREENING

The State of Illinois mandates that students in grades K, 2, and 8 be screened for vision, and students in grades K, 1, 2, and 3 be screened for hearing. In addition, all new students and students receiving special education services must be screened. Teachers or parents of students in any other grade level may, at any time during the school year, request that any student be screened.

VISITORS

Parents/Guardians are always welcome at Belle Valley #119, but for the safety and security of all students and staff, visitors to the building must be pre-arranged ahead of time. To preserve the rights of all students, parents/guardians must request prior approval from the teacher and administration before visiting a classroom. If approval is obtained, the visitor to the building must report to the main office immediately and receive a Visitor's Badge. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Visitors must sign-out when leaving the building.

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

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

Board Policy 8:30: Visitors to and Conduct on School Property.

Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.
Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.
The School District expects mutual respect, civility, and orderly conduct among all people on school property, on the phone or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, or any other person.

- Behave in an unsportsmanlike manner, or use vulgar or obscene language.
- Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
- Damage or threaten to damage another's property.
- Damage or deface school property.
- Violate any Illinois law, or town or county ordinance.
- Smoke or otherwise use tobacco products.
- Distribute, consume, use, possess, or be under the influence of an alcoholic beverage or illegal drug; be present when the person's alcohol or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
- Use or possess medical cannabis.
- Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
- Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
- Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive.
- Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
- Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
- Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

VOLUNTEERS

Parents/Guardians who wish to serve as volunteers on an on-going basis, must fill out a Volunteer Form in the District office. Approval to volunteer is subject to a background check and must further adhere to *Board Policy 8:30: Visitors to and Conduct on School Property.*

SECTION II – ATTENDANCE

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high

school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.
Attendance and academic performance are closely related. All students are expected to attend school regularly. Our attendance policy is designed to develop students' punctuality, self-discipline, and responsibility. School is the primary occupation of students, and as in any occupation, attendance is expected. Absences and on-going tardies to school will not be taken lightly.

Student absenteeism should be kept to a minimum. It is the responsibility of the parents to notify the office each day that the student is absent by 10:00 a.m. The offices will be open at 7:30 a.m. The telephone number is 618-236-5200 and press 1 from the main menu. Messages may be left 24 hours a day, 7 days a week. Absences must be cleared upon the students return to school or the absence will be unexcused and disciplinary action will be taken. The final determination of an excused absence is decided by the administration and not the parent.
Any student who has had fever, rash, vomiting, diarrhea, or contagious disease should stay home from school until the symptoms have been gone for 24 hours.

CREDITABLE ATTENDANCE DAY

Also see Absences (excused/unexcused)
Students can only be counted as being in school for a full day when they have a minimum of:

1. 300 instructional minutes for a full day
2. up to 30 minutes counts as present for an entire school day.
3. 31 to 150 minutes counts as present for a half-day
4. 151 plus counts as a full day of absence

All absences will fall into one of the following categories:

1. Excused Absences
2. Unexcused Absences
3. Partial Excused
4. Partial Unexcused

ABSENCES

Excused Absences

Absences resulting from illness, death in the immediate family, doctor/dentist appointment, family emergencies, religious holidays, court appearances where the student's presence is required as set forth in the Illinois School Code, other situations beyond the control of the student, as determined by the Board of Education, or such other circumstances that cause reasonable concern to the parent for the mental, emotional, or physical health or safety of the student. Excused absences include up to five (5) days per school year for mental or behavioral health of the student for which the student does not need to provide a medical note. However, after the second mental health day used, the student may be referred to the appropriate school support personnel. Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment. The explanation for these types of absences is the responsibility of the parent/guardian.

Students will be excused 5 absences per semester this includes: mental health days, planned absences, illnesses, and appointments. After 5 absences, the absence (excused or unexcused) will be determined by administration. **. If the student exceeds the 5 absences allowed, a note from the physician specifically**

stating that the student is unable to attend school due to the illness, is required for every excused absence after the first five. A note from the doctor that does not contain this specific information will not be considered excused.

It is the responsibility of the student to make up all class work missed because of absence for the following:

Absences pre-arranged and approved through the office - Students should make prior arrangements for homework assignments that they will miss due to a pre-arranged absence. Failure to complete any assignment in the time designated by each individual teacher may result in a zero for that assignment. Students with a pre-arranged absence must obtain their work ahead of time. All work is due upon return from the absence. This includes doctor's appointments, trips, etc.

Official Absences- This occurs only when a student is representing the school. This includes: field trips, scholastic bowl matches, music activities, club/organization trips, athletic events, extra-curricular activities, etc. Students will forfeit their right to an official absence if they have two or more unexcused absences per quarter. Students should make prior arrangements for homework assignments that they will miss due to an official absence. Failure to complete any assignment in the time designated by each individual teacher may result in a zero for that assignment.

Work missed due to excused absences may be made up. A student will be allowed one school day per absence to make up missed class assignments due to an excused absence. Students who are present at school for any part of the day are not eligible for the one-day time period for make-up work. They are expected to take the responsibility to obtain all assignments for that day, with assignments being due at the same time as other students in the class. An extension of time may be granted at the discretion of the teacher or administration for specific incidences.

Parent/Guardian phone calls or notes will not automatically result in an excused absence. Excused or unexcused status will be determined based on the above list. A reason for the absence must be noted or the absence will be unexcused.

If a family plans for a student to miss school for a vacation, recreational travel, family event, or other non-school-related activity, a parent or guardian must submit a Pre-Approved Absence Form to the building principal at least five school days in advance. Pre-planned absences will be considered unexcused unless approved in advance by the building principal.

The principal may consider factors such as the student's attendance record, academic standing, length of the requested absence, and any other circumstances relevant to the request when determining whether the absence will be excused. Parents and students should understand that approval of a pre-planned absence does not guarantee that assignments will be provided in advance. Students are responsible for making up all missed work within the timeframe established by the handbook. Pre-planned absences that are not approved in advance by the building principal will be recorded as **unexcused absences** and may be subject to the school's attendance and truancy procedures.

All Doctor notes/Court notices will *only* be accepted within 24 hours (one school day) from the date of absence. Failure to comply will cause the absence to be classified as *unexcused*. Students who receive an unexcused absence will be given zeroes in all class work missed.

After the second day of an absence, a parent/guardian must make arrangements to pick up class work. Students should make every attempt to complete work before returning to school.

A report to the teachers will indicate whether the student's absence was excused or unexcused.

Unexcused Absences

Absences including truancy, or other unjustifiable absences as determined by the administration. Examples are oversleeping, working, missing the bus, car problems, no transportation and babysitting. Unexcused absences are subject to disciplinary action. Students with excessive absences will be reported to the proper authority. *All unexcused absences will result in the student receiving a zero for all missed work.*

ABSENCES AND EXTRACURRICULAR EVENTS

1. Students will not be permitted to participate or attend any school activity if they are not in attendance the last half of the school day.
2. Excusable absences such as funerals, dentist and doctor appointments with a doctor's note will be allowed if approved by the administration.
3. Students who are absent in the afternoon because of illness shall not be permitted to participate or attend that same evening. If an absence occurs on a Friday, the student will not be allowed to

participate in a contest or extra-curricular event for the entire weekend.

CHRONIC ABSENTEEISM - EXCESSIVE

Students shall be permitted **NO MORE THAN FIVE ABSENCES (EXCUSED OR UNEXCUSED) PER SEMESTER.** After the student has five absences (excused or unexcused) in one or more classes during a semester, additional absences may only be excused with a written medical statement from a physician/dentist or notice from the judge. After five absences, the school will notify the parent/guardian by written notice. If a student's absence is verified by a doctor/court excuse **(within the 24-hour reporting period of the absence)** before the student has reached the limit of five days (or classes) of absences, the absence will not count toward the five days permitted by this section. **All doctor's excuses/court notices must be submitted to the office within 24 hours (1 school day) of the student's absence.** All absences that are not classified as excused will be considered unexcused. Absences which are excluded from this policy are mandatory court appearances, religious holidays, medical doctor visits with written verification from the medical facility, funerals (may require verification), and school sponsored trips, suspensions, and Board approved absences. Exceptions may also be made by the administration for a student with a chronic medical condition with verification from a doctor.
Students who are chronically absent will be referred to an attendance group that meets once a week.

EXTENDED SCHOOL PROGRAM (E.S.P.)

PURPOSE AND GOAL OF PROGRAM

The purpose of *E.S.P.* is to provide Belle Valley families a quality before and/or after school program for children in kindergarten through eighth grades. The goal of the program is to provide adult-supervised after school activities that are safe, fun and educational

DAILY PROGRAM

E.S.P. at Belle Valley emphasizes learning experiences through art, investigation, games, puzzles, coloring activities, and study time.

OPERATING POLICIES

The program is in operation Monday through Friday from 6:00 A.M. – 6:00 P.M. on regular school days. On an early dismissal schedule, the after school program begins at 11:10 A.M. and ends at 6:00 P.M. Students are required to bring a sack lunch on days when students are dismissed before lunch.

No *E.S.P.* services will be provided on any teacher institute, school holiday, snow day, emergency dismissal day, during school vacations. If there is an early dismissal due to weather or other emergency, the program will not operate.

All Kindergarten and First Grade students must be attended by an adult at the bus stop (pick-up and drop off). If an adult is not present at the drop off, and the student returns to school, the student will be placed in the Extended School Program and the parent will be charged for enrollment.

ADMISSION AND DISCHARGE

Students eligible for enrollment must be in kindergarten through eighth grade. To formally enroll a student, a $25 non-refundable deposit per child is required. This fee is due when enrollment papers are returned to the building principal or *E.S.P.* director.

A student may be discharged from the program if severe or continuous disruptive behavior occurs or if the child(ren) are habitually signed out after 6:00 P.M. The reasons for removal of a child will be communicated to the parent by the *E.S.P.* director or the principal during a parent conference and/or in writing.

FEES

Returned checks must be redeemed with cash and a returned check fee will be charged. Cash will be required for future payment if a second returned check occurs.

PICK-UP PROCEDURES

If someone other than a parent or guardian is to pick up a student, the *E.S.P.* supervisor must have on record the name and phone number of that person. This is a procedure to help ensure the safety of the students enrolled in the program. Photo identification may also be requested.

On occasion, emergencies will arise when parents need childcare on days not previously scheduled. If this situation occurs, parents are asked to call their child's school so that a message may be left for the *E.S.P.* supervisor to expect the child.

STUDENT SNACKS

A after school snack will be provided for each student by the E.S.P. program. We encourage parents and students to look over the menu daily. If a different snack is desired, we encourage you send it with your child.

STUDENT DISCIPLINE

The E.S.P. program is an extension of the educational program of District #119. Therefore, students enrolled in the E.S.P. program are expected to follow the school rules outlined in this handbook. Student discipline for E.S.P incidents may be handled internally through E.S.P. with the guidance of school administration.

LEAVING SCHOOL

Obtaining permission to leave school during the day requires a phone call from the parent/guardian. In case a student becomes ill, the student must secure permission from the office to go to the school nurse. The school nurse will then determine if the student is permitted to go home. The nurse will contact the student's parent/guardian if the student is too sick to remain at school. In no case is a student to leave school during the day without approval and signing out with the office. The sign-in/sign-out sheet must be initiated by a staff member. Students leaving without proper approval will be

subject to disciplinary action.
Disciplinary actions may include: detention, removal and/or suspension from extra-curricular activities, alternative classroom placement, in-school suspension, or possibly out-of- school suspension. Parents/guardians will be notified.

RESIDENCY

A legal resident for the purpose of school attendance is defined as: Residing within the boundaries of the school district for any reason other than the sole purpose of attending school. Upon enrollment, students will be required to list their 911 address. Proof of residency will be required of any student, if there is a question of his/her residency. A notarized affidavit of residency may also be required of the student.

The following is a list of acceptable required proofs of residency:

Category A: Must provide 1 form of proof of the following:

- Current lease or rental contract - Landlord name and phone number
- Mortgage statement or closing statement (documenting purchase of residence)
- Recent property tax bill (showing address of residence)

Category B: Must provide 3 forms of proof of the following:

- Military housing letter
- Occupancy permit (dated within 6 months)
- Residency Attestation / Lives with resident form (homeowner/leaseholder must provide required proof of residency)
- Current driver's license or State I.D. with address in district
- Current home or Apartment certificate of insurance
- Recent, paid utility Bills (i.e. water, gas, electric, phone, or cable bill)
- Current vehicle registration, Vehicle title, or Current auto insurance
- Policy public aid card Medicaid medical card with district address
- Recent paycheck stub with district address
- Recent bank statement or credit card statement with district address

If it is determined that the student is not a legal resident, or if proof of residency is not provided, that student shall not be permitted to enroll without being charged tuition. Tuition will be based upon the previous year's annual financial report.

SCHOOL HOURS

School will begin for **BELLE VALLEY grades 5 - 8** at 7:45 a.m. and dismiss at 2:45 p.m. Children should not arrive at school before 7:20 a.m. nor remain after the 2:45 pm dismissal, unless they are attending a school–sponsored activity (i.e. sports or music practice) or are under direct supervision of a staff member.

School will begin for **BELLE VALLEY grades K - 4** at 8:30 a.m. and dismiss at 3:30 p.m. Children should not arrive at school before 8:00 am nor remain after the 3:30 pm dismissal, unless they are attending a school–sponsored activity (i.e. sports, music practice, or ESP) or are under direct supervision of a staff member.

Only students remaining after school for school-sponsored events or disciplinary action will be allowed in the buildings after dismissal hours.

TARDIES

Tardiness to School and During the School Day

All students are to be in their assigned classrooms ready to work by 7:45 a.m. for middle school and 8:30 a.m. for elementary. Any student not present at this time is tardy. After these times, students are not to be admitted to class without an admit/tardy slip from the office. All students arriving late must sign in at the office to get an admit/tardy slip for excused or unexcused tardiness. Any student who develops a pattern of chronic tardiness will be reported to the St. Clair County ROE Truancy Officer, placed on the truancy watchlist and may be required to participate in an Attendance Group.

Grades K through 8th: When a student obtains the following tardies from the office on a per quarter basis, the following consequences will be issued:

- **4 Tardies** - written warning will be given
- **6 Tardies -** loss of privilege (detention or learning center placement)
- **8 Tardies** - loss of privilege (detention or learning center placement)
- **10 Tardies** - loss of privilege (detention or learning center placement)
- **12 Tardies** - Learning Center placement
- **15 Tardies** - mandatory conference with the student/parent/administration and additional consequences will be issued.
- **18 Tardies -** Learning Center may be issued and a referral to the St. Clair County ROE Truancy Officer will be made.

Students not in their classrooms before the bell will be considered tardy. Tardies to class during the day are recorded by the teacher and consequences issued by the teacher.

PreK and K do not serve after school detention. An alternative loss of privilege will be issued

A student who continues to develop a pattern of tardiness will be referred to attend the St. Clair County ROE Truancy Alternative School for 1-3 days. **Consequences for elementary students may vary per administration.**

TRUANCY

A student is considered truant anytime he/she is absent all or part of a day without the permission of the student's parents and of the school. Students who leave without approval will be considered as truant. Any unexcused absence from an assigned class or stipulated location shall be considered an act of truancy, unless otherwise specified.

A valid cause for being absent includes illness, including the mental or behavioral health of the student, observance of a religious holiday, death in the immediate family or family emergency, court appearances where

the student's presence is required as set forth in the Illinois School Code, other situations beyond the control of the student, as determined by the Board of Education, or such other circumstances that cause reasonable concern to the parent for the mental, emotional, or physical health or safety of the student. Please see the ABSENCES – EXCUSED section for more details.

The School District may use the following diagnostic procedures for identifying the causes of unexcused student absences to assist with supporting the student and their families: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems. This information will further be shared with the ROE as part of the documentation process.

The School District may offer the following support services to assist a truant and/or chronically student and their families: Parent conferences, family counseling, tutoring, and information about existing community

services.

After **6 unexcused absences,** the student will be placed on the attendance watchlist and the administration will report the student to the St. Clair County Regional Office of Education (ROE). The student and parent/guardian may be required to appear before the Local Truancy Review Board to address and correct the attendance problem.

After **9 unexcused absences** (5% of the last 180 days of school), Belle Valley #119 is obligated to report the student to the Regional Office of Education as truant. All documentation and attendance information from BV #119 will be shared with the ROE and utilized should the student and family proceed to court. Students considered to be Chronic Truants (absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions) will be required to provide documentation for any absence that they may have until no longer considered a Chronic Truant by the Regional Office of Education. Failure to provide documentation for any absence will be considered unexcused and will receive disciplinary consequence for such. A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor; the student will be referred to the Truant Officer.

The following steps may be taken:

1. Warning letter
2. Home visit by Truant Officer
3. Meeting with Truancy Board at St. Clair County Courthouse, which could result in following:
   - Student assigned community service or fine.
   - Referral to comprehensive community youth service agency
   - Order to obtain counseling
   - Order to perform community service
   - Fine per day for student absence
4. Parents charged with educational neglect. The student's name may be filed with the state's attorney as a potential chronic absentee. One or more of the following supportive services may be offered to a student who is experiencing attendance problems:
   - Counseling services by social worker
   - Parent-Teacher conferences
   - Counseling services by psychologists
   - Psychological testing
   - Alternative education programs when recommended by the administration
   - Community agency services for substance abuse, suicide, runaways, and serious family conflict.
   - Tier 2/Tier 3 Support

In accordance with the School Code of Illinois, no punitive action, including out of school suspensions, expulsions or court action shall be taken against a chronic truant for his/her truancy unless available supportive services and other school resources have been tried.

WITHDRAWAL OR TRANSFER FROM SCHOOL

The Principal's Office should be informed as soon as possible of plans to withdraw from school or to transfer to another school. Proper clearance is necessary before records are released.

SECTION III - ACADEMICS

ADVANCED PLACEMENT

Belle Valley offers advanced courses in English Language Arts and math in 7th and 8th grade. The district also partners with the Illinois Math and Science Academy to offer additional STEM opportunities during the school year and over the summer. The district may offer additional advanced courses based on available resources and needs. Eighth graders may also be enrolled in courses for dual credit with the high school. Students are considered for these courses based on:

- Standardized state assessment scores
- District benchmark data
- Classroom performance
- Teacher recommendation

Students may be added or removed from advanced classes at the beginning of grading periods at the discretion of administration.

CREDIT EARNED AT PRIVATE AND HOME SCHOOL FACILITIES

Acceptance of credits for course work completed in home school or private school settings for students enrolling in Belle Valley #119 will be determined following consultation with the Regional Office of Education and legal counsel, if necessary, to assure that requirements of the School Code of Illinois are adhered to. In addition, a student may be required to take grade level assessments to ensure appropriate placement.

ENGLISH LEARNERS

The district offers opportunities for student English learners to achieve at high levels in all aspects of their school life. Parents/Guardians of English learners will be informed how they can be active partners in their children's education. For questions regarding this program, contact the principal's office.

GRADING SCALE

STANDARDS BASED GRADING

The standards-based report card (SBRC) is designed to show the student's progress toward grade level learning standards identified by the Illinois State Learning Standards. The report card shows the child's level of progress with the following indicators:

4 -- Mastered/Consistently
3 -- Evident/Often
2 -- Some Evidence/Sometimes
1-- Not Evident/Never

TRADITIONAL GRADING

The traditional report card shows the student's level of progress with the following indicators:

A	(90-100)	Superior
B	(80-89)	Good
C	(70-79)	Average
D	(60-69)	Below Average
F	59 or below	Failure

G	Good progress
S	Satisfactory progress
U	Unsatisfactory progress
M E	Medical Excuse
IN	Incomplete
P	Pass

Report cards are issued approximately one week following the end of the grading period. Grades and report cards may be accessed at any time through the parent portal of the student information system.

HOMEBOUND INSTRUCTION

A student who is absent from school a minimum of ten consecutive school days, or whose physician, physician assistant or licensed advanced practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

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

HIGH HONOR ROLL AND HONOR ROLL

Students in 5th-8th grade may receive a designation of "**Honor Roll" (4.5-4.749 GPA) or** "**High Honor Roll" (4.75 or higher GPA)** on their report card. Students taking core advanced placement classes (see below) will receive additional raw points in their GPA to compensate for the added difficulty in their coursework.
GPAs are calculated quarterly using the following raw points:

A = 5 pts, B = 4 pts, C = 3 pts, D = 2 pts, F = 1 pt

INCOMPLETE GRADES

Incomplete grades will be given only in cases where the make-up period overlaps with the end of the grading period or because of extended illness. Instances will be handled on an individual basis through the office. Each teacher will determine which aspects of class work must be completed by every student before the awarding of credit can be considered. Students who do not fulfill all such course obligations to the teacher's satisfaction shall receive an incomplete at the end of the grading period. If the student completes the mandatory work before the end of the following quarter, the incomplete grade will be removed and the earned grade recorded.

LIBRARY/MEDIA CENTER

Belle Valley 119 offers a library/media center for students. Students are not permitted to be in the library/media center during lunch time or without permission from their classroom teacher. Food and drink are prohibited. All material must be checked out before being removed from the library. Fines may be assessed for damage, loss or failure to return books by the date listed.

PARENTS RIGHT TO OPT-OUT OF HEALTH EDUCATION ACTIVITIES

No student shall be required to take part or participate in any class or course in comprehensive personal health and safety and comprehensive sexual health education. A student's parent or guardian may opt the student out of comprehensive personal health and safety and comprehensive sexual health education by submitting the request in writing. Parents can pick up the Opt-out Form from the school office. The District shall follow all requirements in 105 ILCS 5/27-9.1a regarding comprehensive health education instruction.

PHYSICAL EDUCATION EXEMPTION POLICY

Any student who has a medical excuse from PE may not participate in recess or extra-curricular events. To be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a

student will be excused from
engaging in the physical activity components of physical education during a period of religious fasting.

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis. Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in their individualized education plan.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.
State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:[2]

1. The time of year when the student's participation ceases; and
2. The student's class schedule.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

PROMOTION TO THE NEXT GRADE

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.
The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. The Illinois School Code prohibits social promotion of students and prevents promotion based upon age or any other social reason not related to the academic performance of the student.

Kindergarten – 2nd Grade:
Students who fail to show satisfactory educational progress in core areas.
3rd - 8th Grade:
Students who fail to maintain a D average or better in one or more core content areas.

Other factors to be considered in the final decision concerning grade placement shall be the student's achievement level and ability level. A student shall not be promoted based solely upon age or any other social reason not related to academic performance. In all cases the decision will be rendered in the best interest of the student and his/her educational future.

Under extenuating circumstances, a student may be promoted/retained when deemed necessary by the administration and/or the board of education.
8th Grade – Students who do not meet the promotion criteria will not participate in the grade ceremony.

* School personnel reserve the right of placement as deemed appropriate for incoming transfer students or home schooled students. Placement is determined by, but not limited to, teacher recommendations and testing results. Consultation and input of parents and/or staff will be considered. (Example-- Special education considerations, IEP's, etc.)

RETENTION POLICY

The Belle Valley retention policy requires the Academic Review Team (A.R.T.) to formally review and examine all evidence of the child's records as well as quarterly grades. All records will be considered in the overall decision to retain a student in order to assure that any child being proposed for retention has been afforded all the educational support interventions that are available to help improve the child's deficiencies.

PROMOTION CEREMONY

Belle Valley may conduct a promotion ceremony for students who are continuing to high school the following year. Students participating must be in good standing with the district. Good standing requires:

- Student fees are paid in full by deadline established by the principal.
- There are no outstanding or ongoing discipline issues.
- Student has maintained a D average or better in all areas.

The principal or principal's designee may revoke promotion privileges for students at any time.

MULTI-TIERED LEVELS OF SUPPORTS

Belle Valley 119 acknowledges the diverse learning needs of its students and is committed to implementing supports and interventions designed to ensure each student's success. The district believes that parents/guardians and educators work collaboratively as partners, utilizing a whole-child approach to support students' academic, social, behavioral, and emotional growth.

The district implements a Multi-Tiered System of Supports (MTSS), which includes Tier I, Tier II, and Tier III instruction and interventions designed to address varying levels of student need. Universal screenings and benchmarking assessments are conducted in the fall, winter, and spring to monitor student progress and inform instructional decisions.

Grade-level teams meet regularly throughout the school year to review student data, evaluate the effectiveness of interventions, and ensure that students are making adequate progress. Parents/guardians will receive periodic updates regarding their child's progress and any supports or interventions being provided.

REPORT CARDS

Report cards are issued following the completion of each nine-week grading period.

In most cases, the letters A, B, C, D, and F are used to report how well your child is doing in various subject areas.

G, S, N, U, and 4, 3, 2, 1, 0 are also used in some grade levels to denote progress. These grades are based on the degree to which your child appears to be realizing his/her potential as it relates to a set standard.

No report card can possibly communicate to the parent everything that the teacher would like to express or everything that the parent would like to know. Conferences can be arranged at any time throughout the year at the initiative of the parents or teachers for an opportunity to discuss the student's progression and give the parent an opportunity to ask questions about their child's progress in school. We urge you to call the office if you would like to talk to the teacher concerning your child so that a conference can be set up. In addition, parent-teacher conferences are scheduled in October and February for review of your child's progress during the first quarter.

Grades may be verified at any time on the Teacherease portal.

SCHOOL SOCIAL WORKER

A school worker is available for individual conferences and group counseling with students who need information or assistance concerning personal, social, behavioral, educational. The social worker also maintains student and parent resources on suicide and depression awareness and prevention.

Requests may come from parents via email/phone, teacher, and/or individual student. The social worker will

coordinate a time to meet with the student with his/her homeroom teacher.

Parents are encouraged to visit or contact the social worker when seeking assistance in meeting the needs of their children.

SPEECH AND LANGUAGE SUPPORTS

During the school year, your child's speech and language may be screened as part of the routine school procedures. When the Speech and Language Therapist has completed the screening, a preliminary determination of your child's speech and language will be made. If further evaluation is deemed necessary, parents/guardians will be notified, and a meeting scheduled to discuss screening results. Unless you have notified the school office in writing that you do not wish your child to receive this screening support, he/she may be screened during the school year.

VALEDICTORIAN & SALUTATORIAN

Students who receive this distinction are considered outstanding among their classmates and are in good standing with the district.

Valedictorian – a student who earns the highest GPA of his or her classmates during their 8th grade year.

Salutatorian - a student who earns an A in all cores subject areas, but may have not earned the highest GPA during their 8th grade year.

SECTION IV – BUSING REGULATIONS

BUS REGULATIONS

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school and/or if the area is deemed hazardous by the state. When students are being transported to and from

school on buses, they are as much a part of the school as though they were on the campus. The rules of good citizenship, conduct and fair play apply. Denial of the privilege of riding the bus may be made only by authority of a Building Administrator and only with advance notification of the parents unless an emergency situation exists. Students will be removed from the bus if in the judgment of the administration they pose a threat to the safety of themselves or others. In extreme instances, where a long-term or permanent suspension is being considered, the procedure outlined in Section 10-22.6 of The School Code of Illinois shall be followed.

Video/audio cameras may be used on school buses as necessary in order to monitor conduct and maintain a safe environment for students and employees.

Students suspended from the school bus who do not have alternate transportation to school shall have the opportunity to complete make-up work for equivalent academic credit. It is the responsibility of the parent/guardian to notify the school that the student does not have alternate transportation.

BUS RULES AND SAFETY

Bus safety rules and procedures are regulated by state law.

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 accordingly by the building principal.

NOTE: If students do not arrive at their designated bus stop on time and miss their bus, it is the responsibility of their parent/guardian to get them to school on time.

Parents/Guardians waiting at the bus stop should not enter the bus and/or avoid conversation with the driver or other students on the bus. Questions regarding individual students should be directed to the Building Principal to allow for the driver to continue the route on schedule.

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

- Students in grades K-1 must have an adult or authorized individual with them at the bus stop at all times. The authorized individual may be designated on a Transportation Liability Release form which be filled out before using school transportation. **All Kindergarten and First Grade students MUST be physically attended to/met at the bus stop by an adult (18 yrs. and over). If no adult is present at the drop off, the student WILL BE brought back to school and placed in the Extended School Program. Parents of children who are brought back will be billed for this service.**

- Arrive on time at the designated school bus stop. The bus will not wait for students or return to the bus stop once all passengers are safely seated.
- Remain off the roadway until the bus comes to a full and complete stop. Stay away from the bus until it comes to a complete stop, and the driver signals for you to board.
- Be careful in approaching the place where the bus will stop. Do not move toward the bus until the bus has been brought to a complete stop.
- Use the handrail when entering and exiting a school bus. Always enter and exit using a single file line without touching the person in front or behind you.
- Take a seat right away and remain seated facing forward. Keep your hands, arms, head, and any personal items inside the bus at all times.
- Remain in your seat until time to exit the bus. Do not stand up or kneel in your seat while the bus is in motion.
- Be alert to a danger signal from the driver. He/she is in complete command of the bus.
- Never throw things out the windows of the bus.
- Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. No electronic devices should be used while on the bus.
- When coming near or exiting from the bus, stay out of the danger zone next to the bus where the driver may
- have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver can see you. Never crawl under a bus.
- If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
- Never run back to the bus, even if you dropped or forgot something.
- Dress appropriately 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.
- All food and drinks, including but not limited to gum, candy, and soda are prohibited from being consumed with riding on the bus.
- Help keep the bus clean and neat. Keep all belongings out of the aisles and away from the emergency exits at all times.

Potential disciplinary measures for failure to follow the preceding Bus Rules, include, without limitation, any of the following measures:

- Verbal warning from the bus driver
- Written warning to the office
- Change of student's seat
- Conference with the student
- Conference with the parent
- Suspension for a period of time off the bus
- Loss of bus privileges indefinitely
- Detention
- In-school suspension
- Out-of-school suspension

STUDENT BUS ASSIGNMENTS

Belle Valley 119 contracts their buses through Belleville 201. The bus routes and stops will be based on safety, not on convenience. Therefore, each student will be assigned to **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 or use any alternate stop other than the stop in which they are assigned.

In the event a student's living arrangements change, parents may request a permanent change with the school by telephone or in written form. Exceptions must be approved in advance by the building principal and/or superintendent.

For questions regarding school transportation issues, including scheduling bus stops and times contact:
Belleville Township High School 201
Transportation Services- 618-235-6338.

SECTION V – STUDENT CONDUCT/DISCIPLINE

Students are entitled to all rights and privileges accorded to them by the Federal and State Constitutions and laws. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others, school rules and regulations may be disciplined in accordance with Board policies and procedures.In addition, Belle Valley utilizes the school-wide expectations of Be Respectful, Be Responsible, and Be Ready to Learn.

Disciplinary actions will be determined by the following:

- The seriousness of the student's conduct.
- The history or record of the student's past conduct.
- The likelihood that such conduct will affect the delivery of educational services to other students.
- The severity of the punishment.
- The interests of the student.
- Predetermined disciplinary measures.

Potential disciplinary measures include, without limitation, any of the following measures:

- Warning
- Personal counseling
- Disciplinary conference
- Withholding privileges

- Seizure of contraband
- Notification of parent/guardian
- Temporary removal from class
- Removal from participation in or attendance at any school sponsored event or function. Any student with any disciplinary action due to physical or verbal aggression, disrespect, and/or insubordination may not attend school sponsored events or functions.
- Detention
- Removal from participation in an extracurricular activity for a period of time
- Alternative Classroom Placement (day)
- Alternate School Placement
- In-School suspension
- Suspension of bus riding privileges
- Out-of-school suspension (includes all school-sponsored activities) for up to 10 days.
- Referral to law enforcement officials.
- Expulsion from school for a period of up to 2 calendar years.
- Legal Action

Reengagement: 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. The Social Worker and/or SEL Coordinator may assist as part of the reengagement plan s/he serves as either an inhouse resource or provide an avenue for the student to locate needed community resources.

ACTS OF MISCONDUCT

ACTS OF AGGRESSION

Students who display violent acts of aggression must have a conference with the administration, social worker, and parent before returning to school. This conference will reinforce the importance of self-discipline and appropriate problem-solving strategies.

ALTERNATIVE CLASSROOM PLACEMENT

Learning Center – The student is isolated from the peer groups within the school. The student is prohibited from all school-sponsored activities and events during this time and must not be on the school campus after school hours. The suspension is in effect the day the incident occurred. The student is expected to make up all work that is assigned during this period. *Any student who receives a day or more of In-School Suspension may not participate in any activities, games, or practices during the duration of the consequence.*

The Learning Center is another technique where the school is making an effort to keep a student in school. In this situation, the student is removed from regular classroom activities to a specific location and placed under the direct supervision of a non-certified staff member to work on classroom curriculum and educational assignments.

Parents or legal guardians are responsible to the Board of Education for damages as a result of the willful or malicious act of the unemancipated minor child.

If a student is absent from school, and has been scheduled to serve LC, the consequence has to be served

when the student returns to school.

If school is cancelled due to "Acts of God" or inclement weather during a suspension period, the time not served, must be served when school resumes.

Learning Center Rules

Lunch/Recess Detention, After School Detention, and In-School Suspensions are served in the Learning Center. The rules are as follows.

- All school rules apply.
- Students who have an all-day in-school suspension must report directly to the office by 8:30 a.m. for elementary and 7:45 a.m. for middle school with all their materials, classroom work, and homework.
- Students are to complete all necessary assignments, classroom work, etc., to the satisfactory level. If not completed to satisfaction, additional consequences may be assigned.
- Students will not be allowed to go to their lockers after reporting to the Learning Center. Students are not to leave the Learning Center until they are released by the supervisor.
- Students are to remain in their assigned seats and silent, unless given permission by the supervisor to do otherwise.
- If a student needs assistance, he/she must raise his/her hand. Talking, laughing, misbehaving is not permitted in the Learning Center.
- Any acts which are not listed above, which directly or indirectly jeopardize the health, safety, and welfare of the school personnel, students, or climate of the Learning Center will result in further disciplinary actions.
- Any student dismissed from the Learning Center for inappropriate behavior, will be issued further consequences that may include lunch/recess detention, after school detention, Saturday school, in-school suspension, out-of-school suspension, etc.

ARSON

Students shall not attempt to burn any building or property of Belle Valley School District #119.

BOMB THREATS

Students shall not make a bomb threat or initiate a pending bomb threat. Police may be contacted.

BULLYING AND INTIMIDATION POLICY

Bullying and intimidation diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals. Bullying on the basis of physical appearance, socioeconomic status, academic status, pregnancy, actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school sponsored-education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a 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. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

Bullying includes cyberbullying 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 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.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and
non-exhaustive.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying.
Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying. Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and
(vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Illinois Human Rights Act.

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

Bullying Prevention and Response Plan:

1. The District uses the definition of bullying as provided in this policy.

2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.

3. Students are encouraged to immediately report bullying. *A bullying report form is made available to students and parents at school and on the website.* A report may be made orally or in writing to any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who have information about actual or threatened bullying are encouraged to report it to the District. Anonymous reports are also accepted. However, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

4. The Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying (within 24 hours of knowledge of the allegation) and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:

    a. Making all reasonable efforts to complete the investigation within ten (10) school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
    b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
    c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
    d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying. The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

7. Retaliation against any person who reports an act of bullying and/or participates in the complaint process is strictly prohibited. Any person's act of retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.

8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: a) bullying, b) student discipline up to and including suspension and/or expulsion, and/or
   c) both a) and b) for purposes of determining any consequences or other appropriate remedial actions.

9. If the incident is found to be an incident of bullying, the District will report its findings as required to ISBE.

CHEWING GUM/EATING FOOD/CANDY

Students are not to chew gum on campus. It is a choking hazard and ruins students' clothing and school property. No eating any food/candy outside cafeteria unless permission is given.

CHEATING AND ACADEMIC DISHONESTY

Academic dishonesty by a student degrades the student's character and reputation and impedes the teaching-learning process. Any actions intended to obtain credit for work that is not one's own is considered academic dishonesty or cheating. The action may include, but is not limited to the following:

1. Submitting another student's work as one's own.
2. Obtaining or accepting a copy of tests or scoring devices.
3. Exchanging test questions or answers with a member of another class.
4. Copying from another student's test or computer file or allowing another student to copy during a test or computer program.
5. Using materials that are not permitted during a test.
6. Plagiarizing (presenting materials as one's own original work when, in fact, the material is copied from a published source without adequate documentation).
7. Copying, or having someone other than the student prepare the student's paper, project, laboratory report, computer program, or take-home test for which credit is given.
8. Permitting another student to copy, or write another student's homework, project, report, paper, computer program, or take-home test.
9. Using computer generated AI programs to create homework, projects, papers, or other materials.
10. Copying materials, including computer software, in violation of the copyright law.

Any student found cheating or plagiarizing will receive zeros (0) on the questioned materials and shall be subject to further penalties by the administration and/or the Board of Education.

COMPUTER/INTERNET MISUSE

Students will use school issued chrome books and school computers for educational purposes. Students will not view or print information from inappropriate sites.

Damaging of School/Personal Property (Vandalism)

Students will not damage/ deface/destroy school or personal property. Police may be contacted. The district will work with the police to recover any damages incurred. Restitution from parents and their students for vandalism or other student acts that cause damage to school property, will be mandatory.

DANCES/GAMES/AFTER SCHOOL FUNCTIONS

Students who are on the ineligibility list due to grades or behavior are unable to attend school dances, games, and functions during the period s/he is on the ineligibility list.

Teachers from any class and/or administration reserve the right to ask a student to remain at school if said student is not completing work, exhibiting poor behavior, missing school/class, etc. This must be communicated to the student why s/he is unable to attend.
All rules and regulations regarding student behavior during the school day will be in effect for all school dances. The following rules also apply to school dances:

- If a student leaves a dance and/or function early, he/she will not be readmitted. Parents must be notified, and students signed out.
- Outside attendance into school dances are based on criteria set forth by the organization who is sponsoring the event.
- Appropriate dress will be required for admission to dances.

DETENTION

Detention is a period of time when a student is assigned to stay before, during, or after school for unacceptable behavior. Students are expected to serve detentions on the date and time assigned. If a student has an excused absence from school on the day of an assigned detention, the detention will be assigned for the following regularly scheduled detention day.

Participation in extracurricular activities is not an accepted excuse for missing detention. Students will bring school related materials to study during this time. Detention periods range in minutes according to the offense. The severity and frequency of the behavior will be determining factors in the length of administrative assigned detentions.

Lunch/Recess Detention is scheduled during lunch and recess times. Students are to report directly to the Learning Center before being allowed to obtain their lunch. All rules must be followed or additional consequences will be given.

After School Detention. All rules must be followed or additional consequences will be given. Students are to report directly to the Learning Center when school is dismissed. Children who receive and serve an After-School Detention (ASD) must be picked up at 4:00 p.m. The students must have assignments and materials to work on while serving detention. Students will not be excused from detention to go to their lockers. **If a student in ASD has a sibling in an extracurricular activity, he/she may not wait to be picked up with that sibling.** Student(s) not picked up by 4:10 p.m. may be sent to the after-school ESP program, and parents will be charged for the ESP supervision services ($25). The parent will be notified if the student has to be sent to the ESP program.

- The only disciplinary justification for a student's presence in school beyond the normal school day is the active solution of educational or behavioral problems.
- If a student is absent from school, and has been scheduled to serve lunch/recess detention and/or ASD, the consequence has to be served when the student returns to school.

Detention - Saturday

- Saturday Detention is one of the discipline techniques the school may use to prevent in-school and out-of-school suspension.
- If assigned, Saturday Detention is scheduled from 8 a.m. to 11 a.m. Failure of a student to attend Saturday detention will lead to a more stringent disciplinary consequence.

DISPLAYS OF AFFECTION

Excessive displays of affection may cause a substantial disruption to the educational process. All excessive displays of affection, including kissing or indecent exposure of any kind, are prohibited. Any student found in violation of this policy shall be subject to disciplinary action. Repeated offenses may be determined by

the severity of the infraction, as well as the number of infractions committed by the student.

DISRUPTIVE BEHAVIOR IN THE CLASSROOM

Students will refrain from actions that interfere with the rights of others to peacefully pursue their studies at Belle Valley School

DISRESPECTFULNESS

Any student who is disrespectful to teachers, other school personnel or fellow students, uses profanity or abusive language, refuses to obey a staff directive, may be given any of the following: warning, removal from class, detention, referral to the social worker, alternative classroom placement, in-school suspension, or out-of-school suspension.

DRESS AND GROOMING

Even though the district does not want to attempt to regulate style or taste, all students are expected to respect the school community by dressing appropriately for an educational environment. Students at Belle Valley #119 are expected to come to school ready to learn and clothing appropriate to the school situation. Student attire should facilitate participation in learning as well as the health and safety of students, staff and parents.

The following guidelines are to be adhered to:

- Shirts/tops must have sleeves. Tube tops, tank tops, camis, spaghetti straps, racerback T's, double or single strapless tops must have a cover up.
- The length of shorts or skirts must be appropriate for the school environment.
- Pajamas, housecoats, blankets, house slippers, and other forms of nightwear are not permitted.
- Headgear, including hats, hoodies and caps are not allowed unless permitted for religious, medical, or other reasons by school administration.

Additional Requirements:

- Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict or imply pornography, nudity, or sexual acts.
- Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
- Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- Sunglasses may not be worn inside of the building.
- Clothing and accessories that endanger student or staff safety may not be worn.
- Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

The administration reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents/guardians will be contacted if school appropriate clothing is not available or the student refuses dress-code appropriate clothing.

DRUG POLICY

No person shall use, abuse, possess, purchase, or distribute any illegal drug, controlled substance, cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be

administered a medical cannabis infused product under *Ashley's Law*), alcohol, narcotic, drug paraphernalia, look-a-like drugs or any other illegal drug on, or within sight of, school premises before, during, or after school hours or at any school related activity: i.e., ball game, school trip, dance, etc. This includes traveling to or from school or a school activity, function, or event, during a period of remote learning, or anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, etc**.** If a student appears to be under the influence of an illegal drug or alcohol, law enforcement officials may be called to check for consumption.

No person shall use school property to store or conceal any illegal drug, drug paraphernalia, narcotic, alcohol, or look-alike drugs. Upon recovery of such contraband, the assigned person to that item, locker, etc. will be accountable for the contraband until proven innocent through means of a criminal investigation or polygraph requested by the school principal or superintendent.

Given reasonable grounds for suspicion of any student violating this policy, school officials may search for and seize any prohibited articles brought onto school buses or school property.

Potential disciplinary measures include, without limitation, any of the following measures:

- Notifying parents/guardians
- Removal from class and referral to the office
- Confiscation of contraband
- Community service
- Removal from participation in an extracurricular activity for a period of time
- Suspension from bus for a period of time
- Alternative placement
- In-school suspension
- Out-of-school suspension
- Expulsion
- Legal Action

Any student violating this policy shall be subject to the board's disciplinary penalties for misconduct.

Criminal charges may be requested by administration depending upon the seriousness of the violation.

EXPULSION

Expulsion is the prohibition of a student from attending school during a semester or a school year. Expulsion is the most severe penalty that can be imposed on a student. A student who is expelled will not receive any credit for the semester or school year in which the expulsion occurs. Students guilty of gross disobedience or misconduct may be expelled for a period of time ranging from in excess of ten days to a definite period of time not to exceed 2 school years. (Illinois School Code, section 5/10-22.6)

In expulsion cases, the following procedures shall be used:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
    a. Include the time, date, and place for the hearing.
    b. Briefly describe what will happen during the hearing.
    c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
    d. List the student's prior suspension(s).

e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.

2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from a local mental health agency to consult with the Board.

3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

4. If the Board acts to expel the student, its written expulsion decision shall:
   a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
   b. Provide a rationale for the specific duration of the recommended expulsion.
   c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
   d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.

10. Upon expulsion, the District may refer the student to appropriate and available support services.

EXPULSION PROCEDURES FOR SPECIAL EDUCATION STUDENTS

The following procedures shall be used in expulsion cases involving special education students:

1. The school district may expel students from school for gross disobedience and misconduct. An expulsion may be for a period in excess of ten (10) days, but not beyond the remainder of the school term.
2. An expulsion shall occur only after the student's parents/guardians have been afforded the right to a hearing before the School Board or a hearing officer appointed by it. The parents shall be notified of the hearing by certified mail, and the notification shall state the time, place, and purpose of the hearing.
3. Prior to the expulsion of a special education student, the school district shall determine if the misconduct is the result of the student's handicapping condition as defined by the Rules and Regulations to Govern the Administration and Operation of Special Education. Such determination shall be made by the local district staff and with Belleville Area Special Services Cooperative (BASSC) staff familiar with the student's handicapping condition and educational program in a conference with the student's parents/guardians. If the misconduct is not determined to be the result of the student's handicapping condition, the local school district staff may choose to expel the student. Procedures required by the Rules and Regulations regarding changes in educational

placement shall be followed prior to implementing any expulsion, including advising parents of their rights to a due process hearing.

4. If the misconduct is the result of the student's handicapping condition, he/she shall not be expelled. In such cases the student's program shall be reviewed in a multidisciplinary staff conference, and if necessary, altered to reduce or eliminate the misconduct. Parental participation in this process shall be encouraged. The Rules and Regulations shall also be followed.
5. The school district may seek a court order to change the student's placement or expel the student if his/her behavior poses a continuing danger to himself/herself or others in the school.

FAILURE TO CARRY OUT DIRECTIONS

Students are to follow instructions of school personnel.

FAILURE TO SERVE LUNCH/RECESS, AFTER-SCHOOL, SATURDAY DETENTION

Students are to serve detentions as directed by the administration. Failure to do so will be considered a serious breach of the discipline policy.

FALSELY PULLING FIRE ALARM BOXES/CALLING 911

Students shall not tamper with the fire alarm boxes or falsely call 911.

FIELD TRIPS

Students who are on the ineligibility list due to grades and/or behavior are unable to attend field trips during the period he/she is on the ineligibility list.

Teachers from any class and/or administration reserve the right to ask a student to remain at school if said student is not completing work, exhibiting poor behavior, missing school/class, etc. This must be communicated to the student and parent why s/he is unable to attend.

Students attending field trips and/or sporting events are required to request work before the field trip. All work must be returned the day following the field trip (if it is a full-day field trip).

Students are required to ride school transportation to and from the field trip.

FIGHTING, THREATS, OR USE OF PROFANE OR ABUSIVE LANGUAGE

Fighting, threats (in person, on the Internet, etc.), or use of profane or abusive language will not be tolerated. All persons involved in any fight, threat, or profane/abusive language will be referred to the office immediately.

Potential disciplinary measures include, without limitation, any of the following measures:

- Notifying parents/guardians
- Removal from class and referral to the office
- Withholding of privileges
- Community service
- Detention
- Removal from participation in an extracurricular activity for a period of time
- Alternative classroom placement (day)
- In-school suspension
- Out-of-school suspension
- Suspension from the bus for a period of time
- Alternate school placement

- Expulsion
- Legal Action

FORGERY
Students shall not falsely sign a parent or guardian name or other name on parent notes, passes, school documents, etc.

GANGS
Behaviors, symbols, or dress determined to be gang related may be subject to disciplinary action.

GENERAL MISCONDUCT
Students are to conduct themselves in a manner that is respectful of others and is not disruptive in the classrooms, playground, bus stops, buses, cafeteria, halls, or other areas of the school. A few examples are listed below.

- Failure to follow/carry out directions
- Writing, reading, or passing notes
- Failing to be attentive in class
- Excessive or loud talking

HANDS-ON, PUSHING, SHOVING, ETC.
Students are to keep their hands and feet to themselves at all times.

INSUBORDINATION/ DEFIANCE/ DISRESPECT OF SCHOOL PERSONNEL
Students shall follow justifiable and reasonable orders or instructions of authorized school personnel. Courteous behavior is expected of students as well as of school personnel. Profanity, vulgarity, physical and verbal behavior threatening to school personnel is not permitted.

ISOLATED TIME OUT, TIME OUT, AND PHYSICAL RESTRAINT
Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven ineffective in stopping it, and there is no known medical contraindication to its use on the student. The school staff member or members applying the use of time out, isolated time out, or physical restraint on a student have been trained in its safe application.

Isolated time out is allowed only under limited circumstances and may be used only if the adult in the time out room is in imminent danger of serious physical harm because the student is unable to cease actively engaging in extreme physical aggression.

The School may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone, chemical, and mechanical restraint is prohibited.

LEAVING CLASS WITHOUT PERMISSION
Students may not leave a class without the teacher's authorization.

LEAVING SCHOOL GROUNDS WITHOUT PROPER AUTHORIZATION
Once students have arrived onto school property, they may not leave school property other than regular dismissal without permission from the office.

LITTERING

Students are to respect the school and its property.

LYING

Students are to be truthful in dealing with school issues and school personnel.

NON-DISCRIMINATION AND HARASSMENT POLICY

Discrimination and harassment on the basis of race, color, or national origin negatively affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District goal.

No student shall, on the basis of race, color, national origin, age, sex, religion, status of homelessness, or handicap be denied equal access to programs, activities, services or benefits, and/or be limited in the exercise of any right, privilege, advantage, or opportunity.

Examples of discrimination and harassment includes the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

Sexual harassment is also 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; or
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).

Examples of sexual harassment includes unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities rape, sexual battery, sexual abuse, and sexual coercion.

Students who believe they are victims of discrimination or harassment or have witnessed discrimination or harassment may file a complaint with the Title IX Coordinator (the Superintendent), Building Principal, Assistant Building Principal, a counselor or any employee with whom the student is comfortable speaking. Students may choose to report to a person of the students' same gender. Complaints will be kept confidential to the extent possible given the need to investigate.

Any student who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation may be accompanied when making a report by a support individual of the student's choice who complies with the District's policies and rules.

Discrimination and Harassment Prevention and Response Plan:

1. All relevant evidence will be objectively evaluated, and credibility determinations will not be based on a person's status as a Complainant, Respondent, or witness.

2. Any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution will not have a conflict of interest or bias for or against complainants or respondents generally or an individual Complainant or Respondent, and will receive training on how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.

3. Any individual designated by the District as an investigator will receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

4. Any individual designated by the District as a decision-maker will 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.

5. There is a presumption that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the investigatory process.

6. All reasonable efforts will be made to complete the investigation within ten (10) school days after the date the report of the incident was received .

7. Any student of the District who is determined, at the conclusion of the grievance process, to have engaged in discrimination or harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the student behavior policies. Any student making a knowingly false accusation will likewise be subject to disciplinary action. A determination that an individual is not responsible for discrimination or harassment, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

8. All decisions will be based upon the preponderance of evidence standard.
9. The District will report its findings as required to ISBE.

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

Any appeal of a decision may be filed with the Board of Education addressed to the school at 2465 Amann Dr., Belleville, IL 62220. An appeal must be filed within fourteen (14) days of receipt of the original decision.

Retaliation against any person who reports an act of discrimination or harassment and/or participates in the complaint process is strictly prohibited. Any person's act of retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.

OTHER ACTS OF MISCONDUCT

Other acts of misconduct, which are seriously disruptive and/or destructive to the educational process or school property, including social media disruptions. Other acts of misconduct can include the following:

- Violating any criminal law, including but not limited to, assault, battery, arson, theft, eavesdropping, vandalizing, and hazing.
- Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly knowing as "sexting." Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing any indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.
- Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois High School Association's most current banned substance list.

*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.

OUT OF AREA

State law makes the school responsible for students; their whereabouts must be known at all times during the school day. Students are expected to be in their normally assigned area except during passing periods or while carrying a hall pass. Students not involved in an after-school activity are expected to leave the building within 10 minutes of the dismissal bell.

OUT-OF-SCHOOL SUSPENSIONS

The Administrator shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
    a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
    b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
    c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
    d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
    e. Depending upon the length of the out-of-school suspension, include the following applicable information:
        i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
            a) A threat to school safety, or

b) A disruption to other students' learning opportunities.

ii. For a suspension of 4 or more school days, an explanation:

a) That other appropriate and available behavioral and disciplinary interventions have been exhausted;

b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and

c) That the student's continuing presence in school would either:

i. Pose a threat to the safety of other students, staff, or members of the school community, or

ii. Substantially disrupt, impede, or interfere with the operation of the school.

5. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.

6. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.

7. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from a local mental health agency to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

Any student suspended will be accorded a re-engagement meeting that will involve the building principal or designee who shall meet with a student returning to school to ensure the student's transition following a period of exclusion and shall provide an opportunity for the student to review make-up missed work for equivalent academic credit and determine any necessary supports required for future success.

IN-SCHOOL SUSPENSION

Students will be removed from regular classes and assigned to the ISS for a designated number of days. Students may receive 100% of their earned grade for work completed and turned into the ISS supervisor on the day(s) they are assigned to In-school Supervision. Failure to complete assigned work while in ISS may result in receiving a "0" for the day's assignment.

SUSPENSION PROCEDURES FOR SPECIAL EDUCATION STUDENTS

The following procedures shall be used in suspension cases involving special education students:

1. Whenever a special education student is suspended out-of-school an excessive number of times, the school district shall hold a relatedness conference to determine whether or not the misconduct is the result of the student's handicapping condition as defined by the Rules and Regulations To Govern the Administration and Operation of Special Education. A case study reevaluation shall be completed and/or updated at the relatedness conference.
2. Such determination shall be made by staff members who are familiar with the student's handicapping condition and educational program in consultation with the staff of the Belleville Area Special Services Cooperative (BASSC) result of the student's handicapping condition, he/she shall not be suspended
   out-of-school except as provided by section 4 below. In such cases, the student's program shall be reviewed in a conference and, if necessary, altered to reduce or eliminate the misconduct. Parental participation in this process shall be encouraged.
3. The local district may suspend out-of-school the student, even if the misconduct is the

result of the student's handicapping condition, if the student's presence poses a danger to the student, other students, faculty, or school property, or disrupts the educational process.

POSSESSION/DISTRIBUTION OF INAPPROPRIATE ITEMS OR PRINTED MATERIAL

Students shall not bring inappropriate materials on school property or have inappropriate material printed on t-shirts, book bags, folders, or body. This includes sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly knowing as "sexting." 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.

PROTESTING

There will be no protesting on school property. Students that do choose to protest will receive zeros for every class missed and a suspension for every day missed.

REMOVAL FROM CLASS

Teachers and Administration may remove students temporarily from classrooms for violation of the disciplinary code and disruptive behavior. Teachers may use reasonable force as needed to maintain safety. The student will be dealt with according to the seriousness of the offense. It is recommended that teachers attempt to solve the disciplinary problems that arise in their classes; but if a student fails to respond or to cooperate and thus becomes detrimental to the well-being of the rest of the class, the student(s) will be sent to the administration for disciplinary action. If other attempts fail to bring about the desired results, the student may be removed from class, suspended, placed on probation, or expelled as provided in Section 10-22.6 of the School Code of Illinois.

SELLING/GAMBLING

Students will not gamble and/or possess gambling paraphernalia at school. No selling of items is permitted without approval from the administration.

SEARCH AND SEIZURE POLICY

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

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

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

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

Students Searches

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for

suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

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

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity

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

SKIPPING CLASS(ES)

Students are not to leave school without having someone of authority properly sign out the student at the office. During school hours, students are to be in the assigned designated areas.

SMOKING, VAPING, ALCOHOL AND TOBACCO USE

Sections 10-20.5(b) and 34-18.11 of the School Code prohibits the use of tobacco on school property by students, school personnel, or any other person. This policy includes the prohibition of any use or possession of any alcohol tobacco or nicotine product, vapes, vape pens, vapor device, electronic cigarettes, e-cigarettes, and/or lighters, on

school property. This section specifically prohibits any exceptions or exemptions.

Student use or possession of any tobacco or nicotine product, vapor device, electronic cigarettes, e-cigarettes, and/or lighters is also prohibited at any school related activity (competitions, school trips, dances, etc.). Any student who violates this policy shall be disciplined by the administration. Given reasonable grounds for suspicion of any student violating this policy, school officials may search for and seize any prohibited articles brought onto school buses or school property. Any student violating this policy shall be subject to the board's disciplinary penalties for misconduct. Potential disciplinary measures include, but are not limited to the following:

- Notifying parents/guardians
- Referral to social worker/counselor
- Removal from class and referral to the office

- Seizure of contraband

- Removal from participation in extracurricular activities for a period of time
- In-school suspension
- Out-of-school suspension
- Suspension from the bus for a period of time

STRIKING SCHOOL PERSONNEL

Students shall not strike school personnel or cause any physical harm. Police will be contacted if the action is determined intentional.

THEFT/PROPERTY DAMAGE

Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property is prohibited. Persons involved in stealing or property damage are subject to the following:

- Notifying parents/guardian
- Removal from class and referral to the office
- Detention
- Removal from participation in extracurricular activities for a period of time
- Alternative classroom placement
- In-school suspension
- Out-of-school suspension
- Referral to law enforcement officials
- Expulsion

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.

For more information about this issue, please see the Centers for Disease Control and Prevention's educational materials at: www.cdc.gov/injury/features/dating-violence/index.html.

VERBAL/NON-VERBAL ABUSE/GESTURES

Students are to refrain from name calling/teasing, profanity, or other derogatory or sexually suggestive statements or gestures. The use of inappropriate or profane language will not be tolerated.

WEAPONS

Weapons will not be tolerated at school, on school property, or at any school-sponsored activity. Weapons shall be interpreted to mean any item that could be used to inflict bodily harm. Possession of a gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, or firearm as defined in Section 21-1 of the Criminal Code of 1961. Weapons also qualify as a knife, brass knuckles or other knuckle weapon regardless

of its composition if used or attempted to be used to cause bodily harm. Weapons are serious and may result

in expulsion from school for up to two calendar years and notification of law enforcement officials.

Possession of dangerous weapons or look-alike weapons will be dealt with as follows:

- Any such items will be confiscated.
- Notification of law enforcement authorities if a state law is violated.
- Notification of parent/guardians.
- Immediate 10-day suspension pending possible expulsion.

SECTION VI – ELECTRONICS

ELECTRONIC DEVICES - CELL PHONES/SMARTWATCH/LASER POINTERS

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, smart glasses, audio or video recording device, smart watch, personal digital assistant (PDA), ipod©, ipad©, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.
Students must have their electronic devices/phones turned off as soon as they enter the building. Students must keep electronic devices/phones turned off and, in their lockers, bookbags, or in the office during the school day. Students are not permitted to have their phones in the classrooms. Failure to follow this rule, will result in the following action:

- **Level 1** - A device that is seen or heard by a staff member is subject to the following consequences.
    - First offense – The device will be confiscated by school personnel. A written warning may be assigned. The student may receive the device back at the end of the day in the school office.
    - Second offense – The device will be confiscated. An after-school detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office by 4pm.
    - Third offense – The device will be confiscated. A one day in-school suspension may be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office by 4pm.
    - ***Repeated offenses - After three (3) offenses the student may be assigned in-school suspension for each infraction as determined by the administration.***
- **Level 2** - Suspensions will be assigned to students found using a device during the school day or on the bus. The device will be confiscated. A one day in-school suspension may be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office by 4pm.

  Infraction 1 - calls, texts
    - In-school suspension time in the Learning Center as follows
    - First offense: 2 days
    - Second offense: 4 days
    - Third offense: 6 days

  Infraction 2 - Pictures, videos, or posts/shared through social media "cyber bullying"
    - Any offense: 5-10 days of out of school suspension and/or possible referral to the school board for expulsion.

  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. During 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.
phone. The student will no longer be allowed to have or use any phone/device/unauthorized computer at school. Parent/Guardian must pick up the device.

Students are prohibited from using a cell phone, smartphone, smartwatch, smart glasses, video recording device, computer or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take inappropriate photographs/videos, take photographs/videos in locker rooms or restrooms, cheat, bully, or otherwise violate student conduct rules. It is prohibited for students to send, receive, or possess sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting." Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, smartphone or cellular phone.

Social Media

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.

Laser Pointer

It is prohibited to use or possess a laser pointer unless under a staff member's direct supervision and in the context of instruction.

TECHNOLOGY RESOURCES USE POLICY

The use of Belle Valley technology resources, such as the Chromebook, is a privilege and not a right. The privilege of using the technology resources provided by Belle Valley is not transferable or extendable by students to groups outside the district and terminates when a person is no longer a student. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the School District technology resources may be denied, and the appropriate disciplinary action may be applied per the Student Code of Conduct. Law enforcement agencies may be notified in appropriate cases.

Student Responsibilities:

- Read, understand and follow this Acceptable Use Policy.
- Use devices in a responsible and ethical manner.
- Obey general school rules and district policies concerning behavior.
- Use technology resources in an appropriate manner that does not result in the damage of school equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries,
  mis-deliveries or service interruptions caused by the student's own negligence, errors or omissions.
- Use any information obtained via the school's network at your own risk. Belle Valley specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Report physical damage to devices immediately to the Technology Department.
- Secure devices against theft or loss.
- Help Belle Valley protect devices by contacting the Technology Department about any security problems encountered.

- Monitor all activity on your account(s).
- Turn off and secure devices after you are done working to protect work and information. Securing the devices includes storing devices out of sight and in a secure location.
- Make certain the device is fully charged for each day of school.
- Do not allow others (other than a parent or district employee) to use your device.
- Do not use another student's device.
- Do not reveal your full name, personal address, phone number, school name or personal identifying characteristics (i.e., hair color, age, etc.) to anyone online.
- Do not deface your device or computer bag with stickers, markers, or graffiti, or remove any markings or tags placed there by technology staff.
- Notify a staff member immediately if a student comes across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- Notify a teacher or administrator immediately if a student accidentally accesses an inappropriate website.

Prohibited Student Activities:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates any existing Board Policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Spamming or sending mass or inappropriate emails.
- Gaining access to others' accounts.
- Gaining access to others' files and/or data without permission.
- Use of the school's Internet/email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications to mislead, harm, bully or harass another person.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment.
- Bypassing the school's web filter through a web proxy, phone tethering, and any other means, including utilizing a non-district network during the school day.
- Bullying.
- All videotaping, pictures, and any audiovisual recording is prohibited unless authorized by a teacher, principal or instructional coach as part of a class project.

Device Care:

- Do not expose the device to any liquid, including water, drinks, rain, etc.
- Do not lean on the top of the device when it is closed.
- Do not place anything near the device to put pressure on the device.
- Do not place anything in the carrying case that will press against the device.
- Do not "bump" the device against desks, lockers, walls, car doors, floors, etc.
- Never leave any object on the keyboard.

- No labels or stickers may be applied to the computer without prior approval of the Technology Department.
- Students are responsible for maintaining their individual devices and keeping them in good working order.
- Clean the screen with a soft, dry cloth or anti-static cloth or with a screen cleaner designed specifically for LCD-type screens.

Devices that malfunction or are damaged must be reported to the Technology Department. The school district will be responsible for repairing devices that malfunction.

Devices that have been damaged from student misuse, neglect or accident will be repaired. If the damages to a device are not covered under the warranty, and/or do not have it covered under their homeowner's insurance, the student's family will be responsible for the total cost of repairs up to the replacement cost of the device. Students may be provided a temporary device while their assigned device is being repaired.

Devices that are stolen must be reported within twenty-four (24) hours to the building administrator, Technology Department, or appropriate Police Department. Police reports shall not be filed if the device is misplaced or left unintentionally. Devices that are lost must be reported to the Technology Department

This policy exists along with all other District policies, rules, guidelines and procedures. Specific items not covered here may be addressed by other policies, District rules, guidelines, or procedures at the discretion of the Board of Education.

Student and Parent Agreement:

1. In order to use school computers, students and students' parents/guardians must sign an *Electronic Acceptable Use* Agreement
2. Students whose parents have signed an Electronic Acceptable Use Agreement may take devices home.

The Student Will Return the Device to the School:

- At the end of the year and/or when requested by school administration.
- If he/she transfers to another school; or
- If he/she withdraws from Belle Valley.

If the device is not returned to the school in any of the above scenarios within three (3) days after the initial withdrawal or transfer, it will be reported as stolen and a police report will be submitted to law enforcement. The device contains permanent tracking software so that missing laptops can be located by law enforcement.

Belle Valley assumes no responsibility for any unauthorized charges, including but not limited to, credit card charges, long distance telephone charges, equipment and line costs, or for any illegal or unauthorized use of its computers (such as copyright violations).

Belle Valley may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity. Belle Valley reserves the right to confiscate the property at any time.

Should a student violate this policy, the student will be subject to potential disciplinary measures include, without limitation, any of the following measures:

- Revocation of the privilege of computer use
- Detention
- In-school suspension
- Out-of-school suspension
- Expulsion
- Legal action

The district's email system, and its constituent software, hardware, and data files are owned and controlled

by the district. The district reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.

STUDENT ONLINE PERSONAL PROTECTION ACT ("SOPPA")

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

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Illinois State Board of Education, to take a number of actions to protect online student data. Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information.
Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

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

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

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in

the administration of school activities, such as:

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

Request a Review

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), parents of an enrolled student have the right to inspect and review the student's covered information held by the school, the State Board or an operator. To request this review, parents can email their request to SOPPA@dps61.org or send a written request to the Director of Information Technology.

SECTION VII - EXTRA-CURRICULAR/ATHLETIC POLICY

Students are expected to adhere to the standards of conduct outlined in this Student Handbook when attending or participating in any extra-curricular activities or school-sponsored events. Failure to do so may result in disciplinary action. *For more information regarding athletics and extracurricular activities, see the Athletic Handbook.*

EXTRA-CURRICULAR OPPORTUNITIES:

Clubs/Organizations: Chess Club – Scholar Bowl – Knights – Yearbook – Band & Chorus – Art Club – Anime Club – Lego club – Musical

Athletics: Girls' Volleyball – Boys' Volleyball – Cheerleading – Girls' Basketball – Boys' Basketball – Baseball – Softball – Track – Bowling

School Attendance

Athletes will be expected to exhibit exemplary student behavior in regard to attendance. Whenever possible, contests will be scheduled so as not to conflict with classes. The athlete must be in attendance at least the last 1/2 of the day on the day of a contest to be eligible, unless authorized by the Principal/Superintendent. If a student has a doctor's appointment, s/he may bring a note to be excused.

If a student misses school on a Friday, participation in contests and/or extra-curricular events will not be allowed on the weekend of the absence.

Attendance in all academic classes is a priority. Any missed class work should be requested by the student before leaving for the contest and returned the day the student returns to school.

Eligibility/Grades

In order to participate in sports and extracurricular activities at Belle Valley, students must maintain a "C" average with no failing grades to remain eligible to participate in the group's contest or activity. Grades will be checked at mid and end of quarter.

When a student does not meet academic requirements:

- If the student does not meet the above academic criteria, the student will be informed by the Principal or Athletic Director and be placed on academic warning for 10 school days. The student is given written notification which is to be delivered to their parent(s)/guardian(s). Academic warning allows the child to continue practicing and participating in the games but working extremely hard to improve their averages in all subjects.

- At the end of the 10-day academic warning period, the grades are checked again. If the student's grades have maintained the academic requirements, the student will be removed from academic warning. If the student's grades have not met the academic requirements, the student will be suspended from participating in all practices and games for 5 school days. At this point the parent(s)/guardian(s) will be notified.
- After the fifth day of suspension, the grades are checked again. If the student's grades have maintained the academic requirements, the student may continue to participate in the activity. If the student has not met academic requirements, the student may not continue to participate in the activity. If the student has not met academic requirements by the end of the 15-day period, they will be dismissed from the team. The parent(s)/guardian(s) will be notified of the dismissal by the athletic director or principal.

Sports Fee

Students who elect to participate in sports may be assessed a fee. Some students may qualify for fee waiver or reduction. Contact the district office for more information. All required fees and all equipment must be paid for in full before a student is allowed to participate in any event.

Participation

Participation in athletics is available to all students. Every athlete is expected to attend each practice unless excused by the coach **in advance**, or except in emergency. The student agrees that participation in school sports will be first priority. Practices and games will not be missed for other outside activities without prior approval from the coach.

Promptness is also imperative if a person is to succeed as an athlete. The attitude and conduct of the athlete must coincide with the rules and regulations set forth and should be above reproach.

Physical

The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice registered nurse, or a physician assistant.

Concussion:

Any athlete suspected of suffering a concussion should be removed from the contest or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical assistance. A student athlete who has been removed from an interscholastic contest for possible concussion or head injury may not return to that contest unless cleared to do so by a physician or certified athletic trainer. If not cleared to return to that contest, the student athlete may not return to play or practice until cleared *in writing* by a medical professional. At which time, the student athlete will follow the *BV RTP/RTL* policy.

Insurance

It is mandatory for any student participating in interscholastic athletics to provide proof of health insurance (e.g. private health insurance, Medicaid coverage, school accident insurance) before participating in district extra-curricular activities. Participation in school district sporting events will ***not*** be allowed until proof of primary insurance is provided.

ATHLETIC/EXTRA-CURRICULAR CODE OF CONDUCT

The Athletic Conduct Code applies to a student participating in extracurricular activities following fifth grade throughout the duration of grade school career. The extracurricular organizations governed by this code include all athletic programs, band, chorus, clubs, and any other

activity/organization the administration deems as "extracurricular". Other school-sponsored clubs and organizations may, at the discretion of the activity sponsor, elect to follow this Code.

The following rules are automatic violations of the Code of Conduct and consequences will apply.

The student shall not:

1. Violate the District's policies or procedures on student behavior;
2. Use, possess, buy, sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Use, possess, buy, sell, barter, or distribute tobacco or nicotine materials in any form, including without limitation, electronic cigarettes;
4. Use, possess, buy, sell, barter, or distribute cannabis in any form, unless exempted under *Ashley's Law*.
5. Use, possess, buy, sell, barter, or distribute any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
6. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a *look-alike* weapon. This prohibition does not prohibit legal use of weapons in cooking and in sports, such as archery, martial arts practice, target shooting, hunting, and skeet;
7. Attend a party or other gathering and/or ride in a vehicle where alcohol, cannabis, and/or controlled substances are being consumed by minors;
8. Act in an unsportsmanlike manner;
9. Vandalize or steal;
10. Haze or bully other students;
11. Violate the written rules for the activity or sport;
12. Behave in a manner that disrupts or adversely affects the group or school;
13. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff;
14. Falsify any information contained on any permit or permission form required by the activity or sport.

SPORTSMANSHIP

Sportsmanlike Conduct for Athletes:

All students are expected to demonstrate sportsmanlike conduct throughout the entire contest or event. Disciplinary action will be taken for any of the following violations: verbal abuse of officials, contestants, or spectators, intimidation or acts that may jeopardize the health, safety, and welfare of school personnel, teammates, other players, or other students.

Sportsmanlike Conduct for Spectators:

All spectators are expected to display a high standard of sportsmanship and respect for officials, contestants, or other spectators at both home and away contests. The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event.