Student and Parent Handbook
2026-2027



Bluford Unit School District 318
Home of the Trojans

Grade School Phone	**(618) 732-8242**
High School Phone	**(618) 732-8242**
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www.blufordschools.org

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FOREWORD

This handbook is designed to give important information about the policies of Bluford Unit School District 318. This will assist new students in adjusting to BUSD while providing a constant reminder to current students of the school's general policies, ideals, and traditions. Parents and students are urged to read this book carefully and use this as a reference if there are any questions regarding general policies, ideals, and/or traditions.

It is the student and parents' responsibility to become familiar with and abide by the policies of BUSD.

PHILOSOPHY

The Bluford Unit School District strives to provide each student with the opportunity to acquire the very best education according to his or her needs and abilities. Upon leaving the Bluford School District, each student should have an employable skill and/or an adequate preparation for further training or education so that he or she may become a responsible, productive citizen. The school also attempts to develop in each student an understanding of and appreciation for our American heritage.

In accordance with these goals, students are guided toward an understanding of and respect for the dignity and worth of the individuals, regardless of age, race, religion, sex, creed, national origin, sexual orientation, handicap, or economic status. In addition, the school attempts to foster interest and participation in the study and solution of community problems. The school also attempts to foster interest in national and international problems.

The stimulation and development of ideals and the ability to think clearly, logically, and independently are essential to life in a democratic society. The Bluford Unit School District strives to use all possible resources, especially those of the community, to meet these goals.

Each student is expected to develop self-discipline based on respect for others. The school assists in this development by reinforcing and rewarding independent responsible behavior. The Bluford Unit School District also assists in this development by providing the necessary guidance and direction to aid individual students as they become responsible citizens in a democratic society.

Education must be functional and dynamic so that it contributes to the development of the capabilities of all youth to their fullest extent. The Bluford Unit School District exists to provide the educational opportunities within which the students, hopefully, can gain the experiences which will cause them to develop as young, contributing citizens of our community, our state, and our nation. Our curriculum must ensure that all students are stimulated and motivated, whether they are planning to attend college or complete their formal education in high school. Because our school must be constantly growing to meet the demands of the ever-changing world, irrelevant material must be discarded and new vital material added.

A Message From The Principals

Welcome to Bluford Unit School District #318. The Board of Education and our team are excited to collaborate with you this year.

Bluford USD faculty and staff are determined to assist every student in achieving success in both academic and extracurricular endeavors. We will strive to offer the necessary academic programs and services that empower students to acquire the knowledge and skills needed to become valuable contributors within the community.

The handbook has been designed to familiarize students and parents with the rules, regulations, procedures, and other pertinent information essential for maintaining a safe and productive learning environment. Each of us plays a crucial role in establishing a daily structure and fostering an atmosphere conducive to achieving high levels of accomplishment and student success. By maintaining regular attendance, adopting effective preparation and study habits, and displaying appropriate conduct, students develop life skills that will serve them well on their journey toward college or career readiness.

We are thrilled to have the opportunity to serve as your principals, supporting the students and community of Bluford Schools. Our staff is fully committed to the school's vision of "Educating a Community of Learners."

We extend a warm welcome to the students and families we will be serving. We eagerly anticipate collaborating and engaging with each and every one of you. If you have any questions or concerns throughout the school year, please do not hesitate to reach out to us. Let's make this a fantastic year!

Amanda Strohschein, Grade School Principal
Jenny Allen, High School Principal

Chapter 1
School Operations

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

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

Additionally, please note the following:

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

10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website: https://www.blufordschools.org/ or at the Board office, located at: 901 6th Street, Bluford, IL, 62814

The School Board governs the school district, and is elected by the community. Current School Board members are:

Jenny Sneed, Board President
Katelyn Lewis, Board Vice-President
Steven Tate, Board Secretary
Crystal Marlow
Josh Scott
Caleb Talley
Kevin Withrow

The School Board has hired the following administrative staff to operate the school:

Dr. Adam Cross, Superintendent
Jenny Allen, High School Principal
Amanda Strohschein, Grade School Principal
Wayne Stone, Athletic Director
Donna Wilkey, Asst. Athletic Director
The school is located and may be contacted at:
901 6th Street
Bluford, IL, 62814

Grade School Phone: 618-732-8242
High School Phone: 618-732-8242
Fax: 618-732-6114

Admissions

In order to enroll at Bluford Unit School District 318, one must be a resident of the district and at least 5 years old, qualify under the district's accelerated placement policy, or be a

transfer student from a recognized grade school or high school. All students entering this school for the first time are required to have physical and dental examinations by a medical professional and dentists or submit a statement of objection on the basis of constitutional grounds signed by the parent or guardian.

Assurance of Residency

In order to enroll at Bluford Unit School District 318, the student must reside in the district with his/her parents or legal guardian. If there are questions regarding the student's residence status, the administration has the right to request proof of residency. If a student is found to have violated the residency policy, the district could ask for tuition reimbursement. By enrolling at Bluford Unit School District 318, you are assuring the district the student is a legal resident of the district.

Closed Campus

Bluford Unit School District 318 is a closed campus. Students are to stay on campus for the duration of the school day, including lunchtime. The only time a student may leave campus is with parent permission (by phone call or written permission for that day), with a pass from the office, or for medical/illness reasons. Students must sign out in the office prior to leaving. Students failing to follow these procedures shall be considered truant and face consequences listed in the discipline plan.

No student will be excused if they did not receive permission before leaving. The principal will not grant permission unless the parents have contacted him/her consenting to the departure of his/her child.

If a student leaves the school grounds during the day without permission, the student will be subject to consequences as assigned/defined by administration.

If a student leaves before the scheduled conclusion of the day, the student will receive an absence unless there is prior approval or the student has a documented excuse from a doctor or other appointment.

Visitors

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

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

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 conference/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.

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

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

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

Equal Educational Opportunities and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, national origin, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of

protection status, military status, unfavorable military discharge, reproductive health decisions, or actual or potential marital or parental status, including pregnancy.

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the district superintendent.

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

Discrimination Notice

It is the philosophy of the Board of Education of Bluford Unit School District 318, that no student or employee of said school shall be discriminated against regardless of age, race, religion, sex, creed, national origin, sexual orientation, or economic status. Consequently, the Bluford Unit School District 318, shall not discriminate on the basis of handicap in violation of Section 504 of the Rehabilitation Act of 1973, and in the admission, access to, participation in, or employment in its programs and activities.

Furthermore, the Board of Education of Bluford Unit School District 318, hereby appoints the building principals, to serve as Section 504 Coordinator fully vested with the authority to process compliance complaints under this policy and to conduct or cause to be conducted all appropriate evaluations as may be required under Section 504 of the Rehabilitation Act of 1973.

Student Rights, Responsibilities, and Guidelines

The privileges and rights of all students are guaranteed regardless of age, race, religion, sex, creed, national origin, sexual orientation, handicap, or economic status.

Students have the right to advocate change in any policy or regulation. Students may exercise their right to freedom of expression through speech, assembly, petition, and other lawful means. The exercise of this right shall not interfere with the rights of others. Freedom of expression shall not be utilized to present material which tends to be obscene or slanderous, to defame character, or to advocate violation of federal, state, and local laws, or official school policies, rules, and regulations.

Students may present complaints to teachers or administrative officials. Students have the right to be represented and to present witnesses.

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.

School Volunteers

All school volunteers must complete the "Volunteer Information Form" and be approved by the building principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Treats/Food/Gifts

All treats or food brought in for parties, activities, and/or fairs, excluding students' lunches, must be store bought, prepackaged food. No homemade treats or food will be allowed for any occasion or reason except for students' lunches.

Items delivered to students, such as flowers or gifts, will stay in the office until the end of the school day. **Vases, balloons, and gifts too large for backpacks will not be allowed to go home with a student on the bus.**

Emergency School Closings

Decisions on early dismissal or school closings due to severe weather or other emergency situations will be broadcast as soon as they are made through the school messaging system. Parents can also tune into WMIX (AM 940) (FM 94.1) and also on WSIL TV 3.

Video and Audio Monitoring Systems

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

Accommodating Individuals with Disabilities

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

Faith's Law Notifications/Employee Conduct Standards

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

Prevention of Anaphylaxis

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

CHAPTER 2
Attendance, Promotion & Graduation

Here are policies dealing with student academic expectations, including attendance, grading, homework, promotion and high school graduation.

Attendance

The official school day is 8:10 - 3:10. Doors will open at 7:30 a.m. for both grade school and high school students. Grade school students arriving prior to 7:45 a.m. will need to report to the cafeteria. The supervisor on duty will dismiss students to their classrooms for breakfast at 7:45 a.m.

Student Absences

Anytime a student is absent from school, the school office must be notified **by 10:00 a.m.** on the day of the absence.

The student will have two (2) school days from the date of the absence to bring in the appropriate documentation for an absence to be considered excused.

After the fifth and ninth unexcused absences, the school will forward a deficiency report to parents concerning the student's attendance record. The Truancy Officer of the Regional Office of Education may also be notified if a student is considered to be truant. An alternative learning experience will not be made available to truant or suspended students.

Pre-arranged excused absences must be approved by the principal. A prearranged absence form should be obtained from the office, properly completed and signed, and then returned to the office for the principal's signature 48 hours in advance of the absence for approval . Students are to secure the assignments they will need to make-up **PRIOR** to the absence. Students are expected to have the assignments completed upon returning to school unless other arrangements were made prior to the absence with the teacher(s). Any pre-arranged

absence will still count towards the total absences students are able to accumulate each semester. Limit this to 5 days.

Excused Absences

Students will be allowed to make up assignments or tests that are missed due to an excused absence. An excused absence is an absence from school with a legitimate cause, including the following:

1. Personal illness – after SIX (6) absences a doctor's note WILL BE required, **per semester**. Doctor's notes should be turned in to the office within 3 days.
2. Professional health service appointments that could not be otherwise arranged outside of school hours
3. Serious illness of a family member which requires the presence of the student
4. Death of a relative
5. Participation in a school sponsored activity
6. Observance of a religious holiday
7. Court ordered appearances: when the student is subpoenaed to appear in court for reasons not caused by the student or required to appear in court because of family problems. The principal will make decisions on questionable cases.
8. Mental Health (these count as excused absences up to the total allotted per year, not in addition to)
9. Other absences will be reviewed by the principal and approved or disapproved

College Day Policy

A college day will not be granted to any student who is not a candidate for high school graduation.

Students must request a prearranged absence form and submit it to the principal prior to the proposed college day. A college day must be verified upon the return of the student by a written statement signed by a college or university advisor or other official attesting to the date of the visit.

Mental Health Days

These five days count towards the total excused absences already allowed per school year (six absences per semester). After using two Mental Health Days the student may be referred to the appropriate school support personnel. After the student uses five Mental Health Days, a doctor's note will be required. Students are not allowed to call themselves in; a parent must call the school in order for the absence to be considered excused. In summary, Mental Health Days are simply excused absences in the same way as if a student were physically ill.

Bluford USD #318 recognizes the importance of mental health and wants to support our families. The following process has been implemented:

- Day One: Parent calls in student for Excused-Mental Health Day and an email will be sent with a list of resources to the parent.

- Day Two: An in-person meeting will be made with the student and a school counselor. The parents may be contacted.

- Day Three: Meeting with counselor, parent contact will be made; a letter will be mailed home with community resources.

- Day Four: Meeting with counselor, parent contact will be made; a second letter will be mailed home with community resources.

- Day Five: Meeting with counselor. Parents will be notified that there are no remaining Mental Health Days As a reminder, there are resources available to all students through our counselor, Ms. Whisenant, as well as resources available in our community if needed. If you would like to discuss your child's mental health with a social worker or counselor at school, please see the contact information below. Please do not hesitate to reach out.

Unexcused Absences

1. No phone call or documentation to explain student's absence
2. Missing the bus
3. Oversleeping /alarm problems
4. Lack of appropriate clothing
5. Car trouble/transportation issues
6. Unapproved planned vacations
7. Other absences classified as unexcused by principal or designee

Tardiness

Students are expected to be regular and punctual in their attendance. Students should be in their assigned classroom before the last bell rings for the start of the period. (Teachers may develop more clearly defined rules regarding tardiness beyond this point.) If a student arrives at school after the tardy bell, the student must report to the office before going to class. Students are also expected to be punctual to their classes. Therefore, when a student is tardy to class, the teacher should discuss the situation with the student.

Grade school students should be in their classroom by 8:10 each day. Students who fail to report to any class on time without a valid reason are considered tardy. Students arriving after 8:10 a.m. are considered tardy and must report to the office before going to class or leaving the building. A student should always report to the office if he/she comes to school after the class day has started. A detention will be assigned after 3 tardies and every tardy thereafter, per quarter. Students in grade K-5 will serve a lunch detention in place of an after school detention.

When a high school student has been tardy to school or class two (2) times during a quarter, he/she will be given a verbal warning by the teacher. On the third (3rd) **(and each succeeding tardy thereafter)**, the student will be given an after-school detention with an office referral. After the 5th late arrival, BUSD has the right to revoke driving privileges.

The office will take care of all tardies that students have in the first period. The office will also assign all detentions for first period tardies. If students are already in the building when the tardy bell rings, they will not necessarily have to be sent to the office, if they are tardy to their first hour. The teacher can call down to the office.

Make-Up Work

When a student is absent from class:

A. Teachers will provide assignments or alternative learning assignments. Students will be allowed one day for each day absent to make up work. Previous assignments will be due upon return to school. Tests are to be made up on the day the student returns to school from an absence or upon an alternative date to be determined by the instructor. Any exceptions will be at the discretion of the superintendent and/or principal. Extended absences will be reviewed on an individual basis by the principal.

B. **For any extracurricular activity**, the student and teacher will take the following steps:

    1. Students are to get assignment(s) prior to planned absence. Assignments are due next attendance day. Quizzes and tests are to be made up on the next attendance day.
    2. Prior assignments scheduled as due on the day of the planned absence for a field trip must be turned in ***before leaving*** on the trip. Failure to follow items 1 and 2 will result in a zero "0" being assigned as the grade for the assignment, quiz or test.

Truancy

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

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

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

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

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

Grading and Promotion

Grade School Promotion, Graduation, and Retention

Students who demonstrate appropriate academic progress will be promoted to the next grade level. For promotion to the next grade, students must, at a minimum, pass all but one core subject area. Core subject areas include language, math, reading, science, and social studies. Students who do not meet promotional requirements are subject to retention. Retention in Kindergarten - Eighth grade is under the discretion of the teacher and administration.
*** For graduation students must pass both the US Constitution and the State Constitution tests.

Homework Policy (Jr. High and High School)

Assignments turned in one day late will receive a maximum of 50% credit. Assignments turned in two or more days late will receive a zero. Work missed due to unexcused absences will result in a zero for all missed assignments. Students with Individualized Education Plans (IEPs) or Section 504 Plans that have accommodations for extended time will receive their accommodation, and after the accommodation period is met, this policy would be in effect.

Incomplete Grades

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 satisfactorily completes the mandatory work within two (2) weeks of the end of the quarter in which the incomplete was received, the incomplete will be removed and the earned grade recorded for the quarter. Incomplete grading is primarily used in cases of students who have medical issues that keep them out of school for extended periods of time. Administration could use it in other cases if necessary.

Credit for Proficiency, Non-District Experiences, Course Substitutions and Accelerated Placement

Credit for Non-District Experiences

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course.
2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College or high school courses offering dual credit at both the college and high school level.
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.
6. Work-related training at manufacturing facilities or agencies in a Tech Prep Program.
7. Credit earned in a Vocational Academy.

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

Students who do not otherwise meet a community college's academic eligibility to enroll in a dual credit course taught at the high school may enroll in the dual credit course, but only for high school credit.

Proficiency Credit

Proficiency credit is available in limited subjects where a student demonstrates competency. Contact the building principal for details.

Substitutions for Required Courses

Vocational or technical education. A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

Registered apprenticeship program. A student in grades 9-12 who is 16 years or older may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing a registered apprenticeship program listed by the

school district. Students may find a registered, but not listed, apprenticeship program with a business or organization if a registered apprenticeship program is not offered in the school district.

Advanced placement computer science. The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

Volunteer service credit. A student participating in the District's Volunteer Service Credit Program, if any, may earn credit toward graduation for the performance of community service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies.

Accelerated Placement

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the building principal for additional information.

For each student who exceeds state standards in English Language Arts, Mathematics, or Science on a state assessment, the school district is required by State law to automatically enroll the student in the following school year in the next most rigorous level of advanced coursework offered by the high school as follows:

a. A student who meets or exceeds State standards in English language arts shall be automatically enrolled into the next most rigorous level of advanced coursework in English, social studies, humanities, or related subjects.

b. A student who meets or exceeds State standards in mathematics shall be automatically enrolled into the next most rigorous level of advanced coursework in mathematics.

c. A student who meets or exceeds State standards in science shall be automatically enrolled into the next most rigorous level of advanced coursework in science.

Academic Credits– Grade School Students

Grades will be assigned for students in Kindergarten and 1-2 science and social studies as follows:

S - Satisfactory
P - Progressing
N - Needs Improvement

Grades for other subjects in grades 1-2 and for all subjects in grades Three through Eight will be assigned as follows:

Semester Grade Calculation

A	-	90-100
B	-	80-89
C	-	70-79
D	-	60-69
F	-	0-59

Grade point averages will be computed as follows:

A = 4 Points	C = 2 Points
B = 3 Points	D = 1 Point

Grade School Latin Honor System

Beginning with the Grade School Class of 2025, the Latin Honor system will be used to acknowledge student academic achievement. The Latin Honor system (Laude System) is used to acknowledge three tiers of accomplishment, namely: **cum laude** - "with honor", **magna cum laude** – "with great honor" and **summa cum laude** - "with highest honor." Bluford Grade School will use grade point average cutoffs of 3.5, 3.71, and 3.9 *at the time of graduation* for each tier respectively. Graduating classes will receive recognition based on the following:

GPA 3.5 to 3.7 - 'Cum Laude'
GPA 3.71 to 3.89 - 'Magna Cum Laude'
GPA 3.9 and above - 'Summa Cum Laude'

All three tiers of honor recipients will be acknowledged in the graduation program, and students receiving the distinction of 'summa cum laude' will be named during the ceremony. Class rankings will still be made available to colleges and scholarship organizations.

GRADUATION: Any unmet disciplinary consequences at the end of the school year may result in a student being unable to participate in graduation ceremonies.

High School Graduation Requirements

Academic Credits - High School Students

High school students must accumulate academic credits for graduation by following the guidelines set forth.

1. Students will select subjects listed for their respective year in high school unless specific permission is otherwise granted.

2. The following are requirements for high school graduation

   English - 4 credits
   Mathematics - 3 credits (Alg 1 and Geometry content required)
   Science - 3 credits
   Social Studies- 2 credits **(US History and Government required. All students must pass the Constitution of the United States and the State of Illinois.)**
   Health - 1/2 credit
   Driver Education - ¼ credit
   Consumer Economics (Resource Management) - 1/2 credit
   Physical Education - 3 credits (see below for exemptions)
   Electives - Varies Depending on Year of Graduation
   Must pass both the Illinois and U.S. Constitution Tests

   26 Credits are required for graduation for the class of 2026
   25 Credits are required for graduation for the class of 2027
   24 Credits are required for graduation for the class of 2028/2029

   *Illinois will have a two-year world language graduation requirement beginning for students who enter ninth grade in the 2028-29 school year.

   **A student in grades 9-12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below.
   1. Ongoing participation in an interscholastic or extracurricular athletic program.
   2. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or 3. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

Free Application for Federal Student Aid (FAFSA) Graduation Requirement

- As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:
- File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid.

- File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application.
- Upon request, the school will provide a student and his or her parent or guardian any support or assistance necessary to comply with this requirement

Assistance with FAFSA Application

The following individual(s) has/have been designated by the school to assist senior students with questions related to the Free Application for Federal Student Aid (known as FAFSA) or to refer senior students to other appropriate resources.

The school offers a variety of services aimed at helping senior students complete FAFSA paperwork, including the opportunity to receive help during the school day in completing the student's portion of the FAFSA application.

Contact Person:

Mary Minor, Student Services Coordinator
Bluford Unit School District 318
901 6th Street
618-732-8242
mminor@blufordschools.org

3. Grades will be assigned using the following scales:

Grading Scale			Semester Grade Calculation (Example)
A	-	90-100	40% First quarter of the semester
B	-	80-89	40% Second quarter of the semester
C	-	70-79	20% semester exam
D	-	60-69	
F	-	0-59	

**Exception: Rend Lake College Dual Credit Classes will use the grading scale set by Rend Lake College.

4. Only academic subjects will be counted in computing grade point averages. Plus and minus attached to grade will not be counted.

A = 4 Points	C = 2 Points
B = 3 Points	D = 1 Point

4.1 Honors Classes are those courses which are dual credit as well as others defined by Administration.
4.2 Dual credit courses will be weighted.

5. Students who do not have the requirements to graduate will not be given a diploma or allowed to participate in graduation ceremonies.

6. Beginning with the Class of 2024, the Latin Honor system will be used to acknowledge student academic achievement. The Latin Honor system (Laude System) is used to acknowledge three tiers of accomplishment, namely: **cum laude** - "with honor", **magna cum laude** – "with great honor" and **summa cum laude** - "with highest honor." Webber High School will use grade point average cutoffs of 3.5, 3.71, and 3.9 *at the time of graduation* for each tier respectively. Graduating classes will receive recognition based on the following:

GPA 3.5 to 3.7 - 'Cum Laude'

GPA 3.71 to 3.89 - 'Magna Cum Laude'

GPA 3.9 and above - 'Summa Cum Laude'

All three tiers of honor recipients will be acknowledged in the graduation program, and students receiving the distinction of 'summa cum laude' will be named during the ceremony. Class rankings will still be made available to colleges and scholarship organizations.

Honor Roll - Bluford Unit School District 318

All courses will be counted in computing averages for the honor roll. Plus and minus attached to grades will not be counted.

A - 4 Points B - 3 Points C - 2 Points D - 1 Point

High Honors: 3.75 to 4.0 average in all major subjects.
Honors: 3.50 to 3.74 average in all major subjects.
Honorable Mention: 3.25 - 3.49

Driver Education

Students who qualify (by the number of credits) shall be allowed to enroll in Driver's Education. Scheduling will be determined by the student's birth date.

Dropping or Transferring of Classes

A high school student may drop or add classes during the first 3 days of a semester without penalty. A student that wants to drop a class or transfer to another class after the third day must complete a "Request to Drop or Transfer" form. This form requires the reason for the drop or transfer and the special permission of the parents, teacher, counselor, and principal.

Dual Credit Courses On Rend Lake College Campus

***Students who drop dual credit classes will not be refunded any fees.**

Eligibility for the Rend Lake Dual Credit Program:

To be eligible for the Rend Lake Dual Credit Program, students must meet the following requirements:

- Maintain a minimum cumulative GPA of 3.0 (semester prior to attending)
- Demonstrate consistent attendance and appropriate behavior.

Academic performance, behavior, and attendance will all be reviewed as part of the selection process. Meeting the minimum GPA does not guarantee acceptance.

Dual Credit Rend Lake College Rules and Regulations

Attendance
Students need to attend class every day and be on time. This is very important because of the amount of time that is required for each class period according to our governing body. Being enrolled in these classes on campus means filling a seat, possibly taking the opportunity away from someone else. Excused absences at the high school do not necessarily count on campus. College instructors are not responsible for a student's attendance–it is the responsibility of the student to attend class as scheduled. If an attendance issue arises, the student may be removed from the class and will not receive college credit.

Behavior
Unacceptable behavior will not be tolerated. The behavior of students will be monitored on a three strikes you're out basis. The first strike will consist of a verbal warning between the teacher and student. During the second strike, the teacher will verbally warn the student and contact the administrator, who will then contact the high school. If the conduct persists, the student will be removed from the class and will not receive college credit. Students who are removed will not be able to attend Rend Lake College for any additional dual credit courses. A severe behavior issue will result in immediate dismissal.

College Release Policy

Students who are granted release time to attend college classes are expected to leave campus promptly and report directly to their designated college course(s). Once a student leaves campus for college, they are not permitted to return to campus until the regular school day concludes, unless they have received prior approval from the school administration.

Unauthorized early return to campus may result in disciplinary action and/or a review of the student's college release privileges.

Transportation

Students are required to provide their own transportation to and from Rend Lake College, except in instances where the district is able to provide transportation.

Grades

To continue taking classes through Rend Lake College, students must earn a grade of C or higher in each course. While a grade of D may still count for high school credit, it will not receive college credit through Rend Lake. Additionally, students who receive a D will not be eligible to enroll in Rend Lake courses the following semester.

Students of Bluford Unit School District 318, who are participating in dual credit courses on the campus of Rend Lake College, are expected to abide by all rules, regulations, policies, and/or procedures outlined by Rend Lake College and BUSD. Students who violate the rules, regulations, policies, and/or procedures are subject to disciplinary actions by BUSD and/or Rend Lake College. All decisions made by Rend Lake College are final, and BUSD will uphold any and all decisions.

It is the student's responsibility to become familiar and abide by the rules, regulations, policies, and/or procedures outlined by Rend Lake College and BUSD. Rend Lake College Student Rights and Responsibilities Handbook can be found online at:

Student Handbook RLC

Work Based Learning Program (CO-OP)-Instructor will provide additional information as needed.

Exam Policy

All high school students are required to take semester exams unless exemptions are earned. A student may be exempt from taking semester exams if they have an "A" average with no more than 5 excused absences for that period or a "B" with no more than 3 excused absences for that period. Three tardies in any period results in taking the final exam. Students who have an unexcused absence in **ANY** class have to take **ALL** of the semester exams.

Students who are exempt may elect to take the exam to improve their grade, but it cannot lower their grade. Teachers are required to give semester exams in all classes, unless the

class is online. (ie. Spanish) Exams shall be scheduled during the last part of each semester. Students enrolled in Dual Credit classes must take semester exams if required by the course.

Students who have been suspended, ISS or OSS, ARE required to take semester exams. Students who **FAIL the quarter MUST** take the semester exam in the class they failed. Students who have an unexcused absence in **ANY** class have to take **ALL** of the semester exams.

CHAPTER 3

Student Fees and Meal Costs

Textbooks, Supplies, and Fees

**Fees for the 2026-2027 school year are waived for all students, except those fees incurred for Rend Lake College courses. High school students taking Rend Lake College Dual Credit Classes must pay $10 per class per semester for books and any lab fees that Rend Lake College may charge for.

ALL REND LAKE COLLEGE FEES MUST BE PAID IN FULL BEFORE THE FIRST CLASS BEGINS OR THE STUDENT WILL NOT BE ALLOWED TO ATTEND.

The fee for the 2026-27 school year has been waived.All rented books must be returned when the classes are completed. Students withdrawing from school must check in their books to the office on the day that they leave. Supplementary materials needed in some classes may be requested by the teacher. Library books and rented textbooks are the property of the school and must be kept in good condition. Damage done to textbooks or library books must be paid for those to whom they are charged.

Waiver of School Fees (Not applicable for 2026-2027)

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district due to the inability of their parents or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities.

Students attending Rend Lake College will be billed directly from Rend Lake College and fees must be paid prior to the start of the class to maintain enrollment.

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

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals programs;
2. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line;
3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

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

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

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process or an appeal of the District's decision to deny a fee waiver should be addressed to the Building Principal. Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

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

School Lunch Program

Lunch Provisions

Bluford Unit School District 318 will offer various options in an effort to assure students have an adequate lunch.

1. All students may go eat at the cafeteria for lunch. Students who choose the cafeteria option will need to sign up before school starts for lunch at a determined location. All students may also bring a lunch from home to be eaten at school.
2. School breakfasts and lunches are FREE for all students in the district for the 2024-2025 school year.
3. An extra milk is $0.35, an extra breakfast will cost $1.50, extra lunches will cost $2.55
4. BUSD #318 is a closed campus for lunch. Students are not allowed to leave school grounds during lunch without permission from administration.

5. Students should stand in line in an orderly fashion and wait their turn in the lunch line. Students should also remain in their seats after picking up their lunch until they are dismissed.

CHAPTER 4
Transportation and Parking

Bus Regulations

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

Bus Conduct

It is recommended that all riders, parents of riders, and teachers become familiar with the following regulations governing school bus riders.

1. Be on time at the designated school bus stop to help keep the bus on schedule.
2. Stay well off the roadway at all times while awaiting the arrival of the bus. No fighting or running after another student while waiting.
3. Be careful in approaching the place where the bus will stop. Do not move towards the bus until the bus has been brought to a complete stop. When entering the bus, use the handrail and move quickly to your seat.
4. Remain in the bus in the event of road emergency until instructions are given by the driver.
5. Do not leave your seat, stand up, or kneel in your seat while the bus is in motion.
6. Be alert to a danger signal from the driver. He/she is in complete command of the bus.
7. Keep your hands and arms inside the bus at all times after entering and until leaving the bus. Never throw things out the windows of the bus.
8. Remember that loud talking, laughing, or unnecessary confusion diverts the driver's attention and could result in a serious accident. No profanity should be used by a student or driver.
9. No smoking/vaping is allowed on the bus by any rider; including the driver or student-rider.
10. Be absolutely QUIET when approaching and crossing a railroad crossing stop.
11. Assist in keeping the bus safe and sanitary at all times. No eating or drinking is allowed on the bus.
12. Carry no animals or pets on the bus.
13. Keep books, packages, band instruments, athletic equipment, project materials and all other objects out of the aisles.
14. Be courteous to fellow students and especially to the bus driver.
15. Help look after the safety and comfort of smaller children.
16. Do not ask the driver to stop at places other than the regular bus stop. The driver is not permitted to do this except by proper authorization from a school official.

17. Observe safety precautions at all discharge points. When it is necessary to cross a two-lane highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross safely.
18. The same rules and regulations for safe riding practices should be observed on curricular or extracurricular activities under school sponsorship and practiced daily. Be respectful of all chaperones appointed by the school.
19. No vases, balloons or objects that can not fit inside a backpack are to be taken on the bus.
20. Bus misconduct could result in assigned detention and/or suspension from the bus.

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

Additional resources follow:

National Highway Traffic Safety Administration - School Bus Safety
https://one.nhtsa.gov/people/injury/buses/getting_to_school/schoolbus2.html

U.S. Department of Transportation - School Bus Safety Campaign Material
www.trafficsafetymarketing.gov/get-materials/school-bus-safety/evergreen-campaign-material

National Safety Council - Tips for a Safe Ride
www.nsc.org/home-safety/tools-resources/seasonal-safety/back-to-school/bus

Ill. State Police - School Bus Safety
https://isp.illinois.gov/StaticFiles/docs/TrafficResources/5-542.pdf

Ill. State Board of Education - School Bus Safety What Parents Should Know
www.isbe.net/Documents/bus_safety_parents.pdf

Ill. State Board of Education - Instructions To School Bus Riders
www.isbe.net/Documents/bus_ride_instruct.pdf

Ill. State Board of Education – School Bus Safety Guidance

www.isbe.net/Documents/Bus-Safety-Guidance-June-2025.pd

High School Parking and Motor Vehicles Regulations

High school students are permitted to drive motor vehicles to school under the following regulations.

1. Caution for the safety of pedestrians and other drivers is to be exercised at all times.
2. Cars driven to school by students must be parked in the school parking lot and not used during the school day unless the student driver is given permission by the principal to do so.

3. If leaving the parking lot when buses are present, drive with extra caution and watch for pedestrians.
4. Any students who fail to comply with student vehicle regulations shall have his or her driving privileges suspended by the principal.
5. Any student that attempts to evade the suspension of driving privileges may be subject to disciplinary consequences.
6. After the 5th tardy in a quarter, student driving privileges may be revoked until the end of the semester.
7. A student may have his or her driving privileges completely suspended or revoked for repeated violation of vehicle regulations. This suspension or revocation may be made by the principal until action can be taken by the Board of Education at their next regularly scheduled meeting.
8. Parking areas will be assigned to all students who will be driving to school.
9. The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.
10. Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.
11. Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.
12. Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

CHAPTER 5
Health and Safety

Immunization, Health, Eye & Dental Examination

Required Health Examinations and Immunizations

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

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

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

testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

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

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

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

Exemptions

A student will be exempted from the above requirements for:

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

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

Student Medication

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

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

Medication must be brought to school by the parent/guardian. Students cannot transport medication to and from school.

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.

Administration of Medical Cannabis

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

Undesignated Medications

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

If a parent/guardian wants to opt- out of the emergency use of undesignated medications, they must do so in writing to the Nurse's Office. Contact the Nurse for an opt-out form.

Emergency Aid to Students

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

Guidance & Counseling

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

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

Suicide and Depression Awareness and Prevention and Awareness

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

The school district maintains student and parent resources on suicide and depression awareness and prevention.
If you need assistance, help is also available from the following organizations:

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

Communicable Disease

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parents or guardians regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

CHAPTER 6
Discipline and Conduct

Discipline

The rules and standards set forth in this handbook apply 1) to conduct on school premises, on school buses, or involving school property, 2) to conduct off school premises which directly affects other students or the school, 3) and to conduct at school functions of any kind. Please note that this handbook does not define all types and aspects of student behavior.
One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole education structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration of other people.

The presence of a relatively large number of participants in a school environment makes necessary a code of conduct which enables everyone to realize the full benefits of school. Students are expected to conduct themselves in a manner which reflects respect for each other, their teachers, other staff members, and the school facilities. With an understanding of the purposes of discipline in a school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning, but develop the habit of self-restraint which will make you a better person.

In keeping with the philosophy and reason for discipline in the school, certain rules are necessary to maintain an orderly, beneficial learning atmosphere.

Dress Code and Student Appearance

Dress

Dressing or grooming in a manner which causes an interference with school work or which creates a classroom or school disruption is prohibited.

Improper appearance includes but is not limited to the following: sunglasses in class, apparel depicting, promoting, or advertising drugs, drug paraphernalia, alcohol, or tobacco, violent behavior, pornography, racial slurs, inappropriate images, or clothing which causes a distraction.

Additionally, clothing will meet the following requirements:

1. No spaghetti strap tops unless worn under a non-see-through cover-up shirt
2. Strapless tops, halter or side-halter tops are not permitted
3. Shirts will have a complete front and back
4. No pajama pants unless a dress up day
5. Shirts will be of sufficient length that it could be tucked into pants, although it is not required for the shirt to be worn tucked in. No midriff should be showing.
6. Shirts worn with cut-out sleeves will have entire side seams intact.
7. The length of shorts (dresses and skirts included) are considered appropriate when the bottom of the garments are no shorter than mid-thigh.
8. Any holes, cuts or tears in garments must be below mid-thigh and must not expose skin normally covered by undergarments.
9. Undergarments will not be visible.

10. Shoes will be worn at all times.
11. Hats are not allowed to be worn inside the school, except when in transition to an interscholastic baseball/softball game or an outdoor physical education class. Administration may make exceptions.
12. Blankets are not allowed at school or on the bus.
13. Large Winter Coats, backpacks, lunch bags, sling bags, fanny packs, and purses are not allowed in the classroom or to be carried during the school day. (light coats are permitted by discretion of the class/teacher)
14. Any item considered by the administration to be inappropriate, hazardous to the student or other students, or that is disruptive to the educational process is not allowed.
15. Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist. Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Students breaking the dress code will be required to correct the violation. Refusal may result in detention and/or suspension.

Student Behavior/Code of Conduct

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

1. Using, possessing, distributing, purchasing, selling or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
    - Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
    - Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
    - Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
    - Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.

- Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

1. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
2. Using or possessing an electronic paging device.
3. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: a) use of the device is provided in a student's individualized education program (IEP);
4. Sexting, which, for purposes of this procedure, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions, as defined in State law.

5. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
6. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
7. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
8. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
9. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
10. Engaging in teen dating violence.
11. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
12. Entering school property or a school facility without proper authorization.
13. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
14. Being absent without a recognized excuse.
15. Being involved with any public school fraternity, sorority, or secret society.
16. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
17. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
18. 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.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
21. More than one student in a restroom stall will result in disciplinary action.

22. Students who take pictures, videos, or audio recordings of school events or personnel can be subject to disciplinary consequences and, in some cases, police action.
23. Students are not allowed to visit the vending machines during class time.
24. Students are not allowed to cut or color hair at school or during school events.
25. Students are prohibited from performing piercings on themselves or others at school or school events.
26. The use of profanity or inappropriate language is prohibited on school grounds and at school-sponsored events.

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

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

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

Corridor Conduct

Proper corridor conduct is expected of each student. This means:

1. Each student is expected to be in his/her assigned classroom by the time the last bell rings in the morning and at each period throughout the day.
2. No running, throwing or dropping paper, loitering or blocking of traffic, or yelling in corridors.
3. Public display of affection is prohibited. This applies to all areas of the school. Hand holding may take place. Students should refrain from other bodily contact.
4. Students and teachers must understand that any teacher has authority and responsibility to maintain discipline in the hallways regardless of whether or not the student is enrolled in the teacher's class.
5. Students caught not picking up after themselves will be disciplined.

When and Where Conduct Rules Apply

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

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

Student Recourse on Discipline

The principal has been authorized to handle all matters pertaining to student discipline. The principal will notify parents in situations involving major discipline of a student. In the event a student feels that he/she has been treated unfairly or has been suspended for an unjust cause, he/she may ask for a hearing with the principal and those involved present at the hearing.

The principal will be involved in all cases involving student discipline. The proper chain of command for students with complaints to follow is teacher, principal, superintendent and board of education.

Disciplinary Measures

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges. For example, driving privileges, attending after-school events, field trips, etc.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension and all school activities.
7. After-school detention.
8. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
9. Suspension of bus riding privileges.
10. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.

11. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
12. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
13. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.
14. Removal from extra-curricular activities.
15. Social Suspension - Not being allowed to attend school functions (i.e. Prom, Homecoming, Graduation, etc.).

Students on social suspension will not be allowed to attend or participate in extracurricular activities; included but not limited to dances, athletic contests, club events, performances, etc. (Students may try out for extracurricular teams and organizations and may participate in practices during their social suspension, but will not be allowed to attend or participate in events or games.) Four or more days of Out of School Suspension will result in a student being placed on Permanent Social Suspension for the remainder of the school year.

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

* Severity Clause: A student may be placed on social suspension by administration if student action/behavior is deemed to be severe.

Disruptive Behavior

It is possible that a student would become disruptive to the educational process in the classroom. Section 10-20.14 of the School Code of Illinois maintains that teachers may remove students from classrooms for disruptive behavior. Procedures for teacher's removal of disruptive students are as follows:

1. Recognize the discipline problem in the classroom as serious enough to necessitate the removal of the disruptive student from class.
2. If the disruptive problem needs immediate attention, the teacher should instruct the disruptive student to go immediately to the office and be seated. The student is to remain in the office for the remainder of that period.
3. The disruptive student will be counseled with, and the teacher will be consulted to explain the disruption.
4. Any extended time removals, longer than the remainder of the period, of the student from the class would be determined by the administration, and the student would have the right to due process Student Appeal Procedure on Discipline as specified in the Student-Parent Handbook.

Detentions

Students could be assigned an after school detention(s) and/or lunch detention(s) upon teacher/administration discretion. Students assigned lunch detention will eat lunch in a designated area, with supervision, while also having their recess privileges revoked.

Rules For After School Detentions

1. A high school student should report to detention in a timely manner after the close of school. High school students will be dismissed from detention an hour after they reported in. A grade school student will immediately begin his/her detention after dismissal in the assigned location.
2. All students will receive a 24 hour school day notice in order to arrange transportation and/or work schedules. Practices, busing, and/or work does not excuse a student from detention.
3. Students should complete any detention assignments or have enough school related work to occupy them for the entire detention session.
4. Talking or communicating in any manner will not be permitted. Cell phones are to be turned off and out of sight until the completion of the detention.
5. Sleeping, putting feet on chairs or desks, or laying one's head on the desk is not permitted.
6. No food or drinks will be allowed in detention.
7. Students will be allowed to reschedule 1 detention per semester. Any others may only be rescheduled with administrative approval.
8. If a student misses a detention, the student will be assigned 1 additional detention for a total of two detentions.
9. If a student misses 3 detentions in a semester, an ISS may be issued.

Suspension Or Expulsion And Rights To Hearing

Students who are on Out-of-School Suspension (OSS) will be able to complete all work missed. Reinstatement following suspension may require the appearance of the parent and the suspended student in the principal's Office upon termination of the period of suspension. Any student who receives an Out-of-school Suspension will not be allowed to participate in any overnight or non-academic day trips during the remainder of the trimester. For every 3 detentions missed, an ISS will result.

Chapter 122, Section 10-22.6 of the Illinois Revised Statutes provides that students may be expelled for gross disobedience or misconduct, and further provides that students may be suspended for a period not to exceed ten (10) days pending review by the School Board.

1. The principal may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days if the student violates any of the rules set forth in or contemplated by this handbook. Any such suspension shall be reported immediately to the parents or guardian of such suspension and a notice of their rights to a review, a copy of which shall be given to the School Board.

2. If a student is to face disciplinary action, which could result in his/her expulsion from school for the balance of the semester or school year, he or she will be notified of this fact. Under policies, rules, and regulations adopted by the Board of Education, expulsion shall take place only after the parents have been requested to appear at a meeting of the board, or with a hearing officer appointed by it, to discuss their child's behavior. Such a request shall be made by registered or certified mail and shall state the time, place, and purpose of the meeting. The board, or a hearing officer appointed by it, at such a meeting shall state the reasons for dismissal and the date on which the expulsion is to become effective. If a hearing officer is appointed by the board, he/she shall report to the board at the meeting and the board may take such action thereon as it finds appropriate.

Suspension Policy For Special Education Students

1. Prior to the suspension of a Special Education student, the local 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.***
2. Such determination shall be made by the staff of the student's resident district and Franklin-Jefferson Special Education Co Op who are familiar with the student's handicapping condition and educational program in consultation with the staff of the district in which the misconduct occurred.
3. If the misconduct is the result of the student's handicapping condition he/she shall not be suspended 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.
4. The local district may suspend 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. A conference with the student's parents and appropriate staff from the resident school district and Franklin-Jefferson Special Education Co Op staff familiar with the student and his/her program shall be convened within five (5) school days of the suspension in order to re-evaluate the appropriateness of the student's program and to make alterations in the program as necessary.
5. Suspension of an individual student should not exceed individually or in aggregate ten (10) school days in a given school year. (Section 10.0 and (j) of the rules and regulations of the School Code.)
6. A special education student may be required to serve time in Crisis Classroom or closed campus in lieu of suspensions.
7. Franklin and Jefferson Counties Special Education District #801 offers a special education component to the program at the Safe School in Mt. Vernon. Attending the Safe School in lieu of suspension allows the student to continue his/her education without any interruption. The Safe School Special Education teacher shall follow the IEP in place during the "placement in lieu of suspension."

Expulsion Policy For 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. (Illinois School Code Section 10-22.6: Opinion of the Illinois Attorney General.)
2. An expulsion shall occur only after the student's parents have been afforded the right to a hearing before the school board of the district of residence or a hearing officer appointed by it. The parents shall be notified of the hearing by registered or certified mail and it shall state the time, place, and purpose of the hearing. (Illinois School Code, Section 10-22.6)
3. Prior to the expulsion of a special education student the local 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*** (hereinafter referred to as the Rules and Regulations). Such determination shall be made by the local district staff and with Franklin-Jefferson Special Education CoOp staff familiar with the student's handicapping condition and educational program in a conference with the student's parents. If the misconduct is not determined to be the result of the student's handicapping condition, the local school district staff shall, during the conference, propose alternative service to be provided if the student is subsequently expelled by the Board of Education. Any subsequent expulsion shall include the proposed alternative services. The student and the parents shall be advised of their rights to a due process hearing under the Rules and Regulations.
4. If the misconduct is the result of the student's handicap, he/she shall not be expelled. In such cases, the student's program shall be reviewed in a multi-disciplinary staff conference and if necessary, altered to reduce or eliminate the misconduct. Parental participation in this process shall be encouraged.

Isolated Time Out, Time Out and Physical Restraint

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

Corporal Punishment

Corporal punishment is prohibited in all circumstances. Corporal punishment is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim or set an

example for others. It includes slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as permitted by State law. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons Prohibition

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

1. A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
2. A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above.

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

Gang & Gang Activity Prohibited

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Students engaging in any gang-related activity will be subject to serious disciplinary actions, including possible suspension or expulsion from school.

Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting

shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

Prevention of and Response to Bullying, Intimidation, and Harassment

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

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

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

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

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including

without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes: (1) the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. (2) the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.-and (3) the posting or distribution of an unauthorized digital replica by electronic means if the posting of distribution creates any of the effects enumerated in the definition of bullying.

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

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

Complaint Managers:

Amanda Strohschein, GS Principal
901 6th Street
GS 618-732-8242
HS 618-732-8242

astrohschein@blufordschools.org

Jenny Allen, HS Principal
901 6th Street
GS 618-732-8242
HS 618-732-8242

jallen@blufordschools.org

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

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

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

Bullying, Intimidation and Harassment.

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

Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited

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

Examples of Prohibited Conduct

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

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

Making a Report or Complaint; Investigation Process

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

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

Federal and State Agencies

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

Prevention and Response Program

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

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;
3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and
6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

Sexual Harassment & Teen Dating Violence Prohibited

Harassment Prohibited

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying

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

Sexual Harassment Prohibited

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment when 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 or stalking as defined in District policy and federal law.

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

Teen Dating Violence Prohibited

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

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.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, a Complaint Manager, or any employee with whom the

student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Nondiscrimination Coordinator:

Dr. Adam Cross, Superintendent
Bluford Unit School District 318
901 6th Street
Bluford, IL 62814
GS 618-732-8242
across@blufordschools.org

Title IX Coordinator:

Amanda Strohschein, GS Principal
Bluford Grade School
901 6th Street
Bluford, IL 62814
618-732-8242
astrohschein@blufordschools.org

Complaint Managers:

Mary Minor, Student Services Coordinator
Bluford Unit School District 318
901 6th Street
618-732-8242
mminor@blufordschools.org

Jenny Allen, HS Principal
Webber High School
901 6th Street
618-732-8242
jallen@blufordschools.org

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

Investigation Process

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

Enforcement

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

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

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

Retaliation Prohibited

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

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

Field Trips

Teachers or sponsors of any school sponsored trip are responsible for making sure that all students know in advance all requirements for trip attendance. Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission.

Students must be passing classes to go on field trips.

Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.
- Not passing classes

Access to Student Social Networking Passwords & Websites

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

Student Use of Electronic Devices

Cell phones, smartwatches, and earbuds/listening devices are not allowed to be used during school hours. Once the school day begins, all electronic devices must be kept out of sight.

The use of electronic devices and other technology at school is a privilege, not a right. Students are also prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone,

audio or video recording device, personal digital assistant (PDA), ipod©, ipad©, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

Electronic Devices may only be used, if (a) permission is granted by an administrator (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

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

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

For the first offense a verbal warning from the office will be given to the student, and the cell phone or electronic device will be confiscated and not released back to the student until the end of the school day. The second offense and offenses after, the phone will be confiscated and taken to the office and after school detention will be given to the student. Students will be allowed to pick phones up at the end of the day.

Failure to Comply with Electronic Device Requests
If a student refuses to surrender their cell phone or electronic device when directed by school administration, the refusal will be considered insubordination, and will be subject to further disciplinary action.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination. Students who take pictures or videos of school events or personnel can be subject to disciplinary consequences and, in some cases, police action.

Parent and Student Teacher Compact

TITLE I SCHOOL-PARENT COMPACT (Bluford USD #318)

Bluford USD #318 and parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how school staff, parents, and students will share the responsibility for improved student academic achievement and the means by

which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

Bluford USD #318

Mission: *The mission of the district, in partnership with our communities, is to provide our students with unique educational experiences that prepare them for success in an everchanging Society.*
Vision: *To see all children reach their full and unique potential*

SCHOOL RESPONSIBILITIES

We, as educators and educational support personnel, will provide our students with unique educational experiences that prepare them for success in an ever changing society. To help each child reach their full and unique potential, we will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables our students to meet the State's student academic achievement standards.
- Curriculum scope and sequence documents are updated annually and posted on the district website (https://www.blufordschools.org/)
- District and school staff engage in professional development opportunities on a regular basis.

All Bluford BUSD #318 schools have a multi-tiered system to support both the academic and social-emotional needs of all students.

- Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.
- Provide parents with frequent reports on their child's progress.
- Provide parents reasonable access to staff.

PARENT RESPONSIBILITIES

We, as parents, will support our children's learning. To help them reach their full and unique potential, we will…

- Encourage and model positive behavior, showing respect and support for our children, the school, and school staff,
- Insist on excellent attendance and have our children at school on time,
- Regularly monitor our children's homework and grades,
- Maintain open, two-way communication between home and school,
- Attend school functions & Parent/Teacher conferences,
- Volunteer
- Participate, as appropriate, in decisions relating to our children's education.

STUDENT RESPONSIBILITIES

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. To reach our full and unique potential, we will Be a Pioneer:

PARENTS' RIGHT TO KNOW

In accordance with ESEA, school districts who receive Title I funds to support students' academic success are required to notify families they have the right to request, and receive in a timely manner, information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

- whether the student's teacher— has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- is teaching under emergency or other provisional status through which State qualification of licensing criteria have been waived; and
- is teaching in the field of discipline of the certification of the teacher.
- whether the child is provided services by paraprofessionals and, if so, their qualification.

In addition to the information stated above, parents of students in schools that receive funds under this part may request—

- Information on the level of achievement and academic growth of the student, if applicable and available, on each of the State academic assessments required under this part; and
- timely notice that the student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

CHAPTER 7

Internet, Technology & Publication

Acceptable Use of the District's Electronic Networks

All use of the District's electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

Students are not allowed to bring or utilize personal devices. The school provides the chromebooks for students to utilize.

Terms and Conditions

The term *electronic* networks includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

Overview

The Internet is an electronic communications network which provides vast, diverse and unique resources. Our goal in providing this service to teachers, staff, and ultimately students, is to promote educational excellence in Bluford Unit School District 318 by facilitating resource sharing, innovation, and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. There may be some material or individual communications which are not suitable for school-aged children. BUSD views information gathered from the Internet in the same manner as reference materials identified by the school. Specifically, BUSD supports resources that will enhance the learning environment with *directed guidance* from the faculty and staff. Exploration and manipulation of resources is encouraged. However, it is impossible to control all materials on a global network and an industrious user may discover inappropriate information.

At BUSD, student access to, and use of, the Internet will be available only through a student account and, as such, should be under teacher direction and monitored as any other classroom activity. **Supervision is required.** BUSD, however, cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals and policies of BUSD, since Internet access may be obtained outside of the school setting.

Guidelines

Internet access is coordinated through a complex association of government agencies and regional networks. The operation of the Internet relies heavily on the proper conduct of the users, who must adhere to strict guidelines. Internet access is a privilege, not a right. If a BUSD user violates any of the acceptable use provisions outlined in this document, his/her account may be terminated and future access may be denied. Some violations may also constitute a criminal offense and may result in legal action. Any user violating these provisions, applicable state and federal laws, or posted classroom and BUSD policies, is subject to loss of access privileges and any other BUSD disciplinary options.

1) Acceptable Use

- Must be in support of education and research consistent with BUSD policy
- Must be consistent with the rules appropriate to any network being used/accessed

2) Privileges

Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

3) Unacceptable Use

The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

- Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
- Using the electronic networks to engage in conduct prohibited by board policy;
- Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
- Unauthorized use of personal removable media devices (such as flash or thumb drives);
- Downloading of copyrighted material for other than personal use;
- Using the electronic networks for private financial or commercial gain;
- Wastefully using resources, such as file space;
- Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
- Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
- Using another user's account or password;
- Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
- Posting or sending material authored or created by another without his/her consent;
- Posting or sending anonymous messages;
- Creating or forwarding chain letters, spam, or other unsolicited messages;
- Using the electronic networks for commercial or private advertising;
- Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;

- Misrepresenting the user's identity or the identity of others; and
- Using the electronic networks while access privileges are suspended or revoked.
- Distribution of material protected by trade secret is prohibited
- Product advertisement or political lobbying is prohibited

4) Netiquette

The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not become abusive in messages to others.
- Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- Recognize that the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
- Do not use the networks in any way that would disrupt its use by other users.
- Consider all communications and information accessible via the electronic networks to be private property.

5) Security

- If you identify a security problem, notify a teacher or an administrator immediately
- Do not show or identify a security problem to others
- Do not reveal your account password or allow another person to use your account
- Do not use another individual's account
- Attempts to log on as another user may result in cancellation of privileges
- Any use identified as a security risk or having a history of problems with other computer systems may be denied access
- User must notify the BUSD system administrator of any change in account information
- Users may be occasionally required to update registration, password, and account information in order to continue Internet access.

6) Vandalism/Harassment

- Vandalism and/or harassment may result in the cancellation of the offending user's account and other disciplinary action.
- Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet or other networks. This includes, but is not limited to, creating and/or uploading computer viruses

- Harassment is defined as the persistent annoyance of another user or the interference in another user's work. This includes, but is not limited to, the sending of unwanted mail.

7) Penalties

Any user violating these provisions, applicable state and federal laws, or posted classroom and BUSD rules is subject to loss of network privileges and any other BUSD disciplinary options, including criminal prosecution. School and district administrators will make the final determination as to what constitutes unacceptable use and their decision is final.

8) No Warranties

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

9) Indemnification

By using the District's electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

10) Telephone Charges

The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

11) Copyright Web Publishing Rules

Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

- For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of public domain documents must be provided.
- The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may

provide the permission. The manager of the website displaying the material may not be considered a source of permission.
- The fair use rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- Student work may only be published if there is written permission from both the parent/guardian and student.

12) Use of Email

The District's email system, and its constituent software, hardware, and data files are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

- 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.
- Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet domain. This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- Use of the District's email system constitutes consent to these regulations.

13) Internet Safety

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in unacceptable uses, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

Bluford Unit School District 318 makes no warranties of any kind, whether expressed or implied, for the service it is providing. Bluford Unit School District 318 will not be responsible for any damages a user may suffer, including loss of data. The District will not be responsible for the accuracy or quality of information obtained through this Internet connection.

Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act

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

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

Access to Non-School Sponsored Publications

Non-School Sponsored Publications Accessed or Distributed On Campus

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;

2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;

3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and the Student Handbook;

4. Is reasonably viewed as promoting illegal drug use;

5. It is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or

6. Encourages or incites students to violate any Board policies.

Accessing or distributing on-campus includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Use of Artificial Intelligence

“Artificial intelligence” or “AI” is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator.

Students may use AI as authorized in their Individualized Education Program (IEP).Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

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

CHAPTER 8
Search and Seizure

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

Metal Detectors

For the safety and supervision of the campus, metal detectors may be located at all main entries into BUSD. In the event metal detectors are in place, all students/visitors are required to pass through metal detectors upon their arrival to school. If a student/visitor leaves campus or exits the building during the school day and returns, they are required to re-enter through the main entrance and pass through a metal detector. A refusal to pass through a metal detector could result in disciplinary action. Dense metal objects will be detected. Students and visitors are encouraged to remove items such as umbrellas, laptop computers, metal water bottles, and eyeglass cases prior to passing through the metal detector to ensure an efficient flow into the building. Students and/or visitors will be subjected to a search by administration if there is reasonable ground to conduct a search of one's belongings. The administration may request assistance from law enforcement officials to conduct searches. Metal detectors may be utilized during extracurricular activities and sporting events.

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.

CHAPTER 9

Extracurricular and Athletic Activities

Eligibility For Athletic or Extra-Curricular Participation

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

Clubs and Organizations: Students must pass all classes of school work per quarter to participate in any clubs or organizations. Students must adhere to no pass no play eligibility to participate in club field trips/club contests, etc.

Students must be in attendance for at least half of the school day in order to participate in an athletic event. To participate in a weekend event, a student must be in attendance for at least half of the school day on the Friday preceding the event. Exceptions may be made for absences that are pre-approved or excused through administrative approval. These may include, but are not limited to, medical appointments, funerals, college visits, or other circumstances deemed appropriate by school administration. Parents should contact coaches or school administrators prior to games if the circumstance is questionable.

Beta Club: A 3.40 grade point average must be achieved each quarter. If a student drops below this, they are put on probation. They must make a 3.40 on their report card by the end of the 2nd quarter after they dropped below this level or be subject to removal from the club. Any 3 quarters in a row below 3.40 will be automatically removed. New members each year must reach the 3.40 grade point average in one of the first two quarters of that year and then follow the above.

Clubs may require students to pay dues that have been board approved to participate in activities throughout the year.

Siblings of athletes will not be allowed to stay at school and wait while the other sibling has practice.

The principal of your school is responsible to see that only eligible students represent the school in interscholastic athletics. Any question concerning your athletic eligibility should be referred to your principal, who has a complete copy of all SIJHSAA and IHSA eligibility rules, including the Association's due process procedure. Only the SIJHSAA or IHSA Executive Director are authorized to make formal rulings on eligibility, so if your principal has questions or wishes assistance in answering your questions, the principal should contact the IJHSAA or IHSA Office.

Information contained here highlights only the most important features of the SIJHSAA and IHSA by-laws regarding interscholastic athletic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic athletics. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety.

You will lose eligibility for interscholastic athletics if you violate SIJHSAA or IHSA by-laws. Therefore, it is extremely important that you review this material with your parents, your coaches, your athletic director and your principal to thoroughly understand the SIJHSAA or IHSA eligibility by-laws and how they relate to you.

Requirements For Participation In Extracurricular Athletic Activities

Students must be in attendance for at least half of the school day in order to participate in an athletic event. To participate in a weekend event, a student must be in attendance for at least half of the school day on the Friday preceding the event. Exceptions may be made for absences that are pre-approved or excused through administrative approval. These may include, but are not limited to, medical appointments, funerals, college visits, or other circumstances deemed appropriate by school administration.

A student must have the following fully executed document on file with the school nurse before being allowed to participate in any extracurricular athletic activity.

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant good for 395 days.
2. Medical insurance
3. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
4. Performance enhancing drug form

5. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the

student and the student's parent/guardian agreeing to IHSA's Performance-Enhancing Substance Testing Program.

6. Signed documentation (Handbook) agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

Illinois High School Association

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

BUSD Eligibility Rules For Extracurriculars

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

1. Passing work in all academic courses weekly. Eligibility will be checked on the first day of the week for the current week of participation. A student failing any classes will be suspended from the sport or activity for **7** calendar days or until all academic requirements are met, whichever is longer.
2. The first incident of academic ineligibility in a season results in a one (1) week suspension. The second incident results in an academic review by the coach and a two (2) week suspension. A third incident results in the athlete being dropped from the team.
3. If a student fails a course for a semester, they are ineligible for the entire next semester unless they agree to the terms of an eligibility contract. A student must meet the IHSA standards of eligibility at all times to be able to compete. If a student violates the terms of the contract, they will immediately become ineligible for the remainder of the semester.
4. Distribution/association with or use of alcoholic beverages, tobacco and drugs are prohibited. If violation is observed by law enforcement or faculty, the team member will be suspended for the **REMAINDER OF THE SEASON UNLESS THEY ACCEPT PROBATION CONDITIONS OUTLINED BELOW:**

FIRST VIOLATION

A. 25% of the season game suspension. Suspension may carry over to the subsequent season depending on the number of games remaining at the time of suspension. (i.e., the next season in which the student participates) Extracurriculars that are not part of the IHSA or SIJHSAA will be handled by the activity sponsor.

B. Students can schedule with a qualified counselor a drug/alcohol evaluation and show proof of evaluation to the coach. Student must also follow up on recommendations of counselor,

SECOND VIOLATION—AFTER PROBATION PERIOD

A. A second offense, anytime during school career, results in suspension of 50% of the season. Suspension may carry over to the subsequent season depending on the number of games remaining at the time of suspension.

B. Follow the same counseling sequence as stated in First Violation.

THIRD VIOLATION

A. Immediate removal from all teams for the remainder of the high school career.

5. UNEXCUSED ABSENCE from practice/game results in SUSPENSION with the amount of suspension to be at the coach's discretion. ANY ABSENCE OTHER THAN INJURY, ILLNESS OR DEATH IN THE FAMILY IS UNEXCUSED, UNLESS CLEARED BY THE COACH.
   Out-of-School Suspensions are considered unexcused absences. Results of an In-School Suspension will be determined on an individual basis by the coach.
6. NO PROFANE LANGUAGE OR GESTURES are to be used at any time OR ANY DISPLAY OF UNSPORTSMANLIKE CONDUCT.
7. Players MUST comply with the by-laws governed by the SIJHSAA or IHSA.
8. No athletic practice will be allowed on Sundays.
9. There will be no athletic practice on Christmas Day, Thanksgiving Day, or New Year's Day, in the event of a school closure due to inclement weather, or other reasons as determined by district administration.
10. All athletic rules will be in force year round, including summer months.
11. Athletes must comply with any other team rules the coach establishes.

Travel

All students must travel to sporting events and activities and return home from such events with the team on which the student participates, by the use of school approved means of transportation. The teacher, sponsor or coach in charge of the sport or activity may allow a student's parent/guardian/grandparent to sign them out from the event, provided the parent/guardian/grandparent appears and accepts custody of the student.
Parents/guardians may also provide a dated, written notice granting permission for the

student to ride with another adult. Oral requests will not be honored and oral permissions are not valid.

Any student found to be in violation of this rule will be subject to discipline in accordance with the Extracurricular Athletic Code of Conduct.

Code of Conduct

This Code of Conduct applies to all school-sponsored activities that are neither part of an academic class nor otherwise carry credit or a grade. **This Code of Conduct will be enforced 365 days a year, 24 hours a day.**

This Code does not contain a complete list of inappropriate behaviors for students in extracurricular athletic activities. Violations will be treated cumulatively; with disciplinary penalties increasing with subsequent violations and a student may be excluded from sports or activities while the school is conducting an investigation regarding that student's conduct.

The student shall not:

1. Violate the school rules and district policies on student discipline;
2. Use a beverage containing alcohol (except for religious purposes);
3. Use tobacco or nicotine in any form, including vapes
4. Use, possess, buy, sell, barter, or distribute any illegal substance or look alike(including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. 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;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the activity or sport;
11. Behave in a manner that is detrimental to the good of the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff;
13. Falsify any information contained on any permit or permission form required by the activity or sport.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any physical or verbal act or conduct, including communications made in writing or

electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Behavioral Interventions

The Bluford Unit School District 318 employs behavioral interventions in a manner consistent with Public Act 87-1103 and Public Act 89-191, amending 105 ILCS 5/14-8.08. The Bluford Unit School District 318 in concert with State Law, emphasized "that when behavioral interventions are used, they be used in consideration of the pupil's physical freedom and social interaction and be administered in a manner that respects human dignity and personal privacy and that ensures a pupil's right to placement in the least restrictive educational environment."

Assessment, planning, supervision, documentation, and evaluation of behavioral interventions conducted by Bluford Unit School District 318 personnel support optimum student development and freedom from unnecessary restrictions. To this end, positive interventions that strengthen desirable behaviors are adopted to the maximum extent possible.

Restrictive approaches are used only for learner objectives judged to be essential and when positive approaches are demonstrated to be ineffective. Such procedures are used only following substantial consideration of less restrictive alternatives, potential benefits to the student and potential adverse effects. In any case, they are administered in a manner that respects the individual's dignity and personal privacy.

Due Process Procedures

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

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

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

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

A specified period of time or percentage of performances, activities or competitions; the remainder of the season or for the next season; or the remainder of the student's school career. Sanctions for alcohol and other drug violations, including tobacco, nicotine in any form, mood-altering or performance enhancing drugs, products composed purely of caffeine in a loose powdered form, paraphernalia or any other illegal substance, will be based on the following:

First violation

Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of one third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty will be reduced if the student is enrolled in a school-approved alcohol or drug counseling program.

Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one sixth of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter. The student will be required to practice with the group, regardless of the violation (unless suspended or expelled from school).

Second violation

Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To participate again in any extracurricular or athletic activity, the student must successfully participate in and complete a school-approved alcohol or drug counseling program and follow all recommendations from that program.

Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one third of the season and all extracurricular group performances, activities, or competitions during this period. The student may be required to practice with the group (unless suspended or expelled from school).

Third violation

Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension from extracurricular or athletic activities for the remainder of the student's school career.

Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one calendar year from the date

of the suspension, including all extracurricular and athletic activities during this period.

All students remain subject to the district's student discipline policy and/or the school's student handbook and the disciplinary measures listed in them.

Team Practices

Team practices will be scheduled with the Athletic Director.

Misbehavior During Contests

1. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.

2. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties. Such as being banned from attending any home activities.

3. Any other person(s) found to be in violation of the ethics of competition or principles of good sportsmanship may also be barred from interscholastic athletic contests.\

Use of Players

Participation for Grade School/Jr. High Sports Teams are limited to students in grades 5-8.
**In the event a Grade School/Jr. High Sports Team does not have enough student athletes to participate, the coach of that sport may submit a formal request to the athletic department to consider temporary approval of 4th grade students.
Participation for High School Sports Teams are limited to students in grades 9-12.
You may not appear at a contest in the uniform of your school while you are ineligible. This means that you may not dress or sit on the bench if you are not eligible to play. Also, you may not compete as an "exhibition" contestant if you are not eligible.

Modification of Athletic or Team Uniform

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

Student Athlete Concussions and Head Injuries

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition.
A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

CHAPTER 10
Special Education

Education of Children with Disabilities

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

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

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

For further information, please contact the building principal.

PUNS (Prioritization of Urgency of Need for Services)

Database Information for Students and Parents or Guardians

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

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

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

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

For assistance, contact the building principal.

Related Service Logs

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

CHAPTER 11
Student Records & Privacy

Student Privacy Protections

Surveys

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

Surveys by Third Parties

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

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

Surveys Requesting Personal Information

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.

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

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

Parents/guardians have the right to inspect any instructional materials used as a part of their child's educational curriculum pursuant to Board of Education policy 7:15, *Students and Family Privacy Rights.*

Parents/guardians, employees, and community members who believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy may file a complaint using Board policy 2:260, *Uniform Grievance Procedure*.

Parents/guardians, employees, and community members with other suggestions or complaints about curriculum, instructional materials, or programs should complete a *Curriculum Objection Form*. A parent/guardian may request that their child be exempt from using a particular instructional material or program by completing a *Curriculum Objective Form*. The Superintendent or designee shall establish criteria for the review of objections and inform the parent/guardian, employee, or community member, as applicable, of the District's decision.

Prohibition on Selling or Marketing Students' Personal Information

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

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

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.

3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

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

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

The school expects to administer the following surveys that request personal student information on the following approximate dates:

5 Essentials Survey: Spring

A complete copy of the District's Student and Family Privacy Rights policy may be obtained from the Superintendent's office or accessed on the District's website.

Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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

1. **The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.** The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she

wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected.

2. **The right to have one or more scores received on college entrance examinations included on the student's academic transcript.** Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.
3. **The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.** A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
4. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.** Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

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

opportunity to inspect, copy, and challenge such records.

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

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district,[2] any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons;to the Ill. Department of Human Services (DHS) for the sole purpose of assessing or evaluating the student's eligibility for Medicaid waiver benefits consistent with the rules adopted by the DHS; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. **The right to a copy of any school student record proposed to be destroyed or deleted.** The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.
6. **The right to prohibit the release of directory information.** Throughout the school year, the District may release directory information regarding students, limited to:
    - Name
    - Address
    - Grade level
    - Birth date and place
    - Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
    - Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
    - Academic awards, degrees, and honors
    - Information in relation to school-sponsored activities, organizations, and athletics
    - Major field of study
    - Period of attendance in school

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

7. **The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.** Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.
8. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
9. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.The name and address of the Office that administers FERPA is:**

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington DC 20202-8520

Student Biometric Information

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

Military Recruiters & Institutions of Higher Learning [HS]

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

CHAPTER 12

Parental Right Notifications

Standardized Testing

Students and parents/guardians should be aware that students in grades 3 through 8, freshman, sophomores, and juniors in high school will take state standardized tests. The iReady local standardized tests will be given to all students in grades K-8 three (3) times

per year. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

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

Homeless Child's Right to Education

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public preschool education. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law. The superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.
A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

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

English Learners

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

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

For questions related to this program or to express input in the school's English Learners program, contact the building principal.

School Visitation Rights

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

Pesticide Application Notice

Structural and landscape pests can pose significant hazards to people, property, and the environment. Pesticides can also pose hazards to people, property and the environment. It is therefore the policy of the BUSD Board of Education to incorporate pest control management procedures for control of structural and landscape pests.

BUSD has designated a reputable pest control company to spray for pests inside and/or outside the school on a regular basis. The pesticide used is not harmful to students or employees. The application of the pesticide is always before or after school on a designated day set forth by the administration and the pest control company.

Mandated Reporter

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

Sex Offender Notification Law

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

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

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

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

Sex Offender & Violent Offender Community Notification Laws

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Illinois Department of State Police (ISP) website. The ISP website contains the following:

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

Chapter 13
Miscellaneous Information

Care of School Buildings

It is the desire of the Board of Education to give students and teachers the best possible equipment and facilities so that a good school program may be conducted.

Because the school building and grounds are the pride of the community, the cooperation of all who are a part of the school is needed. It is the mark of a good school citizen to do just a little more than his or her share in helping to care for school property.

Street shoes should not be worn on the gym floor. Another example is keeping the classroom floors clean by picking up trash, books, pencils, etc.

Fundraisers, Overnight Trips, and Senior Trips For High School Students

Students should participate in each fundraising activity and turn in required money two (2) weeks after completion of the fundraiser.

Students must demonstrate the following eligibility:

1. Students cannot have any Out-of-School Suspensions during the year of the trip.
2. The number of unexcused absences cannot exceed 6.
3. Students must be passing all classes to attend field trips.
4. During the trip, students must follow the same rules as at school.
5. Sponsors and administrators make all necessary decisions during the trip concerning student offenses.
6. Sponsors and administrators will screen student records prior to the trip regarding unexcused absences, and suspensions, as well as eligibility.
7. Any student that is unlikely to graduate because of a deficiency in credits will be not able to participate in the Senior Class Trip.
8. There will be no overnight senior trips.

Asbestos Notice

In accordance with federal and state laws, Bluford Unit School District 318 has been inspected to determine the location and condition of asbestos-containing materials and has developed an asbestos management plan to remove, repair, or maintain asbestos-containing material as needed to protect the health of the students and staff members. A copy of the district's management plan is available for inspection. Questions concerning the asbestos management plan should be directed to the administration.

Parental Responsibility Policy

The parents or legal guardians of a Bluford Unit School District 318 student shall be financially responsible in accordance with current State Law for personal injury and property damages caused by the willful and malicious acts of the student. The Bluford Unit School District 318 District shall, when deemed necessary, seek recovery of damages under the Illinois Parental Responsibilities Law, Chapter 70, Section 56 of the Illinois Revised Statutes.

Playground/Recess

It is the school's policy that students will be outside for recess unless it is determined to be too frigid. The wind chill will be a factor when determining whether or not recess will be outside or inside.

Weather permitting, all students will go outside and participate in recess each day unless a doctor's note is received stating the student cannot be outside and/or cannot participate at recess. If a student has make-up work, it is his/her teacher's discretion to keep the student in from recess to complete the work.

Students are expected to act appropriate and use the equipment the way it should be used. If students misuse the equipment or act inappropriately, they will be disciplined.

School Lockers

Students are co-tenants with the school, and the administration has the right to search periodically for anything that could be dangerous to the health and safety of our students. Bookbags/oversized handbags should remain in lockers during the school day.

Students are forbidden to be in possession of contraband or weapons on the property of Bluford Unit School District 318. Bluford Unit School District 318 Board of Education delegates the authority to the administrators to search any student which they feel may be in possession of materials or substances which would be harmful or dangerous to the staff and student body.

Early Release For Seniors

Senior students who are on track to meet all graduation requirements may be eligible for Early Release during the final period of the school day. Early Release is a privilege, not a right, and is subject to the following guidelines:

- Students must have parent/guardian permission on file, regardless of age.
- Students must maintain good academic standing and satisfactory attendance.
- Students are expected to leave campus immediately after their last scheduled class.
- Students may not remain on campus without administrative approval.
- Early Release privileges may be revoked at any time due to academic, attendance, or disciplinary concerns.

Eligible seniors must complete an Early Release application and receive administrative approval before the schedule change takes effect.

Student Insurance

BUSD only offers optional purchase student insurance. If you are interested, please contact the district office at (618) 732-8242.

TeacherEase

Teacherease is a student data entry system, which parents can access to have up-to-date information regarding their children's education. All parents are encouraged to provide the school's office with an email address, which will allow parents to set up a Teacherease account.

Use Of The Telephone
Students will not be called out of class for telephone calls unless it is an emergency. Permission to use the phone must be secured from the office.

Parent and Family Engagement Policy (Located on District Website)

Student & Parent/Guardian Handbook Acknowledgement

We acknowledge that we have received and read the **Student Handbook** for the current school year. We understand that the handbook contains important information about school policies, procedures, expectations, and student conduct.

By signing below, we agree to comply with the rules, regulations, and standards outlined in the handbook. We understand that failure to follow these policies may result in disciplinary action in accordance with school guidelines.

We also understand that the handbook is not an exhaustive statement of all policies and that the school reserves the right to amend, update, or revise policies as necessary. Any updates will be communicated by the school.

Student Information

Student Name (Print): _____

Student Signature: _____
Date: _____

Parent / Guardian Information

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____
Date: _____