

## ENROLLING YOUR STUDENT

### REGISTRATION

Registration for **returning students** is held in the spring of each year. Registration materials are sent home with all students. A date in April is scheduled to register incoming kindergarten students. Bus routes and classroom assignments are mailed home before the new school year. At other times of the year, you may call the school office to determine how to register for school.

**Illinois law requires children to be five years old by September 1<sup>st</sup> to be eligible for kindergarten.**

Students enrolling in the district for the first time must present:

- Certified copy of his/her birth certificate
- Proof of Residence (minimum of three (3) legal documents)
- Proof of disease immunization or detection and the required physical examination
- Proof of parental custody (per divorce decree)

### PROOF OF RESIDENCY REQUIREMENT

You will be asked to show proof of residency when you register for school each year. All students enrolled in the Big Hollow District 38 must be legal residents of the District. Legal residency within the District requires that a student and his/her parent/legal guardian must be residing within the District's boundaries. Establishing a residence within the district with the primary intent to enroll the child(ren) in the education program does not constitute residency for enrollment in the school program nor does ownership of property within the District constitute residency for enrollment in the school program.

Registration of a student who is not a legal resident is illegal. Students who are found to be illegally registered will be immediately removed from all educational programs. The person(s) who were responsible for illegally enrolling the student(s) are liable for the tuition charges covering the period of illegal enrollment. The District will pursue payment through available legal resources.

Registration cannot proceed until residency has been verified. To verify proof of residence within the geographic boundaries of Big Hollow School District 38 for new students, acceptable documentation must include some or all of the listed items. However, if there is reason to believe a student's residency is in question, further documentation may be requested.

**For Homeowners:**

Current mortgage statement

Current (within 60 days) utility bill (gas, water, or electric) Please Note: cell phone bills, cable bills or bank statements are not acceptable

Current property tax bill

Current homeowner insurance policy (not bill)

Original closing statement not more than 60 days old

**For Rental Property Residents:**

Original Lease indicating the parent/guardian's name - length of lease must be indicated

Landlord Verification (if lease is not available)

Current Renters Insurance Policy

Current utility bill (gas, water or electric) Please Note: cell phone bills, cable bills or bank statements are not acceptable.

If the student is not residing with the parents, the responsible adult must complete the **Certification of Legal Responsibility** form. If you are residing with a family member and all forms of legal residency are in their names, the district resident must complete a **Property Owner Verification** form. It will also be necessary for the district resident to provide the above listed proofs of residency.

FEES

All students shall be annually assessed a registration fee which shall be established and approved by the Board of Education.

A separate waiver form must be completed each year to qualify for a fee reduction or waiver. Waiver application forms may be obtained from the school building office. Completed application forms shall be submitted by the parents or guardians to the school building office within two weeks after requesting the form.

The business office shall be responsible for processing requests for waivers of school fees. Should a request be denied, the parents will be notified within 14 days. The decision shall state the reason for the denial and shall inform the parents of their right of appeal, including the process and timelines for that action.

An appeal must be filed with the Superintendent within 14 days of receiving a denial. The Superintendent shall inform parents of his decision within 30 days. If the appeal is denied the Superintendent shall mail a copy of his decision to the parent, including the reasons for the denial.

Unpaid fees and fines may result in lost privileges.

## STUDENT PLACEMENT

The school may implement formal or informal testing and information data from the student's cumulative record, parent(s) and former teacher(s) as deemed necessary to determine appropriate grade level placement.

## **VISITING OUR SCHOOLS**

All exterior doors, except the main entrance to our buildings, are locked during the school day. The main entrance doors allow public access to the building only through authorization from the office. All visitors are required to check in at the main office. Each visitor will be required to provide state issued identification and statement of purpose of visit. The district will utilize software to search sex offender databases before visitors are allowed in the buildings. All approved visitors will receive a visitor's badge. The visitor's badge must be worn at all times during the school visit. Guest students are generally not approved; a request of this nature must be directed to the building principal.

Please be aware the schools utilize video surveillance equipment. Students, staff and visitors will be recorded both inside and outside of our facilities.

You are encouraged to make an appointment with your child's teacher if you have a concern. A note, e-mail or a phone call can usually handle ordinary situations and simple questions. The teacher will be happy to schedule a parent conference if necessary. Parent conferences must be arranged ahead of time. Parents are always welcome to observe a class. Please make an appointment with your child's teacher prior to the visitation.

<p style="text-align: center;"><b>VISITORS CONDUCT ON SCHOOL PROPERTY</b> <b>BOARD OF EDUCATION POLICY 8:30</b></p>
---

For purposes of this policy, "school property" means school buildings, vehicles used for school purposes, any location during a school athletic and other school-sponsored event, school grounds and bus stop locations.

Visitors are welcome on school property, provided their presence will not be disruptive. All visitors must initially report to the building office. Any person wishing to confer with a staff member must contact that person to make an appointment. Conferences with teachers are not conducted during instruction hours.

The School District expects mutual respect, civility, and orderly conduct among all individuals on school property and at school events. No person on school property or at school events shall:

1. Injure, threaten, harass, or intimidate a district employee, volunteer, a School Board member, sport official or coach, or any other person;
2. Damage or threaten to damage another's property;

3. Damage or deface School District property;
4. Violate any Illinois law, or village or county ordinance;
5. Smoke or possess tobacco products;
6. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs;
7. Possess dangerous devices or weapons;
8. Impede, delay, disrupt or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
9. Enter the school premises at any time for purposes other than those that are lawful and authorized by the School Board;
10. 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;
11. Engage in activities such as unauthorized bicycling, roller-blading, roller-skating, or skateboarding; or
12. Violate other District policies or regulations, or an authorized District employee's directive.

#### Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property, or loitering within 500 feet of school property, when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and the parent/guardian is: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion and notifies the building principal of his or her presence at the school, or
2. Has permission to be present from the School Board, superintendent or superintendent's designee. If permission is granted, the superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the superintendent, or his/her designee who is a certified employee, shall supervise a child sex offender whenever the offender is on school district property.

#### Enforcement

Staff members may request identification from any person on school grounds or in school buildings; refusal to provide such information is a violation of district policy. The building principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

As circumstances warrant, the District's administrators shall take appropriate action to enforce this policy. Violations will be handled as follows:

- Anyone observing a person violating this policy shall notify the building principal who shall take appropriate action.

- Anyone observing a parent/guardian or other person violating this policy shall immediately notify the building principal or designee. The principal or designee will request that the person cease the prohibited behavior. The building principal shall request that the person immediately leave the school property and may contact law enforcement, if appropriate.
- If a child sex offender violates this policy, school officials shall immediately contact law enforcement authorities.

**ACCOMMODATION FOR INDIVIDUALS WITH DISABILITIES**  
 Board of Education Policy 8:70

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities on an equal basis to those without disabilities and will not be subject to illegal discrimination. Where necessary the District may provide to persons with disabilities separate different aids, benefits, or services from, but as effective as, those provided to others.

The District will provide auxiliary aids and services where necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program or activity.

Each service, program, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities

The superintendent is designated the Americans With Disabilities Act, Title II Coordinator.

Individuals with disabilities should notify the superintendent or building principal if they have a condition which will require special assistance or services and, if so, what services are required. This notification should occur prior to the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the superintendent, as the Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure. The District’s current Complaint Managers for the Uniform Grievance Procedure are:

Complaint Managers:		
Name	Ron Pazanin	Christine Arndt_
Address	33315 N. Fish Lake Rd.	33335 N. Fish Lake Rd.
Telephone No.	847-740-1490	847-740-5320

## STUDENT ATTENDANCE

### CALL – IN ATTENDANCE PROCEDURES

Pursuant to the Illinois School Code, Section 26-1, children are to be in attendance at school every day unless they are ill, observing a religious holiday or have a death in the family.

It is the responsibility of the parents/guardians to ensure that their child is in school. Any child that is absent from school without an excuse is considered truant according to law. The school is required to report chronic truants to the Lake County Project Pass Agency for further action. If absence is due to any communicable disease, please notify the school.

1. Parent/guardians must call their child's school to report their child absent by 8:15 a.m. for middle school students and by 9:00 a.m. for primary and elementary school students. The Primary School telephone number is 847-740-5320; the Elementary and Middle Schools number is 847-740-1490. There is a 24-hour voice mail system for your use in reporting absences.
2. If you do not report your child's absence, the school must make a reasonable attempt to contact the parent/guardian to confirm the child's absence.

District 38 requires a doctor's note after a prolonged absence (generally 3 or more days). District 38 requires a doctor's note due to illness or symptoms of a contagious nature.

When a child is late for school, that student is considered tardy. The tardy student (and parent) must stop at the office, be signed in by the parent/guardian, and get a pass before going to class.

### ATTENDANCE GUIDELINES

Illinois State Board of Education Rules are utilized in determining whether a student is absent a full or half day.

Absences and tardies may be **excused or unexcused** depending on specific individual circumstances.

**Excused** absences or tardies are given to students who are late to or absent from school because of unavoidable emergencies or professional medical appointments. A written note from the parent or doctor with the reason for the tardy is necessary to be given an **excused tardy**.

**Unexcused** tardies are given to students who are late to school without valid cause.

### CHRONIC TRUANCY

District 38 considers a student to be a chronic truant who is absent without valid causes for 10% or more of the previous 180 regular attendance days, per Section 26-2a of the Illinois School Code.

In keeping with Section 26-12 of the Illinois School Code, District 38 will take no punitive action, such as out-of-school suspensions, expulsion, or court action against chronic truants for such truancy unless Resources and Support Services have been offered to the student, parents, or guardians.

District 38 will refer chronic truants to the Lake County Education Service Region in accordance with current procedures established by the Lake County Regional Office of Education.

### SCHOOL ATTENDANCE ON RELIGIOUS HOLIDAYS

A student who is unable, because of the observance of a religious holiday, to attend classes on a particular day or days shall be excused from any examination and any study or work assignments on those days and will be given the reasonable opportunity to make up any necessary assignments or examinations. If your child will be absent from school for the purpose of a religious holiday, please notify the school office three (3) days in advance. (Board Policy 7:80)

### REQUEST FOR HOMEWORK DUE TO ABSENCES – ILLNESS

Parents may request homework when they notify the school office their child will be absent. The request for homework must be made before 9:00 A.M. on the day of the absent. The homework will be available in the school office. Homework will not be sent home with other children. Under general circumstances, children will be given one day to make up homework for every day missed as long as the absence is not immediately preceding the end of the grading period.

### Vacations

Per the Illinois School code, removing a child from school for the purpose of taking a family vacation is not a “valid cause” for absence. Therefore, teachers will not be responsible for preparing assignments prior to the vacation, and all make-up work must be completed within five (5) school days of the student’s return.

### STAYING IN ON OUTSIDE RECESS DAYS

Students who have recess will be sent outside, weather permitting, unless they provide a doctor’s note. Should your child’s physician require that your child be excused from any school activity (P.E., band, music, etc.), a note is required from your physician.

## EDUCATION OF HOMELESS CHILDREN

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. A “homeless child” is defined by the McKinney Homeless Assistance Act and State law.

A homeless child may attend the District school that the child attended when permanently housed or which the child was last enrolled.

Whenever a child and his/her parent(s)/guardian(s) who initially share the housing of another person due to loss of housing, economic hardship, or similar condition continue to share the housing, the Liaison of Homeless Children (Christine Arndt, 847-740-5320) shall, after 18 months conduct a review as to whether such conditions continue to exist in accordance with State law. (Board Policy 6:140)

<p style="text-align: center;"><b>STUDENT TRANSFERS</b> <b>Board of Education Policy 7:50</b></p>
---

### Transferring In

A student seeking admission to a District school must meet all residencies, age, health examination, immunization, and other eligibility prerequisites as mandated by State law. A student must also present a completed “good standing form” from the school from which the student is transferring.

If a transferring-in student was suspended or expelled from any Illinois public school, he or she shall not attend class until having served the entire period of such disciplinary action.

The building principal or designee shall make the class or grade level assignment, with input from other appropriate personnel when needed, and may accept or reject the transferring school’s recommendations.

The District will request the records from the transferring school.

### Transferring Out

Parents/guardians of a student transferring from the District should give the building principal written notification of their intent, pay outstanding fees or fines, sign a release form, and return all school-owned property.

The building principal shall complete a status form for any student transferring from the District. Within 10 days of a transfer notification, the building principal shall send to the District in which the student will or has enrolled, a completed status form, an official record of the student’s grades, and remainder of the student’s school records. If a transferring student was suspended or expelled for any of the reasons listed previously in this policy, and the period of suspension or expulsion has not expired at the time the student attempts to transfer into another public school, any school student records

required to be transferred shall include the date and duration of the suspension or expulsion. Within 10 days after the student has paid all outstanding fines and fees, the building principal shall mail an official transcript of the student's scholastic records.

## **GENERAL INFORMATION**

### **SIGN-IN/SIGN-OUT PROCEDURES**

A parent/guardian is requested to write a note if his/her child needs to leave school early. The note should state the time, date, and reason. It is **mandatory** that a parent/guardian come into the office to sign out his/her student if it is deemed necessary to leave school early. If anyone other than the authorized parent/guardian is to sign a student out, please inform the office. These precautions are taken to ensure the safety of our students. Individuals may be required to show a picture ID when picking up a student.

### **CLOSED CAMPUS POLICY**

In order to maintain maximum safety and accountability of students, the school district site is a closed campus. Once a student arrives on school grounds, he/she may not leave without permission. Students are also expected to remain on campus after school until properly picked up or the parent has notified the school district of appropriate alternative arrangements. Once a student (walker) leaves the building from an after school activity, he/she may not return to the building.

### **SEX OFFENDER REGISTRY**

Parents can access this information on the Illinois State Police website at [www.isp.state.il.us](http://www.isp.state.il.us).

### **STUDENT DRESS AND APPEARANCE**

Our schools strive to maintain an atmosphere conducive to learning. We ask that families cooperate with us to develop respect for the learning environment. Students are prohibited from wearing clothes, jewelry, or attire, which, in the opinion of school authority is contrary to acceptable health and safety standards or may disrupt the educational process or learning atmosphere. **Students may not** wear beachwear, bare midriff shirts, shirts with inappropriate straps, short shorts, baggy pants which droop down, long pants which drag on the ground, halters, tube tops, transparent clothing, pajamas or extremely low hip-huggers to classes. Skirts and shorts must be of an appropriate length.

In all cases, a school administrator will make final determination as to appropriateness of dress. If a student is determined to be wearing clothing of unacceptable nature, the student will be provided alternative clothing to wear while in school. Repeated violation of clothing guidelines will result in appropriate progressive discipline action.

### SCHOOL ACTIVITIES

In order to participate in school activities, students must be in attendance, or checked into the school office no later than 11:45 a.m. on the day of the activity. Special requests may be honored by contacting the administration. In addition, students who are isolated or suspended for disciplinary reasons may not be eligible to participate in specific school activities. Depending on the nature of the situation, a student may be ineligible to participate for an extended amount of time.

### END OF YEAR ACTIVITIES

There are a number of “end of school year activities” that are considered a privilege and not a right. As the year progresses, we want to ensure that all students are putting forth their best effort. **Students must perform both academically and behaviorally** in order to participate in activities such as academic field trips, end of year field trips, class picnics and “reward” days.

### PARENTAL CONSENT TO SURVEY STUDENTS WHO ARE IN FEDERALLY FUNDED PROGRAMS

In accordance with federal law, students who participate in federally-funded programs are not required to divulge in a survey, analysis, or evaluation, without prior written consent of their parents or guardians, information which reveals the students’: (1) political affiliations; (2) embarrassing mental or psychological problems; (3) sex behavior and attitudes; (4) illegal, antisocial, self-incriminating and demeaning behavior; (5) critical appraisals of family members; (6) privileged relationships such as those involving lawyers, physicians, and clergy; and (7) income (other than as required to determine eligibility for participation in a specifically identified program or for financial assistance).

### STUDENT ALLERGIES – BIRTHDAYS AND CLASS TREATS

We encourage parents to provide non-edible treats. In recognition of students with food allergies, and cognizant of food safety, all edible items provided for group consumption (parties, birthday, etc.) must be store bought and include the ingredient list. An attempt will be made to contact the parents of students with reported food allergies if the teacher is made aware of a class treat. The parent can come to school to review the ingredients.

It is possible that further restrictions could be placed on individual classrooms on an as needed basis. We ask your cooperation when dealing with these important medical considerations.

Please make advanced arrangements with the teacher so that the treat distribution can be done at a convenient time in the educational setting. We prefer treats in child size portions and ready to be distributed. Please provide whatever is needed to serve the treat, including napkins. The distribution of birthday party invitations is not allowed at school unless all students in the classroom are invited.

### FLOWER/BALLOON DELIVERIES TO STUDENTS

Students are not allowed to carry flowers, balloons, etc. around with them during the school day. If flowers are delivered in glass containers, they cannot be carried on the bus. Balloons cannot be carried on the bus. Arrangements need to be made to have them picked up by an adult after school.

### MESSAGES TO STUDENTS

Students who are ill, or must call home at the request of a teacher, may use the phone at the discretion of the staff. Students wishing to make phone calls for other reasons (forgot lunch, books, homework, must stay after-school, etc.) will be required to use a classroom phone. In order to minimize class interruptions, personal messages to students from parent(s)/guardians(s) must be deemed an emergency by the building principal prior to any message being delivered.

### PERSONAL PROPERTY

Whenever possible, personal property should be marked with permanent ink or by using a label. Coats, jackets, notebooks, gym shoes and physical education outfits are to be marked with the student's name. Lost or misplaced articles are more likely to be returned to the proper person if they are clearly marked.

The school district does not have insurance coverage for lost or stolen items. Items not to be brought to school by students include: large amounts of money, expensive jewelry, laser pens/pointers, toys, cameras, radios, walkmans, I-pods, CD players, computer games, baseball collectors cards, comic books, etc.

### CELLULAR PHONES

Cellular telephones may be brought to school but must remain turned off in lockers/backpacks during school hours. They also must be turned off and not used on school buses. Students who are found in possession of or using a cellular telephone during school hours will have the phone confiscated. Phones will not be returned to the students. Parents will be required to retrieve the phone from the school office. The District is not responsible for the theft, loss, damage, or charges incurred while such electronic communication devices are on school property or during school-related activities and functions.

### EMERGENCY CLOSING OF SCHOOLS

Emergency closing information will be available after 6:00 a.m. by dialing 847-740-1490. Information should also be available on all the radio or TV stations listed below:

Radio Stations – WKRS (AM) 1220; WGN (AM) 720; WBBM (AM) 780  
TV Stations – CBS 2, NBC 5, ABC 7, WGN 9, FOX 32, CLTV/53

Emergency closing information is also posted on the district web site:

[www.bighollow.us](http://www.bighollow.us)

Special education students transported by Durham Bus Company to out-of-district schools will not be transported on the days District 38 schools are closed.

### **EMERGENCY CONTACT INFORMATION**

**Please notify us when emergency and/or work numbers change. It is crucial that the school office is able to contact you, or another adult designated by you, in the event of an emergency.**

## **STUDENT PERFORMANCE AND ASSESSMENT**

### **PROGRESS REPORTS**

All students in grades K-8 are issued Progress Reports (report cards) four times a year. Conferences are held in conjunction with the issuing of the progress reports in November and as needed during rest of the school year. Parents are required to sign the report card envelope and return it to school.

In addition to the quarterly progress reports, middle school students are issued Midterm Notice Reports. The midterm reports occur approximately four weeks into each quarter and act as a snapshot of achievement. This timeframe allows for conference time if requested and intervention if needed. Midterm Reports must be signed by a parent/guardian and returned to school.

You are encouraged to communicate with your child's teacher if you have a concern. A note, e-mail or phone call can usually handle ordinary situations and simple questions. The teacher will schedule a parent conference if necessary. Parent conferences must be arranged at a mutually agreeable time.

Parents are welcome to observe a class. Please make an appointment with your child's teacher prior to the visit. All people entering the building must check in at the office and receive a visitor's badge.

### **ASSESSMENTS**

Students will be administered mandated state assessments. The Illinois Standards Achievement Test (ISAT) takes place in March for grades 3-8. Students in K-1 will be administered AIMSweb assessments. All second through eighth graders will be administered the NWEA's Measures of Academic Progress computer based test in the fall and spring. The fall evaluation measures Reading and Math. The fall evaluation session will also include the Cognitive Abilities Test (Cog At) for Second through Sixth grade. The spring NWEA testing will assess Reading, Language Usage and Math. In May, students in grades 1-8 are administered the STS standardized achievement test.

## RETENTION AND PROMOTIONS

Each stage in the education process is based upon the acquisition of skills that make further learning possible. For a variety of reasons (health, immaturity, lack of social or physical skills, emotional problems, frequent or long absences, etc.) some children have not acquired the necessary skills for them to be successful if promoted. In instances where retention is considered, the school staff will meet with the child's parent(s)/guardian(s) to explain the benefits and possible consequences of retention. The retention decision should be based upon a consideration of the child's unique needs, the evaluation of information gathered and the support of retention by parent(s)/guardian and school staff, as a way to help the child be successful in school. Parent(s)/guardian(s) can assume their child will be promoted unless the possibility of retention has been discussed during the school year.

<p style="text-align: center;"><b>GRADING AND PROMOTION</b> <b>Board of Education Policy 6:280</b></p>
--

The administration and professional staff shall establish a system of grading and reporting academic achievement to students and their parents and guardians. The system shall also determine when promotion and graduation requirements are met. A student shall not be promoted based upon age or any other social reason not related to academic performance. The staff shall determine remedial assistance for students who are not promoted.

Teachers will maintain an evaluation record for each student in their classroom.

A district administrator will not change a teacher's grade without conferring with the teacher. Reasons for changing a student's final grade can include:

- A miscalculation of test scores;
- A technical error in assigning a particular grade or score;
- The teacher agrees to allow the student to do extra work that may impact the grade.

**Should a grade change be made, the administrator making the change must sign the changed record.**

## **HOME – SCHOOL COMMUNICATIONS**

### **WHEN YOU HAVE A QUESTION, PROBLEM OR CONCERN:**

**LINK #1: Contact the Teacher, Bus Driver, or other Employee closest to the situation**

**LINK #2: Contact the Building Assistant Principal**

**LINK #3: Contact the Building Principal**

**LINK #4: Contact the Superintendent**

**LINK #5: Contact the Board of Education**

In working together for the best interest of the children, it is important that the lines of communication between home and school be kept open. Teachers communicate with parents through a variety of means including e-mails, phone calls and Friday Folders.

#### PARENTS' RIGHTS TO INSPECT INSTRUCTIONAL MATERIALS

Parents or guardians may inspect instructional materials used in the schools. Such materials include: textbooks, teacher's manuals, CDs, films, and tapes. Contact the building principal to arrange an appointment.

#### TELEPHONES

To provide better communication, teachers have a telephone in their classroom. However, messages are not retrieved until after school hours. Please do not leave messages for students on classroom phones. Children are not allowed to use the telephones without the classroom teacher's permission.

#### PARENT INVOLVEMENT

As partners in educating children, parent involvement is essential. We encourage participation in the PTO and your child's school activities. Please contact your child's teacher if you would like to volunteer in the classroom, library or computer lab. We ask that siblings not accompany parents when they assist in the classroom or at school parties.

#### LOST TEXTBOOKS, LIBRARY BOOKS & OTHER INSTRUCTIONAL ITEMS

Any lost or misplaced textbooks, library books, or other instructional items issued to, or signed out, by a student must be replaced at cost by the student. It is the student's responsibility to make sure that the assigned items are returned to the issuing teacher or library in the same condition as when they were received.

#### LOST AND FOUND

A "lost and found" area is maintained in each building. Clothing, books and other personal items are kept in the lost and found. Valuables such as glasses, purses, wallets, jewelry, watches and keys will be kept in the building office. We urge parents to clearly label student items. After a reasonable period of time, unclaimed personal items will be donated to local charities.

### **HEALTH SERVICES**

#### VISION HEARING AND SCREENING

All kindergarten students will be screened. Special education students will be screened yearly for possible hearing and vision difficulties. The following grades will be screened:

- Grade 1<sup>st</sup> - Hearing
- Grade 2<sup>nd</sup> - Hearing and Vision
- Grade 3<sup>rd</sup> - Hearing
- Grade 8<sup>th</sup> - Vision

Vision screening is not a substitute for a complete eye evaluation by a licensed doctor.

#### ACCIDENT – ILLNESS

In the case of an accident or injury, school personnel may provide assistance and attempt to contact a parent/guardian or emergency designee. When we are unable to make contact, a rescue squad may be called.

When a child is ill at school, we will attempt to contact a parent/guardian and /or emergency person listed on the family information card. **It is imperative that you keep emergency contact information on the card accurate and updated during the school year.** Contact us if emergency information needs to be changed. Children will not be sent home on the bus if they are ill. Students should not return to school until they have been fever free for 24 hrs.

#### STUDENT INSURANCE

Commercial insurance is available to parents at the beginning of the school year. Information is available in the district office.

#### MEDICAL ALERT

The school office and classroom teachers should be made aware of any outstanding medical conditions, prescription medications, or changes in any existing conditions which your child has: these conditions may include allergies, heart condition, hyperactivity, epilepsy, asthma, diabetes, ADD, etc.

#### REPORTING COMMUNICABLE DISEASES

When calling the school to report your child's absence due to illness, please inform us of any communicable disease or condition such as chicken pox, strep throat, impetigo, head lice or pink eye has been diagnosed. Children may not return to school until the contagious period has passed. Doctor's documentation is required.

#### HEAD LICE

Children exhibiting symptoms of head lice or nits (eggs) will be excluded from school and bus ridership. Information on how to eradicate head lice is available from each school office. An adult must bring the child to school after treatment, and then report to the office for a re-examination.

<p style="text-align:center"><b>HEALTH EXAMINATIONS, IMMUNIZATIONS, AND EXCLUSION OF STUDENTS</b> <b>BOARD POLICY 7:100</b></p>
---

Parent(s)/Guardian(s) of students shall present proof of a health examination by a licensed physician and having received the immunizations against and screenings for preventable communicable diseases, as required by the Department of Public Health Rules within one year prior to:

1. Entering Kindergarten or the First grade;
2. Entering the Sixth grade; and
3. Enrolling in an Illinois school, regardless of the student's grade (including pre-school, special education, and students transferring into Illinois from out-of-state or out-of-country).

Unless the student is homeless, failure to comply with the above requirements by October 15 of the current school year will result in removal from school

All new students who are first-time registrant shall have 30 days following registration to comply with the health examination and immunization regulations. Parents/guardians of children between the ages of 6 months and 6 years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning in accordance with State Law.

#### DENTAL EXAMINATIONS

All children in kindergarten and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the Illinois Dept. of Public Health.

If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 each school year.

#### EXEMPTIONS

In accordance with the rules adopted by the Illinois Dept. of Public Health, a student will be exempted from:

1. This policy's requirements on religious or medical grounds if the student's parents/guardians present to the Superintendent a signed statement explaining the objection,
2. The health examination or immunization requirements on medical grounds if a physician provides written verification, or
3. The dental examination requirement if the student's parents/guardians show an undue burden or lack of access to a dentist.

### HOMELESS CHILD

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. Board Policy 6:140, Education of Homeless Children, governs the enrollment of homeless children.

### ADMINISTERING MEDICATION – ADMINISTRATIVE PROCEDURE

Only those medications, which are absolutely necessary to maintain the child in school, will be allowed. Written authorization from a licensed prescriber and parent/guardian is required. Without this documentation, the child will not receive the medication. This applies to prescription medication. Non-prescription medication including aspirin, Tylenol, cold preparations, throat lozenges and topical ointments, will be allowed for a maximum of two days with a parent/guardian signature. Longer administration time will require the signature of a licensed prescriber. The procedures for any medication are as follows:

1. Medication must be brought to the school in the original container and taken immediately to the office where it will be stored in a locked cabinet. Prescription medication shall display:  
Child's Name/Prescription Number/Medication  
Name/Dosage/Date/Refill  
Licensed Prescriber's Name
2. Non-prescription medications shall be brought in the original container with the child's name affixed to the container.
3. Changes in prescription medication will only be made when a note from the prescribing physician has been received. The prescription container stating the proper dosage must be sent to school.
4. The parent/guardian will be responsible for picking up any unused medication. Medications not picked up by the end of the school year will be discarded.

<p style="text-align: center;"><b>ADMINISTERING MEDICINES TO STUDENTS BOARD OF EDUCATION POLICY 7:270</b></p>
---

Parent(s)/guardian(s) are responsible for administering medication to their children. Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the health of the student. Parent(s)/guardians(s) may authorize their child to self-administer a medication according to the District's procedures for student self-administration of medication.

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

## **HOT LUNCH PROGRAM**

Big Hollow provides a daily hot lunch program for all full day students. The hot lunch price includes milk. However, milk can be purchased separately.

Applications for free/reduced lunches are available in the school office. Income standards are based on federal criteria distributed by the Illinois State Board of Education. Eligibility for free/reduced lunch must be established each school year.

Monthly menus are sent home in the Friday Folders. The menu may be changed if conditions make it necessary. In keeping with the state mandated Wellness Policy, and in the best interest of our children, parent(s)/guardians(s) who send lunch to school are encouraged to provide a nutritious meal for their child.

## **EDUCATIONAL OPPORTUNITIES**

### **INSTRUMENTAL MUSIC PROGRAM**

The District 38 Band Program is operated by the company Music Education Services. Information about the program is available from the Elementary and Middle School principals.

### **LIBRARY**

Students have access to the school library at least once a week. Using the library can help your child learn to love reading and also learn the responsibility of checking out a library book and returning it on time. If a library book is lost or damaged, please notify the library clerk. There will be a charge to replace lost or damaged books.

### **FIELD TRIPS**

Informational slips will be issued for all field trips. Student behavior during field trips is governed by school rules. There will be no tolerance of any behavior that detracts from, or interferes with, these off-campus activities. Consequences may be issued while the students are away from the building. Additional consequences may also be instituted upon the completion of the trip. Although these trips are a planned part of the curriculum, a student may be excluded from a trip at the discretion of the teacher or administrator. The decision to exclude a student from a trip would be based upon a review of incidents and information that indicates the student would not be able to function appropriately. An appropriate, alternative instructional activity will be arranged at school for students who do not participate in off-campus trips. Parent(s)/guardians(s) will be notified in advance of the day of the trip if such an action is to be implemented.

### **REGULATIONS FOR FIELD TRIP CHAPERONES**

1. Be on time.
2. The first responsibility is to care for assigned students.
3. Ask the teacher if there is anyone in your group with medical concerns.
4. Review with the teacher what to do if a student gets lost.

5. Take periodic head counts of your assigned group.
6. Do not purchase gifts, food or drinks for students without prior approval of the classroom teacher.
7. Position yourself so there is appropriate supervision at the front, middle, or back of the bus. This is to keep control of all students on the bus, not just your group. An adult should sit in the seat in back of the bus.
8. Do not repeat things you may hear or witness that should remain confidential. If you are not sure check with the teacher.
9. No gum, candy or drinks are allowed.
10. Eating is allowed at specified times.
11. Siblings are not allowed on field trips.

<b>ACCESS to ELECTRONIC NETWORKS</b> <b>Board of Education Policy 6:235</b>
--

#### COMPUTER ACCESS

The District offers a computer program for grades 1-8. Each building is equipped with a computer lab. Students have time for weekly computer activities.

#### INTERNET USE

Each student and parent must sign a usage agreement of the rules and policies for using the Internet at school and using the computers. Any student violating the policies of Internet usage will not be allowed to use the school computers and may be subject to disciplinary action.

All use of the Internet shall be consistent with the district's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The authorization does not attempt to state all required or prescribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the Authorization for Internet Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signatures on the Authorization Form included in the registration packet are legally binding and indicate the party who has read the terms and conditions carefully and understands their significance.

#### Terms and Conditions:

Acceptable Use- Access to the district's internet must be for the purpose of education or research, and be consistent with the educational objectives of the district.

Privileges – The use of the district’s internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The principal will make the initial determination regarding whether or not a user has violated this authorization and will make a recommendation to whether access is to be denied, revoked, or suspended at any time.

Unacceptable Use – The user is responsible for his/her actions and activities involving the network. Examples of unacceptable uses include, but are not limited to:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulations.
- Using the name of school or its logo, or any other representative symbol in an unauthorized manner (i.e., the creation of a web site or web page (s) on an off-site server or network).
- Unauthorized downloading of software, regardless of whether it is copyrighted or devirused.
- Downloading copyrighted material for other than personal use.
- Using the network for private financial or commercial gain.
- Gaining unauthorized access to resources or entities.
- Invading the privacy of individuals.
- Using another user’s account or password.
- Posting material authored or created by another without his/her consent.
- Posting anonymous messages.
- Using the network for commercial or private advertising.
- Accessing, submitting, posting, publishing or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
- Using the network while access privileges are suspended or revoked.

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

- Be polite. Being abusive in messages sent to others is unacceptable. Use appropriate language. Swearing, using vulgarities or any other inappropriate language is unacceptable.
- Revealing the personal address or telephone numbers of students or colleagues is unacceptable. Electronic mail (e-mail) is not private. Personnel who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- The network is to be used in a way so not to disrupt its use by others.
- All communications and information accessible via the network should be considered private property.

**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; this includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or user errors or omissions. Use of any information obtained via the internet is at the user’s risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification** – 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 breach of this authorization.

**Security** – Network security is a high priority. If the user identifies a security problem on the Internet, it must be reported immediately to the building principal. The problem is not to be demonstrated to other users. The users account and password are to be kept confidential. The account of another user may not be used without written permission from that individual, and the approval of the principal. Attempts to log on to the Internet as a System Administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to network.

**Vandalism** – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

**Telephone Charges** – The district assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per minute surcharges, and/or equipment or line costs.

### SPECIAL EDUCATION

All children are entitled to a free and appropriate public education. Consistent with this philosophy and Article XIV of the School Code of Illinois, Big Hollow School District 38 provides a large number of special education services for children with disabilities which are defined in the Illinois Administrative Code to include: Autism, Deaf-Blindness, Deafness, Emotional Disturbance, Hearing Impairment, Mental Retardation, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech or Language Impairment, Traumatic Brain Injury, and/or Visual Impairment.

Special Education instructional programs and supportive services, including evaluation, are available to children with disabilities between the ages of three and fifteen and who are enrolled or live in the local school district. Depending upon the nature and severity of the educational needs, programs may be provided at the local level, with the Special Education District of Lake County or with a private agency, as specified in the child’s Individualized Education Program.

Annual screening will be conducted for children ages 3-5 (not yet of kindergarten age) who may be in need of special education and related services. "Child Find" activities for school age children shall include ongoing review of each child's educational progress, interaction with others, and/or functioning or adjustment in the school environment. Hearing and vision screenings shall be conducted at regular intervals during the child's school career and annually for children who receive special education and related services.

When there is a reason to believe that a child may have a condition requiring special education services, the child shall be referred for an evaluation. Referrals may be made by any concerned person, including but not limited to school district personnel, the parent/guardian of the child, a professional having knowledge of a child's problems, or an employee of the Illinois State Board of Education.

Any District 38 parent(s)/guardian(s) who has questions or concerns relevant to the development of his/her child may make a referral for an evaluation by calling the principal of the school the child attends or will attend.

Upon completion of the evaluation, a meeting will be held with the parent(s)/guardian(s) in order to discuss the results and to determine what further action, if any, is required.

To request a copy of the NOTICE OF PROCEDURAL SAFEGUARDS FOR PARENTS/GUARDIANS OF STUDENTS WITH DISABILITIES please contact the school principal.

**NOTICE TO PARENTS OF STUDENTS WHO ARE DEAF, HARD OF HEARING, BLIND OR VISUALLY IMPAIRED**

School districts are required to provide written notice to parents of children who are deaf, hard of hearing, blind or visually impaired of the existence and services of the Illinois School of the Deaf and the Illinois School for the Visually Impaired.

**STUDENT DISCIPLINE**

In all matters related to discipline and the conduct of the students in the school, the teachers, administrators, and the staff assume the supervisory roles of parent(s)/guardian(s) to the students. The relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the students in the absence of their parent(s)/guardian(s). The philosophy of our discipline program can be summarized as follows:

1. Students have a right to a safe learning environment.
2. Teachers have the right to teach.
3. Students have the right to learn.

4. No student shall prevent a teacher from teaching or a student from learning.
5. All students can behave appropriately.
6. Misbehavior is a matter of choice.
7. A student will accept responsibility for his/her actions. We will not negotiate the consequences for misbehavior.

<b>Student Discipline</b> <b>Board of Education Policy 7:190</b>
---

### Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including, but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.  
Students who are under the influence 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, or selling
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana).
  - b. Any anabolic steroid not administered under a physician's care and supervision.
  - c. Any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instruction.
  - d. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance, 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 or controlled substance.
  - e. 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. 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 had the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling, or transferring a weapon in violation of the "weapons" section of this policy.
5. Using or possessing an electronic paging device, using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules.

6. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be turned off and out of sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's IEP; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member's supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, and /or rules and regulations governing student conduct.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
10. Engaging in any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying hazing, or other comparable conduct.
11. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
12. Being absent without a recognized excuse; State law and Board policy on truancy control will be used with chronic and habitual truants.
13. Being involved with any "secret society", by:
  - Being a member;
  - Promising to join;
  - Pledging to become a member; or
  - Soliciting any other person to join, promise to join, or be pledged to become a member.
14. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
15. Violating any criminal law, such as assault and battery, arson, theft, gambling, and hazing.
16. Engaging in any activity, on or off campus, that: (a) poses a threat or danger to the safety of other students, staff, or school property; (b) constitutes an interference with school purposes or an educational function; or (c) is disruptive to the school environment.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations where the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a schools' student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

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.

1. On school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function or event; or
4. Anywhere, if: (a) the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, (b) the conduct may reasonably be considered to be an interference with school purposes or an educational function.

### Disciplinary Measures

Disciplinary measures include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time [period not to exceed 2 calendar years] provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, or weapons.
8. Notification of parent(s)/guardian(s).
9. Removal from classroom.
10. Alternative school day assignment for a period not to exceed 5 school days. The Building Principal or a designee shall ensure that the student is properly supervised.
11. Detention or Saturday school provided the student's parent(s)/guardian(s) have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or a designee.
12. Community service with local public and nonprofit agencies that enhance community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent(s)/guardian(s) the choice.

A student who is subject to expulsion may be eligible for a transfer to an alternative school program.

Corporal punishment shall not be used. Corporal punishment is defined as 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 needed to maintain safety for students, staff or other persons, or for the purpose of self-defense or the defense of property.

### Weapons

A student, who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like, a weapon, can be expelled for at least one calendar year, but no more than two calendar years. The School Board may modify the expulsion period, on a case-by-case basis. A “weapon” as defined by Section 921 of Title 18, United States Code firearm as defined in Section 1.1 of the firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code: (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs, or (3) “look-alikes” of any weapon as defined above. Any item, such as a baseball bat, pipe bottle lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm.

### Required Notices

A school staff member shall immediately notify the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, County Police, and the student’s parent(s)/guardian(s).

Efforts, including the use of early intervention and progressive discipline, 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 physiological harm to someone else. The Superintendent or designee shall ensure that the parent(s)/guardian(s) of a student who engages in aggressive behavior are notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion, for such behavior.

### Delegation of Authority

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

The Superintendent, Building Principal and Assistant Building Principal, are authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from

riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. A student may be suspended from riding the bus in excess of 10 days for safety reasons.

#### Middle School Student Handbook

A Middle School Student Handbook, including the Middle School's disciplinary policies and rules, shall be distributed to the students' parent(s)/guardian(s).

#### INTENTIONAL DAMAGE OR ATTEMPT TO DAMAGE THE PROPERTY OF SCHOOL PERSONNEL OR OTHER STUDENTS

Appropriate interventions will be taken by the administration including community service, restitution and out-of-school suspension.

#### INSUBORDINATION OR REPEATED INCIDENTS OF MISBEHAVIOR, INCLUDING REPEATED REFUSAL TO COMPLY WITH SCHOOL RULES

Appropriate intervention will be taken by administration.

<p style="text-align: center;"><b>SEARCH AND SEIZURE</b> <b>Board of Education Policy 7:140</b></p>
---

To maintain order and security in the schools, school authorities are authorized to conduct searches of school property and equipment, as well as of students and their personal property. "School authorities" includes law enforcement officers.

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 in their personal effects left there.

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

#### Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, backpacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in the light of the age and gender of

the student and the nature of the infraction. When feasible, the search should be conducted as follow:

- Outside the view of other individuals, including students;
- In the presence of a school administrator or adult witness; and
- By a certificated employee or law enforcement officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent. The student's parent(s)/guardian(s) shall be notified of the search as soon as possible.

### Seizure of Property

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

<p style="text-align: center;"><b>STUDENT HARRASSMENT</b> <b>Board of Education Policy 7:20</b></p>
---

Sexual harassment of students is prohibited. An employee, District agent, or student engages in sexual harassment whenever he/she makes unwelcome sexual advances, request sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - (a) substantially interfering with a student's educational environment;
  - (b) creating an intimidating, hostile, or offensive educational environment;
  - (c) depriving a student of educational aid, benefits, services, or treatment; or
  - (d) making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students, who believe they are the targets of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student nondiscrimination

coordinator, building principal, assistant building principal, or a complaint manager. Students may choose to report to a person of the student's same gender. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that one student was sexually harassed by another student shall be referred to the building principal and/or nondiscrimination coordinator.

Nondiscrimination Coordinator:  
Christine Arndt (847-740-5320)

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

<p style="text-align: center;"><b>BULLYING</b> <b>Board of Education Policy 7:180</b></p>
---

Bullying behavior will not be tolerated in Big Hollow District 38. Bullying is defined as any behavior that does physical, emotional, or social harm to others and/or urging others to engage in such conduct. A person is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more persons.

Prohibited bully behavior includes, but is not limited to the use of violence, force, noise coercion, threats, intimidation, fear, or other comparable conduct.

Any students who shall violate this policy shall be subject to appropriate discipline under the district's disciplinary code. Any employee who shall violate this policy shall be subject to appropriate discipline under applicable board policy or the provisions of any applicable collective bargaining agreement. Any parent, or any other member of the public, who shall violate this policy may be restricted from entering district property (including school buses) without the prior written consent of the appropriate building principal or superintendent. In addition, the district may reserve the right to refer any bullying to appropriate law enforcement agencies for such actions as they shall deem appropriate and necessary.

Bullying involves the exploitation of a less powerful person. There must be an unfair advantage being exerted. Bully/victim conflict is best understood as a dynamic

relationship. Whether or not a behavior is bullying depends on its effect upon the victim. This chart was designed to assist with the identification of bullying behavior in situations where an unfair advantage exists. The seriousness for all levels of behavior should be evaluated based on the harm to the victim and the frequency of the occurrences. Any type of bullying behaviors, including cyber bullying, will be subject to disciplinary measures.

## **STUDENT SAFETY**

### **EMERGENCY DRILLS**

To ensure that students are prepared for emergency situations we practice fire, tornado, and other disaster drills. Directions are posted in all classrooms.

### **AEROSOL SPRAYS**

Due to the potential danger of aerosol sprays, (hair spray, deodorant, breath spray, etc.) are forbidden on school property, at school events, extra-curricular activities, and on school busses. The use or possession of aerosol containers will result in an immediate consequence.

### **PUBLIC DISPLAYS OF AFFECTION**

In order to maintain a healthy school atmosphere, public displays of affection are not permissible in school or on school grounds, including extra-curricular events such as sporting events, field trips, dances, etc.

### **BICYCLE REGULATIONS**

All student bike riders are required to provide the office a signed parental permission slip.

1. Students may ride their bicycles to school if operated in a safe manner. When leaving school grounds bike riders must wait until all school busses have departed.
2. Park bike at bike rack and lock securely.
3. Students are not to be near the bicycle rack during the day except for arriving or leaving the school grounds.

### **SKATEBOARDS AND SCOOTERS**

Skateboards are not allowed on school property. School property includes school buildings, parking lots, playgrounds and school buses. Students violating this policy will be subject to disciplinary measures.

## **TRANSPORTATION**

### STUDENT TRANSPORTATION

The goal of Big Hollow School District is the safe, efficient and orderly transportation of your child. The District transports over 1,300 student's everyday to and from school. In order to accomplish our goal the following guidelines have been adopted:

1. Transportation is provided within the district's attendance area.
2. Students are allowed one route to school and/or one route from school. Students must be picked up from one location and dropped off at one location. The AM location may be different from the PM location.
3. Students are required to depart the bus at the same stop everyday.
4. Students are assigned to a specific stop and route. Students must use their assigned stop everyday. The number of students assigned to each stop is planned when the routes are developed to avoid overcrowding on the routes.
5. If an emergency situation should arise, any change to your child's bus route needs to be approved through the school office. A note must be submitted to the school office stating the reason for the special request. The district is not able to accommodate request to ride a different bus for events such as birthday parties, scout meetings, play time, school projects or dental/doctor appointments.

If you have any questions about bus transportation guidelines please contact Durham Bus Company 847-543-9244.

<p><b>BUS TRANSPORTATION GUIDELINES</b> <b>Board of Education Policy 4:110</b></p>
--

The District shall provide free, legal transportation for all resident students in the District. Bus schedules and routes shall be determined by the school district and Durham School Bus Company. In designing the routes, the safety of pickup and discharge points is of priority importance.

No school employee may transport students in school or private vehicles unless authorized by the administration. Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations.

## BUS RULES

All school rules apply at the bus stop.

The following bus rules are designed for student safety. Bus drivers must be able to pay attention to their driving. It is important that the riders do not distract the bus driver. Be courteous to fellow pupils and the bus driver. All school bus riders, while in transit, are under the jurisdiction of the school bus driver. Riding the school bus is a privilege, not a right. Therefore, it is the responsibility of every student to comply with behavior and safety standards on the bus and at all bus stops. Bus drivers will stop only at designated bus stops.

1. Arrive at your assigned bus stop at least five (5) minutes prior to the scheduled bus departure time.
2. While waiting for the bus, stay off the road and be visible to the bus driver.
3. Do not approach the bus until the bus has been brought to a complete stop.
4. Do not leave your seat while the bus is moving. Always stay in your assigned seat. Quiet talking with a seat partner is allowed.
5. No singing or chanting is allowed.
6. Obey the bus driver's directions.
7. Remain in the bus if there is a road emergency and follow the driver's instructions.
8. Keep hands and head inside the bus at all times. Do not throw anything out of the bus windows.
9. Students must be silent when coming to a railroad-crossing stop.
10. Help keep the bus safe and clean at all times. Eating, drinking, and gum chewing are **NOT** allowed on the bus.
11. Animals are not allowed on the bus.
12. Skateboards are not allowed on the bus.
13. Glass jars, bottles, or other breakable items are not allowed on the bus, unless properly protected inside a backpack and then only with permission.
14. CD/tape players, headphones, electronic games, trading cards, etc. are not allowed on the bus. Cell phones must be turned off per Board of Education Policy 7:193.
15. Bus aisles must be clear at all times.
16. Bullying, teasing, rough housing or any other inappropriate behaviors are prohibited.
17. Observe safety precautions when exiting the bus. When it is necessary to cross a road, proceed to a point at least 10 feet in front of the bus on the right shoulder of the road where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross.

**BUS CONDUCT**  
**Board of Education Policy 7:220**

Gross disobedience or misconduct providing grounds for suspension from riding the school bus include:

1. Prohibited student conduct as described in the Student Discipline policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement or damage of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of the bus driver's directives.
6. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

**Use of Video Cameras on School Bus**

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

The content of the videotapes are student records and are subject to District policy and procedure concerning school student records. Only those people with a legitimate educational or administrative purpose may view the videotapes. In most instances, individuals will be the superintendent, building principal, transportation coordinator, bus driver, coach or other supervisor. If the content of videotape becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

**Discipline Procedure**

The following procedures shall be used to suspend a student's privilege to ride a school bus.

**SCHOOL BUS DISCIPLINE PROCEDURES**

In most cases the bus driver will first address a discipline problem directly with the student. If the problem is not resolved the bus driver will submit a written bus referral to the school principal. Except for cases of gross disobedience, consequences for misbehavior on the school bus will be progressive in nature.

**First Referral:** Appropriate intervention at the discretion of the administration, which may result in up to a three (3) day suspension from the bus.

**Second Referral:** Appropriate intervention at the discretion of the administration, which may result in up to a five (5) day suspension from the bus.

**Third Referral:** Appropriate intervention at the discretion of the administration, which may result in up to a ten (10) day suspension from the bus.

**Fourth Referral:** Appropriate intervention at the discretion of the administration, which may result in a student losing riding privileges or a suspension beyond 10 days.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

<p><b>STUDENTS RIGHTS AND RESPONSIBILITIES</b> <b>Board of Education Policy 7:130</b></p>
---

All students are entitled to enjoy the rights protected by the Federal and State Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

Our school rules are based on the premise of respect and responsibility.

<p><b>Students will help to create a safe and nurturing environment.</b></p>
--

### **BUILDING**

1. Our students will: Pass through the halls in a manner conducive to a learning environment.
2. Our students will: Show proper behavior during assemblies.
3. Our students will: Observe classroom and building rules.
4. Our students will: Dress appropriately.
5. Our students will: Respect and properly use building facilities.

### **GENERAL**

As a part of a learning community:

1. Our students will: Not hurt themselves or others by word or deed.
2. Our students will: Follow directions the first time they are given.
3. Our students will: Not leave the school property without permission from a teacher or supervisor, and must be signed out in the office by a parent or guardian.
4. Our students will: Not bring personal possessions to school (i.e. ipods, trading cards, games, laser pointers etc.).
5. Our students will: Dress appropriately.

## OUTSIDE

Because of the large number of students frequently on our playgrounds- the following rules are strictly enforced.

1. Dodge ball, jumping on another child's back, chicken-fights, "play" fighting, kicking, pushing or roughhousing or similar type activities are not allowed.
2. Use equipment properly including the following:
  - Slide down the slide in a sitting position, alone, and one at a time.
  - No climbing up or sliding down the poles of the slide.
3. Listen to and follow the directions of the playground supervisor(s).
4. No throwing of objects such as – rocks, sand, mulch, snowballs, and hardballs.
5. No students are to leave the playground for any reason including the retrieval of lost balls.
6. No skateboards, Frisbees, roller blades or other potentially dangerous equipment are allowed on the playground.
7. No motorized scooters are allowed on school property.
8. No electronic devices are allowed on the playground.
9. Use footballs, soccer balls, and kick balls only on the designated areas.
10. Chase and tag are allowed only in the designated areas away from the equipment.

## INSIDE FOR INCLEMENT WEATHER

1. Follow all directions of the supervisors.
2. Students may not run during inside recess.
3. Sit down games/activities, books and puzzles are acceptable during inside recess.
4. Normal voice-level conversation is encouraged.

## CAFETERIA RULES

Our students will:

- Use proper table manners in the cafeteria and follow the instructions of the lunch supervisors.
- Throw garbage out and leave their eating area clean.
- Be encouraged to use quiet voices, and maintain a calm and orderly eating experience.

Lunchroom misbehavior may result in any of the following:

## CONSEQUENCES FOR LUNCH ROOM MISBEHAVIOR

1. A verbal warning.
2. Assigned seating.
3. Referral to principal.
4. Detention or loss of privileges.

## POSSIBLE DISCIPLINARY CONSEQUENCES

### Detention procedure

The student will be issued a lunch/recess detention and verbally told when it will be served. Lunch/recess detentions are served during lunch..

### In School Suspension (ISS)

The administration may assign an in school suspension to students who fail to correct their behavior through the use of less restrictive measures or when the student's behavior warrants. While in ISS, the student is expected to do his/her assignments in an assigned quiet area. The student does not attend regular class, recess, physical education, or music while in ISS. Breaks and lunch are allowed while in an ISS. If a student is absent on the day of an assigned ISS, it shall be made up on the next day of attendance. In-school suspension eliminates the student from earning a perfect attendance award. Students who misbehave while in ISS will receive out-of-school suspensions.

## GROSS DISOBEDIENCE OR MISCONDUCT IN SCHOOL

Gross disobedience or misconduct includes any behavior or activity which causes, or may pose the possibility of causing substantial injury, disruption or interference with the safety of the learning environment, the rights of other students or school personnel. Gross disobedience or misconduct may occur on school grounds, on a school bus, or at a school function. State law provides that students may be suspended or expelled for gross disobedience or misconduct. Generally this type of behavior falls into four classifications:

1. Repeated misbehaviors that continue in spite of disciplinary methods that have been taken.
2. Behavior that damages property.
3. Behavior that is harmful or dangerous to other persons or is seriously disrespectful of their rights.
4. Behavior that seriously interferes with the educational function of the school.

## POSSIBLE CONSEQUENCES FOR GROSS DISOBEDIENCE

### Removal from classroom

This action excludes the offending student from the classroom for a period of time.

### Suspension from school

This action excludes the offending student from school for one to ten school days. Parents are notified in writing of such action.

### Expulsion from school

The Board of Education, on the recommendation of the administration, takes this action. Students who are expelled may not attend school until the expulsion has ended. A student expelled from school is still eligible for alternative education provide by the school district. If a child is expelled no refund of fees will be issued.

### Due process hearing

A due process hearing applies to disciplinary cases where a student is suspended. It is automatic when a student is recommended for expulsion. The student or parents may request a due process hearing after they have attempted to resolve the disagreement with the school personnel directly involved with the decision. In the case of suspension, a student or parent would start with the principal. If the matter remains unresolved, the issue may be taken to the District Superintendent and the Board of Education for possible resolution.

#### No Corporal Punishment

As a matter of Board of Education Policy, 7:190, District 38 does not use corporal punishment.

#### Suggestions

Your ideas for improvement are welcome. Please submit them in writing to the office. Suggestions will be shared with the staff for consideration.

<p>EQUAL EDUCATION OPPORTUNITIES Board of Education Policy 7:10</p>
---

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, or economic and social conditions, or actual or potential marital or parental status.

Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

#### Sex Equity

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied access to educational and extracurricular programs and activities. Any student may file a sex equity complaint using the Uniform Grievance Procedure. A student may appeal the School District's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILC S 5/3-10 of The School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code.)

#### Administrative Implementation

The superintendent shall appoint a nondiscrimination coordinator. The superintendent and building principal shall use reasonable measures to inform staff members and students of this policy and grievance procedures.

Coordinators:  
Ronald Pazanin  
26051 W. Nippersink Rd.  
847-740-1490

Christine Arndt  
33315 N. Fish Lake Rd.  
847-740-5320

## STUDENT RECORDS

<p><b>MAINTENANCE OF STUDENT RECORDS</b> <b>Board of Education Policy 7:340</b></p>
---

The District will maintain two sets of school records for each student: a permanent record and a temporary record.

The permanent record shall include:

- Basic identifying information
- Academic transcripts
- Attendance records
- Accident/health reports
- Information pertaining to release of these records
- Additionally, the permanent record may include:
  - Honors/awards
  - Activities
  - Athletics

No other information shall be placed in the permanent record. The permanent record shall be maintained for the legally required amount of time after the student has graduated, withdrawn, or transferred from the District.

The temporary record may include:

- Family background
- Intelligence/aptitude scores
- Achievement test results
- Psychological reports
- Honors/awards
- Athletics/activities
- Disciplinary information
- Teacher anecdotal records
- Special education files
- Information pertaining to release of these records and other relevant information not required to be in the permanent record

Information in the temporary record will indicate authorship and date. The District will maintain the student's temporary record no longer than five (5) years after the student has transferred, graduated or permanently withdrawn from the District.

All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. Temporary records that may be of continued assistance to a student with disabilities who graduates or permanently withdraws from the District, may, after Five (5) years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent(s)/guardian(s).

## **EXTRACURRICULAR ACTIVITIES**

<p style="text-align: center;"><b>EXTRACURRICULAR ACTIVITIES</b> <b>Board of Education Policy 7:300</b></p>
---

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria pertaining to Extracurricular and Co-Curricular Activities.
2. Written permission must be given by the parent(s)/guardian(s) for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. A physical examination of the student must be conducted by a physician, and an accompanying written statement assuring that the student's health status allows for active athletic participation, must be submitted to the District.
4. The student must show proof of accident insurance coverage either by a policy purchases through the District-approved insurance play or a parent(s)/guardians(s) written statement that the student is covered under a family insurance plan.

The superintendent or a designee shall maintain the necessary records to ensure student compliance with this policy.

## **BUILDING AND GROUNDS**

<p style="text-align: center;"><b>INTEGRATED PEST MANAGEMENT</b></p>
--

It is the policy of Big Hollow School District 38 to implement and practice Integrated Pest Management (IPM) procedures to control pests in school buildings and minimize the exposure of students, faculty, and staff to pesticides. State law requires public schools to practice IPM.

### Pests

It is the policy of this school district to control pests in the school environment. Pests can pose hazards to human health, damage property, and disrupt learning. Strategies for managing pest populations will be influenced by the pest species and whether that species poses a threat to people.

### Pesticides

It is the policy of Big Hollow School District 38 to reduce potential exposure to pesticides in the school environment. Exposure to pesticides can pose a health risk to students, staff, and others, which can be minimized by practicing IPM.

Regularly scheduled applications of pesticides are not permitted under the IPM policy.

The Integrated Pest Management program at District 38 will include the following:

- Regular monitoring to identify pest problems
- Preference for the use of non-chemical control methods to address pest problems
- When necessary, the use of least –hazardous chemical controls after non-chemical control methods have been applied
- Preventative actions to reduce future pest problems

### NOTIFICATION

If a pesticide application is deemed to be necessary, parents and staff will be notified in writing prior to the pesticide application.

### CONTRACTORS

Any contractor hired by the school district to provide pest control or other similar services must comply with the district’s IPM and notification policy.

### NOTIFICATION OF REGISTRY PERTAINING TO THE APPLICATION OF PESTICIDES

Big Hollow District 38 maintains a registry of parents/guardians of students and employees who have registered to receive written notification prior to the application of pesticides to grounds or property.

### ALCOHOL, TOBACCO, DRUGS, CONTROLLED SUBSTANCE POLICY RULE VIOLATIONS AND CONSEQUENCES

#### ALCOHOL, TOBACCO, DRUGS, CONTROLLED SUBSTANCE POLICY

Students enrolled in District 38 are prohibited from any attempt or intent to possess, use, obtain, manufacture, or distribute any illegal, controlled, or intoxicating substance, including alcohol and other drugs, or any substance pupated to be, or presented as an illegal, controlled or intoxicating substance, or drug paraphernalia by the student on school premises or as part of attendance/participation at any school sponsored activities. Possession shall include, but not be limited to, the use of a student’s personal clothing, supplies, as well as lockers, desks or other school property at the bus stop.

1. Smoking, Chewing Tobacco, Possession of Tobacco

Any student found in possession of any tobacco product including paraphernalia (lighters, matches), will be suspended. Any student found smoking on school property (including bus stops) will be suspended. Parents will be notified immediately.

2. Purchase, Sales and/or Distribution of Alcohol or Controlled Substances

When the administration or staff has evidence that a student knowingly possesses any of the aforementioned substances (or that they purchased, used, sold or distributed):

The Principal shall:

Notify parent – student removed from school property or school function.

1. Require a parent conference.
2. Implement a designated suspension.
3. Determine whether Department of Children & Family Services (DCFS) should be called for possible child neglect.

The Parent/Student shall:

1. Agree to have the student submit to outside drug-alcohol assessment by a Department of Alcohol & Substance Abuse Certified Counselor and/or other qualified person (doctor, psychiatrist, etc.) at the expense of the family.
  - a. Provide proof of a valid outside drug-alcohol assessment and program recommendation to the District.
  - b. The student is encouraged to complete a drug-alcohol program (at the parent's expense) and submit a letter of satisfactory completion to the District.

3. Possession, Use, Look Alike Drugs, Paraphernalia, and Non-Approved Inhalants, Over the Counter Drugs and Misuse of Prescriptions

Any student found in possession, purchasing use, sales and/distribution of the above, mentioned items is subject to disciplinary action:

1. Notify parent.
2. Student is removed from school property or school function.
3. Require a parent conference.
4. Implement a school suspension.
5. Student may be encouraged to complete a drug-alcohol assessment and/or rehabilitation program (at parent expense) and submit a letter of satisfactory completion to the District. If any drug testing is required as a disciplinary consequence from the Board of Education it will be at the parent's expense.
6. Depending on each circumstance, nothing listed above limits the administration from recommending an expulsion hearing for violations of possession, purchase, use or sale/distribution of the look alike drug,

drug paraphernalia and/or non-approved inhalants and over the counter drugs.

## EMERGENCY PROCEDURES

### Bus Evacuation Drills

Bus evacuation drills are held at designated intervals.

### Disaster Drills

Disaster drills are held at designated intervals. Procedures to be followed in case of a disaster are posted in all classrooms and are reviewed by each teacher with their students.

### Emergency Management Drills

Practice drills will be held to ensure the preparedness of students to act promptly and appropriately in the event of an emergency. The School Safety Plan is available in each building's office.

### Fire Drills

Fire drills are held at designated intervals. Procedures for evacuating the building are posted in all classrooms and are reviewed by each teacher with their students.

### PTO

PTO is a volunteer organization, with a governing board of elected officials, who volunteer their time for school sponsored activities.

Through membership dues and fundraising efforts such as spirit wear, Innisbrook, Market Day and Book Fair. They provide funding for the various needs of each school. The PTO holds monthly meetings. They publish a school district calendar, monthly newsletter and a school directory.