

BIG HOLLOW SCHOOL DISTRICT #38 PARENT/STUDENT HANDBOOK 2016 – 2017

This publication is designed to be a skeletal document. This handbook contains information, some of which is a summary of board policies and school district rules governing the district. These policies are available to the public at the district office. The rules, regulations and policies contained in this document can be changed throughout the school year.

BIG HOLLOW SCHOOL DISTRICT #38 MISSION STATEMENT

THE DISTRICT WILL PROVIDE A STRONG EDUCATIONAL FOUNDATION THAT EMPOWERS STUDENTS TO EXCEL AND INSTILLS THE DESIRE FOR LIFE-LONG LEARNING.

Big Hollow District #38 Vision Statements:

- **The District will develop in students the ability to apply problem-solving skills in their daily lives.**
- **The District will have open, honest, effective communication that creates a strong bond between school, home, and community.**
- **The District will meet the individual education needs of all students.**
- **The District will develop students with a respect for self, others, and the environment.**
- **The District will develop students with a passion for learning.**

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SCHOOL HOURS

Pre-Kindergarten Morning Program
8:45 a.m.-11:15 a.m.

Pre-Kindergarten Afternoon Program
12:15 p.m.-2:45 p.m.

Big Hollow Primary School
8:30 a.m.-3:15 p.m.

Big Hollow Elementary School
8:30 a.m.-3:15 p.m.

Big Hollow Middle School
7:45 a.m.-2:30 p.m.

MIDDLE SCHOOL MASTER BELL SCHEDULE

<u>Period</u>	<u>5th Grade</u>	<u>Period</u>	<u>6th Grade</u>
1*	7:45 – 7:48	1*	7:45 – 7:48
1	7:48 – 8:30	1	7:48 – 8:30
2	8:33 – 9:15	2	8:33 – 9:15
3	9:18 – 10:00 SH	3	9:18 – 10:00
4	10:03 – 10:45 L	4	10:03 – 10:45
5	10:48 – 11:30	5	10:48 – 11:30 L
6	11:33 – 12:15	6	11:33 – 12:15
7	12:18 – 1:00	7	12:18 – 1:00
8	1:03 – 1:45	8	1:03 – 1:45
9	1:48 – 2:30	9	1:48 – 2:30

<u>Period</u>	<u>7th Grade</u>	<u>Period</u>	<u>8th Grade</u>
1*	7:45 – 7:48	1*	7:45 – 7:48
1	7:48 – 8:30	1	7:48 – 8:30
2	8:33 – 9:15	2	8:33 – 9:15
3	9:18 – 10:00	3	9:18 – 10:00
4	10:03 – 10:45	4	10:03 – 10:45
5	10:48 – 11:30	5	10:48 – 11:30
6	11:33 – 12:15 L	6	11:33 – 12:15
7	12:18 – 1:00	7	12:18 – 1:00 L
8	1:03 – 1:45	8	1:03 – 1:45
9	1:48 – 2:30	9	1:48 – 2:30

* = Announcements

L = Lunch

ATHLETICS AND EXTRACURRICULAR ACTIVITIES

ATHLETIC ELIGIBILITY

Grades

- A student athlete, manager, or statistician shall have a “C” average with no more than 1 “F”. This will be calculated by using a 4-point scale in which an A = 4, B = 3, C = 2, D = 1, F = 0. The student must maintain a “C” average and the “F” is included in the average. Eligibility will start two weeks before the first game.
- Teachers will be responsible for updating grades weekly by Fridays via Skyward to let coaches know eligibility of students.
- Coaches are responsible for letting athletes, managers, statisticians, and parents know about ineligible students no later than 8:00 p.m. Saturday before the week of ineligibility. If the coach cannot reach the parents by phone, then the coach will document the call, and if possible, will leave a voice message. Students are ineligible from Monday through Sunday of the following week. Students will not be ineligible if the coach has not attempted to call the parents.
- Ineligible students/athletes may be present at practice, but they may only participate in half of the practice. The other half of practice is used for class work, or to receive extra help from teachers after school or during study hall.
- Athletes, managers, and statisticians will not be allowed to attend home and away games during the week they are ineligible. The purpose of this rule is for the ineligible student to focus on improving their grades. If an ineligible student attends a game, they will receive a one game suspension. If a student athlete is academically ineligible for three (consecutive or non-consecutive) weeks, they will be removed from the team.

Behavior

All school rules in the student handbook apply. Continual behavior that is inappropriate or disruptive to the team will result in disciplinary action by the coach ranging from lack of playing time to removal from the team. A student may not use or be in possession of tobacco products, alcohol, or illegal drugs at any time. This will result in immediate removal from the team.

Excused Absences from Practice

A student must submit a signed note from the parent/guardian stating the reason for the missed practice. This note must be given to the coach either before, or on the next day following the absence(s) in order for it to be an excused absence.

Unexcused Absences from Practice

A student athlete, manager, or statistician that has a detention or suspension will not be allowed at practices or games during that time period. Students who miss practice without a signed note from the parent stating the reason for the absence is one unexcused absence. In-school-suspension counts as 2 unexcused absences and an out-of-school

suspension counts as 3 unexcused absences. Four unexcused absences will result in removal from the team.

Excused and unexcused absences may result in practice and game playing time adjustments.

EXTRACURRICULAR ACTIVITIES (Board Policy 7:300)

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

1. The student must meet the academic criteria set forth in Board Policy 6:190, Extracurricular and Co-Curricular Activities.
2. A parent/guardian of the student must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or a physician assistant. The Pre-Participation Physical Examination Form, offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness.
4. The student must agree to follow all conduct rules and the coaches' instructions.
5. The student and his or her parent(s)/guardian(s) must: (a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (such as, the Illinois Elementary School Association, the Illinois High School Association, or the Southern Illinois Junior High School Athletic Association), and (b) complete all forms required by the District including, without limitation, signing an acknowledgment of receiving information about the Board's Concussion Policy 7:305, Student Athlete Concussions and Head Injuries.

EXTRACURRICULAR GUIDELINES

Extracurricular activities include: after school activities, dances, and clubs. Compliance with the student discipline policy is expected. Disciplinary consequences which are in effect during the regular school day will be issued. In addition, the following rules will apply:

1. Students who receive a detention, an in-school or out-of-school suspension will not be able to attend any after school activities on the day of the detention/suspension.
2. 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.
3. Students must be supervised by a teacher, parent, or activity sponsor in order to remain after school.
4. Students who are staying after school must report directly to the area in which the event is to be held. Students will not be permitted to go in classrooms or locker areas. Coats, books, and other materials which will be taken home, must be

brought to the activity. **Loitering on the school grounds or in the building is not permitted.**

5. If a student should choose to leave an event held within the school building before the activity has ended and the student's parents are not present to provide proper supervision, they will be notified to pick up their child.

Student Participation

1. Middle School students represent their school and their community on and off the playing field at home and away. They are to display good sportsmanship and exemplary behavior.
2. Student academic eligibility evaluations will be sent to the appropriate teachers on Thursday. The coach/sponsor will contact the parent about any unsatisfactory reports.
3. The use of drugs, alcohol, or tobacco by any student will result in immediate removal from the activity and/or loss of eligibility for a period of time determined by the sponsor and principal. Disciplinary consequences will also apply.
4. Students cannot attend a practice or participate in any contest the day a detention, in-school suspension, or out-of-school suspension has been served.

Rules Specific to Athletic Participation

1. Each student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or a physician assistant. The Pre-Participation Physical Examination Form, offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness. Physicals are valid for one year from the date they are given.
2. A permission slip to participate in the specific sport or activity signed by the student's parent/guardian is required.
3. On the day of an athletic contest, each participating student must attend school for at least one-half day. 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.
4. Students must dress and participate in physical education classes in order to take part in after-school sports. (Exception: Unless a student is absent during his/her scheduled physical education class.)
5. Athletes are expected to attend all practices and games. Unexcused absences may result in suspension from the squad for a minimum of one game. Other disciplinary action will be left to the discretion of the coach.
6. Team members are responsible for any equipment issued to them while participating in athletics. Failure to return equipment in acceptable condition will result in replacement of damaged or lost articles by the students or their parents.
7. Failure to comply with any of the above-stated rules may result in athletic ineligibility or dismissal from the team.

The supervising teacher, coach or sponsor may, at any time deemed necessary, remove a student for disciplinary reasons. It is necessary, however, that administration be

informed of any situation that is occurring which could be detrimental to the school or athletic program.

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

ATTENDANCE, PROMOTION, AND GRADUATION

ADVANCED CLASSES-MIDDLE SCHOOL

Advanced classes are offered in Reading and Math for students in grades 6th – 8th. Students are placed in advanced classes based on MAP scores and teacher recommendation. The teacher recommendation consists of criteria based on performance in class, student effort, and participation.

ATTENDANCE GUIDELINES

Absences

Students that regularly attend school have a greater opportunity for educational growth and success. While some absences from school are legitimate and necessary, excessive absences from school for any reason will not be tolerated. Chapter 105, Article 26, of the Illinois School Code states, “Any child between the ages of 7 and 17 years shall attend a public or private school in the district where the child resides.” If a student is found to be missing the equivalent of five (5) percent of the school days in a year, a letter will be mailed home to the parent(s)/guardian(s) indicating that too many absences have occurred. Failure to comply with the absent notification within the first letter will result in a second notification. Further failure will result in a request from school administration to meet to develop an attendance contract between student, parent(s)/guardian(s), and school. If the chronic absences persist, the student will be referred to Project P.A.S.S. of the Lake County Regional Office of Education.

Chapter 105, Article 18, of the Illinois School Code mandates that all students in grades 2 through 12, must attend a minimum of five clock hours (300 minutes) of instruction under the direct supervision of a certified teacher. Illinois State Board of Education Rules are utilized in determining whether a student is absent a full or half day. All students receive maximum academic benefits when they attend school on a daily basis for the scheduled length of the instructional day. The State of Illinois has determined the minimum amount of daily full instructional time to be:

Half-day Kindergarten: two hours
Full-day Kindergarten-Grade 1: four hours
Grades 2-8: five hours

Students are credited for a half-day of attendance based on the following daily instructional time:

Half-day Kindergarten: a minimum of one hour
Full-day Kindergarten and Grade 1: a minimum of two hours
Grades 2-8: a minimum of two-and-one half hours

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

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

Any student that misses three consecutive days of school due to illness will be required to present documentation from a doctor. Failure to do so will result in the absences being counted as unexcused.

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

Additional resources to help combat truancy and excessive tardiness are available at:
http://www.lake.k12.il.us/pass_gen/ParentResources.htm
http://www.lake.k12.il.us/pass_resources/StudentResources.htm

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 P.A.S.S. Agency for further action.

If absence is due to any communicable disease, please notify the school.

- 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 School number is 847-740-5321 and Middle School's number is 847-740-5322. There is a 24-hour voice mail system for your use in reporting absences.
- 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.

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.

Chronic Truancy

District #38 considers a student to be a chronic truant when he/she is absent without valid causes for 5% 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 and parent/guardian.

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

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

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

Release Time for Religious Instruction/Observance (Board Policy 7:80)

A student shall be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the Building Principal at least 5 calendar days before the student's anticipated absence(s). This notice shall satisfy the District's requirement for a written excuse when the student returns to school. Teachers will provide the student with an equivalent opportunity to make up any examination, study, or work requirement.

Requests for Homework Due to Absence Related to Illness

Parents may request homework when they notify the school office their child will be absent. The request for homework must be made before 8:30 a.m. on the day of the absence. The homework will be available in the school office. The Middle School Office is open until 3:00 p.m. The Primary/Elementary Offices are open until 4:00 p.m.

Homework will not be sent home with other children. Under general circumstances, students 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.

DROP-OFF/PARKING

Each school has locations available for school visitor parking.

Middle School:

Those dropping off students may do so beginning at 7:20 a.m.

- When approaching the curb in the circle drop off area, please stay tight to the school side curb.

- Please stop to drop your student off ONLY between the front entrance and the activity entrance.
- Please do not drop off your child(ren) in any other area as this will compromise their safety and disrupt the flow of traffic.

In addition, please sign your child in if he/she is arriving to school after 7:45 a.m.

Primary/Elementary Schools:

Those dropping off students may do so beginning at 8:15 a.m.

- When approaching the curb in the circle drop off area, please stay tight to the school side curb.
- Please stop to drop your student off ONLY between the Primary crosswalk and Elementary crosswalk.
- Please do not drop off your child(ren) in any other area as this will compromise their safety and disrupt the flow of traffic.

In addition, please sign your child in if he/she is arriving to school after 8:30 a.m.

EMERGENCY CLOSING OF SCHOOLS

Emergency school closing information will be sent using Skylert School Messenger via email and/or phone once a decision has been made. It will also be posted on the district website: www.bighollow.us.

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

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.

Eighth Grade End of the Year Requirements

Eighth grade students may participate in the year end activities (Dance, Breakfast and Promotion Ceremony) as long as they have a cumulative passing average in three out of the five core subjects (language arts, math, reading, science, and social studies) and maintain a good behavioral record (no bus suspensions, in school or out-of-school suspensions) during fourth quarter. Failure to meet these requirements could result in exclusion from 8th grade end of the year activities.

GRADING AND PROMOTION (Board Policy 6:280)

The Superintendent shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the Illinois *Partnership for Assessment of Readiness for College and Careers* (PARCC) and/or other assessments. A student shall not be promoted based upon

age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted. Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student's final grade 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,
- An inappropriate grading system was used to determine the grade, or
- An inappropriate grade based on an appropriate grading system.

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

GRADING SCALE-MIDDLE SCHOOL

The following grading scale will be used for all Big Hollow Middle School courses:

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

GRADUATION CEREMONY PARTICIPATION-MIDDLE SCHOOL

In order to participate in the Graduation Ceremony at Big Hollow Middle School, 8th Grade students must be in compliance with the Academic Point System. Students must have 10 or less accumulated points based upon the following criteria:

- Any F= 1 Academic Point-Calculated just for 8th Grade year at the end of 1st, 2nd, 3rd and 4th nine week terms)
- Students who accumulate more than 10 Academic Points will not be allowed to participate in the ceremonies
- Any student passing all classes in any of the 2nd, 3rd or 4th nine week terms is eligible to erase two accumulated Academic Points that were previously accumulated

Example: If a student gets 4 F's during the 1st quarter he/she will have accumulated 4 Academic Points. However, if he/she passes all of his/her classes the next quarter, he/she can remove 2 Academic Points from his/her total. This gives incentive for a student who may have exceeded the 10 points to work hard and earn some back in order to participate in the ceremony. If the student passes all classes 3rd quarter, they will have an additional 2 points removed.

This system does not determine whether or not a student will be retained and/or receive a diploma.

HOMELESS CHILDREN (Board Policy 6:140)

Any homeless child shall be immediately admitted, even if the child's parent/guardian is unable to produce immunization and health records normally required for enrollment. 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 hardship continue to share the housing, the Liaison of Homeless Children (Mrs. Christine Arndt, 847-740-1490) shall, after 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

HONOR ROLL-MIDDLE SCHOOL

At the end of each nine-week quarter, students have the opportunity to qualify for Honor Roll or High Honor Roll by meeting the following criteria:

- High Honors: All A's for the quarter (4.0 Grade Point Average)
- Honors: Any combination of A's and B's for the quarter (3.00 or higher Grade Point Average)
- Honorable Mention: Any combination of A's, B's and one C

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.

STUDENT PERFORMANCE AND ASSESSMENT

Report Cards

All students in grades K-8 are issued report cards four times a year, following each nine-week grading period. Parents are required to sign the report card envelope for grades K-4 and return it to school. Middle School students report cards are posted electronically and are available via Skyward Family Access. Parents of Middle School students may opt to receive a paper copy as well. Report cards will not be made available to students or parents/guardians before the designated distribution. Grades are available at all times on Skyward Family Access for grades 5-8.

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. Regular conferences are held twice each school year.

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

All students in grades K-8 will be administered a set of screening/benchmark assessments in the Fall (August/September), Winter (January), and Spring (May) of each school year to align with State mandates and national performance levels. Screener/benchmark assessments assist with the determination of students that may benefit from additional support in tandem with the core instruction. Screening students three times per year provides the opportunity to proactively address instructional concerns to readily support student progress and reduce increasing gaps in learning. MAP testing is currently administered at least two times per year to all students in grades K-8.

Students will also be administered yearly grade level state assessments. The PARCC (*Partnership for Assessment of Readiness for College and Careers*) test, takes place in Spring for grades 3-8.

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.

Parent Requests

The District will not accept requests for specific teachers. If you have twins or multiples, you must request in writing if you would like them together or in separate classes.

STUDENT TRANSFERS (Board Policy 7:50)

Transferring In

A student seeking admission to a District school must meet all residency, age, health examination, immunization, and other eligibility prerequisites as mandated by State law.

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. If the student is transferring from an Illinois public school, an Illinois State Board of Education Student

Transfer Form must be included in the student record and must state that the student is “in good standing” in order to attend a District school.

Transferring Out

Parents/guardians of a student transferring from the District should complete a Notification of Student Withdrawal Form with the building office, pay outstanding fees or fines, sign a release form, and return all school-owned property.

The building principal shall complete an Illinois State Board of Education Student Transfer Form for any student transferring to an Illinois school. Within 10 days of receiving a Records Request from the transferred to school, the office will send the completed Student Transfer Form indicating the student’s status and the student’s school records. If a transferring student was suspended or expelled, 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.

TARDIES-MIDDLE SCHOOL

In order to preserve the learning environment within each classroom, it is imperative that students arrive to school and are in class at the start of the school day. Students who come late to class cause unnecessary interruptions and waste the time of their classmates and teachers, as well as their own time. The first bell at Big Hollow Middle School rings at 7:35 a.m. allowing students ten minutes to prepare for the day. The failure of students to be in class promptly at 7:45 a.m. will result in the issuing of a tardy from the office. Three tardies within one quarter will result in the student receiving a detention. Frequent tardiness may result in a meeting between the student, parent(s)/guardian(s), and school administration to develop procedures to rectify the issue.

DISCIPLINE AND CONDUCT

BULLYING, INTIMIDATION, AND HARASSMENT (Board Policy 7:180)

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

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any non-school-related activity, function, or program.

Bullying and Cyber-bullying

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

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

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

Complaint Managers:

Mr. Robert Gold
Superintendent
26051 W. Nippersink Rd.
Ingleside IL 60041
847-740-1490

Mrs. Christine Arndt
Assistant Superintendent
26051 W. Nippersink Rd.
Ingleside IL 60041
847-740-1490

MISCONDUCT BY STUDENTS WITH DISABILITIES (Board Policy 7:230)

Behavioral Interventions

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

Discipline of Special Education Students

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

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

The Big Hollow School District #38 Positive Behavioral Interventions and Supports (PBIS) structure includes district-wide behavior expectations that align with the State of Illinois Social and Emotional Learning (SEL) standards as well as promotes a positive learning environment and school climate. These expectations support self-social awareness, self-management, interpersonal relationships and responsible decision making.

Big Hollow Schools will continue to teach students to be responsible, respectful, trustworthy, fair, and caring citizens. PBIS uses proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments.

SEARCH AND SEIZURE (Board Policy 7:140)

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

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

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

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

Students

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

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or liaison police officer of the same sex as the student.

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

Seizure of Property

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

STUDENT BEHAVIOR (Board Policy 7:190)

The goals and objectives of this policy are to provide effective discipline practices that: (a) ensure the safety and dignity of students and staff; (b) maintain a positive, weapons-free, and drug-free learning environment; (c) keep school property and the property of others secure; (d) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (e) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

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

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 or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted

to attend school or school functions and are treated as though they had alcohol in their possession.

3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (1) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (2) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
 - g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (1) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (2) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
 - h. Drug paraphernalia, including devices that are or can be used to: (1) ingest, inhale, or inject cannabis or controlled substances into the body; and (2) 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" as that term is defined in the Weapons section of this policy, or violating 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 using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's Individualized Education Program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. 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, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by:
 - (a) being a member; (b) promising to join; (c) pledging to become a member; or

- (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
 18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
 19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
 20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
 21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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 in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is 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.

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.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school

suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has 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 designee.
8. Community service with local public and nonprofit agencies that enhances 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/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

Corporal punishment is prohibited. 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 defense of property.

Weapons

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

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look-alikes” of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent’s determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy’s prohibitions concerning weapons apply regardless of whether: (a) a student is licensed to carry a concealed firearm, or (b) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student’s ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (a) 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, (b) observes or has reason to suspect that

any person on school grounds is or was involved in a drug-related incident, or (c) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

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

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

Gang Activity Prohibited (Board Policy 7:190-AP2)

Students are prohibited from engaging in gang activity. A gang is any group of 2 or more persons whose purpose includes the commission of illegal acts. No student shall engage in any gang activity, including but not limited to:

1. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that are evidence of membership or affiliation in any gang;
2. Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or hand-shakes) showing membership or affiliation in a gang; and
3. Using any speech or committing any act or omission in furtherance of any gang or gang activity, including but not limited to: (a) soliciting others for membership in any gangs, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school district policies, (d) inciting other students to act with physical violence upon any other person.

Students engaging in any gang-related activity will be subject to one or more of the following disciplinary actions:

- Removal from extracurricular and athletic activities

- Conference with parent(s)/guardian(s)
- Referral to appropriate law enforcement agency

STUDENT BEHAVIOR CONSEQUENCES

The administration reserves the right to increase or modify the consequences based upon the severity or circumstances of the infraction.

The range of student behavior consequences are as follows:

- Parent contact
- Conference with student
- Time in the office
- Loss of privilege, including after school activities
- Detention (held during student's recess/lunch or in the morning at 7:00 a.m.)
Students may be ineligible to participate in extracurricular activities on the day the student earns the detention, and/or the day the detention is served.
- In-School Suspension (Students will be given the opportunity to make up class work for equivalent credit.)
- Out-of-School Suspension (Students will be given the opportunity to make up class work for equivalent credit.)
- Expulsion
- Students may be asked to write a reflection on their behavior
- Students may be asked to write an apology letter
- Bus Suspension (due to an accumulation of bus infractions)
- Suitable consequences appropriate and related to the infraction

Parents may be contacted by phone or email to notify them of the consequence their child has earned. If further clarification of the situation is needed, parents are encouraged to contact the staff member who issued the consequence.

Detentions

Middle School detentions are held from 7:00 a.m. to 7:45 a.m. Monday-Friday. Middle School students and parents will be responsible for transportation to detention. The student will be required to complete a written behavior reflection given by the supervising educator. The written assignment may ask the student to create a plan to prevent this infraction from happening again. The student will also spend time discussing steps that can be taken to deter him/her from engaging in the negative behavior again. Further, students will be required to complete homework that was provided or read a book. Failure to attend a before school detention may result in additional detentions being issued. **The student may be ineligible to participate in extracurricular activities on the day of the detention or the day the detention is served.**

Consequences May be Issued For, But Not Limited to, the Following Misbehaviors:

- Disrespect towards a staff member
- Verbally harassing, provoking, or threatening another student
- Pushing, shoving, hitting, play-fighting

- Using profanity, vulgarity, obscenity
- Forging or misusing any document or note
- Repeated bus misbehavior
- Misbehaviors at lunch or recess
- Accumulation of unexcused tardies
- Insubordination/Noncompliance
- Any behavior the student engages in repeatedly after being given adequate warning to stop
- Harassment/Bullying
- Any other Prohibited Student Conduct listed in the Student Behavior section of this Handbook

Administrative Procedure - Use of Isolated Time Out and Physical Restraint

This administrative procedure applies to all students. Isolated time out and physical restraint shall be used only as a means of maintaining discipline in schools, that is, as a means of maintaining a safe and orderly environment for learning and only to the extent that they are necessary to preserve the safety of students and others. Neither isolated time out nor physical restraint shall be used in administering discipline to individual students, i.e., as a form of punishment. The use of isolated time out and physical restraint by any staff member shall comply with the Illinois State Board of Education (ISBE) rules, Section 1.285, “Requirements for the Use of Isolated Time Out and Physical Restraint.” Isolated time out and physical restraint are defined as follows:

Isolated time out - the confinement of a student in a time-out room or some other enclosure, whether within or outside the classroom, from which the student’s egress is restricted.

Physical restraint - holding a student or otherwise restricting his or her movements. Restraint does not include momentary periods of physical restriction by direct person-to-person contact, without the aid of material or mechanical devices, accomplished with limited force and designed to: (a) prevent a student from completing an act that would result in potential physical harm to himself, herself, or another or damage to property; or (b) remove a disruptive student who is unwilling to leave the area voluntarily.

In-School Isolation

In-School Isolation consists of a school day spent by the student in the office. The student is responsible for all classroom assignments and will be required to complete a written assignment, which asks the student to create a plan to prevent the respective infraction from happening again. This day will be considered a day of attendance. **Any student who receives an In-School Isolation during the week of an extra-curricular event, may be ineligible to attend the extra-curricular event(s), including, but not limited to, dances.** The student will also receive a loss of privileges to participate in extra-curricular activities for the duration of the suspension.

A day’s worth of assignments will be provided for the student, by the teachers, for the student to complete during the In-School Suspension.

A phone or “in person” conference will be held with the parent/guardian to discuss the infraction and outline prevention strategies. A copy of the In-School Suspension form will be sent home to the parents and one copy will be kept in the office disciplinary file.

In-School Isolations may be issued for, but not limited to, the following:

1. Students involved in fighting, regardless of who “started” the fight.
2. Severe verbal harassment, provocation, or threatening behavior directed towards any student and/or employee of the Big Hollow School District.
3. Behavior deemed detrimental to the health, welfare and education of the student, staff and/or school environment.
4. Second occurrence of bullying/harassment.
5. Dangerous behaviors including, but not limited to, possession of incendiary devices, laser pointers, and throwing objects at someone with malice.
6. Insubordination/Disrespect including, but not limited to, unintentional contact between a student and a staff member.
7. Theft.
8. Possession of smoking paraphernalia/material.

Out-of-School Suspension

An Out-of-School Suspension does not have to be preceded by any other disciplinary action. During an Out-of-School Suspension, the student is not permitted on or near School grounds for the duration of the Suspension. Any student that receives an Out-of-School Suspension during the week of an extra-curricular event will be unable to attend the extra-curricular event, including, but not limited to, dances. The student will also receive a loss of privileges to participate in extra-curricular activities for the duration of the Out-of-School Suspension.

Out-of-School Suspension may be issued for, but not limited to, the following:

1. Committing an act of gross disobedience or misconduct which could make his/her presence a continuing danger to the persons, property, and/or academic progress of the school.
2. Use of any tobacco product on school grounds or during any school related activity.
3. Vandalizing school property or property of individuals at school.
4. Possessing, using, and/or being under the influence of an illegal substance (drugs, alcohol, etc.) in school, on school grounds, or at any school-related activity.

School work will be furnished upon the student’s return. Students are expected to ask for the work they have missed. The number of days suspended is the number of days to make up work. Students who receive an Out-of-School Suspension longer than 4 days will be provided with appropriate support services by the District if they are available at that time.

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

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
 - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
 - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
 - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
 - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
 - I. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
 - a) A threat to school safety, or
 - b) A disruption to other students' learning opportunities.
 - II. For a suspension of 4 or more school days, an explanation:
 - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
 - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
 - c) That the student's continuing presence in school would either:
 - i. Pose a threat to the safety of other students, staff, or members of the school community, or
 - ii. Substantially disrupt, impede, or interfere with the operation of the school.
 - III. For a suspension of 5 or more school days, the information listed in section 4.e.II., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.

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

Expulsion

This action does not have to be preceded by previous disciplinary actions.

A conference will be held with the parent(s)/guardian(s), student, and Administrator to discuss the incident. Notification will be sent to the parent(s)/guardian(s) informing them of the time and date for their appearance before the School Board.

An Expulsion requires formal action by the School Board in accordance with due process requirements.

Students will be considered for Expulsion for, but not limited to, the following reasons:

1. Threatening or actual physical harm to students or staff members.
2. Flagrant damage or destruction of School District property.
3. Possession, usage or trafficking of drugs, alcohol, or tobacco.
4. Possession or use of a weapon.

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
 - a. Include the time, date, and place for the hearing.
 - b. Briefly describe what will happen during the hearing.
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
 - d. List the student's prior suspension(s).
 - e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.

- f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. If the Board acts to expel the student, its written expulsion decision shall:
 - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
 - b. Provide a rationale for the specific duration of the recommended expulsion.
 - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
 - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon expulsion, the District may refer the student to appropriate and available support services.

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, halters, tube tops, shirts with inappropriate straps, hats, short shorts, baggy pants which droop down, long pants which drag on the ground, extremely low hip-

huggers, transparent clothing, or pajamas to class. Skirts and shorts must be of an appropriate length.

We believe that parents are responsible for student dress and appearance. School officials will enforce a dress standard if disruption of school or activity is caused. It is expected that every student will practice good citizenship and comply with the following guidelines for *ALL* school activities, including dances:

1. Shoes are to be worn at all times. Heelies and slippers are **not** allowed.
2. Hats, jackets, bandanas, sweatbands (either worn as a headband or head covering), dew rags and sunglasses are **not** to be worn in school, the bus, or class.
3. Shorts and skirts must be an appropriate length. (They must be at least finger-tip length). Jeans and shorts should not be worn if rips are present above the knee.
4. Halter, midriff, mesh tops, spaghetti straps, or inappropriate tank tops are **not** to be worn. Students should not be showing midriff skin. If a tank top is worn, the strap must be at least two fingers wide. If boys wear a tank top, they must wear a t-shirt underneath. Arm pits must not be visible.
5. Sexually suggestive clothing is **not** acceptable.
6. Vulgar or profane writing or symbols on clothing is **not** acceptable. Administration will decide if writing or symbols are offensive.
7. Writing on arms, legs, any visible body part, and clothing is **not** allowed.
8. Any clothing referencing alcohol and/or drugs, tobacco, weapons or any gang-related symbols will **not** be permitted.
9. Any clothing or articles of jewelry that are a distraction or diversion to the educational process will not be permitted.
10. Inappropriate jewelry or other adornment will **not** be permitted. (This includes chains, safety pins, etc.) Administration has the final determination on the appropriateness of jewelry items.
11. Undergarments should **not** be visible. Pants should be worn at hip level.
12. Yoga pants or leggings may be worn as long as a shirt is covering the buttocks area.

Students not in compliance with these guidelines will be asked to change their clothing. Repeated violations will result in further disciplinary action. Administration will have final determination for disciplinary actions.

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.

STUDENT HARASSMENT (Board Policy 7:20)

Bullying, Intimidation, and Harassment Prohibited

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental

disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, 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 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 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. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Making a Complaint; Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Non-discrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

Non-discrimination Coordinator:

Mrs. Christine Arndt
Assistant Superintendent
26051 W. Nippersink Rd.
Ingleside, IL 60041
847-740-1490

Complaint Managers:

Mr. Robert Gold
Superintendent
26051 W. Nippersink Rd.
Ingleside, IL 60041
847-740-1490

Mrs. Christine Arndt
Assistant Superintendent
26051 W. Nippersink Rd.
Ingleside, IL 60041
847-740-1490

STUDENT RIGHTS AND RESPONSIBILITIES (Board Policy 7:130)

All students are entitled to enjoy the rights protected by the U.S. and Illinois 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.

Students may, during the school day, during non-instructional time, voluntarily engage in individually or collectively initiated, non-disruptive prayer or religious-based meetings that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, are not sponsored, promoted, or endorsed in any manner by the school or any school employee. Non-instructional time means time set aside by a school before actual classroom instruction begins or after actual classroom instruction ends.

Expressions of Concern

Students have both the right and responsibility to express school-related concerns and grievances to staff members or the Principal. These concerns must be expressed in a manner which is not slanderous, obscene, likely to disrupt class work, or cause substantial disorder to the learning environment of the school. Expression of these concerns may be made in writing or in person to a staff member or the Principal.

Due Process

Prior to a suspension from school, a student has the right to a conference with the Principal. During this conference the student will be informed of the complaint against him/her and given an opportunity to respond.

If a student receives an out-of-school suspension, the parents/legal guardians have the right to appeal the suspension to the Superintendent and School Board.

Students will help to create a safe and nurturing environment by adhering to the following rules:

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.

Classroom

As part of a learning community:

1. Our students will be attentive and cooperative in the classroom.
2. Our students will follow established rules to ensure a positive learning environment.
3. Our students will bring supplies, including paper, pens, pencils, or other items needed to complete class work.
4. Our students will bring an assignment notebook to class on a daily basis.
5. Our students will complete their assigned work and bring it to class.

Students who consistently violate classroom rules will be subject to disciplinary actions by the Teacher. Teacher-assigned consequences may include student/teacher conferences, parent phone calls, parent conferences, behavior improvement assignments, loss of classroom privileges, or detention(s).

If a student's conduct disrupts the learning process to the extent that the Teacher is unable to conduct class, an office referral will be made. Consequences for such behavior will be determined by the Administration in consultation with the Teacher.

Assemblies, Plays, Sporting Events, and Field Trips

As a part of a learning community:

1. Our students will participate appropriately at all school events.
2. Our students will be engaged at all events and demonstrate appropriate behavior throughout each event.
3. Our students will be polite and listen quietly to all speakers that are brought into the school.
4. Our students will use appropriate language and tone at all school events.
5. Our students will be respectful to all visiting teams, fans, students, officials, and schools.
6. Our students will remain in the building/at the school activity until a parent arrives to pick him/her up.

Outside

1. Our students will follow the directions of the playground supervisors.
2. Our students will keep hands, feet, and objects to themselves.
3. Our students will dress appropriately for the weather.
4. Our students will use appropriate language and tone.
5. Our students will use the restroom before exiting to go outside.
6. Our students are not to play in or near mud, water, or snow.
7. Our students must use playground equipment in an appropriate manner.
8. Our students will refrain from engaging in: dodgeball, jumping on another child's back, chicken-fights, "play" fighting, kicking, pushing or roughhousing or similar type activities that are not allowed.
9. Our students will use equipment properly including the following:
 - a. Sliding down the slide in a sitting position, alone, and one at a time.
 - b. No climbing up or sliding down the poles of the slide.
10. Our students will refrain from throwing objects such as: rocks, sand, mulch, snowballs, and hardballs.
11. Our students will not leave the playground for any reason including the retrieval of lost balls.
12. Our students will not use skateboards, Frisbees, roller blades or other potentially dangerous equipment on the playground.
13. Our students will not use motorized scooters on school property.
14. Our students will not use electronic devices on the playground.
15. Our students will use playground balls only in the designated areas.
16. Our students will play tag 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.

Restroom

Student washrooms are to be used for the purpose for which they are designed. Washrooms are not designed for meeting areas where students may loiter. All students using the restroom during class must sign in and out of the classroom. Disciplinary action will be taken against students who are found loitering in the washroom.

Cafeteria

Compliance with school guidelines is always expected. Students must present their school ID to purchase a lunch.

1. Students should enter the lunchroom in a safe, orderly manner.
2. Students should immediately be seated at their lunch table.
3. Students should wait for a lunch supervisor to direct him/her to enter the line to receive their lunch.
4. Students should stay seated for the duration of lunch.
5. Students will sit at their assigned table by homeroom. Exceptions may be made based on good behavior.
6. Students will treat all cafeteria staff with kindness and respect.
7. Students will follow all directions from cafeteria staff.
8. Students will use appropriate table manners.
9. Students will keep their area clean.
10. Students will wait patiently for their turn and eat a healthy lunch.
11. Students will use appropriate language and tone.
12. Students will eat all of their lunch only in the lunchroom.
13. Students will refrain from bringing glass containers of any kind.
14. Students will refrain from bringing high sugar, high energy, or highly caffeinated drinks (ex. Monster, Red Bull, etc.) to lunch.
15. Students will dispose of trash after the lunch supervisors have instructed them to do so.

Lunchroom Violations

The lunch supervisors will document violations and prescribe appropriate consequences. Disciplinary discretions will be determined by a Building Administrator. Consequences are as follows:

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

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. Students may also be issued a before or after school detention.

TEEN DATING VIOLENCE PROHIBITED (Board Policy 7:185)

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

Making a Complaint/Enforcement

Students are encouraged to report claims or incidents of teen dating violence to the Nondiscrimination Coordinator, Building Principal, or Assistant Building Principal. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

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

GENERAL INFORMATION AND NOTIFICATIONS

BIRTHDAYS AND CLASS TREATS

Big Hollow Schools recognize that birthdays are important celebrations to young children. Each grade level team may decide how best to celebrate birthdays in ways that do not detract from instructional time. However, it is not permissible to bring edible treats to celebrate birthdays. Parents of students in grades EC-4 who wish to honor their child's birthday may do so in one of two ways: (a) a book, game or other similar item could be donated to the classroom in their child's honor, or (b) pencils, erasers, stickers, and similar items could be distributed to students if parents choose.

BUILDING AND GROUNDS

Pest Management

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. 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. State law requires public schools to practice IPM. The Integrated Pest Management program at District #38 will include the following:

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

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.

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

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. Prior notice is not required if there is imminent threat to health or property.

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.

CONVICTED 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. The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (a) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (b) 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 (c) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. The offender received permission to be present from the 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.

ENGLISH LANGUAGE LEARNERS (Board Policy 6:160)

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Language Learners will be given an opportunity to provide input to the program, and will be provided notification regarding their child's placement in, and information about, the District's English Language Learners programs.

For questions related to this program or to express input in the school's English Language Learners program, contact Bilingual/ELL Director, Michelle Dzik at 847-740-5321.

EQUAL EDUCATION OPPORTUNITIES (Board Policy 7:10)

Equal educational and extra-curricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, actual or potential marital or parental status, including pregnancy.

Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance by using Board Policy 2:260 Uniform Grievance Procedure.

Sex Equity

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

Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the Board of Education's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

Non-discrimination Coordinators:

Mr. Robert Gold
Superintendent
26051 W. Nippersink Rd.
Ingleside IL 60041
847-740-1490

Mrs. Christine Arndt
Assistant Superintendent
26051 W. Nippersink Rd.
Ingleside IL 60041
847-740-1490

FIELD TRIPS (Board Policy 6:240)

Field trips are permissible when the experiences are a part of the school curriculum and/or contribute to the District's educational objectives. Students must abide by all school policies during transportation and during field trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent/guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

1. Failure to receive appropriate permission from parent/guardian or teacher;
2. Failure to complete appropriate coursework;
3. Behavioral or safety concerns;
4. Denial of permission from administration;

5. Other reasons as determined by the school.

All non-participating students shall be provided an alternative experience.

Field Trip Regulations for 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 backseat 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.

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 also cannot be carried on the bus. Arrangements need to be made to have them picked up by an adult after school.

HALLWAY PASSES-MIDDLE SCHOOL

No student is allowed in the hallway during class time without a pass. A pass will be issued to students by the classroom teacher. Students are to go **DIRECTLY** to the place they have been assigned. Students who fail to report to the designated area on the pass within a reasonable length of time may have the privilege of using a hall pass denied and be marked tardy.

HOME TO SCHOOL COMMUNICATIONS

When you have a question, problem or concern, please follow the link sequence below:

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 websites.

Telephones

To provide better communication, teachers have a telephone in their classroom. 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.

HOMEWORK CLUB-MIDDLE SCHOOL

There will be Homework Club after school for any 5th, 6th, 7th or 8th graders who would like extra time to work with a teacher. Homework Club will run after school from 2:45-3:30. Students must arrange a ride home or have permission to walk home. Homework Club will be in the Library and students will have a teacher supervising them. Homework Club requires a signed permission slip.

HOMEWORK POLICY-MIDDLE SCHOOL

Students may receive homework each day from one or more academic classes. Students are expected to turn in their homework on the date it is due. Homework turned in after the due date will receive a grade reduction based on each teacher's respective Homework Policy. Teachers will make their expectations clear to students and parents at the beginning of the school year.

HOT LUNCH PROGRAM

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

Applications for Free/Reduced Lunches are available on Big Hollow's website at www.bighollow.us and 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 posted on the school website and are available in the school office. 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, parents/guardians who send lunch to school are encouraged to provide a nutritious meal for their child.

Students are not permitted to bring food or beverages out of the cafeteria. Students should not bring more food than can be consumed during their lunch period. **Gum chewing is prohibited.** Students should not bring gum, mints, or candy to school. Please refer to our Wellness Policy, located at www.bighollow.us.

LOCKERS-MIDDLE SCHOOL

Students are responsible for the care of their assigned locker. Students whose lockers are damaged by others must report the problem to the school office immediately.

Any person caught tampering with, opening, or removing items from any locker other than his or her own will face disciplinary action.

All hallway lockers are equipped with a lock and 6th-8th grade students are issued a lock for their gym locker. **Only school issued locks may be used.** *Students must not tell anyone their private combination.* The following locker guidelines should be followed:

1. NEVER LEAVE YOUR LOCKER WITHOUT MAKING SURE YOU HAVE LOCKED IT.
2. Big Hollow Middle School is not responsible for any lost or stolen items from lockers. Students should not share locker combinations with friends.
3. Students are not permitted to share lockers, except under special circumstances.
4. All belongings are to be kept in a neat and orderly manner.
5. The school district has the right to inspect any locker for just cause.
6. Lockers cannot be decorated for birthdays, etc. by other students at any time.

LOST 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.

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.

MAKE-UP WORK-MIDDLE SCHOOL

Students who are absent are responsible for contacting the teachers of the classes missed and determining what assignments are to be made up along with the time limit for having them completed. You may call 847-740-5322 extension 5000 to request a list of missed assignments for the day(s) your child is ill **before** 9:00 a.m. and they will be ready to be picked-up at the office 2:45-3:00 p.m. Work missed while absent and not turned in by the date required by the class teacher, will be recorded as zero and so averaged in the student's quarterly grade. **Don't forget you can check the website for homework at**

www.bighollow.us, Middle School, then Teacher Websites and Contacts. Daily items are posted by 4:00 p.m.

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 (forgotten lunch, books, homework, must stay after-school, etc.) will be required to use a classroom phone. In order to minimize classroom 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.

MIDDLE SCHOOL REWARDS SYSTEM

Students at the Middle School have many opportunities to receive rewards for appropriate behavior and good citizenship while at school. Some of these rewards include:

1. **Student of the Month:** Each grade level team may award 2 students as Students of the Month for their team.
2. **Quarterly Recognition:** Students will be recognized for attaining Academic High Honors and Honors.
3. **Individual Grade Levels:** Each teacher/grade level has a system of positive rewards that children may attain by following the Classroom Rules and being Good Citizens.
4. **Free Friday:** Appropriate and excellent lunchroom and recess behavior during the week may result in a “Free Friday” which allows the students to sit at any table in the lunchroom.

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.

PARENT NOTIFICATION

An electronic notification system, Skylert School Messenger, is utilized by the District. Information will be emailed to parents using email addresses provided during registration and Skyward Family Access. Information may be specific to certain buildings or could be district-wide.

PARENT/TEACHER COMMUNICATION

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work

with teachers. Parents/Guardians will be informed in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy. The school provides Parents/Guardians with access to:

1. School performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
2. A description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
4. Timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the State, the Federal Government and the District.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extra-curricular time.

Parents/Guardians of participating children have a right to appeal the contents of this policy. The District will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to Mrs. Christine Arndt at 847-740-1490.

The state's resources on parental involvement can be located at <http://illinoisparents.org/>. The website provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

PARENT-TEACHER ORGANIZATION (PTO)

The Big Hollow Parent-Teacher Organization is a 501(c)3 charity designed to work together with Big Hollow School District #38 teachers, staff, parents, students, and community members. They provide educational, social, and cultural experiences for the students through various events, activities, and fundraisers. Each year, Big Hollow PTO provides funds and grants for teachers and staff to purchase additional teaching aids, books, technology enhancements, and extended classroom experiences to enliven and enrich Big Hollow students.

Meetings are held once a month during the school year in the Primary Library. You may access all of Big Hollow's PTO information at www.bighollow.us, then use the Parent tab to select PTO. Once on the PTO page, you may sign up to receive their newsletter under the Parent Information tab.

PARENT VOLUNTEERS

Parent Volunteers and Visitors are a very important aspect of Big Hollow Schools. Big Hollow invites and encourages parents to be an active part of their student's education. Through volunteering, the adult members of the family become an extension of the school's faculty and staff, and an integral part of daily life at Big Hollow. Parents are welcomed and encouraged to volunteer.

There are numerous volunteer and visitor opportunities available throughout the school year including but not limited to: classroom parties, field trips, mystery readers, field days, and helping the teacher. To discuss your child with the teacher, please make an appointment.

Parent Volunteers and Visitors agree to:

- Sign in and out at each office
- Promptly report to and remain in assigned location (in the event of an emergency, it is essential that all visitors are accounted for at all times)
- Follow the Big Hollow dress code
- Refrain from cell phone usage so your child knows that you are truly present when volunteering in the school
- If you take a picture at Big Hollow, you must have permission from all adults photographed and parent permission from all students photographed before posting on social media
- Use respectful, encouraging, and appropriate language
- Respect the privacy of all students and staff
- Understand that some volunteer and visitor activities may or may not be appropriate for younger siblings to attend
- Keep observations, experiences and information confidential

Understand that volunteering at Big Hollow School is a privilege. The school's Principal reserves the right to deny or remove any volunteer violating confidentiality or any District policy. Parent Volunteers and Visitors agree not to divulge information about any student or family to any person outside the school setting.

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.

RECESS

Students in grades K-8 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.

RESPONSE TO INTERVENTION (RTI)

RTI is a problem-solving process designed to provide high quality interventions that are matched to student needs as well as monitor student progress on a frequent basis. Screening assessments are given three times per year to the student population. The data generated from the screening measures along with student performance within the general educational setting is utilized to make decisions regarding the student's educational program and needs.

To request a copy of the *NOTICE OF PROCEDURAL SAFEGUARDS FOR PARENTS/GUARDIANS OF STUDENTS WITH DISABILITIES*, please contact the Special Education Director, Mrs. Kristen Bordonaro at 847-740-1490.

SEX OFFENDER AND VIOLENT OFFENDER COMMUNITY NOTIFICATION LAWS

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police website at: <http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police website at: <http://www.isp.state.il.us/cmvo/>.

STUDENT RECORDS (Board Policy 7:340)

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or Federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.

4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

State and Federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, the District will comply with an ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian. Upon request, the District discloses school student records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or Federal law.

Permanent Record

The student Permanent Record consists of the following:

- Basic identifying information, including the student's name and address, birth date and place, and gender, and the names and addresses of the student's parents;
- Academic transcript, including grades, class rank, graduation date and grade level achieved, the unique student identifier assigned and used by the Student Information System(SIS);
- Attendance record;
- Health record;
- Record of release of permanent record information; and

If not maintained in the temporary record, may also consist of:

- Honors and awards received; and
- Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.

Temporary Record

The student Temporary Record consists of the following:

- A record of release of temporary record information;
- Scores received on the State assessment tests administered in the elementary grade levels (Kindergarten-8th Grade);
- The completed home language survey form;
- Information regarding serious disciplinary infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension or the imposition of punishment or sanction;
- Information provided under Section 8.6 of the *Abused and Neglected Child Reporting Act* [325 ILCS 5/8.6], as required by Section 2(f) of the Act;
- Any biometric information that is collected by the school;
- Health-related information;

- Accident Reports;
- Family background information;
- Intelligence test scores, group and individual;
- Aptitude test scores;
- Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation or interviews;
- Elementary and secondary achievement level test results;
- Participation in extra-curricular activities, including any offices held in school-sponsored clubs or organizations;
- Honors and awards received;
- Teacher anecdotal records;
- Other disciplinary information;
- Special education records;
- Records associated with plans developed under section 504 of the Rehabilitation Act of 1973; and
- Any verified reports or information from non-educational persons, agencies or organizations of clear relevance to the education of the student.

TITLE I

Each year in the first quarter of the school year, the school holds a meeting for all Parents/Guardians of students who are served in the Title I program.

At the meeting, the school will discuss parental involvement and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for them to be fully involved in the educational process.

VIRTUAL BACKPACKS

Parents should reference the district website at www.bighollow.us for information regarding their child's education and events. In an effort to reduce the consumption of paper, forms, newsletters, flyers, and other information is available for each building under the Virtual Backpack tab.

VISITING OUR SCHOOLS

All exterior doors 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 and visible at all times during the school visit. All visitors must return to the main office and sign out before leaving the school.

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

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.

VISITORS CONDUCT ON SCHOOL PROPERTY (Board Policy 8:30)

For purposes of this policy, "school property" is defined as District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored event.

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 a school event shall:

1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, or any other person;
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language;
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device;
4. Damage or threaten to damage another's property;
5. Damage or deface school property;
6. Violate any Illinois law, or town or county ordinance;
7. Smoke or otherwise use tobacco products;
8. Distribute, consume, use, possess, or be under the influence of an alcoholic beverage or illegal drug; be present when the person's alcohol or illegal drug consumption is detectable, regardless of when and/or where the use occurred;
9. Use or possess medical cannabis;

10. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
11. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board;
12. 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;
13. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding;
14. Violate other District policies or regulations, or a directive from an authorized security officer or District employee; or
15. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

HEALTH AND SAFETY

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 Skyward Family Access. **It is imperative that you keep emergency contact information in Skyward Family Access accurate and up-to-date during the school year.** If you are unable to update the information, please contact your school office. 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, without use of fever-reducing medication, for 24 hours.

ADMINISTERING MEDICATION (Board Policy 7:270)

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

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

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

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 nurse's office where it will be stored in a locked cabinet. Prescription medication shall display:
 - a. Child's Name/Prescription Number/Medication
 - b. Name/Dosage/Date/Refill
 - c. 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. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school related function other than as provided for in this procedure.
5. 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.

Self-Administration of Medication

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

CARE OF STUDENTS WITH DIABETES

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

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

For further information, please contact the school nurse.

EMERGENCY/SAFETY DRILL PROCEDURES AND CONDUCT (Board Policy 4:170)

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

the direction of the Administration. Drills will not be preceded by a warning to the students.

Fire Drill

In the event of a fire in the school and/or the presence of smoke, we practice exiting our school buildings in a safe, orderly, timely fashion accounting for all students and adults. One of the three fire drills is done in conjunction with the Fox Lake Fire Department.

Severe Weather Drill

In the event of severe weather related to a possible tornado, extremely high winds, dangerous thunderstorm activity, or large hail we practice moving all children and adults to designated safe areas in the school.

Hard Lock Down

In the event of a dangerous intruder(s) or another dangerous event within the building, we practice how to secure all students and adults in safe, unseen locked areas of the building. This drill is now required by law and must be done in conjunction with law enforcement (Lake County Sheriff's Department).

Soft Lock Down

During a Soft Lock Down no one is allowed in or out of the buildings. Adults are directed to lock interior doors, but different than a Hard Lock Down as there is business as usual inside all classrooms.

Bus Evacuation

This drill simulates the need to exit the bus out the back door. Students and supervisors practice safety getting out of the bus using the emergency exit door.

FOOD ALLERGIES

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable Federal statutes, State statutes, Federal regulations and State rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the school nurse.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our School District also may be able to appropriately meet a student's needs through other means.

HEAD LICE

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

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

HOME AND HOSPITAL INSTRUCTION (Board Policy 6:150)

A student who is absent from school, or whose physician anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rules governing (a) the continuum of placement options for students who have been identified for special education services, or (b) the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than 5 school days after receiving a physician's written statement. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

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

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

IMMUNIZATIONS, HEALTH, EYE AND DENTAL EXAMINATION REQUIREMENTS (Board Policy 7:100)

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 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).
4. Proof of immunization against meningococcal disease is required for students in grade 6.

As required by State law:

1. The required health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening must be included as a required part of each health examination; diabetes testing is not required.
3. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning.

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Eye Examinations

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof of a completed eye examination or proof that an eye examination will take place within 60 days after October 15. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examinations

All children in kindergarten, second 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 Department of Public Health.

If a child in the kindergarten, 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 of a completed dental examination or proof that a dental examination will take place within 60 days after May 15.

Exemptions

In accordance with rules adopted by the Illinois Department of Public Health (IDPH), a student will be exempted from this policy's requirements for:

1. Religious or medical grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board Policy 7:280, *Communicable and Chronic Infectious Disease* and State rules if there is an outbreak of one or more diseases from which the student is not protected;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parents/guardians show an undue burden or a lack of access to a dentist.

MEDICAL ALERT

The school nurse, classroom teachers, and office 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, but are not limited to: allergies, heart condition, epilepsy, asthma, diabetes, ADHD, etc.

PHYSICAL EXAMS OR SCREENINGS (Board Policy 7:15)

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision,

insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening. The above does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq.*).
3. Is otherwise authorized by Board policy.

REPORTING COMMUNICABLE DISEASES

When calling the school to report your child's absence due to illness, please inform us of any diagnosed communicable disease or condition such as, but not limited to: chicken pox, strep throat, impetigo, head lice or pink eye. The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

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

SEXUAL ABUSE EDUCATION (Erin's Law)

The Illinois State Board of Education requires schools to inform students on how to recognize behaviors of abduction and abuse, including sexual abuse. Illinois State Law (Erin's Law) requires that all public schools implement a prevention-oriented child sexual abuse program. Students will learn techniques to keep themselves safe and to speak up. These lessons will be discussed in individual classrooms. Parents will be given the opportunity to sign a waiver to exempt their child from the lesson.

STUDENT SAFETY

Backpacks

Backpacks, or any bag that is used to carry books, are to be kept in the student's lockers or cubbies. Students are not allowed to bring them when switching classes. Students are permitted to visit their lockers/cubbies between classes.

Aerosol Sprays

Due to the potential danger of aerosol sprays, (hair spray, deodorant, breath spray, bug spray, sunscreen, etc.) they 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.

Bicycle Regulations

All student bike riders are required to provide the office a signed parental permission slip. Students without a permission form on file must bring a dated note, signed by the parent, stating where the child is biking to and how long this should be in effect. Please observe the following rules:

1. Students may ride their bicycles to and from 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.
4. Students must leave the school grounds immediately after retrieving their bicycle from the rack.
5. Students who violate these rules will not be permitted to ride a bicycle to and from school.

Skateboards

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.

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION (Board Policy 7:290)

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

VISION AND HEARING SCREENING

All Kindergarten students will be Vision and Hearing screened. Special Education students will also be screened yearly for possible vision and hearing difficulties. Your child is not required to undergo the Vision Screening if an optometrist or ophthalmologist has completed and signed a report indicating that an examination has been administered within the previous 12 months. The schedule for Vision and Hearing Screening is:

Kindergarten-Vision and Hearing

Grade 1: Hearing

Grade 2: Vision and Hearing

Grade 3: Hearing

Grade 8: Vision

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

INTERNET, TECHNOLOGY, AND PUBLICATIONS

ACCESS TO ELECTRONIC NETWORKS (Board Policy 6:235)

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.

Student Accounts and Profiles on Social Networking Websites

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

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

Personal Electronic Devices

Parents who wish to allow their students to use a personally owned electronic device within the Big Hollow School District #38 learning environment must agree to the following:

1. Students shall take full responsibility for their device and keep it with themselves at all times. BHSD shall not be liable for the loss, damage, misuse or theft of any personally owned device brought to school.
2. Students are responsible for the proper care of their personal device, including any costs of repair, replacement or any modifications needed to use the device at school.
3. Personal devices shall be charged prior to bringing them to school and shall be capable of running off their own battery while at school.
4. The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated Board policies, administrative procedures, school rules or has engaged in other misconduct while using the device.
5. Personal electronic devices will only be utilized when students have been given permission by school staff.
6. Students must comply with any request of a staff member to shut down the computer/device or close the screen.
7. Students shall use the district's secured wireless network. Use of external

- wireless connections are not allowed.
8. Current virus protection is recommended on devices that utilize the guest wireless network.

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 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:

1. Posting pictures of themselves, classmates, or staff taken on school property or at school activities. Inappropriate activities could result in loss of internet privileges. School property includes school buildings, buses and while representing our school at school activities.
2. 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.
3. Using the name of school or its logo, or any other representative symbol in an unauthorized manner (i.e., the creation of a website or webpage (s) on an off-site server or network).
4. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused.
5. Downloading copyrighted material for other than personal use.
6. Using the network for private financial or commercial gain.
7. Gaining unauthorized access to resources or entities.

8. Invading the privacy of individuals.
9. Using another user's account or password.
10. Posting material authored or created by another without his/her consent.
11. Posting anonymous messages.
12. Using the network for commercial or private advertising.
13. Accessing, submitting, posting, publishing or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
14. 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:

1. Be polite. Being abusive in messages sent to others is unacceptable.
2. Use appropriate language. Swearing, using vulgarities or any other inappropriate language is unacceptable.
3. Revealing the personal address or telephone numbers of students or colleagues is unacceptable.
4. Electronic mail (e-mail) is not private. Personnel who operate the system have access to all e-mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. The network is to be used in a way as not to disrupt its use by others.
6. 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.

ELECTRONIC DEVICES/CELL PHONES

Electronics (mp3 devices, cellular telephones, etc.) must be turned off and remain in student lockers/backpacks during school hours and during after school activities. They also must be turned off and not used on school buses. Students who are found in possession of or using an unauthorized electronic device or cellular telephone during school hours will have the device confiscated. Devices will not be returned to the students. Parents will be required to retrieve the device 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.

GUIDELINES FOR STUDENT DISTRIBUTION OF NON-SCHOOL SPONSORED PUBLICATIONS ACCESSED OR DISTRIBUTED ON-CAMPUS

(Board Policy 7:310)

For purposes of this section and the following section, a *publication* includes, without limitation: (a) written or electronic print material, and (b) audio-visual material, on any medium including electromagnetic media (e.g. images, MP3 files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, CD-ROM, etc.) or on-line (e.g., any website, social networking site, database for information retrieval, etc.). Creating, distributing and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

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

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;

3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting;
4. Is reasonably viewed as promoting illegal drug use; or
5. Is distributed in Kindergarten through Eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

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

NON-SCHOOL SPONSORED PUBLICATIONS ACCESSED OR DISTRIBUTED OFF-CAMPUS (Board Policy 7:310)

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

STUDENT PRIVACY PROTECTION (Board Policy 7:15)

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must receive prior Board approval. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Surveys Created by a Third Party

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

Survey Requesting Personal Information

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

1. Political affiliations or beliefs of the student or the student’s parent/guardian.
2. Mental or psychological problems of the student or the student’s family.
3. Behavior or attitudes about sex.

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

The student's parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
2. Refuse to allow their child or ward to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

All surveys must receive prior Board approval.

Instructional Material

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child/ward's educational curriculum within a reasonable time of their request.

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

REGISTRATION

EMERGENCY CONTACT INFORMATION

Please keep your contact information up-to-date using Skyward Family Access. You may contact the school office to have your phone numbers updated if needed. It is crucial that the school office is able to contact you, or another adult designated by you, in the event of an illness or emergency.

FEES

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

A Fee Waiver Form must be completed each year to qualify for a fee reduction or waiver. Fee Waiver Forms may be obtained from the school building office or through the District website. The Fee Waiver Form is in addition to the Free/Reduced Lunch Application. Completed 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 reason(s) for the denial.

PROOF OF RESIDENCY REQUIREMENT

New students and students who have a change of address will be required to prove residency. Existing students may be asked to show proof of residency as part of the registration process or if their residency is questionable. All students enrolled in 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 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 at least one item from Category 1 and at least two items from Category 2. However, if there is reason to believe a student's residency is in question, further documentation may be requested.

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.

REGISTRATION

Registration for returning students and new incoming students for the fall is held in the spring of each year by using the Student Registration link on the Big Hollow website.

Illinois law requires children to be five years old by September 1st to be eligible for Kindergarten.

New students entering the district during the school year may be registered at any time by using the Student Registration link on the Big Hollow website.

In order to complete the online registration portion, a parent/legal guardian will need to present a Certified copy of the child's Birth Certificate and the required Proof of Residency documents to the school office.

Proof of Residency Documents-Category 1 (One item required from the following):
For Homeowners:

- Current Property Tax Bill
- Current Mortgage Papers
- Original Closing Papers or Occupancy Permit

For Rental Property Residents:

- Original Signed and Dated Lease indicating the parent/guardian's name, length of lease, and a copy of the cancelled check or receipt of the most recent rent payment
- Landlord Verification (if lease is not available)
- Current Renters Insurance Policy

Proof of Residency Documents-Category 2 (two items required from the following):

- Driver's License
- Electric Bill (current within 60 days)
- Gas Bill (current within 60 days)
- Water Bill (current within 60 days)
- Homeowners or Renters' Insurance

SPECIAL EDUCATION

ACCOMODATION FOR INDIVIDUALS WITH DISABILITIES (Board Policy 8:70)

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others. The District will provide auxiliary aids and services when 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. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety. The Superintendent or designee is designated the Title II Coordinator and shall:

1. Oversee the District's compliance efforts, recommend necessary modifications to the Board, and maintain the District's final Title II self-evaluation document and keep it available for public inspection for at least 3 years after its completion date.
2. Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent, as the Title II Coordinator, the Assistant Superintendent, or by filing a grievance under the Uniform Grievance Procedure.

Complaint Managers:

Mr. Bob Gold
Superintendent
26051 W. Nippersink Rd.
Ingleside, IL 60041
847-740-1490

Mrs. Christine Arndt
Assistant Superintendent
26051 W. Nippersink Rd.
Ingleside, IL 60041
847-740-1490

EDUCATION OF CHILDREN WITH DISABILITIES (Board Policy 6:120)

The District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals with Disabilities Education Act (IDEA) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The term “children with disabilities,” as used in this policy, means children between ages 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education’s *Special Education* rules, that special education services are needed.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education’s *Special Education* rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students’ identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student’s parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student’s parent(s)/guardian(s), and representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the School District in fulfilling its obligations to the District’s disabled students.

If necessary, students may also be placed in non-public special education programs or education facilities.

TRANSPORTATION

BUS CONDUCT (Board Policy 7:220)

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 and 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 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. Wait for a signal from the bus driver permitting you to cross.
18. Never run back to the bus, even if you dropped or forgot something.

School Bus Suspensions

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student behavior as defined in Board Policy, 7:190, Student Behavior.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Academic Credit for Missed Classes During School Bus Suspension

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

Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

Discipline Procedure

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.

STUDENT TRANSPORTATION (Board Policy 4:110)

The District shall provide free transportation for any student in the District who resides:
(a) at a distance of one and one-half miles or more from his or her assigned school, unless

the Board of Education has certified to the Illinois State Board of Education that adequate public transportation is available, or (b) within one and one-half miles from his or her assigned school where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with Section 45/1-15 of the Education for Homeless Children Act.

If a student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the 1½ miles from the school attended. Unless the Superintendent or designee establishes new routes, pick-up and drop-off locations for students in day care must be along the District's regular routes. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes.

Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the Superintendent or designee's approval and direction. In setting the routes, the pick-up and discharge points should be as safe for students as possible.

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. The strobe light on a school bus may be illuminated only when the bus is actually being used as a school bus and (a) is stopping or stopped for loading or discharging students on a highway outside an urban area, or (b) is bearing one or more students. The following guidelines have been adopted:

1. 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.
2. Students are assigned to a specific stop and route. Students must use their assigned stop every day. The number of students assigned to each stop is planned when the routes are developed to avoid overcrowding on the routes.
3. Kindergarten students must be put on and taken off the bus by a parent/guardian or responsible individual authorized by the parent/guardian. If you are unable to be at the stop to take your child off the bus, we need to know who is authorized by you to meet your child.
4. 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 requests 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 the Transportation Director, Mr. Joe Doninger at 847-740-1490.