

Belle Valley School District #119



Student/Parent Handbook 2024-2025



NOTED CHANGES

The following updates/changes have been made to the 2024-2025 Student/Parent Handbook!

- Page 3 – Assistant Superintendent and Middle School Principal
- Page 4 - 2024-2025 School Calendar
- Page 12 - School Improvement Dates (SIP)
Early Release Dates
- Page 14 – Breakfast/Lunch Meal Costs
- Page 19 – Authorization For Internet and Computer Access

Belle Valley School District No. 119
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Board of Education

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Assistant Superintendent

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Mrs. Quennetta Chambers

Principal, Early Childhood- Grade 4
Principal, Grades 5-8
Assistant Principal
School Resource Officer (SRO)

Ms. Staci Kramper
Dr. Amanda Bagley
Mr. Brandon Musso
Detective Dan Cook (Ph. 618-722-2520)

Belle Valley School District Mission Statement

Belle Valley School's mission is to create and maintain a collaborative, professional, team culture where students, teachers, administrators, parents, and board members focus on the foundation of learning designed to generate a supportive, caring family where everyone may grow to be not only academically adept, but also ethically honest, responsible and cooperative.

This handbook is not all-inclusive in that it cannot possibly address all the potential scenarios, which may arise and still be a convenient and understandable guide for students and parents. The Board of Education does not intend to limit its ability nor the ability of its administrators or faculty to respond to situations, which are not specifically addressed herein. District policy, as provided in district web-site, supersedes any/all information provided in this handbook.

BELLE VALLEY SCHOOL DISTRICT #119
SCHOOL CALENDAR
2024-2025

AUGUST

- 13 Teacher Institute – No School, Parent Open House – Elementary 6-7pm. and Middle School 6:30-7:30pm.
- 14 **First Day of School** – Half Day Attendance (School Improvement Day)

SEPTEMBER

- 2 Labor Day – No School
- 13 Half Day Attendance (School Improvement Day) & Progress Reports Go Home
- 18 Early Dismissal – Teacher Meetings

OCTOBER

- 11 Half Day Attendance (School Improvement Day) - End of 1st Reporting Period
- 14 Columbus Day – No School
- 16 Early Dismissal – Teacher Meetings
- 18 Report Cards Go Home

NOVEMBER

- 1 Teacher Institute – No School
- 4 Parent/Teacher Conferences – No School
- 5 Election Day – No School
- 11 Veteran’s Day observance – No School
- 17 Progress Reports Go Home
- 20 Early Dismissal – Teacher Meetings
- 27-29 Thanksgiving Break – No School

DECEMBER

- 2 Classes Resume
- 20 End of 2nd Reporting Period
- 23-31 Winter Break – No School

JANUARY

- 1-3 Winter Break – No School
- 6 Classes Resume – Full Day
- 10 Report Cards Go Home
- 15 Early Dismissal – Teacher Meetings
- 20 Martin Luther King Jr.’s Birthday – No School

FEBRUARY

- 7 Progress Reports Go Home
- 13 Parent/Teacher Conferences – No School
- 14 Teacher Institute – No School
- 17 President’s Day – No School
- 19 Early Dismissal – Teacher Meetings

MARCH

- 13 End of 3rd Reporting Period
- 14 Teacher Institute – No School
- 19 Early Dismissal – Teacher Meetings
- 21 Report Cards Go Home
- 28 Half Day Attendance (School Improvement Day)

APRIL

- 16 Early Dismissal – Teacher Meetings - Progress Reports Go Home
- 17-21 Spring Break – No School

MAY

- 2 Half Day Attendance (School Improvement Day)
- *21 Half Day Attendance (School Improvement Day) Reports Cards Go Home and Last Day
- 26 Memorial Day – No School
- 29 Legal Closing of School (if 5 snow days are used)

<p>Early Dismissal – Teacher Meetings</p> <ul style="list-style-type: none">• 3rd Wednesday of month <p>Dismissal Times</p> <ul style="list-style-type: none">• 1:10p.m. Middle School• 1:45p.m. Elementary School <p>Half Day Attendance (School Improvement)</p> <p>Dismissal Times</p> <ul style="list-style-type: none">• 11:10a.m. Middle School• 11:45a.m. Elementary School

**subject to change if snow days are used*

TABLE OF CONTENTS

<i>Chapter 1 - School Day</i>	
Daily Schedule	8
Attendance	8
Reporting an Illness/Absence	10
Tardiness	10
Student Arrival and Departure Procedures	11
Transportation	11
Early Dismissal Days	12
School Closing Days	12
<i>Chapter 2 - General Information</i>	
Entrance Requirements	13
Birth Certificates	13
Agendas	13
Breakfast/Lunch Program/Food Allergy Management	13
Student Fees	14
Waiver of Student Fees	14
Leaving the School Campus during the School Day	15
Make-Up Work	15
Snacks or Birthday Treats at School	15
Field Trips	15
School Parties, Activities, Events, Dances	15
Athletic Rules & Code of Conduct	16
Student Records	17
State School Report Card	18
Student Privacy Protections	18
Authorization for Internet and Computer Access	19
Uniform Grievance Procedure	22
<i>Chapter 3 - Student Health and Medical Information</i>	
Physical	23
Immunizations	23
Dental Examinations	24
Vision Examinations	24
Vision and Hearing Screenings	24
Illness	24
Accidents	24
Recess and Physical Education	25
Head Lice	25
Medication Policy	25
Child Abuse and Neglect	26
Guidance and Counseling	26
Parent Resources for Child Abuse	26
Communicable Diseases	27
Students with Allergies	27
Care of Students with Diabetes	27
Medical Emergencies	27
Change of Clothes	27
Suicide and Depression Awareness and Prevention	27

Chapter 4 - Curriculum, Educational Programs, and Testing

Curriculum	28
Curriculum Materials	28
Education of Homeless Children	28
Healthy Living & Character Education	28
Standardized Assessment	28
Education of Homeless Children	28
Academic Honors Program (Honor Roll)	28
Advanced Placement	29
Response to Intervention (RtI)	29
Title I	29
Special Education	29
ELL Program	30
Report of Progress	30
Standards Based Grading	30
Traditional Grading	30
Grade Placement	30
Retention Policy	31
Promotion Ceremony	31
Valedictorian & Salutatorian	31
Remote Learning	31
Equity Policy	31

Chapter 5 – Code of Conduct

Code of Conduct	32
Level I – Acts of Misconduct	33
Level II – Acts of Misconduct	34
Level III – Acts of Misconduct	37
Students Responsible for their Behaviors	38
Prohibited Behaviors	38
Positive Behaviors	38
Student Dress	38
Unauthorized Items	39
Searches of School Locker, Property, etc.	39
Student Searches	39
Video Surveillance	40
Behavior on the Bus	40
Behavior at the Bus Stop	41
Bullying Policy	41
Sexual Harassment	42
Drugs, Alcohol, and Tobacco	42
Prohibited Student Conduct	42
When and Where Conduct Rules Apply	44
Access to Student Social Networking Passwords and Websites	44
Disciplinary Measures	44
Corporal Punishment	45
Weapons Prohibition	45
Gang & Gang Activity Prohibited	45
Re-Engagement of Returning Students	46
Explanation of Consequences	46
Learning Center Rules	46
Detentions	47
Out-of-School Suspension	47
Student Expulsion	48
Inspection for Illegal Drugs	48
Safe Room	48

<i>Chapter 6 - Parents</i>	
Parent Behavior/Ramification	49
Belle Valley Parent/Teacher Organization (PTO)	50
BV Webpage	50
School Volunteers	51
Field Trip Chaperones	51
Partners in Education	51
Distribution of Materials	51
Teacher Qualifications	52
Teacher Performance Assessments	52
Sex & Violent Offender Community Notification	52
Mandated Reporter	52
<i>Chapter 7 - Extended School Program (E.S.P.)</i>	
Purpose and Goal of Program	53
Daily Program	53
Operating Policies	53
Admission and Discharge	53
Fees	53
Pick-Up Procedures	53
Student Snacks	53
Student Discipline	53
<i>Chapter 8 - Facilities</i>	
Gun Free Zone	54
Asbestos Notification	54
Notification of Pesticide Application	54
Animals on the Property	54
Safety Drills Procedure and Conduct	54

CHAPTER 1 SCHOOL DAY

DAILY SCHEDULE

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

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

K-4 Grade	5-8 Grade
<p style="text-align: center;">8:00 A.M. – GYM OPEN BREAKFAST OFFERED IN THE CAFETERIA (STUDENTS ARE NOT TO ENTER THE BUILDING BEFORE 8:00 AM. STUDENTS NOT EATING BREAKFAST REPORT TO MULTI-PURPOSE GYM)</p>	<p style="text-align: center;">7:20 A.M. – CAFETERIA OPEN BREAKFAST OFFERED IN THE CAFETERIA (STUDENTS NOT EATING BREAKFAST MUST REPORT TO THE GYM UNTIL 7:35 (5th & 6th Grade) OR THE SECOND FLOOR HALLWAY (7TH & 8TH Grade). ARRIVAL AFTER 7:35 STUDENTS MUST REPORT TO THEIR HOMEROOM)</p>
<p style="text-align: center;">8:00 A.M. – STUDENTS REPORT TO MULTIPURPOSE GYM</p>	<p style="text-align: center;">7:35 A.M. – STUDENTS REPORT TO CLASSROOMS</p>
<p style="text-align: center;">3:30 P.M. – SCHOOL DISMISSAL</p> <p>Any child not picked up 10 mins. after the end of the school day will be taken to the after-school program (E.S.P.), and parents will be charged accordingly.</p>	<p style="text-align: center;">2:45 P.M. – SCHOOL DISMISSAL</p> <p>Any child not picked up 10 mins. after the end of the school day will be taken to the after-school program (E.S.P.), and parents will be charged accordingly. Students are not permitted to wait for a younger student.</p>

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

*Times are subject to change. Written notification and an Alert Now voice message will be distributed to parents in the event school hours change.

ATTENDANCE

Students are expected to attend school daily except when ill, observing a religious holiday, when there is a death in the immediate family (Parent, Sibling, Grandparent, Step-Parent), family emergency or other reason as approved by the building principal. We ask that you consider the following general guidelines as you schedule appointments for your child:

1. A student can miss up to 30 minutes and still be counted present for an entire school day.
2. A student can miss 31 to 150 minutes and be counted present for ½ day.
3. When a student misses 151 or more minutes he/she is counted absent for an entire day.

Students who are tardy to school in the morning must report to the office before going to class. This rule includes students eating breakfast, but it does not include students who arrive on a bus that was late.

Excellent student attendance is a foundational piece of academic excellence. We know that having a student in class each day is a huge step toward substantial progress in all academic areas. While we make every effort to help students that have missed class get caught up, it is nearly impossible to replicate the excellent instruction that our teachers provide each day. We strongly encourage parents to bring students to school before and/or after medical appointments. Please help your child grow their sense of responsibility in the area of attendance.

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

Excessive Absences/Ttruancy

As a school, we realize that some absences are unavoidable. However, student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner. It becomes very difficult for a child to master a subject and to succeed in school when they are excessively absent or tardy. Illinois Law mandates that we report excessive absences to the Family Court. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law and may be convicted of a Class C misdemeanor.

Communication between school and home is very important for the success of our students academically, socially, as well as their attendance. A parent/guardian is required to call the school on the day of a student's absence. If not, it will be considered as an "unexcused" absence. You may call anytime day or night to leave a message on the attendance line. The following procedures are in place in order to assist in providing each child with the best opportunity to be successful.

Excused Absences: Students may receive 5 **excused absences**. Students of military families may be excused from school for up to 5 days when an active duty parent has been called to duty, returns from duty or is on leave (The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment). A note is required when going to an appointment (doctor, dentist, orthodontist, counselor, court, therapy, etc.) and must be presented upon return from the absence. **If the student exceeds the 5 absences allowed, a note from the physician specifically stating that the student is unable to attend school due to the illness, is required for every excused absence after the first five.** A note from the doctor that does not contain this specific information will not be considered excused.

Unexcused Absences: The following are examples of unexcused absences, but not limited to:

1. Haircuts, beauty shop appointments
2. Babysitting
3. Oversleeping
4. Needed at home
5. Vacations
6. At the discretion of the administration

- After **3 unexcused absences**, the administration will inform the parent/guardian that their child's attendance may be interfering with the child's academic performance.
- After **6 unexcused absences**, the student will be placed on the attendance policy and the administration will report the student to the St. Clair County Regional Office of Education (ROE). The student and parent/guardian must appear before a Local Truancy Review Board to address and correct the attendance problem.
- After **9 unexcused absences**, the administration will report the unexcused absences and any attendance concerns to the St. Clair County ROE. The St. Clair County ROE will send a letter to parent/guardian listing the dates the student missed school and schedule a home visit with the truancy officer. Administration will have a conference with the parent/guardian and student, discuss the attendance report and concerns, and issue a consequence.
- After the **12th unexcused absence**, the St. Clair County Regional Office of Education may send a notice to appear at a Regional Truancy Review Board Hearing. A home visit will be conducted and assistance from the Truancy Officer will be required. The chronic truancy may be reported to the Department of Children and Family Services (DCFS).
- If the student's attendance does not improve or the truancy issues aren't resolved and the student receives **additional unexcused absences**, a petition will be filed with the St. Clair County State's Attorney. **The parent and student may have to appear in court.**
- **A student who misses 15 consecutive days of school without valid cause** and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

REPORTING AN ILLNESS/ABSENCE

If a student is ill/absent, parents are to call the school (press 1 from the main menu) prior to the opening of the school day to report an absence. When a phone is unavailable, the student should bring a note signed by a parent/guardian, explaining the absence, the first day he/she returns. Any student who has had fever, rash, vomiting, diarrhea, or contagious disease should stay home from school until the symptoms have been gone for 24 hours.

Students must be in attendance at least a half-day to attend or participate in any after-school activity or ceremony. This includes dances, sporting events, and any celebrations. However, any unexcused absence during the school day will result in non-participation for that event.

IT IS THE STUDENT'S RESPONSIBILITY TO COMPLETE AND TURN IN ANY ASSIGNMENTS MISSED DUE TO AN ABSENCE.

TARDINESS

Tardiness to School and During the School Day

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

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

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

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

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

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

STUDENT ARRIVAL AND DEPARTURE PROCEDURES

Students riding the bus will be admitted to the building upon arrival. All other students will be allowed admittance for K-4 grades at 8:00 a.m. and to 5-8 grades at 7:30 a.m. Students in band, chorus, sports or other activities may arrive ten minutes before the start of the activity and must enter the building through the ESP doors. All K-4 students arriving before 8:00 (with or without an older sibling) will be sent to ESP and parents will be charged accordingly.

Students participating in the breakfast program may enter the cafeteria at 8:00 a.m. for K-4 and 7:20 a.m. for 5-8 grades.

At the end of the day students not riding the bus are to be picked up promptly at dismissal time. Any student not picked up 10 min. after dismissal will be sent to ESP and parents will be charged accordingly.

If it is necessary for a student to leave early from school a parent/guardian must call or have the student bring a note signed by a parent/guardian to the office before school. All parents/guardians must sign their student out at the office when leaving the building. Leaving early at the end of the day without the proper documentation is considered an

unexcused tardy. Excused tardies for appointments require a doctor's note. The tardy policy will apply to unexcused tardies.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year. Parents will be liable for any defacing or damage students create to the bus. Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

***Bus transportation is a privilege and may be lost due to improper conduct.**

TRANSPORTATION

If a child needs to go home in a manner different from his/her normal routine, the school must receive a phone call prior to 2:30p.m. from the parent or a note that is dated and signed by the parent stating how and with whom the child is to go home. If the parent does not notify the office within this time frame for permission, the child will be required to follow his/her regular routine. **You must call the office within 1 hour prior to dismissal time if you have a change of routine home.** Due to some buses being at capacity, permission to ride a different bus will not be granted, unless an emergency arises.

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

Procedure for elementary students who arrive before 8:00 am:

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

**EARLY DISMISSALS
&
SCHOOL IMPROVEMENT DAYS**

Early Dismissal - Teacher Meetings *
(3rd Wednesday of the month)

**September 18
October 16
November 20
January 15
February 19
March 19
April 16**

***K-4 grade students.....8:30 a.m. – 1:45 p.m.**
***5th – 8th grade students7:45 a.m. – 1:10 p.m.**

Half Day Attendance (School Improvement Day)**

**August 14
September 13
October 11
March 28
May 2
May 21 (If no snow days are used)**

****K-4 grade students.....8:30 a.m. – 11:45 a.m.**
****5th – 8th grade students7:45 a.m. – 11:10 a.m.**

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

SCHOOL CLOSING

On days when school is closed, school closing information will be provided in several ways:

1. Television Channel 5- KSDK will broadcast the school closing on the bottom of the TV screen. The information will be broadcast as soon as it is received by the station.
2. The opening recorded message on the phone lines of Belle Valley School (236-5200) will have information regarding school closings.
3. The Belle Valley School District website www.bv119.net will show a link to school closing information on the opening page.
4. Alert Now – Message sent by superintendent or designee to main phone number listed in school office.

CHAPTER 2 **GENERAL INFORMATION**

ENTRANCE REQUIREMENTS

ENTRANCE AGE:

Children who will attain the age of 5 on or before September 1 on any school year will be eligible to attend kindergarten for that year. Based upon the school's assessment of the child's readiness, a child who will be 6 years old on or before December 31 may begin first grade in the fall under certain conditions. The child **MUST** have attended a public or non-public preschool, successfully completed kindergarten at that school, and taught by an appropriately certified kindergarten teacher. Children who will attain the age of 6 on or before December 31 shall be allowed to attend first grade for that school year as specified in Article 10-20.12 of the Illinois School Code.

LEGAL RESIDENCY

In order to affirm legal residency, we must see **three (3)** proofs of residence at the time of registration: **must have at least two (2) of the following and one (1) preferably an occupancy permit:** home ownership title or deed, current lease (landlord name and phone number), current utility bill, homeowner or renter insurance bill, current real estate tax bill, **also may have one (1) of the following in addition to the above:** current paycheck stub with address in District, documentation of TANF or Approval Letter from Nutrition Program and Support Services, driver's license with address in District.

PHYSICAL EXAM

Students enrolling in early childhood, kindergarten, and students enrolling in grade 6, must present a physical exam form completed by the first day of school. If a child does not show proof of compliance by the first day of school, the child will be excluded from school until such time as the child's health exam is up-to-date or the child's parent claims a religious exemption. Students enrolling from out of state will require a current physical examination on the most current Illinois physical form (R-02-13) within 30 days of enrollment.

IMMUNIZATIONS

A child will be excluded from school if he or she does not have proper immunizations by the first day of school. The exclusion from school will continue until the child shows proof of immunizations or claims a waiver. Students enrolling from out of state will require up to date immunizations within 30 days of enrollment.

DENTAL

A dental exam is required by May 15 of the school year for all students in kindergarten, 2nd, and 6th grade. If a child fails to undergo the required dental exam, the school may withhold the child's report card until such time as the dental exam or proof that a dental exam will be completed within 60 days of the May 15 deadline.

BIRTH CERTIFICATES

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

AGENDAS

Every student in grades 2-8 will be provided an agenda. Classroom teachers may require the agenda to be signed nightly by a parent. We are hopeful that the use of this tool will assist with your child's academic success by increasing communication and collaboration between school and home. **There will be a \$5.00 fee to replace a lost agenda.**

BREAKFAST/LUNCH PROGRAM

Breakfast is available. Bus riders who plan to eat breakfast at school will be served upon their arrival. All students who plan to eat breakfast at school should go directly to the cafeteria upon arrival. Hot lunch is available for all students. Students in grades 5-8 may purchase individually priced a la carte items or a second entree at the regular price if there is money in their account. Please be advised that a negative balance exceeding \$10.00 (for full pay students)/ \$5.00 (for reduced pay students) will result in your child losing the privilege of selecting their meal options until payment is made. We encourage you to check your child's meal balances at any time by utilizing the new school meal payment system. Information regarding the new system, including access and login information, will be sent

to all parents/guardians before the start of the new school year. Reminder, outside food/snacks **may not** be brought into the cafeteria **if** a hot lunch is purchased.

Students bringing a sack lunch may purchase a carton of milk for \$0.50. **Students are not to bring carbonated drinks of any kind.**

School menus are sent home every month and may also be found on the Belle Valley website at www.bv119.net by clicking on the menus tab. The menu includes daily breakfast/lunch menus as well as special announcements and school information. Students and parents are encouraged to work together to determine the student's meal plans each day.

Free and reduced breakfast and lunch applications may be obtained from the office. Those who qualify will be notified in writing.

	<u>Breakfast</u>	<u>Lunch</u>
Regular Price	\$2.55	\$3.05
Reduced Price	\$0.30	\$0.40

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

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit at a table. Students shall remain seated until dismissed, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate area, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch.

STUDENT FEES

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges.

A registration fee of \$50.00 for supplies and supplemental materials will be assessed to all students in early childhood (EC) through grade 8. This fee will be due by **October 13, 2023** or by the first game of the season if participating in sports. **A late payment fee of \$5.00 will be added to all amounts not paid by October 13th. If enrolling after October 13th, a \$5.00 late fee will be added 30 days after enrollment if not paid.** Returned checks must be redeemed with cash and a returned check fee will be charged. Cash will be required for future payment if a second returned check occurs. Book, breakfast/lunch and ESP fees can be paid online by utilizing the new school meal payment system. Information regarding the new system, including access and login information, will be sent to all parents/guardians before the start of the new school year. There is a fee to use this feature.

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

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

WAIVER OF STUDENT FEES

Applications for a fee waiver may be submitted by a parent or guardian when their student is currently eligible for free breakfast and lunch or the student's family receives aid under Article IV of the Illinois Public Aid Code.

A fee waiver **does not exempt** a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

LEAVING THE SCHOOL CAMPUS DURING THE SCHOOL DAY

A student may not leave school at any time during the school day unless he/she is picked up at the school by a parent or individual designated on registration forms as an emergency contact. When a student is picked up during the school day, the parent should send a note/call to school indicating the approximate time and reason and they must be signed out by the parent/guardian or designated individual with proper identification. **The student will not be called to the office until the parent/guardian arrives.**

MAKE-UP WORK

If a student's absence is excused, or was suspended from school or the bus, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted one day to complete make-up work for each day of absence. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school may not be allowed to make up missed work.

SNACKS OR BIRTHDAY TREATS AT SCHOOL

In accordance with the recommendation made by the Illinois Department of Public Health, ALL refreshments brought to school must be pre-packaged and purchased from a licensed food facility. This applies to all classroom snacks for parties and birthdays. Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. Parents may **drop off** birthday treats to school as long as there are enough treats for all students in the class and are store-bought and pre-packaged in individual servings. **No homemade treats or snacks are allowed at school. Treats and snacks must not require refrigeration and must have a clearly printed list of ingredients on the packaging.** We strongly encourage you to select a treat or snack with nutritional value. Any left-over treats will either remain at school or must be picked up by the parent as no food is allowed on buses. **Balloons and/or gift bags are prohibited.**

Classroom teachers may allow parents access to class lists for the sole purpose of distributing birthday/party invitations. Teachers are not required to distribute invitations; however, they may choose to do so. ONLY student names - NOT ADDRESSES – will be provided to parents and all students in the classroom must receive an invitation.

FIELD TRIPS

Teachers at each grade level may plan a field trip for their students during the school day. The teachers must receive written approval from the administration before notifying students and parents of the field trip. Parents will receive notification of field trips and will have the right to approve or disprove their child's attendance.

Some field trips are classified as BTCW Action Activities (Beyond the Classroom Window). Participation is not guaranteed. Subject to student performance and behaviors, the student(s) must earn the right to attend. Decisions pertaining to participants in the BTCW trips are strictly up to the district teachers/administration. Parents will receive notification of BTCW action activities and will have the right to approve or disprove their child's attendance.

SCHOOL PARTIES, ACTIVITIES, EVENTS, DANCES

Attendance at school sponsored parties/activities/events/dances is a privilege. Only events sponsored by Belle Valley School are permitted. Only students who attend the school may attend school-sponsored dances. All school rules, including the school's discipline code and dress code are in effect during school-sponsored parties/activities/events/dances.

In particular, students shall not:

1. Use, possess, distribute, purchase, or sell tobacco materials, including electronic cigarettes or e-cigarettes.
2. Use, possess, distribute, purchase, or sell alcoholic beverages.
3. Use, possess, buy, sell, barter, or distribute any illegal substance or paraphernalia.
4. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a "look alike" weapon.
5. Vandalize or steal.
6. Haze other students.
7. Behave in a manner that is detrimental to the good of the school.
8. Be insubordinate or disrespectful toward teachers and chaperones.

Students who violate the school's discipline code of conduct will be required to leave the event and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code of conduct. Any student who receives a day or more of in-School Suspension or Out-of-School Suspension may not attend any parties/activities/events/dances during the consequences.

Grades K-8

Christmas

Grades K-4

Valentine's Day

ATHLETIC RULES AND CODE OF CONDUCT

The Code of Conduct applies to all students who want to participate in athletics. Athletics include competitive sports, extracurricular activities, and cheerleading. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders.

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of the code.

Behavioral Conduct

1. Misconduct by student-athletes will not be tolerated. Misconduct shall include but shall not be limited to:
2. Insubordination; or
3. Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
4. Any behavior which disrupts the appropriate conduct of a school program or activity; or
5. Hazing, bullying, or harassment of any kind; or
6. Use of profanity; or
7. Exhibition of bad sportsmanship; or
8. Violation of any school rules or regulations or laws.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials. *Any student who receives a day or more of In-School Suspension or Out-of-School Suspension may not participate in any activities, games, or practices during the duration of the consequence.*

Drugs, Alcohol and Tobacco

Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to enhance performance or alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. This prohibition shall include all school sponsored or school related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

Rules in Effect

The rules set forth in this Athletic Code are in effect throughout the calendar year and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of the athlete's athletic eligibility in all sports.

Or

The rules set forth in this Athletic Code are in effect throughout the school year from the first practice session for any particular sport during a particular school term until the last day of that sport or until the last day of the school term whichever comes last and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply to an athlete from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of any school year or the completion of the athlete's season whichever comes last.

Absence from School on Day of Activity

An athlete who is absent from school after noon on the day of an activity is ineligible for any activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the coach: 1) for a medical absence pre-arranged with the coach or 2) for a death in the athlete's family. An athlete who has attendance issues or who has been suspended from school may be suspended from participation in athletic activities by administration. An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the coach.

Travel

All athletes shall travel to athletic events with the team on which the athlete competes by use of school approved means of transportation. No bus transportation will be available after sporting events. A written waiver of this rule may be issued by a coach or administrator upon advance written request of an athlete's parent or guardian and provided the parent or guardian appears and accepts custody of the athlete. In no case shall a waiver be issued unless the alternate means of transportation anticipated by the waiver will be provided by the parent. Oral requests shall not be honored and oral permissions shall not be valid.

Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the school district's athletic discipline policies, rules and regulations as provided herein.

To retain athletic eligibility, an athlete must meet all requirements outlined in the Athlete's Handbook. Any athlete not meeting the requirements will be ineligible to participate and may be dismissed from the team/program. Handbooks are given to all participants and are available upon request in the school office.

STUDENT RECORDS

School student records are confidential and information from them shall not be released other than as provided by law. (If any changes to the information presented at registration, please contact the office with these changes as soon as possible. A change in contact numbers should be reported due to emergency reasons.) State and federal laws grant students and parents/guardians certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear, and relevant. The district may release directory information as permitted by law, but parents/guardians shall have the right to object to the release of information regarding their child (see below).

Family Educational Rights and Privacy Act (FERPA) grants students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's educational records within 10 business days of the day the district receives a request for access.
2. The right to request the amendment of the student's education records that the parent/guardian believes is inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records except to the extent that FERPA authorizes disclosure without consent.
One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. Upon request, the district discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

Family Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

Directory information may be disclosed without prior notice or consent unless the parent/guardian notifies the principal in writing before October of the current school year, that he/she does not want any or all of the directory information disclosed. Directory information includes the student's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, and most recent previous educational agency attended.

STATE SCHOOL REPORT CARD

Each year, the State of Illinois issues a School Report Card. The report card reports extensive information about our district, including demographics and student achievement. The district/school report card may be viewed from the district's website.

STUDENT PRIVACY PROTECTIONS

Surveys by Third Parties

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

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

Surveys Requesting Personal Information

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.
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 program eligibility.

The student's parent/guardian may inspect the survey or evaluation and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

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

AUTHORIZATION FOR INTERNET AND COMPUTER ACCESS

Authorization for Internet Access

Each student and his or her parent(s)/guardian(s) must sign the authorization before being granted unsupervised access. Please read this information carefully before signing the Internet/Computer Acceptable Use Policy.

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *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 Electronic Network Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Terms and Conditions

1. Acceptable Use - Access to the District's electronic network must be (a) for the purpose of education or research and be consistent with the educational objectives of the District, or (b) for a legitimate business use.
2. Privileges - The use of the District's electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated this *Authorization* and may deny, revoke, or suspend access at any time; his or her decision is final.
3. Unacceptable Use - You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:
 - a. 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 law;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
 - c. Downloading copyrighted material for other than personal use;
 - d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space;
 - f. Gaining unauthorized access to resources or entities;
 - g. Invading the privacy of individuals;
 - h. Using another users' account or password;
 - i. Posting material authored or created by another without his/her consent;
 - j. Posting anonymous messages;
 - k. Using the network for commercial or private advertising;
 - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material, and
 - m. Using the network while access privileges are suspended or revoked.
 - n. Being in possession of Chromebook assigned to another student
4. Guidelines for use of username and passwords
 - a. Do not share your password with others; if others have knowledge of your password take action to have it changed.
 - b. If you have knowledge of other's password inform the Network Administrator so that the password may be changed.
 - c. Do not leave a computer logged in with your username.
 - d. Do not use a computer that is logged in with someone else's username.
 - e. Do not login with someone else's username.
 - f. Do not allow someone else to login with your username.
5. Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. Be polite. Do not become abusive in your messages to others.

- b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
 - c. Do not reveal the personal addresses or telephone numbers of students or colleagues.
 - d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in any way that would disrupt its use by other users.
 - f. Consider all communications and information accessible via the network to be private property.
6. Filtering – Belle Valley School District implements filtering software both on campus and on take home devices. Any attempts to intentionally bypass the filtering system will result in immediate loss of privileges. This includes the use of any and all external proxy servers.
 7. 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 you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.
 8. Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this Authorization.
 9. Security - Network security is a high priority. If you identify a security problem on the Internet, you must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. 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.
 10. 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.
 11. 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.
 12. Copyright Web Publishing Rules - Copyright law and District policy prohibit the republishing of text or graphics found on the Web or on District Web sites or file servers, without explicit written permission.
 - a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
 - b. Students and staff engaged in producing Webpages must provide library media specialist or technology director with e-mail or hard copy permission before the Webpages are published. Printed evidence of the status of "public domain" documents must be provided.
 - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide permission. The manager of the Web site displaying the material may not be considered a source of permission.
 - d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
 - e. Student work may only be published if there is written permission from both the parent/guardian and student.
 13. Use of Electronic Mail
 - a. The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.
 - b. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
 - c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.

- d. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the School District or county. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- e. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain that message's authenticity and the nature of the file is so transmitted.
- f. Use of the School District's electronic mail system constitutes consent to these regulations.

14. Google Account for Students

At Belle Valley we use Google Workspace for Education in grades K-8, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Belle Valley, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

The privacy notice and further information can be found on the BV website at http://www.bv119.net/google_workspace.html and provides answers to common questions about what Google can and can't do with your child's personal information, including:

What personal information does Google collect? How does Google use this information? Will Google disclose my child's personal information? Does Google use student personal information for users in K-12 schools to target advertising? Can my child share information with others using the Google Workspace for Education account?

The effective use of Google Workspace for Education is:

- A 21st Century communication tool
- Preparation for use of office suites in high school, college, and career
- A way to meet NETS -- the National Educational Technology Standards
<http://www.iste.org/standards>

Guidelines and Reminders:

- Google accounts should be used for educational purposes only
- Email transmissions may be monitored by staff to ensure appropriate use
- Administration and Staff have access to check students' email and documents
- All contents of the student Google accounts are property of the district
- All contents of the student Google accounts are accessible both deleted and not
- Email should only be used by the authorized owner of the account
- Students must protect their passwords and not share them besides with parents

Restrictions and Limitations:

- Student's email accounts are limited to sending and receiving email inside district

Unacceptable Use Examples:

- Non-education related forwards (e.g. jokes, chain letters, images)
- Harassment, profanity, obscenity, racist terms
- Cyber-bullying, hate mail, discriminatory remarks
- Email for individual profit or gain, advertisement, or political activities

Parent(s)/guardian(s), need to sign the Authorization for Electronic Access and give consent for students to use Google Workspace for Education on the registration form each school year.

UNIFORM GRIEVANCE PROCEDURE

1. Filing a Complaint

A person (Complainant) who wishes to file a complaint should follow these steps:

A. Contact the administrator in charge of the specific area:

Early Childhood through 4 th Grade:	Ms. Staci Kramper	618-236-5200
5 th Grade through 8 th Grade:	Dr. Amanda Bagley	618-236-5200
Discipline – Grades 5-8	Mr. Brandon Musso	618-236-5200
Bus Concerns – Grades EC – 4	Mrs. Staci Kramper	618-236-5200
Bus Concerns – Grades 5-8	Mr. Brandon Musso	618-236-5200

2. Investigation

The Administrator will investigate the complaint and file a written report of his or her findings.

3. Decision and Appeal

Should a parent have questions concerning the Administration's decision(s), they must first contact the administrator in charge of the investigation. If upon contact they wish to request an appeal, said request should be sent to the Superintendent in writing. Upon reception, the Superintendent will:

- A. Perform an investigation and inform the parent(s) in writing, his/her decision or...
- B. Submit the Complainant's request to the appropriate Administrator.
- C. Within five (5) school days after receiving the Superintendent's decision, the Complainant may appeal the decision to the School Board by making a written request to the Superintendent. The School Board has the authority to reverse, or amend the Superintendent's decision. The Complainant may appeal the School Board's decision to the Regional Superintendent pursuant to Section 3-10 of The School Code and, thereafter, to the State Superintendent pursuant to Section 2-3.8 of The School Code.

Uniform Grievance Policy

If you feel that you have been discriminated against for any reason, you have rights under our uniform grievance policy. Please contact one of the following individuals:

Early Childhood through 4 th Grade:	Ms. Staci Kramper	618-236-5200
Early Childhood through 4 th Grade:	Mrs. Venise Davis Scott	618-236-5200
5 th Grade through 8 th Grade:	Dr. Amanda Bagley	618-236-5200
5 th Grade through 8 th Grade:	Mrs. Sarah Mueth	618-236-5200
5 th Grade through 8 th Grade:	Mr. Brandon Musso	618-236-5200

CHAPTER 3

STUDENT HEALTH AND MEDICAL INFORMATION

PHYSICAL

The State of Illinois requires all students to receive a physical examination prior to the first day of entering **Early Childhood, Kindergarten**, again before entering **6th grade**. Any **new student** to the district coming from out of state regardless of grade is required to have a current physical examination on the most current Illinois physical form (R-02-13) within 30 days of enrollment.

ALL STUDENTS TRYING OUT FOR A SPORT MUST HAVE A CURRENT PHYSICAL ONE (1) WEEK BEFORE THEY CAN TRYOUT. IT MUST ALSO STAY CURRENT FOR THE **ENTIRE DURATION** OF THE SPORT BEING PLAYED.

IMMUNIZATIONS

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

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

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

DTaP (Diphtheria, Pertussis, and Tetanus)

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

Polio

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

Measles, Mumps, Rubella (MMR)

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

Hib (Haemophilus influenzae type B)

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

Hepatitis B

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

Varicella (Chicken pox)

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

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

DENTAL EXAMINATIONS

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

A dental waiver may be submitted by parents if:

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

VISION EXAMINATIONS

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

An eye exam waiver may be submitted by parents if:

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

VISION AND HEARING SCREENINGS

Vision screening will be done, as mandated, for the following: Early Childhood, Kindergarten, Second grade, Eighth grade, Special Education students, transfer students, and teacher referrals. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school.

Hearing screening will be done for: Early Childhood, Kindergarten thru 3rd grade, Special Education students, transfer students, and teacher referrals.

This notice is not a permission to test. Screening is not an option.

ILLNESS

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

Students will be sent home if they develop a fever of 100° or higher, vomiting, diarrhea, a suspicious rash, pink eye and/or possible contagious disease. Students may return if they are fever free for 24 hours without medication and are symptom free for 24 hours. Any student with a possible contagious disease (i.e. pink eye, strep throat, and chicken pox) must follow the IDPH guidelines.

ACCIDENTS

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

RECESS AND PHYSICAL EDUCATION

Students may stay indoors for recess/PE up to 2 consecutive days with a written note by a parent. Long-term exemptions from physical education may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

HEAD LICE

Students may be included in routine head lice checks by the school nurse or designee. If live lice are found in the hair, parents will be immediately contacted to take the student home for treatment. Children will be re-admitted to school only after being treated and checked by the school nurse or designee and determined to be lice and nit free. The following procedures should be followed:

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

MEDICATION POLICY

Medications may be administered during the school day only when it is medically necessary to help the children maintain an optimal state of health that may enhance his/her education. If a child needs to take medication due to an illness, a schedule should be worked out with the doctor to give the child's medication at home before and after school. If at all possible, parents are welcome to come to school to administer medications to their own student.

When dispensing a prescription at school is deemed necessary the following guidelines must be met:

1. All medications dispensed at school must be prescribed by an Illinois or Missouri licensed practitioner.
2. A "request for medication to be given at school form" must be obtained, completed fully and signed by the prescribing physician and parent and returned to the healthcare office for each medication. **A new form must be obtained each year.**
3. **All medications must be brought to school by an adult.** No child can carry any medication on them.
4. Prescription medications must be brought to the school in the original package or pharmacy labeled container.
5. **Over-the-counter or nonprescription medications also fall under the same guidelines and only if it is prescribed by a physician, with the same forms filed in the health office, and brought to school by a parent.**
6. Only one-month supply at a time of the prescribed medication will be accepted in the health office.
7. The first two doses of each prescription medication should be given at home before Belle Valley nurses accept responsibility to dispense.
8. The parent will be responsible at the end of the treatment regime for removing from the school any unused medication that was prescribed for their child. If the medication is not removed by the expiration date (30 days after discontinuation) or by the last day of the school year it will be disposed of and documented properly.
9. **NO MEDICATION WILL BE DISPENSED THAT HAS NOT MET THESE REQUIREMENTS.** In all cases the school retains the discretion to reject or administer medication.
10. **Changes made by the physician in his orders regarding the medication of the child, requires a new fully completed form filed in the nurse's office.**
11. All Medications require a parental consent signature on the form.
12. All medication will be dispensed by the school nurse or designee appointed by the administration when the school nurse is unavailable.

The school and district shall incur no liability, except for willful and wanton conduct, as a result of injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees

and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Storage of Medication - All medication will be stored in a locked cabinet in the health office. Any medication requiring refrigeration will be refrigerated as such. Students are not allowed to keep over-the-counter and/or prescription medications in lockers, backpacks, or lunch boxes. One exception is the asthmatic prescription inhaler meeting certain requirements. Refer to asthma section.

Documentation - Each dose of medication dispensed will be documented in the student's health record. Documentation includes the date, time of dosage, route, if student refuses to take medication and signature of the nurse dispensing the medication. The school will not be held responsible for the child's refusal to take the prescribed medication or any reaction the child may have.

Field Trips - The school nurse will prepare one dose of medication by packaging it in a sealed envelope with the child's name on the front. Each envelope will also be labeled with the name of the medication and the time to be taken. The teacher will open the envelope at the designated time, hand it to the student and observe the student taking the medication. All asthmatic prescription inhalers will be sent with the teachers in their original packaging with written instruction on dispensing.

Asthmatic Prescription Inhalers - Asthmatic prescription inhalers are the only medication allowed to be carried to and from school by the students meeting certain requirements. **Students in grade EC – 4th grade**, inhalers will be kept in the school nurse's office and only dispensed by the school nurse. If the inhaler needs to go home every day then the parent is required to bring the inhaler to the school nurse every morning and the parent must pick it up at the end of the school day. All the medication guidelines do apply. **Students in 5th – 8th grades** are allowed to self-carry asthmatic prescription inhalers only if the following requirements are met:

- The medical authorization form states the student may self-carry
- The student has a physical exam that is no older than one year stating the student is an asthmatic and may self-carry their inhaler.

The student must demonstrate adequate responsibility to be entitled to self-administer. The school and district shall incur no liability, except for willful and wanton conduct, as a result of injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

CHILD ABUSE AND NEGLECT

A certified district employee who has reasonable cause to suspect that a student may be an abused or neglected child is required by law to report such a case to the Illinois Department of Children and Family Services.

GUIDANCE AND COUNSELING

The school provides a guidance and counseling program for students. The school's social workers are available to those students who require additional assistance. Please call the school office or the social worker if you believe your child is in need of a service.

PARENT RESOURCES FOR CHILD ABUSE

In an effort to always keep our students safe, we are sharing with you the warning signs of a child being abused on this link: <https://www2.illinois.gov/dcf/safekids/prevention/howtotell/Pages/Tips-for-Recognizing-Child-Abuse.aspx>. If you need assistance, a referral or resource information, find additional information located on the Division of Child and Family Services website: <https://www2.illinois.gov/dcf/safekids/Pages/default.aspx> under Safe Kids Tab.

COMMUNICABLE DISEASES

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

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

STUDENTS WITH ALLERGIES

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (618) 236-5200.

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. A physician's statement is needed for a Food Substitution Form which is available through the Food Service Director for students requiring physical approved food substitution (such as milk allergies).

CARE OF STUDENTS WITH DIABETES

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

- A. 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.
- B. Inform the school in a timely manner of any changes to their emergency contact numbers of healthcare providers.
- C. Sign the Diabetes Care Plan.
- D. Grant consent for and authorize designated School District representatives to communicate directly with the health care providers on file.

MEDICAL EMERGENCIES

In an emergency situation, at the discretion of the nurse, our district may deem necessary to check a blood sugar level on a student by a tiny, superficial prick of the finger for a drop of blood.

CHANGE OF CLOTHES

During the course of a school day, accidents may occur that require a change of clothes. We recommend keeping a complete change of clothes (seasonal appropriate) in your child's locker. This is strongly encouraged EC-3rd grade. Doing this may prevent a disruption in the parent's day to bring a change of clothes to school.

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district. The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

*School personnel encourage parents to talk with their child about self-harm (IE: Cutting or burning their arms or legs). Many students are trying to cope or inform others about their personal issues through harming themselves.

CHAPTER 4

CURRICULUM, EDUCATIONAL PROGRAMS AND TESTING

CURRICULUM

Belle Valley curriculum for early childhood to 8th grade students is based upon locally determined goals and objectives aligned with the Illinois Learning Standards complies with all mandated units of instruction as set forth by the Illinois State Board of Education. The core content areas of study are English language arts/literacy, math, science, and social studies. In addition, the curriculum includes fine arts (i.e. band and art), physical education, and technology.

CURRICULAR MATERIALS

Textbooks and instructional materials, both print and non-print, are selected based upon their quality and educational value. Parents may contact the teacher to request the opportunity to review the materials. If a parent or guardian objects to material being taught, he or she has the right to request an alternative assignment by submitting the request in writing to the teacher.

HEALTHY LIVING & CHARACTER EDUCATION

Belle Valley believes that instruction in healthy living and character education is important to our students' social and emotional health and is embedded into the curriculum throughout their education. In middle school, the topics of sexual education, sexually transmitted diseases, and family life may be presented. Parents or guardians may review the instructional materials to be used in healthy living classes. If a parent or guardian objects to material being taught, he or she has the right to request an alternative assignment by submitting the request in writing to the teacher.

STANDARDIZED ASSESSMENT

Local Assessment: Belle Valley has a comprehensive local assessment program. All students K-8 are assessed in reading and math by a nationally normed referenced assessment, three times per year.

State Assessment: Each spring, the Illinois State Board of Education conducts standardized testing in the area of English language arts (3rd-8th grade), math (3rd-8th grade) and science (5th and 8th grades). Some special education students may be identified as exempt from the traditional state standardized tests. In those cases, students will take the Dynamic Learning Map assessment per the requirements in their Individualized Education Plan (IEP).

English Language Learners: Students identified as English Language Learners will be assessed yearly to evaluate language acquisition. Data from these assessments is used to help teachers develop an individual picture of your child's ability and to guide individual learning needs. Assessment information is also used to develop school-wide initiatives to holistically improve learning outcomes for the district.

EDUCATION OF HOMELESS CHILDREN

A "*homeless child*" is defined as provided in the McKinney-Vento Homeless Assistance Act.

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths, including a public pre-school education. A homeless child is defined as provided in the McKinney-Vento Homeless Assistance Act and the Illinois Education for Homeless Children Act. The Superintendent or designee shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

ACADEMIC HONORS PROGRAM (HONOR ROLL)

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

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

ADVANCED PLACEMENT

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

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

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

RESPONSE to INTERVENTION (RtI)

Response to Intervention (RtI) is a mandatory process schools must use to identify and help students who are struggling at school academically and behaviorally. At-risk students are identified through multiple measures and closely monitored. Research-based interventions are then put in place to help the student become more successful. Response to Intervention refers to a process that emphasizes how well students respond to changes in instruction. The essential elements of RtI are:

- Universal (school-wide or district-wide) screening or testing of all students to establish current levels of learning—to take place three times per year in reading and math
- Using the screening results to provide scientific, research-based instruction and interventions that are matched to student needs
- Continuous monitoring of student progress during the interventions, using objective information to determine if students are meeting goals
- Follow-up measures providing information that the intervention was implemented as intended and with appropriate consistency as well as notification to parents of the student's progress

TITLE I

Belle Valley School District #119 receives Title I funds for supplemental reading instruction from the federal government. According to Title I regulations, parents of students attending Belle Valley School District #119 may request information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

- Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

This information will be collected and disseminated in a manner that protects the privacy of individuals.

SPECIAL EDUCATION

Belle Valley offers a continuum of services to meet the needs of children with disabilities. The special education program complies with the Individuals with Disabilities Education Act (IDEA). These federal regulations require that children eligible for special education and related services be provided a free appropriate public education (FAPE) in the least restrictive environment (LRE).

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

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

Discipline of Students with Disabilities

The school will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. 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 as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

ELL PROGRAM

The school offers opportunities for resident English Language Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. For questions related to the school’s English Language Learners program contact the main office.

REPORT OF PROGRESS

The report card, which is issued quarterly to all students, is one way of informing parents of the student’s progress in school. It is a combination of the teacher’s best professional judgment, daily class work, and testing. Students will receive either standards-based grades or traditional grades, depending on grade level.

STANDARDS BASED GRADING

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

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

TRADITIONAL GRADING

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

A (90-100)	Superior	G	Good progress
B (80-89)	Good	S	Satisfactory progress
C (70-79)	Average	U	Unsatisfactory progress
D (60-69)	Below Average	ME	Medical Excuse
F 59 or below	Failure	IN	Incomplete
		P	Pass

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

GRADE PLACEMENT

The district may retain students in the same grade level for the next school year under the following conditions:

K – 2 Grades – Students who fail to show satisfactory educational progress in core areas.

3 – 8 Grades – Students who fail to maintain a D average or better in one or more core content areas.

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

RETENTION POLICY

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

PROMOTION CEREMONY

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

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

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

VALEDICTORIAN & SALUTATORIAN

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

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

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

REMOTE LEARNING

In the event that students are unable to attend school in person due to a school closure of any kind, the district may begin remote learning. Remote learning allows students to continue to receive instruction, turn in assignments, complete projects, and take assessments off campus. Remote learning may be delivered virtually or through traditional pen and paper materials. Students are expected to fulfill academic requirements such as meeting deadlines and turning in work as they would be during in-person instruction.

EQUITY POLICY

Belle Valley School District #119 is an equal opportunity institution, in which equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, sexual orientation, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or prenatal status, including pregnancy.

CHAPTER 5 **CODE OF CONDUCT**

It is necessary for schools to establish certain rules and regulations that foster an orderly learning atmosphere. The policies and procedures dealing with student conduct at Belle Valley School were established to ensure that the school can function in an orderly manner, are justifiable, and will be implemented fairly and consistently. Students are prohibited from engaging in behavior that will endanger – or threaten to endanger – the safety of others, that will damage property, or that will impede the orderly operation of the school program.

Participation in School Activities

If a student receives an In School Suspension or Out of School Suspension for one or more days, he/she is not allowed to participate in any school activity for the duration of the consequence.

Code of Conduct to and from School

Belle Valley School District is concerned about the health, safety, and welfare of students as they go to and from school. It is our goal that our students are fear free as they go from home to school and school to home. The school takes on an active role in maintaining discipline to and from school, particularly if the matter may have an impact on proper school conduct.

We also depend on **parents** to help the school maintain proper conduct of the students as they travel to and from school.

It is the responsibility of the **students** to be aware of the rules and regulations, which govern them while at Belle Valley School.

The **teacher** is the person who has the primary responsibility for student control and discipline in the classroom and on school property. The student may also be referred to the administration for disciplinary measures.

While general guidelines have been established for communication to students, parents, and teachers such factors as the nature of the infraction, the severity of the offense, the student's previous discipline record, the age of the student, and other extenuating circumstances may be considered to determine the severity of the disciplinary action.

It should be noted that, effective January 1, 1994, corporal punishment is not a disciplinary option and is considered a violation of State law and the policy of Belle Valley Public School District #119. However, school officials are allowed to use reasonable force to protect other persons, for self-defense, or to protect property.

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

- On, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group
- Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school
- Traveling to or from school or a school activity, function or event
- On the bus or at a bus stop
- Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function

Listed below are some of the more frequent concerns in which students become involved, the policies regarding these concerns, and the disciplinary actions taken. This list is NOT to be considered all-inclusive.

LEVEL I – ACTS OF MISCONDUCT

A variety of consequence options may be taken in response to Level I Acts of Misconduct by authorized members of the building faculty and/or staff. They may include, but not limited to warnings, parent phone calls, hourly classroom detention referral, noon detention, after-school detention, or in-school suspension. Repeated violations or severe acts of Level I Acts of Misconduct will automatically move the infraction to Level II and the consequences which follow will be appropriate to that level.

Disruptive Behavior in the Classroom

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

General Misconduct

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

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

Tardies

Students are to arrive to school and to classes on time. (Reference Tardiness pg. 10).

Lying

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

Failure to Carry Out Directions

Students are to follow instructions of school personnel.

Littering

Students are to respect the school and its property.

Improper Bus Conduct

Students will follow bus rules. The school bus routes and procedures are considered an extension of the school day.

Dress Code Violation (Reference Student Dress, pg. 39)

Students are to dress appropriately for the learning situation. (Shorts, dresses, or skirts that are above mid-thigh in length are not acceptable). Inappropriate dress is that which causes a disruption to the learning environment. Students are to adhere to the dress code at school and at school functions. Students not willing to change or unable to contact parents/guardians, will be isolated from the student population and given an opportunity to change their attire with their PE clothes, clothing provided by the school nurse, or they may call home to ask to bring school appropriate clothes.

Hands-On, Pushing, Shoving, Etc.

Students are to keep their hands and feet to themselves at all times.

Chewing Gum/Eating Food/Candy

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

Computer/Internet Misuse – Students will use school issued chrome books and school computers for educational purposes. Students will not view or print information from inappropriate sites. (Refer to agreement)

Violation of School Rules

Students are to adhere to all school rules. Consequences will result if school rules are broken.

LEVEL II – ACTS OF MISCONDUCT

A variety of consequence options may be taken in response to Level II Acts of Misconduct by authorized members of the building faculty and/or staff. They may include, but not limited to warnings, parent phone calls, hourly classroom detention referral, noon detention, after-school detention, in-school suspension, out-of-school suspension. Repeated violations of Level II Acts of Misconduct will automatically move the infraction to Level III and the consequences which follow will be appropriate to that level.

Forgery

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

Verbal/Non-Verbal Abuse/Gestures

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

Failure to Serve Lunch/Recess Detention, After-School Detention, Saturday Detention

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

Stealing of School/Personal Property

Students may not take personal or public property. Students will not steal school property or another person's personal property. Police may be contacted. The district will work with the police to recover missing property.

Selling/Gambling

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

Cheating/Academic Dishonesty

Students caught stealing a test, worksheet, text or any item which may be used for purposes of cheating will result in a disciplinary consequence. No student may take any property from a teacher or the school for the expressed purpose of cheating in a course. This also includes plagiarizing and wrongfully giving or receiving help during an assignment, quiz or test.

Insubordination/ Defiance/ Disrespect of School Personnel

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

The Presence of Students in Restricted Areas

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

Leaving School Grounds without Proper Authorization

Once students have arrived onto school property, they may not leave school property other than regular dismissal without permission from the office.

Skipping Class(es)

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

Leaving Class without Permission

Students may not leave a class without the teacher's authorization.

Possession/Distribution of Inappropriate Items or Printed Material

Students shall not bring inappropriate materials on school property or have inappropriate material printed on t-shirts, book bags, folders, or body. This includes sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting." The term "possession" includes having control, custody, or care, currently or

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

Threatening/Bullying/Intimidating

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

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

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

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

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

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

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

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions. A student ***will not be punished*** for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences

Acts of Aggression

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

Personal Cell Phone or Electronic Device Violation

Electronic devices are not allowed at school or on school buses. In the event that a student does bring a device to school, Belle Valley School District is not responsible for lost, damaged or stolen electronic devices. This includes, but is not limited to, the following: (1) using the device to take photographs or make videos in locker rooms/bathrooms, at school or on the school bus; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

Level 1 - A device that is seen or heard by a staff member is subject to the following consequences.

- **First offense** – The device will be confiscated by school personnel. A written warning may be assigned. The student may receive the device back at the end of the day in the school office.
- **Second offense** – The device will be confiscated. An after-school detention will be assigned. The student’s parent/guardian will be notified and required to pick up the device in the school office by 4pm.
- **Third offense** – The device will be confiscated. A one day in-school suspension may be assigned. The student’s parent/guardian will be notified and required to pick up the device in the school office by 4pm.

Repeated offenses - After three (3) offenses the student may be assigned in-school suspension for each infraction as determined by the administration.

Level 2 - Suspensions will be assigned to students found using a device during the school day or on the bus. The device will be confiscated. A one day in-school suspension may be assigned. The student’s parent/guardian will be notified and required to pick up the device in the school office by 4pm.

- **Infraction 1** - calls, texts
 - In-school suspension time in the Learning Center as follows
 - First offense: 2 days
 - Second offense: 4 days
 - Third offense: 6 days
- **Infraction 2** - Pictures, videos, or posts/shared through social media “cyber bullying”
 - Any offense: 5-10 days of out of school suspension and/or possible referral to the school board for expulsion.

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

Public Display of Affection or Inappropriate Sexual Behavior

Students should not engage in any form of public display of affection: holding hands, hugging, kissing or sexual behavior.

Other Acts of Misconduct

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

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

*Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

LEVEL III – ACTS OF MISCONDUCT

Repetition of a Level II offense will automatically move the infraction to Level III and the consequences which follow will be appropriate to that level. These include in-school and out-of-school Suspension, daily alternative school assignment, or recommendation to the Board of Education for expulsion.

Under the Influence of or in Possession of Alcohol/Drugs/Vapes or Substances Portrayed as Alcohol/Drugs/Vapes.

Students under the influence or in possession of alcohol/drugs or any “look alike” drugs/alcohol on school grounds or at an approved school activity will not be permitted.

Smoking/Possession of Vapes, Tobacco or Tobacco Products

Students are not to smoke tobacco, use tobacco products and/or possess tobacco materials on school buses, at bus stops, in school buildings, on school grounds, or to and from school at any time. Possession of a lighter or matches will also apply into this category.

Selling or Distributing Vapes/Alcohol /Drugs or Substances Portrayed as Vapes/Alcohol/Drugs or Paraphernalia

Students may not possess alcohol/drugs/paraphernalia. Selling or distribution of any drug or alcohol substance is prohibited. Police may be contacted.

Possession of a Weapon

A student who uses, possesses, controls, or transfers a weapon, or any other object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year, but no more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent’s determination, on a case-by-case basis. A “weapon” means possession, use, control, or transfer of: (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code; (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs; or (3) “look-alikes” of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. 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. **Police may be contacted when any of the following acts occur and in no way should the following options be deemed in rank order or all inclusive.**

Fighting

Students fighting, inflicting bodily harm, and having altercations are prohibited. The district has a zero tolerance policy regarding fighting

Damaging of School/Personal Property (Vandalism)

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

Racial/ Sexual Harassment

Students should not engage in inappropriate conduct, inappropriate sexual misconduct, or make comments toward an individual based on race, ethnicity, gender, or any other reason. Police may be contacted.

Gang Activity

Students are prohibited from engaging in gang activity. This may include wearing gang colors, symbols, tattoos, etc. Police may be contacted.

Bomb Threats

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

Striking School Personnel

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

Threats of Violence

Students will not impose violence against any student or staff member, which includes verbal threats, written threats, implied threats, threatening gestures, or objects/weapons used in a threatening manner is unacceptable.

Extortion or Intimidation

Students shall not attempt to take any money or things of value from a person at school; nor shall any form of intimidation be tolerated. Police may be contacted.

Falsely Pulling Fire Alarm Boxes/Calling 911

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

Arson

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

Other acts of misconduct

Other acts of misconduct which are seriously disruptive and/or destructive to the educational process or school property may be considered a level III violation of the Code of Conduct. Different options may be taken in response to Level III Acts of Misconduct by authorized members of the building faculty and/or staff.

Any Offenses: Administration discretion and/or Referral for expulsion

Students Responsible for their Behaviors

Students involved in serious acts of misconduct may be required to participate in some level of pro-social skills training. This training involves teaching students how to understand and replace aggression and/or anti-social behavior with positive alternatives.

Prohibited Behaviors

Students engaging in any activity, on or off campus, including without limitation, the use of any computer or other device whether such computer or other device is located on or off campus, that: (a) poses a threat or danger to the safety of the other students, staff or school property; (b) constitutes an interference with school purposes or an educational function; or (c) is disruptive to the school environment. Student's off-campus conduct of any type that results in material and/or substantial disruption or poses a true or implied threat to students, staff, or the school and interferes with the school's educational functions may result in disciplinary consequences.

Positive Behaviors

Students engaged in random acts of kindness or who demonstrate academic achievement will be recognized. Said recognition may come in a variety of forms i.e. verbal compliments, written notes, letters sent home, treats, action adventures, etc.

Student Dress

Students are to be clean, neat, and appropriately dressed. Clothing, shoes, and accessories shall not be hazardous to the health and safety of the students or disruptive to the educational program of the school. Students who wear tight clothing such as leggings, jeggings, and yoga pants need to wear a top/t-shirt that goes past their waist/hip area; preferably covering the student's rear end.

- All skirts, dresses, and shorts must be at least mid-thigh in length.
- Leggings do not make inappropriate clothing appropriate. (Ex. Leggings under shorts that are too short)
- Pants should not have large rips or holes above the knee and must be properly worn and fit at or above the waist. Distressed jeans (purchased with holes, rips or thread worn holes) or jeans with thread worn holes, rips/tears or patches above the knee should not be worn.
- Clothing that is revealing or see through is prohibited. Undergarments are not to be visible with student attire which includes "see through" tops that reveal undergarments.
- Clothing and other accessories displaying a reference to tobacco, gang affiliation, alcohol, drugs, sex, violence, skulls, satanic designs, or anything else deemed inappropriate by the administration, are not permitted.
- Extra "big" t-shirts, saggy or low rider pants, hair picks/brushes/combs, tank/spaghetti strapped tops, dresses, and coats and jackets are not to be worn during school hours.

- Sunglasses, hats, bandanas, “sweatbands” and other head coverings shall not be worn in the school building during the school day.
- Appropriate footwear must be worn at all times. All students will wear shoes or sandals with heel straps. **Heelies or any shoe with built-in wheels, flip-flops, or soccer slides are prohibited.** Reminder: Tennis shoes must be worn for physical education class.
- The district does not maintain a uniform or dress code policy that applies to hairstyles, including hairstyles historically associated with race, ethnicity or hair texture, including but not limited to protective hairstyles such as braids, locks and twists.

Any student who does not follow the dress requirements, will have to change their attire (possibly changing into a P.E. uniform, changing into clothing provided by the nurse, or calling the parent to bring a change of clothes to the school), and the student will receive an after-school detention (ASD). If a student has multiple offenses with dress code violation, consequences beyond an ASD will be issued.

Unauthorized Items

The following items are not permitted in classrooms or on school property and are subject to confiscation when found:

1. Knives
2. Firearms
3. Firecrackers
4. Ordinary items that have been altered in such a way as to become weapons
5. Obscene or inappropriate literature or items
6. Unauthorized drugs or medication
7. Alcoholic substances
8. Cigarettes or tobacco products, electronic cigarettes or e-cigarettes. (including matches)
9. Games, toys, dice, cards, etc.
10. Electronic devices or e-readers
11. Cell phones/Smart watches
12. Drawings of gang symbols
13. Anything that could cause injury or disrupt the educational process
14. Bandanas or sweat bands
15. Rubber Band Bracelets. (Not permitted in classrooms or on school property and are subject to confiscation when found.)
16. Balloons of any kind

Searches of School Locker, Property, etc.

By law, school district officials are authorized to conduct searches of lockers, school grounds and/or District-controlled property for illegal drugs (including searches conducted through the use of specially trained dogs), weapons, or any other item or instrument creating a safety concern (105 ILCS 5/10-22.6). Under the Illinois School code, “[to maintain order and security in the schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice to or the consent of the student, and without a search warrant.]”

105ILCS5/10/22.6(e). Search areas may include classrooms, corridors, student lockers, restrooms, locker rooms, cafeterias, common areas, or other areas identified by District staff. Any such searches shall be conducted in a minimally an intrusive manner as possible.” The possession or use of explosives, firearms, or other dangerous weapons, instruments, or objects shall be prohibited on school buses, in school buildings, on school grounds or at any school function at all times.

Student Searches

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. “School authorities” includes school liaison police officers. School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

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

Students:

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

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

Seizure of Property:

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

Video Surveillance

Playgrounds, parking lots, and hallways are under 24-hour video surveillance. Video and audio cameras are also on school buses.

The Illinois General Assembly (Public Act 95-3052) allows Districts to use both a visual and audio recording to promote the safety and security of children for any school related activity. The District and law enforcement personnel, if needed, will only use the recordings for disciplinary situations. Recordings will not be available for use by the general public in order to assure student privacy.

Behavior on the Bus

Bus drivers have the primary responsibility in dealing with student discipline problems on the school bus. In cases where students repeatedly create problems or when flagrant violations occur, the bus driver will report the student or students to the school principal. Video and audio cameras may be used on school buses as necessary in order to monitor conduct and maintain a safe environment for students and employees.

Parental support is needed to help eliminate problems on the school bus – if parents have questions or concerns, they should contact the bus company or the principal. It is hoped that parents, bus drivers, and principals can work together to correct student misconduct prior to the need for the withholding of bus privileges for any student. Bus transportation is a privilege and not a requirement.

Due to overcrowding on some buses, students ***must*** ride their assigned bus. If a parent/guardian needs a student to ride a different bus for emergency reasons only, the student must have a note from home to be approved by office personnel. Permission may not be granted due to seating capacity, or other safety reasons. If bus rules are violated, bus privileges may be lost. The following rules must be followed:

1. Students ***must*** follow the bus driver's instructions at all times. Be courteous to driver and others.
2. **No eating or drinking on the bus.**
3. Students must remain seated, facing forward while the bus is in motion.
4. Students must keep the noise level down while on the bus. Talking in a normal tone is permitted, but no yelling or shouting.
5. Students must keep their hands to themselves at all times.
6. All materials, such as book bags, gym bags, and other items must be kept out of the aisles as to keep the aisles clear for students to pass. Help keep the bus neat and clean.
7. Cell phone use or other electronic devices are prohibited on the school bus.
8. Only items needed for the school day or events after school are permitted on the bus.
9. Students must board and exit the bus at their designated bus stop only.

10. Stay away from the bus until it stops completely and the driver signals you to board. Enter in a single file without pushing. Wait until bus comes to a complete stop before standing up. Always use handrail.
11. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under the bus. Never run back to the bus, even if you dropped or forgot something.
12. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
13. Keep all parts of the body and all objects inside the bus.
14. Use emergency door only in an emergency.
15. In the event of emergency, stay on the bus and await instructions from the bus driver.
16. Be waiting at your bus stop on time and stay away from the street while waiting for the bus.
17. Parents will be liable for any defacing or damage students do to the bus.
18. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks, and other items are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings, or aisles.

Behavior at the Bus Stop

Parents have the primary responsibility for behavior of their children at the bus stop. Appropriate conduct is expected. However, students are the responsibility of Belle Valley at bus stops. BV has the responsibility and authority to administer consequences to students who exhibit inappropriate behavior from the moment they leave home in the morning, until students return home from school. Students must show respect for others at the bus stop and for the owner's property around the bus stop. Any violation of desired conduct may lead to loss of the privilege to ride the bus.

Bullying Policy

Belle Valley School District #119 will not condone bullying in any form as it is contrary to state law and the policy of Belle Valley School. Nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution. Bullying/Harassment is defined as intentionally attempting to verbally or emotionally intimidate, threaten, or hurt another student or students repeatedly. Bullying may be done by exhibiting aggressive behavior, using written words, body posturing, verbal phrases, intimidation, physical violence, threats, stalking, public humiliation, theft, social exclusion, etc. Cyber-bullying and cyber-stalking is defined as the use of electronic communication or technological devices to harass an individual. Cyber-bullying and cyber-stalking includes email messages, instant messaging, text messaging, cell phone communication, internet blogs, social websites, internet chat rooms, internet postings, digital pictures/images, defamatory websites to engage in acts of bullying and harassment, etc. The location or time of access of electronic devices used as tools to bully/intimidate/harass a student or students, cannot be raised as a defense in any disciplinary action. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, 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 named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted.

The following actions are essential to the process and will take place as part of the investigation:

1. The principal or assistant principal will communicate with the parent of the student identified as a bully. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.
2. A referral will be made to the social worker or to outside agencies on an as need basis. interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
3. If possible, the investigation will be concluded within 10 school days, and involve all personnel relevant to the investigation.
4. The student will be reprimanded in accordance with the Belle Valley discipline policy.

5. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
6. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Sexual Harassment Policy

Belle Valley School District #119 has established a policy, including a uniform grievance policy, to protect individuals who experience harassment situations that are of a sexual nature.

Drugs, Alcohol, and Tobacco

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials including electronic cigarettes or e-cigarettes or vaping.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:

Any illegal drug, controlled substance, or cannabis (including medical marijuana and hashish).

Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.

Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.

Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.

"Look-alike" synthetic or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.

Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

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

Prohibited Student Conduct

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

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

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

4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." School policy bans the use and possession of cellphones at school.
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, and bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.

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

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

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

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

When and Where Conduct Rules Apply

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

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

Access to Student Social Networking Passwords & Websites

School authorities may require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student’s account or profile on a social networking website if school authorities have reasonable cause to believe that a student’s account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school

voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. Detentions – lunch/recess or after school.
7. In-school suspension.
8. Community service. (on school campus)
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look-alikes”, alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the district and local law enforcement agencies.

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

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment 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 Prohibition

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

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

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

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

Gang & Gang Activity Prohibited

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

threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

EXPLANATION OF CONSEQUENCES

***Please Note: Consequences **will not** be arranged around extra-curricular practices or events. Substitution of consequences is not acceptable without prior administration approval.

Learning Center

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

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

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

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

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

Learning Center Rules

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

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

Detention –Loss of Privilege, Lunch/Recess (Noon) and After School (ASD) Rules

- Two copies of the detention notice will be issued to the student. The white copy is to be signed and returned to the teacher/administrator the following day. If the signed copy is not returned within the next day, additional consequences may be given until the slip is returned or parent has contacted the issuer of the consequence.
- **Lunch/Recess Detention is scheduled during lunch and recess times.** Students are to report directly to the Learning Center before being allowed to obtain their lunch. All rules must be followed or additional consequences will be given.
- **After School Detention.** All rules must be followed or additional consequences will be given. Students are to report directly to the Learning Center when school is dismissed. Children who receive and serve an After-School Detention (ASD) must be picked up at 4:00 p.m. The students must have assignments and materials to work on while serving detention. Students will not be excused from detention to go to their lockers. **If a student in ASD has a sibling in an extracurricular activity, he/she may not wait to be picked up with that sibling.** Student(s) not picked up by 4:10 p.m. may be sent to the after-school ESP program, and parents will be charged for the ESP supervision services (\$25). The parent will be notified if the student has to be sent to the ESP program.
- The only disciplinary justification for a student’s presence in school beyond the normal school day is the active solution of educational or behavioral problems.
- If a student is absent from school, and has been scheduled to serve lunch/recess detention and/or ASD, the consequence has to be served when the student returns to school.

Detention - Saturday

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

Out-of-School Suspension

Out-of-School Suspension – The student is excluded from school, school sponsored activities, and school property for the duration of the suspension. The suspension is in effect the day the incident occurred. The student is expected to make up all work that is assigned during this period. ***Any student who receives a day or more of Out-of-School Suspension may not participate in any activities, games, or practices during the duration of the consequence.***

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

The following are out-of-school suspension procedures:

1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
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 possible.
3. Whenever an incident occurs that may lead to an out-of-school suspension, the administration shall investigate the nature of the alleged offense. Unless the student is unavailable or unwilling to discuss the incident with the administration, this investigation shall include a discussion with the student so that the student may be given an opportunity to be heard with respect to the alleged offense.
4. If the administration determines that grounds for out-of-school suspension exists, the administration shall proceed in the following manner:
 - A. Immediately remove a student whose conduct disrupts the academic atmosphere of the school, endangers fellow students, school personnel, or damages property. Except in cases of disruption where circumstances make it vital that one or several students be removed from the school property immediately, no student shall be released from school during the school day without notifying the parent/guardian.
 - B. Within twenty-four (24) hours, give written notice to the student and parents of the reason(s) for the removal from school and the proposed out-of-school suspension.

- C. Within seventy-two (72) hours after the actual removal of the student from school, or the notification of a proposed out-of-school suspension, the student and parents must be given an opportunity to be present at a hearing before a school administrator who will determine if an out-of-school suspension should be imposed. Such hearing, which is not a judicial proceeding, must provide for a minimum:
 - 1. Statements in support of the charge(s) for which the hearing is conducted.
 - 2. An opportunity for the student or parent/guardian to contest the charge(s) and/or to mitigate or explain the student's conduct
 - 3. The administrator is not required to permit the presence of counsel or follow any prescribed judicial rules in conducting the hearing.
- D. Within 24 hours after the hearing, a letter shall be sent to the parent/guardian, which shall include the administrator's decision. If the decision of the administrator is to suspend out-of-school, the letter will state the reasons for out-of-school suspension and the number of days of such suspension. A copy of this letter, together with relevant information regarding the out-of-school suspension, shall be sent to the Superintendent.

5. The administration may suspend a student out-of-school for not more than ten days at any one time for any one incident.

6. It is the responsibility of the administration to see that the student and parent/guardian are informed when the out-of-school suspension is terminated and the student is eligible to return to school.

Levels of Appeal:

- First Appeal - Principal or designee
- Second Appeal - Superintendent or designee
- Third Appeal - Board of Education

Student Expulsion

Expulsion – The Board of Education takes action to exclude a student from the educational setting for a period of time not to exceed 2 calendar years. The same procedures will be followed in expulsion cases as in suspension cases, except for the following:

- 1. The Board has the authority to expel a student.
- 2. A student may not be expelled until after a hearing.
- 3. A student may be suspended, but not for more than ten (10) days, while waiting for the Board hearing.
- 4. No expulsion will occur unless recommended by the Superintendent or designee and ordered in resolution by the Board.

Inspection for Drugs

As per 105 ILCS 5/10-22.10a, the Belle Valley District #119 Board does hereby authorize school officials to request the assistance of law enforcement officials for the purpose of conducting reasonable searches of school grounds and lockers for illegal substances, including searches conducted through the use of specially trained dogs.

**At any time a parent disagrees with a suspension or expulsion, the parent may request a hearing with the next highest authority. (See Uniform Grievance Procedure)*

Safe Room/Time out

Any student who engages in behavior that is a threat to the safety of self, other students, or staff may be moved to the Safe Room/time out. Students will be encouraged to move to the Safe Room independently; however, if the student refuses to move, physical transport may be implemented by a member of the Crisis Team. Only staff members who have been certified in Crisis Prevention Intervention (CPI) strategies will serve on the Crisis Team.

Use of the safe room/time out will be in accordance with rules and regulation of the Illinois State Board of Education. If a student requires the use of the safe room/time out, the parent/guardian will be contacted and a report filled out with copies sent to the teacher, administrator, and parent. Appropriate documentation will also be filed with the Illinois State Board of Education.

CHAPTER 6 PARENTS

PARENT BEHAVIOR EXPECTATIONS/RAMIFICATIONS

Visitors to and Conduct on School Property

The following definitions apply to this policy:

School property - 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.

Visitor - Any person other than an enrolled student or District employee.

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property, on the phone or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

- b. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, or any other person.
- c. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
- d. 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.
- e. Damage or threaten to damage another's property.
- f. Damage or deface school property.
- g. Violate any Illinois law, or town or county ordinance.
- h. Smoke or otherwise use tobacco products.
- i. 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.
- j. Use or possess medical cannabis.
- k. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
- l. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
- m. 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.
- n. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
- o. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
- p. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

Convicted Child Sex Offender

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

1. A parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (I) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (II) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (III) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. Has 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 designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

Exclusive Bargaining Representative Agent

Authorized agents of an exclusive bargaining representative, upon notifying the Building Principal's office, may meet with a school employee (or group of employees) in the school building during free-times of such employees.

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.

Procedures to Deny Future Admission to School District Campus, School Events (District Campus or Away Activities), and/or School Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing;
2. A description of the prohibited conduct;
3. The proposed time period that admission to school events will be denied; and
4. Instructions on how to waive a hearing.

BELLE VALLEY PARENT/TEACHER ORGANIZATION (PTO)

The PTO is an active parent group that supports our students. The PTO organizes different activities and raises money to improve our programs. All parents and guardians in the district are encouraged to attend and become members of this organization. Meetings are held at 7:00 p.m. on the second Tuesday of every month beginning in September. The meetings are held in the library and last approximately 1 hour. More information can be found in the PTO packet available in the school office or on the website.

BV WEBPAGE

The Belle Valley School District maintains a webpage throughout the school year. The webpage provides the Belle Valley Community and others with current information regarding student and school activities at www.bv119.net. Check the page often for the most current/updated information.

SCHOOL VOLUNTEERS

All school volunteers must complete the “Volunteer Information Form” and be approved by the school principal prior to assisting at the school. Forms are available in the school office. All volunteers are subject to security checks leading up to criminal and child abuse background checks. In doing these checks, office personnel are required to scan the volunteer’s driver’s license or identification card. Once approved, volunteers are required to check in and out at the main office and receive a visitor’s badge before going to their destination. The badge must be worn and visible at all times.

Some teachers utilize parent volunteers in the classroom or for lesson or activity preparation. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the school office.

FIELD TRIP

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission.

Some field trips are classified as PRIDE Action Activities. Participation in these trips is subject to student performance; thus, the student(s) must earn the right to attend. Decisions pertaining to participants in the trips are strictly up to the district teachers/administration. Parents will receive notification of action activities and will have the right to approve or disprove their child’s attendance.

FIELD TRIP CHAPERONES

Performing as a field trip chaperone is a significant responsibility and all chaperones are to follow the school volunteer procedures (see above). Field trip chaperones must provide their undivided attention to the students in their charge. In order to assure this attention is given, siblings and other relatives are not permitted to attend field trips with the chaperone. The appropriate number of chaperones and procedures for filling these positions will be determined by the teachers at each grade. Parents wishing to serve as a field trip chaperone must follow the guidelines set forth by each grade level.

PARTNERS IN EDUCATION

The Partners In Education program provides our parents and community members an opportunity to positively impact the education of our students. Volunteers are needed to complete a variety of tasks. Whether you have minutes or hundreds of hours to volunteer, we are certain that we can find a rewarding way for you to share in the lives of our students. Additional information regarding the Partners in Education program is available in the school office. Partners in Education are to follow the school volunteer procedures (see above).

DISTRIBUTION OF MATERIALS

The distribution of materials that are not directly a part of Belle Valley School District #119’s program shall be approved by the building principal before they are distributed to the students, teachers, or staff members. This includes brochures, announcements, schedules, questionnaires, registration forms, or any other literature not directly produced by the school district.

School Sponsored & Non-School Sponsored K-8

Non-School Sponsored Publications/Websites

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

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or

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.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

TEACHER QUALIFICATIONS

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

- a. Whether the teacher has met State certification requirements;
- b. Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- c. The teacher's college major;
- d. Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- e. Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

TEACHER PERFORMANCE ASSESSMENTS

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

SEX OFFENDER & VIOLENT OFFENDER COMMUNITY NOTIFICATION

State law requires that all school districts provide parents/guardians that information about sex offenders and violent offenders against youth is available to the public on the Illinois Department of State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, www.isp.state.il.us/sor/

Illinois Statewide Child Murderer and Violent Offender Against Youth Registry, www.isp.state.il.us/cmvo/

Frequently Asked Questions Concerning Sex Offenders, www.isp.state.il.us/sor/faq.cfm

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

- a. To attend a conference at the school with school personnel to discuss the progress of their child.
- b. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
- c. To attend conferences to discuss issues concerning their child, such as retention or promotion.
- d. In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board. Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. Violation of this law is a Class 4 felony.

MANDATED REPORTER

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

CHAPTER 7 **EXTENDED SCHOOL PROGRAM (E.S.P.)**

PURPOSE AND GOAL OF PROGRAM

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

DAILY PROGRAM

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

OPERATING POLICIES

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

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

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

ADMISSION AND DISCHARGE

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

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

FEES

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

PICK-UP PROCEDURES

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

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

STUDENT SNACKS

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

STUDENT DISCIPLINE

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

CHAPTER 8 ***FACILITIES***

BELLE VALLY IS A GUN FREE ZONE

Pursuant to Illinois School Law 430 ILCS 66/65, unless authorized by Law, no one may be in possession of a firearm while on the Belle Valley School premises.

ASBESTOS NOTIFICATION

The following notification is being released for compliance with the regulations of the Federal AHERA guidelines for the management of asbestos containing materials (ACM). The Inspection Report and Management Plan is on file for review at the District Office.

This notice is to inform building occupants and parents/legal guardians of the locations of (ACM). It has been determined by the United States Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any ACM.

Inspections are conducted to determine any change in the condition of the known or assumed asbestos. Any evidence of disturbance or change in conditions will be documented as required by law.

Cleaning and maintenance personnel who recognize the danger of asbestos are taking special precautions during their work to properly guard against disturbance of the ACM. Additional measures will be taken when needed to protect the health of building occupants.

The inspection reports and management plans for the above listed buildings are available for review during the business hours of 8:00 a.m. – 4:00 p.m., at 2465 Amann Drive, Belleville, IL 62220.

NOTIFICATION OF PESTICIDE APPLICATION

Illinois law requires schools to maintain a registry of parents and guardians of students and employees who have registered to receive written notification prior to application of pesticides to school property. Written notification will be included in newsletters, bulletins, calendars, or other correspondence currently published by the school district. The written notification must be given at least two business days before application of the pesticide and should identify the intended date of application, and the name and telephone contact number for the school personnel responsible for the pesticide application program. Prior written notice shall be required if there is an imminent threat to health or property.

The district has determined the use of the Parent/Student Handbook to inform parents. This publication is distributed to all families of district students and is published annually with information for district parents and students. This proposed notification will inform students, staff, parents, and guardians that an application of pesticides will occur after school on the fourth Friday of each calendar month. Parents and guardians who wish to register to receive notification should contact the principal's office of the building that their children attend.

ANIMALS ON THE PROPERTY

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

SAFETY DRILL PROCEDURES AND CONDUCT

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill to address an active shooter incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills may not be preceded by a warning to the student population.

