



Ball-Chatham CUSD # 5

District-Wide Student Handbook



This handbook is a summary of the district rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website or at the Board office.

<u>Chapter 1: Introductory Information and General Notices</u>	<u>5</u>
<u>GENERAL SCHOOL INFORMATION</u>	<u>5</u>
<u>ADMINISTRATION DISCRETION</u>	<u>5</u>
<u>RECEIPT OF HANDBOOK/POLICIES</u>	<u>5</u>
<u>EDUCATIONAL PHILOSOPHY</u>	<u>6</u>
<u>Mission Statement</u>	<u>6</u>
<u>Values/Beliefs</u>	<u>6</u>
<u>CHAIN OF COMMAND</u>	<u>7</u>
<u>EQUAL OPPORTUNITY AND SEX EQUITY</u>	<u>7</u>
<u>ACCOMMODATING INDIVIDUALS WITH DISABILITIES</u>	<u>7</u>
<u>STUDENT CONTACT EMERGENCY INFORMATION</u>	<u>7</u>
<u>WEATHER-RELATED EMERGENCY SCHOOL CLOSING PROCEDURES</u>	<u>8</u>
<u>SCHOOL OPERATIONS DURING A PANDEMIC OR OTHER HEALTH EMERGENCY</u>	<u>9</u>
<u>VIDEO AND AUDIO MONITORING SYSTEMS</u>	<u>10</u>
<u>Chapter 2: Attendance, Promotion and Graduation</u>	<u>10</u>
<u>ATTENDANCE</u>	<u>10</u>
<u>Release Time For Religious Instruction/Observance</u>	<u>11</u>
<u>Truancy</u>	<u>11</u>
<u>Grading and Promotion</u>	<u>11</u>
<u>HOME and HOSPITAL INSTRUCTION</u>	<u>12</u>
<u>Chapter 3: Student Fees and Meal Costs</u>	<u>12</u>
<u>FOOD SERVICE</u>	<u>12</u>
<u>Negative Food Service Balance</u>	<u>12</u>
<u>MEAL APPLICATION – FREE OR REDUCED-PRICE MEAL APPROVAL</u>	<u>13</u>
<u>FINES, FEES, AND CHARGES</u>	<u>13</u>
<u>Chapter 4: Transportation and Parking</u>	<u>14</u>
<u>SCHOOL TRANSPORTATION GUIDELINES</u>	<u>14</u>
<u>BUS DISCIPLINE PROCEDURES</u>	<u>16</u>
<u>Chapter 5: Health and Safety</u>	<u>17</u>
<u>ANIMALS ON SCHOOL PROPERTY</u>	<u>17</u>
<u>ASBESTOS MANAGEMENT PLAN</u>	<u>17</u>
<u>CARE OF STUDENTS WITH DIABETES</u>	<u>17</u>
<u>CARE OF STUDENTS WITH FOOD ALLERGIES</u>	<u>17</u>
<u>CONCUSSION</u>	<u>18</u>

EMERGENCY TREATMENT	18
EMPLOYEE CONDUCT STANDARDS- Faith's Law Notification	18
Warning Signs of Grooming Behaviors	18
Warning Signs of Boundary Violations	19
EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT	20
K-8	20
High School	21
GUIDANCE AND COUNSELING	22
K-8	22
HS	22
IMMUNIZATION, HEALTH, EYE AND DENTAL EXAMINATIONS	23
Required Health Examinations and Immunizations	23
Eye Examination	23
Dental Examination	24
Exemptions	24
Illness / Injuries	24
Communicable Diseases	24
Head Lice	25
Pesticide Application Notice	25
Safety Drill Procedures And Conduct	25
Security	25
SCHOOL EMERGENCY OPERATIONS PLAN	26
Communications to Stakeholders	27
Emergency Responses	27
Cooperation and Assistance Request	27
SCHOOL WELLNESS	27
SCREENINGS	28
Hearing	28
SEXUAL ABUSE EDUCATION / ERIN'S LAW	28
Warning Signs of Child Sexual Abuse	29
Additional Resources include:	30
National Sexual Assault Hotline at 800.656.HOPE (4673)	30
National Sexual Abuse Chatline at online.rainn.org	30
School Age Appropriate Education	30
Sexual Abuse Response and Prevention Resource Guide	30
STUDENT ACCIDENT INSURANCE	30
STUDENT MEDICATION	30
Administering Medicines to Students	30
Prevention of Anaphylaxis	31
Self-Administration of Medication	32
School District Supply of Undesignated Asthma Medication	32

<u>School District Supply of Undesignated Epinephrine Auto-Injectors</u>	32
<u>School District Supply of Undesignated Opioid Antagonists</u>	33
<u>Designated Caregiver Administration of Medical Cannabis</u>	33
<u>Storage of Medication</u>	34
<u>Recording of Medication</u>	34
<u>End of the Year Procedure for Medications</u>	34
<u>Sports Physicals</u>	34
<u>SUICIDE AND DEPRESSION AWARENESS AND PREVENTION</u>	34
Chapter 6: Discipline and Conduct	35
<u>STUDENT BEHAVIOR</u>	35
<u>Disciplinary Code and Guidelines</u>	35
<u>HARASSMENT OF STUDENTS PROHIBITED</u>	35
<u>Bullying, Intimidation, and Harassment Prohibited</u>	35
<u>Sexual Harassment Prohibited</u>	36
<u>Making a Complaint: Enforcement</u>	36
<u>Prevention Of And Response To Bullying, Intimidation, And Harassment</u>	37
<u>Bullying Prevention and Response Plan</u>	39
<u>Prohibited Student Conduct</u>	41
<u>When and Where Conduct Rules Apply</u>	44
<u>Reciprocal Reporting of Criminal Offense by Students</u>	44
<u>Referrals to Law Enforcement Authorities</u>	45
<u>Weapons Prohibition</u>	45
<u>Gang & Gang Activity Prohibited</u>	45
<u>Re-Engagement of Returning Students</u>	46
<u>Questioning of Students Suspected of Committing Criminal Activity</u>	46
<u>Course Of Disciplinary Action</u>	46
<u>Isolated Time Out, Time Out and Physical Restraint</u>	47
Chapter 7: Internet, Technology and Publication	48
<u>ACCEPTABLE USE POLICY - TECHNOLOGY</u>	48
<u>PUBLICATION DISTRIBUTION POLICY</u>	48
<u>Guidelines for Student Distribution of Non-School Sponsored Publications</u>	48
<u>Guidelines for School-Sponsored Publications, Productions and Websites [HS]</u>	49
<u>Access to Non-School Sponsored Publications</u>	50
<u>Student Publications/Writings</u>	51
<u>STUDENT BIOMETRIC INFORMATION</u>	51
Chapter 8: Search and Seizure	52
<u>SEARCH AND SEIZURE</u>	52
<u>Agency and Police Interviews</u>	52
<u>School Property And Equipment As Well As Personal Effects Left There By Students</u>	52
<u>Students Searches</u>	53
<u>Access to Student Social Networking Passwords & Websites</u>	53

Articles Prohibited	53
Seizure of Property	53
Chapter 9: Athletics, Extracurricular Activities, and Field Trips	53
ASSEMBLIES	53
EXTRA-CURRICULAR CODE	54
FIELD TRIPS	54
Chaperone Guidelines For Field Trips	54
Chapter 10: Special Education	55
EDUCATION of CHILDREN with DISABILITIES	55
Related Service Logs	56
Behavioral Interventions	56
Discipline of Special Education Students	56
Exemption from Physical Education Requirement	56
Request To Access Classroom Or Personnel For Special Education Or Observation	57
Chapter 11: Student Records and Privacy	57
STUDENT PRIVACY PROTECTIONS	57
Surveys by Third Parties	57
Surveys Requesting Personal Information	58
Instructional Material	58
Selling or Marketing Students' Personal Information Is Prohibited	58
Student Records	59
Chapter 12: Parental Right Notifications	62
ANNUAL NOTICE TO PARENTS ABOUT EDUCATIONAL TECHNOLOGY VENDORS UNDER THE STUDENT ONLINE PERSONAL PROTECTION ACT	62
ANNUAL REPORT CARD	63
ENGLISH LANGUAGE LEARNERS	63
HOMELESS CHILD'S RIGHT TO EDUCATION	64
INSTRUCTIONAL MATERIAL	64
MANDATED REPORTERS	64
Notice of Legal Assistance Available	64
SEX OFFENDER NOTIFICATION LAW	64
Sex Offender And Violent Offender Community Notification Laws	65
SCHOOL VISITATION RIGHTS	65
TEACHER QUALIFICATIONS	65
TESTING TRANSPARENCY	65
UNSAFE SCHOOL CHOICE OPTION	66
HANDBOOK REVIEW AND DISTRIBUTION	66
Glossary	66

Chapter 1: Introductory Information and General Notices

GENERAL SCHOOL INFORMATION

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website (<https://www.chathamschools.org/school-board>) or at the Board office, located at:

BCSD District Office
1475 E. Plummer
Chatham, Illinois 62626
Office: 217-483-2416

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

- Tiffani Saunders, President
- Laura Calderon, Vice-President
- Andrea Rediger, Secretary
- Steve Bryant
- Ryan Murphy
- Ann Strahle
- Patrick Phipps

ADMINISTRATION DISCRETION

The Administration reserves the right to make any rules that are necessary and proper to ensure order and to protect the health, life, and safety of the faculty, employees, and student body. Communication to students and parents will be made should such changes occur. This handbook is not intended to create a contractual relationship with the student; rather it is intended to describe the school, its current practice, procedures, rules, and regulations.

The superintendent or designee, with input from a parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board of Education for its review and approval.

RECEIPT OF HANDBOOK/POLICIES

Acknowledgement forms will be signed electronically during the registration process for receipt of the Student Handbook, which includes Academic Information, the Disciplinary Code and Guidelines, Attendance Policy, Medical Information, Student Transportation information, General Information (including the Student User Agreement for Acceptable Use Policy) and/or the Extra-Curricular Code.

(Please reference Ball-Chatham Board of Education Policy 7:190)

EDUCATIONAL PHILOSOPHY

Mission Statement

To ensure all students are life ready by providing high quality education and diverse opportunities.

Values/Beliefs

Core values and beliefs are a small set of guiding principles that have intrinsic importance to the district. These belief statements along with the district mission lay the foundation for setting district goals.

Students/Learning

We believe...

- We believe that students should have a safe place to learn.
- We believe students should be provided a robust, challenging, effective curriculum to prepare them for success
- In college and career and for life-long learning.
- We believe students should have equitable access to resources and opportunities, including support for social-
- emotional needs.
- We believe that every student is capable of learning and should be held to a high standard.
- We believe that each student belongs and is valued for who they are and what they contribute to the group.

Teachers/Teaching

We believe...

- We believe teachers should be student-centered.
- We believe teachers should be equitably provided the necessary training and resources to be successful.
- We believe teachers should facilitate unbiased, research-based opportunities for academic excellence.
- We believe teachers should be provided resources to support their SEL needs.

Community/District Relations

We believe...

- We believe communication should be open, transparent, and respectful.
- We believe the district is accountable to taxpayers through responsible stewardship.
- We believe trust is the foundation of a strong district-community relationship.
- We believe the district should foster a welcoming climate.

CHAIN OF COMMAND

At times parents have concerns about how things are handled in the classroom or school. District Policy outlines how such concerns should be handled.

Step One: Speak to teacher, coach, or supervisor who has direct command of the concern or situation.

Step Two: If concern is not resolved through step one, speak with the supervisor of personnel from step one which would be the Athletic Director, Principal, or Director.

Step Three: If concern is not resolved through steps one and two, speak to the 3rd tier supervisor of administrative personnel (Superintendent).

Step Four: If concern is not resolved through steps one, two and three, direct your concerns to the Board of Education.

EQUAL OPPORTUNITY AND SEX EQUITY

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, gender expression, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

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

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

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

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

STUDENT CONTACT EMERGENCY INFORMATION

To keep the records of students current, the following changes should be reported to the office: name, address, phone numbers, place of employment, emergency numbers, and bus changes.

Due to the many illnesses and accidents children have, it is imperative that the school has accurate emergency contact numbers including cell phone numbers. Voicemail are ineffective in an emergency. Emergency records are maintained in the office and are to be updated any time you feel it necessary to change the name or phone numbers.

WEATHER-RELATED EMERGENCY SCHOOL CLOSING PROCEDURES

During inclement weather, please refer to any of Ball-Chatham's websites, or listen to any local radio or television station to be advised of school closings, early dismissals or elearning. School closings for any reason will be announced by 6 a.m. via the District's emergency messaging system. If bad weather occurs during the day (after school has begun), the District will send out a message to parents, as well as post on all websites. In most instances, the decision to dismiss early will be announced prior to 11 a.m.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. **DO NOT CALL THE SCHOOL EACH TIME THERE IS AN EARLY DISMISSAL.** If we dismiss early for an emergency, all after-school functions are automatically canceled.

School emergency closings could happen at any time of the year. Parents need to arrange plans with their children (and a neighbor, child care, employer, etc.) on what is expected should an emergency closing occur. Decisions to close or dismiss school early are always a judgment call, however, we do use some general criteria in making such decisions. School procedures call for an emergency school closing announcement to be given over local radio and television media. Below are some of the criteria and examples of what would impact a decision to cancel school or to dismiss school early.

- **Weather Forecasts** - Weather conditions and events are very unpredictable. Weather events must be occurring and deteriorating for school to be canceled or for us to dismiss early.
- **Road conditions** - As referenced above, road conditions dictate many of our decisions. Due to the fact the district is widely spread out, we primarily consider road conditions where the bulk of our students live (Springfield, Chatham, and unincorporated areas of Chatham, Ball, and Cotton Hill Townships).
- **Cold** - We will look at wind chill and air temperature (also road conditions) when making a decision relating to cold weather. Please remember that we do live in central Illinois so below 0° weather is not uncommon. In most situations, if air temperature is 0° to -10° with a little or moderate wind chill, we will likely have school. Air temperature of -20° or below (regardless of wind chill) causes us to cancel school.

Please remember that the safety of our students will always be our top priority. We trust this communication provides you with necessary information into our decision-making process.

VIDEO AND AUDIO MONITORING SYSTEMS

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

Chapter 2: Attendance, Promotion and Graduation

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.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

National studies show that the average number of school days that most students miss is six. The Illinois School Code and Juvenile Court Act consider an absentee rate of more than 5% of the last 180 school days (or an average of 9 days per year) to be at risk of not completing an education.

There is a close relationship between student attendance and academic success. If a student is not in the classroom, valuable information is lost, some of which can never be made up. School personnel and parents need to work together to ensure that students attend school on a regular basis. State aid is also directly associated with the number of students in attendance on a daily basis. The policy adopted is oriented toward resolving student absenteeism in a cooperative fashion.

Release Time For Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit.

Truancy

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

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

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

A 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.

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

Grading and Promotion

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

HOME and HOSPITAL INSTRUCTION

A student who is absent or whose physician anticipates his or her absence from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed

advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program. For information on home or hospital instruction, contact the building principal.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before

- The birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and
- For up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact a building principal.

Chapter 3: Student Fees and Meal Costs

FOOD SERVICE

Negative Food Service Balance

Student food service accounts are not intended to provide credit.

Once a student account goes negative, a balance notice requesting payment of any balance owed will be emailed to the households via Skyward. Excessive balances may also receive targeted emails from school food service staff and/or the Director of Food Service. Notices may include instructions for how to apply for Free or Reduced-Price meal benefits.

Households will have three options to settle any owed balance:

1. Pay the balance in full, and bring the current account balance to at least a \$0.00 balance.
2. Request a payment plan to settle any balance owed. Any payment plan should bring the balance to at least \$0.00 within 30 days of receipt of balance notice.
3. Apply for Free or Reduced-Price benefits through the Skyward online application process.
 - a. Approval of Free or Reduced-Price meal benefits CANNOT be backdated.
 - b. Any balance currently owed is still the responsibility of the household regardless of the approved meal benefit level.
 - c. Balances owed are NOT canceled out at the end of the year and will be carried forward from year to year, school to school.
 - d. If the application is denied, households will need to choose option 1 or 2, to settle any balance owed.

Negative balance notices will be provided weekly through any of the following methods: Email; Letter mailed or sent home with student in a sealed envelope; OR phone calls. Students that finish the school year with a negative balance will carry over that balance to the following school year. If the student switches schools (Elementary to GIS, GIS to GMS, or GMS to GHS) the student will immediately start the new school year subject to the new school's overdue lunch balance policy. Call your student(s) school(s), or the Director of Food Service at 483-2424, ext. 2301 if you have any questions.

Students with negative balances will **not** be allowed to purchase a la carte food items. A la carte food items may include, but are not limited to items such as: Cartons of milk; Chips or other packaged food items; Extra entrees; Bottled drinks; Etc.

MEAL APPLICATION – FREE OR REDUCED-PRICE MEAL APPROVAL

An application for Free or Reduced-Price meals, as provided by the School Breakfast and National School Lunch Programs, is available through Skyward. All households are strongly encouraged to apply for meal benefits.

Some students may be eligible for free meals based on their eligibility for SNAP, TANF, Medicaid, or Homeless or Foster child status. Households of these students are still encouraged to apply for benefits using the Skyward meal application. Failure to apply could cause a delay or gap in meal benefits.

Households are responsible for all meal charges made up to the date a Free or Reduced-Price meal benefit determination is made.

Meal application and general food service program information is available at <http://www.chathamschools.org/food-service>

FINES, FEES, AND CHARGES

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

activities.

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

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

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

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

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process or an appeal of the District's decision to deny a fee waiver should be addressed to the Building Principal.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.[3]

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

Chapter 4: Transportation and Parking

SCHOOL TRANSPORTATION GUIDELINES

Your child's bus stop will be communicated to you prior to the start of the school year. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the transportation office.

The school bus driver must devote 100 percent of their time driving the school bus and should not be distracted by the conduct of the passengers. Each year millions of pupils are transported to and from school safely. This is possible only when students understand how to act safely on the school bus. Everyone, (the classroom teacher, parents, and the riders themselves), has a part in helping the driver maintain order.

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

Reminder: Parents/guardians, for the safety of our students please remember it's illegal to board the school bus. If you need assistance or have concerns, please reach out to the school administration. Thank you for helping keep our students safe!

Parents will be informed of any and all inappropriate student behavior on the 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.

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

The following instructions are issued from the Illinois State Board of Education.

1. Be on time at the designated school bus stop; help keep the bus on schedule. Students should arrive at their designated bus stop a minimum of 5 minutes prior to the scheduled bus arrival time.
2. Stay off the road while waiting for the bus.
3. Be careful approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
4. Do not leave your seat while the bus is in motion.
5. Be alert to a danger signal from the driver.
6. Remain in the bus in the event of a road emergency until the driver gives instructions.
7. Keep hands and head inside the bus at all times. Do not throw anything out of the windows.
8. Remember that unnecessary confusion diverts the driver's attention and could result in a serious accident.
9. Be absolutely quiet when approaching a railroad crossing.

10. Treat bus equipment as you would valuable furniture in your own home. Never tamper with the bus or its equipment.
11. Assist in keeping the bus safe and sanitary at all times.
12. Keep books, packages, coats and all other objects out of the aisles.
13. Leave no books, lunches, or other articles on the bus.
14. Be courteous to fellow pupils and the bus driver. Help look after the safety and comfort of smaller children.
15. Do not ask the driver to stop at places other than the regular bus stop. The driver is not permitted to do this, except by proper authorization from a school official.
16. Observe safety precautions at discharge points. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder on the highway where traffic may be observed in both directions. Wait for a signal from the bus driver permitting you to cross.
17. Observe the same rules and regulations on other trips under school sponsorship as you serve between home and school. Respect the wishes of the chaperones as appointed by the school.
18. Students at the school bus stop are expected to follow the rules of the school. Infractions at the bus stop will be reported as bus riding infractions.
19. Parents will be liable for any defacing or damage to the bus by their child.
20. All items must be able to fit in a student's book bag. Items larger than that are prohibited unless permission has been granted from the bus driver or administration.
21. No eating or chewing of gum shall be allowed on the school bus, no drinks other than water are allowed on the school bus.

BUS DISCIPLINE PROCEDURES

The following are considered steps of a progressive discipline policy that may begin with step one to step three, depending on the seriousness of the incident in question.

1. The bus driver will give verbal warning and other appropriate action whenever students fail to comply with rules. Students may be given assigned seating.
2. When there continues to be repeated offenses, the bus driver will complete a written Bus Incident Report to the administration, and parents will be informed. Other appropriate consequences may apply.
3. The administrator has the authority to suspend the offending student from riding the bus, for up to ten consecutive school days.

Students are expected to follow all school rules when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.

6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

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

Chapter 5: Health and Safety

ANIMALS ON SCHOOL PROPERTY

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

ASBESTOS MANAGEMENT PLAN

Each school maintains an asbestos management plan describing asbestos-containing materials in the building. Parents may review the plans at the school sites or at the Facilities and Maintenance Department.

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:

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

For further information, please contact the Building Principal.

CARE OF STUDENTS WITH FOOD ALLERGIES

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

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

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 support 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.

Students may not share ANY food with any other students for the safety of everyone due to allergies.

CONCUSSION

The Ball-Chatham School District works to ensure that all students are protected when having sustained a concussion injury. The BCSD concussion protocol is in place for use for any BCSD student regardless of whether they participate in school-related athletics. If a school staff member places a child in concussion protocol based on reported or observed symptoms of a concussion, they must complete the return to play component of the protocol even if a physician states that they are cleared for all activity. Please refer to the nurses page on individual school webpages for more school specific information and protocols.

EMERGENCY TREATMENT

In case of accident or illness, minor first aid will be administered by school personnel in accordance with the provisions on the emergency health form. It is the responsibility of the parents to contact a doctor or take the child to the doctor's office or hospital. In the event of serious illness or injury, the paramedics will be called immediately and the parents notified. Parents are responsible for payment of medical, ambulance, and/or hospital fees.

EMPLOYEE CONDUCT STANDARDS- Faith's Law Notification

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school

employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents/guardians have indicated as unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role

- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT

K-8

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation

in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis..

A student in grades 3-12 who is eligible for special education may be excused from physical education courses if:

1. The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services, or
2. The student's individualized education program team determines that the student must utilize the time set aside for physical education to receive special education support and services.

The agreement or determination is made a part of the individualized education program. A student requiring adapted physical education will receive that service in accordance with the student's individualized education program.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

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

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

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

High School

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

A student in grades 9-12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below.

1. Enrollment in a marching band program for credit;
2. Enrollment in Reserve Officers' Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic athletic program;
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

A student in grades 3-12 who is eligible for special education may be excused from physical education courses if:

3. The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services, or
4. The student's individualized education program team determines that the student must utilize the time set aside for physical education to receive special education support and services.

The agreement or determination is made a part of the individualized education program. A student requiring adapted physical education will receive that service in accordance with the student's individualized education program.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

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

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

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education.

GUIDANCE AND COUNSELING

K-8

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

HS

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

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

IMMUNIZATION, HEALTH, EYE AND DENTAL EXAMINATIONS

Required Health Examinations and Immunizations

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions.

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

Eye Examination

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

Dental Examination

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

Exemptions

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

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

Illness / Injuries

Children who do not feel well or become injured are directed to go to the nurse's office for assessment. Depending on their need, students are either sent home or back to class.

According to the Center for Disease Control and Prevention (CDC) and Illinois Department of Public Health, students should be without a fever (100° F) and should not have received any medication that aids in lowering a fever for at least 24 hours before returning to school.

The following is a guideline of when not to send your child to school:

- Has vomited within the last 24 hours
- Has a persistent cough or chest congestion
- Has diarrhea within the last 24 hours
- Has yellow or green drainage from their nose
- Has a rash of unknown origin

- Has head lice
- Has red swollen eyes that are draining
- Has strep throat

Communicable Diseases

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

- Parents are required to notify the school nurse if they suspect their child has a communicable disease.
- 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.
- The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
- A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Head Lice

The school will observe the following procedures regarding head lice.

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

Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the Director of Grounds and Maintenance. Notification will be given before application of the pesticide. Prior notice is not required if there is not imminent threat to health or property.

Safety Drill Procedures And Conduct

Safety drills will occur annually. Students are required to be silent and comply with the directive 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, and a minimum of (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students except for the law enforcement drill. The law enforcement

lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill.

Security

The office entrance by the flagpole will be the official entrance to the school building. To ensure the safety of all our students, all other doors will be locked. **All parents and visitors must report to the main office to sign in when entering the building and receive a visitor's badge before leaving the office area; visitors must sign out in the office when leaving the building.** All students arriving late or leaving early must sign in and out in the office. (Students are not to be picked up in the classroom.)

SCHOOL EMERGENCY OPERATIONS PLAN

Student safety is our District's top priority. Our District has developed a *Comprehensive Safety and Security Plan*. In addition to physical safety, the District is concerned with students' emotional well-being and will help students cope with an emergency or disaster and its aftermath. The following outlines our emergency and disaster response plans.

The District has plans for all four phases of emergency and disaster management:

- Prevention - the capabilities needed to avoid, deter, or stop an incident.
- Preparation - the capabilities needed to: (a) protect students, teachers, staff, visitors, networks, and property against threats or hazards, and (b) mitigate the likelihood of an incident or to reduce the impact of one.
- Response - the capabilities needed to stabilize an incident, save lives, establish a safe and secure environment, and facilitate the transition to recovery.
- Recovery - the capabilities needed to restore the learning environment.

These phases are covered in each school Emergency Operations Plan. In addition, the District employs a Director of Safety and Security and each school has a Safety Team. State law requires the District to annually review its plans.

Communications to Stakeholders

The District will share emergency information via its website, the media, and/or telephone contact (through School Messenger).

Emergency Responses

Emergency responses will depend on the circumstances and may include lockdown or evacuation. During a lockdown, no one may enter or leave the building until it is safe to do so. For evacuation purposes, each school has at least one off-campus site where students and staff assemble to be accounted for and temporarily housed.

In the unlikely event an emergency response is needed at your child's school, staff members will be busy supervising students. We will attempt to provide information through District's call-out system School Messenger and/or website at www.chathamschools.org

If students are evacuated, the district will notify parents of the reunification location. Parents/guardians will need to show a picture ID to supervision personnel before the school will release the student(s).

Cooperation and Assistance Request

During any emergency or potential disaster and for the safety of all students and staff, please follow the instructions of the Director of Safety and Security as well as the Building Principal. These instructions will be widely disseminated.

Defamatory or disruptive behavior will only lessen our response effectiveness.

If you have any questions, please feel free to contact the District office or your child's Principal. In the meantime, thank you for your cooperation and support.

SCHOOL WELLNESS

Ball-Chatham School District promotes healthy schools and students by supporting wellness (Policy 6:50), good nutrition, and regular physical activity as a part of the total learning environment. The district supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health of children. Improved health optimizes student performance.

The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition, social and mental well-being, and regular physical activity.

The school district supports and promotes proper dietary habits contributing to students' health status and academic performance. All foods available on school grounds and at school-sponsored

activities during the instructional day shall meet or exceed the District Nutrition Standards. Emphasis shall be placed on foods that are nutrient dense per calorie. Foods shall be served with consideration toward variety, appeal, taste, safety, and packaging to ensure high-quality meals and snacks. The school district shall make nutrition education a part of its comprehensive health education curriculum.

SCREENINGS

Health screenings are conducted annually according to the following schedule:

Speech/Language

Students may be screened upon referral.

Vision

Preschool children; Grades K, 2, and 8; all special education students; all new students; and all teacher referrals. Students wearing glasses will not be screened but are expected to see the eye doctor of their choice at least every two years or as directed by their eye doctor. 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 performed.

Hearing

Preschool children; Grades K, 1, 2, 3; all special education students; all new students; and all teacher referrals. This notice regarding the policies and procedures for health screenings stands in lieu of individual notification to parents. Parental objections should be made in writing and directed to the principal annually. Any student may be screened for hearing and/or vision on a referral basis.

SEXUAL ABUSE EDUCATION / ERIN'S LAW

Public Act 096-1524, known as Erin's Law, amends the school code to address the prevention of child sexual abuse. In partnership with parents and families, the District is committed to raising awareness and providing resources to further community prevention efforts. Parents are encouraged to review the warning signs of possible child abuse, grooming behaviors, and boundary violations:

- Unexplained injuries and changes in behavior,
- Returning to earlier behavior (regressing to behaviors more appropriate for younger children),
- Fear of going to certain previously welcome locations (neighbors, relatives, friends, etc.),
- Changes in eating habits and/or sleeping patterns,
- Changes in school performance and/or attendance, • Risk-taking behavior, • Inappropriate sexual behavior,
- Mood swings, and/or

- Lack of personal care or hygiene. Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following:

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades

- Drug or alcohol use

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

School Age Appropriate Education

BCSD counselors and social workers present age- appropriate information regarding personal body safety during the academic school year. Parents have the right to opt out of Erin's Law instruction. An opt-out form must be completed every year.

Sexual Abuse Response and Prevention Resource Guide

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at www.isbe.net or you may request a copy of this guide by contacting the school's office.

STUDENT ACCIDENT INSURANCE

Ball-Chatham School District #5 covers every student with accident insurance for occurrences while on school property or school sponsored events - as a secondary provider. There is no cost to families for this secondary coverage.

STUDENT MEDICATION

Administering Medicines to Students

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

1. A *School Medication Authorization Form* or written statement from the student's physician, indicating the necessity for the medication and proper dosage, time, and duration shall be required.

2. A completed and signed *School Medication Authorization Form* is submitted by the student's parent/guardian.
3. Medication shall be brought to school by the parent and/or guardian and personally delivered to the school nurse or adult office personnel in the original medicine container with the current pharmacy label attached. The name of the student and the names of the physician and pharmacy shall be indicated on the containers.
4. With a completed medication authorization form the school will supply Tylenol, Ibuprofen, antacids, and cough drops as needed.

Medication may be transported by the student only if it is impossible for an adult to bring it personally to the school by following these steps:

1. A parent or guardian should call the school the day before sending the medicine to inform the nurse that the student will be transporting medication to school. If the parent/guardian is unable to call the day before due to a weekend or holiday, the parent may telephone the nurse the morning of the return to school to inform them that their student is bringing medication to school.
2. The notification must include the name, quantity, and consistency (tablet, capsule, liquid, or inhaler) of the medication.
3. The medication container should be in a sealed envelope with the student's name and the quantity that is contained in the container.
4. The student must deliver the envelope to the nurse as soon as she/he arrives at school.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication, including essential oils, until a completed and signed *School Medication Authorization Form (Exhibit 7:270 3E)* or a *Self Permission Slip to Allow Self-Administration of Asthma Medication or Anaphylactic Response Medication (Exhibit 7:270 E2)* is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication, including essential oils, on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Prevention of Anaphylaxis

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

Self-Administration of Medication

A student may possess and administer an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a *Self Permission Slip to Allow Self-Administration of Asthma Medication or Anaphylactic Response Medication*). The school nurse will ensure an Emergency Action Plan is developed for each self-administering student.

A student may self-administer medication required under a qualifying plan, provided the student's parent/guardian has completed and signed a SMA Form. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an Ill. Food Allergy Emergency plan and Treatment Authorization form, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act

School District Supply of Undesignated Asthma Medication

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated asthma medication in the name of the District and provide or administer them as necessary according to State law. *Undesignated asthma medication* means an asthma medication prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having *respiratory distress*. Respiratory distress may be characterized as *mild-to-moderate* or *severe*. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

School District Supply of Undesignated Epinephrine Auto-Injectors

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated epinephrine auto-injectors in the name of the District and provide or administer them as necessary according to State law. *Undesignated epinephrine auto-injector* means an epinephrine auto-injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine auto-injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

School District Supply of Undesignated Opioid Antagonists

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated opioid antagonists in the name of the District and provide or administer them as necessary according to State law. *Opioid antagonist* means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. *Undesignated opioid antagonist* is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

Designated Caregiver Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District; and That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*.

Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited. After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Storage of Medication

Medication will be stored in a locked drawer or cabinet. Medications requiring refrigeration will be refrigerated in a secure area. Long-term medication may be brought to school in doses for one month. The prescription should be attached to the medicine container. The school nurse will administer medication; however, if the school nurse is unavailable a substitute registered nurse, school administrator or his/her designee will administer the medication after being instructed by the school nurse as to the procedure of administering and recording of the medications. This does not prohibit any school employee from providing emergency assistance to students.

Recording of Medication

Each dose of medication shall be documented in a specific and individual form. This form will be filed in the student's individual health record. Documentation shall include date, time, dosage, route of administration, and signature or initials of the person administering the medication or supervising the student in self-administration. In the event a dosage is not administered as ordered, the reasons therefore shall be entered in the record on a specific form.

End of the Year Procedure for Medications

Parents must pick up any unused medication at the end of the treatment regimen and/or at the end of the semester. If the parent does not do so by the end of each semester, the school nurse will dispose of the medication. Medications that are destroyed will be done in the presence of a witness and documentation made of the student's name, medication, and date destroyed. With parent permission, the school will supply Tylenol, Ibuprofen, antacids, and cough drops as needed. Inhalers are a part of prescription medication and must not be kept in lockers, book bags, or on the student. The student has access to the nurse's office within a sufficient amount of time to get and use an inhaler. If a student must carry an inhaler, a self-administration form must be completed by a physician and parent/guardian.

Sports Physicals

Students involved in sports through the school are required to have a physical on file annually. The physical examination is good for 395 days from the date of the exam. Students are not allowed to try-out, practice or participate in sports if they do not have a current physical on file at the 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. BCSD addresses suicide and depression

awareness in conjunction with Board of Education Policy 7:290 Suicide and Depression Awareness and Prevention by informing students (GMS and GHS), parents/guardians and employees with practices and procedures for early identification and referral of students possibly at risk of suicide.

The following are local and national resources committed to supporting a child safety.

- National Suicide Prevention Lifeline: Dial 988 or 1.800.273.8255 (<https://988lifeline.org/>)
- Crisis Text Line: Text HOME to 741741
- Safe2Help Illinois HelpLine: Dial 844.472.3345 or Text 23443 (<https://www.safe2helpil.com/>)

Chapter 6: Discipline and Conduct

STUDENT BEHAVIOR

Copies of all School District policies on student behavior are available online through the School District's website or in the school office.

Disciplinary Code and Guidelines

Discipline in the schools is not intended to merely serve as a punishment. Rather, it is more importantly intended to be a means of maintaining order and to reflect the proper governance of the school. Discipline should provide a constructive learning experience emphasizing the importance of each student's responsibilities to respect and preserve the rights and welfare of others.

All disciplinary procedures will be handled with immediacy and parents will be notified through Skyward Family Access, by mail or phone. We believe this to be important to the student as well as the atmosphere of the school. Every effort shall be made on the part of the school administration to see that a student's due process rights are not violated. Any conference in these procedures, whether initiated by the school or the parent, will be held within three days of the infraction. These procedures pertain to all Ball Chatham students and may apply to infractions that occur during the school day, on the way to and from school, on the school bus, and at all extracurricular events or special school events. Misconduct involving school staff outside of school or school property at any time may also result in school disciplinary consequences.

HARASSMENT OF STUDENTS PROHIBITED

Bullying, Intimidation, and Harassment Prohibited

Bullying is defined as the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal or psychological. It can happen face-to-face or online. No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of

protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, visual, or via electronic means that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

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

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to rape, sexual assault, sexual battery, sexual abuse and sexual coercion.

Making a Complaint; Enforcement

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

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

Nondiscrimination Coordinator:

Building Assistant Principal at each school

Sara Dowis/Brad Kyes/John Fletcher, GHS 217-483-2424,
sdowis@bcsd5.org, bkyes@bcsd5.org, jfletcher@bcsd5.org

Jeffrey Rieck GMS 217-483-2481, jreick@bcsd5.org

Kendall Gibson GIS 217-483-1183, kgibson@bcsd5.org

Holly Rembusch, BES 217-483-2414, hrembusch@bcsd5.org

DeAnna Johnson, CES 217-483-2411, deannajohnson@bcsd5.org

Daniel Lund, GES 217-483-6704, dlund@bcsd5.org

Complaint Managers:

Building Principal at each school

Ryan Green GHS; 217-483-2424,
rgreen@bcsd5.org

Christine Lehnen, GMS; 217-483-2481
clehnen@bcsd5.org

Elizabeth Gregurich, GIS; 217-483-1183
egregorich@bcsd5.org

Tricia Burke, BE, 217-483-2414
tburke@bcsd5.org

Steve Rembusch, CE, 217-483-2411
srembusch@bcsd5.org

Tammy Hermes GE, 217-483-6704
thermes@bcsd5.org

Building Assistant Principal at each school

John Fletcher/Sarah Dowis GHS; 217-483-2424
sdowis@bcsd5.org, jfletcher@bcsd5.org

Jeffrey Rieck GMS; 217-483-2481
jreick@bcsd5.org

Kendall Gibson; 217-483-1183
kgibson@bcsd5.org

Holly Rembusch, BE; 217-483-2414
hrembusch@bcsd5.org

DeAnna Johnson CE; 217-483-2411
deannajohnson@bcsd5.org

Daniel Lund, GE; 217-483-6704
dlund@bcsd5.org

The Superintendent shall use reasonable measures to inform staff members and students of this policy, such as, by including it in the appropriate handbooks.

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

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

Prevention Of And Response To Bullying, Intimidation, And Harassment

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

Bullying on the basis of actual or perceived race, color, national origin, immigration status, 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 nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

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

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

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

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the

integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

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

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.
4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.

- d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. 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.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, 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.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:

- a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
- b. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
- c. 6:125 *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
- d. 6:236 *Acceptable Use Policy*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
- e. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
- f. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
- g. 7:190, *Student Discipline*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
- h. 7:310, *Publications*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

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, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician 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 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 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.
4. 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.
 5. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
 6. Using or possessing an electronic paging device, 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." Unless otherwise banned under this policy or by the building

principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..

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, 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, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
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.
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. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

22. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

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 or
5. During periods of remote learning.

Reciprocal Reporting of Criminal Offense by Students

Ball-Chatham strongly believes in the concept of interagency cooperation including the reporting of criminal offenses committed by students and other areas of concern. Agencies that Ball-Chatham works with will include but not be limited to local law enforcement agencies, the Sangamon County Regional Office of Education including Truancy Officers, and the Illinois Department of Children and Family Services.

Referrals to Law Enforcement Authorities

When appropriate, referrals will be made to the police or State's Attorney for any criminal action. Any student who is found using drugs or alcohol will be offered the full service of the school's personnel and a list of outside agencies will be furnished upon request.

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 alike" of any firearm as defined above.

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

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.

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

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

Agency and Police Interviews

The Superintendent shall develop procedures to manage requests by agency officials or police officers to interview students at school. Procedures will: (1) recognize individual student rights and privacy, (2) minimize potential disruption, (3) foster a cooperative relationship with public agencies and law enforcement, and (4) comply with State law.

Questioning of Students Suspected of Committing Criminal Activity

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

Course Of Disciplinary Action

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:

- Notifying parents/guardians.
- Disciplinary conference.
- Withholding of privileges.
- Temporary removal from the classroom.
- Return of property or restitution for lost, stolen or damaged property.
- In-school suspension.
- Detention.

- Community service.
- Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
- Suspension of bus riding privileges.
- Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
- 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.
- Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
- 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.

While under supervision of school personnel, students are expected and required to behave in an orderly and appropriate manner. Students will respect the rights of others, the rules and regulations of the School District, the directives of school personnel, and all existing laws. Students are subject to appropriate disciplinary measures for unlawful or improper conduct. Demonstration of gross disobedience or misconduct may result in suspension and/or expulsion from school in accordance with the provisions of The School Code, School District rules and regulations, and other applicable laws.

(Please reference Ball-Chatham Board of Education Policy 7:190)

The ILCS 5/10-22.6 provides parents or guardians of a suspended student an opportunity to a hearing for any suspension. The purpose of this hearing is to allow parents who believe their child has been unjustly treated, an opportunity to appeal the suspension. If you request a hearing, it must be done in writing to the superintendent or building principal within ten (10) days of the suspension.

Isolated Time Out, Time Out and Physical Restraint

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

Chapter 7: Internet, Technology and Publication

ACCEPTABLE USE POLICY - TECHNOLOGY

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. Students are provided assisted technology instruction. The instruction may also consist of distance learning (INTERNET). Such instruction will be under the direct supervision of a teacher or adult supervisor. Students are not to provide their name, phone number or address to any site on the Internet or other wide area network. The professional staff will provide training in the appropriate use of technology. An Acceptable Use Policy agreement form must be signed prior to use of district technology equipment and services. (The complete Acceptable Use Policy is available on the District website and upon request at each school.)

PUBLICATION DISTRIBUTION POLICY

Guidelines for Student Distribution of Non-School Sponsored Publications

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations determined by the building principal, e.g., before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;

- c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board Policy and Student Handbook,
 - d. Is reasonably viewed as promoting illegal drug use;
 - e. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students;¹ or
 - f. Incites students to violate any Board policy.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
 8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

Guidelines for School-Sponsored Publications, Productions and Websites [HS]

School-sponsored publications, productions and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites.

Student journalists must:

1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
2. Produce media based upon professional standards of accuracy, objectivity, and fairness;
3. Review material to improve sentence structure, grammar, spelling, and punctuation;
4. Check and verify all facts and verify the accuracy of all quotations;
5. In the use of personal opinions, editorial statements, and/or letters to the editor,

provide opportunity and space for the expression of differing opinions within the same media to align with the District's media literacy curriculum mandate; and

6. Include an author's name with any personal opinions and editorial statements, if appropriate.

Student journalists may not create, produce, or distribute school sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwanted invasion of privacy;
3. Violates Federal or State law, including the constitutional rights of third parties; or
4. Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.

The District will not engage in prior restraint of material prepared by student journalists for school-sponsored media, unless the material fits into one of the four prohibited categories listed above, in which case the Building Principal and/or student media advisers may review, edit, and delete such media material before publication or distribution of the media.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the School, District or an expression of Board policy.

Access to Non-School Sponsored Publications

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

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

1. Will cause a material and substantial disruption of the proper and orderly operation publication and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd

and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and the Student Handbook;

4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students¹; or
6. Incites students to violate any Board policies.

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

Non-School Sponsored Publications Accessed or Distributed Off-Campus

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

Student Publications/Writings

It is the policy of BCSD #5 that printed, digital and voiced material will be presented fairly reflecting actions that are reasonably related to legitimate scholarly and community concerns. Libelous statements, innuendoes, obscenities, material advocating prejudice, hatred, violence, disregard for law or school regulations, or material that disrupts the educational process will not be tolerated.

Distribution in school or written material that is obscene or libelous or advocates disregard for law or school regulations is prohibited. Distribution in school includes distribution on or adjacent to school property or at school related activities. All materials that are to be posted on school property must be approved by the principal or his designee. The "Approved for Posting" stamp is kept in the Principal's office. Any material that does not have the "Approved for Posting" stamp may be removed by the administration.

STUDENT BIOMETRIC INFORMATION

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

Chapter 8: Search and Seizure

SEARCH AND SEIZURE

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

Agency and Police Interviews

The Superintendent shall develop procedures to manage requests by agency officials or police officers to interview students at school.

Procedures will:

- Recognize individual student rights and privacy
- Recognize the potential impact an interview may have on an individual
- Minimize potential disruption
- Foster a cooperative relationship with public agencies and law enforcement
- Comply with State law including, but not limited to, ensuring that before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the Superintendent or designee will:
 - Notify or attempt to notify the student's parent/guardian and document the time and manner in writing;
 - Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that school employees (including, but not limited to, a school social worker, psychologist, nurse, guidance counselor, or any other mental health professional) are present during the questioning
 - If practical, make reasonable efforts to ensure a trained law enforcement officer to promote safe interactions and communications with the student is present during questioning.

School Property And Equipment As Well As Personal Effects Left There By Students

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

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

Students Searches

School administrators 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.

Access to Student Social Networking Passwords & Websites

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

Articles Prohibited

Problems arise each year because students have articles that are hazardous to the safety of others or interfere in some way with the education process. These items and others as determined by the administration that interfere with the educational process or present a safety problem are absolutely prohibited at school. If these items are present, they will be taken from the student and placed in the office for return upon parental request.

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

Chapter 9: Athletics, Extracurricular Activities, and Field Trips

ASSEMBLIES

In-school assemblies and other school programs are arranged by the teachers and/or the PTO with the approval of the principal. Some performances are by local groups and some are by professional groups. Assemblies provide an opportunity to learn formal audience behavior. Regardless of the type of program, students are expected to be respectful and courteous. Crowd participation is appropriate only at spirit assemblies.

EXTRA-CURRICULAR CODE

Students who are or will be involved in extracurricular activities are additionally subject to the Extra-Curricular Code and in disciplinary situations may be subject to additional consequences. Follow the link below to review the [2024-2025 Extracurricular Code of Conduct](#)

FIELD TRIPS

Field trips are a privilege for students. The classroom teacher pre-arranges field trips. At the time of registration, parents are asked to sign a permission form for field trips. The classroom teacher will notify parents about each field trip. All students are required to ride the bus to and from the field trip destination unless prior approval has been given by administration. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

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

- Failure to receive appropriate permissions from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

Chaperone Guidelines For Field Trips

Prior to assisting a trip, all chaperones must complete the “Volunteer Check Form.” Field trips are an extension of classroom learning. They offer a wide variety of experiences, which enhances the learning of our students. Providing a safe environment for our students during these trips is an added responsibility for teachers and chaperones. These guidelines are designed to help all chaperones provide a safe and educationally successful trip for our young learners. The classroom teacher may provide additional guidelines.

- Chaperones are responsible for the students the teacher has assigned to them.
- Chaperones are to know where their students are at all times and are never to leave students unattended.
- Chaperones are to escort students to the restrooms and whenever possible, accompany them into the restrooms. Male and female chaperones may need to assist each other at these times.
- Chaperones are to see that their students abide by the time schedule that is outlined for the field trip.
- Chaperones must ensure that all of their students follow the necessary and applicable safety rules on and off the bus.
- If a student should become ill or injured, the chaperone is to notify the teacher immediately. The chaperone is to give the responsibility of the rest of the group to another chaperone and take care of the child in need.
- Chaperones are to direct their students to behave in a manner that allows them to best benefit from the trip. Students are to be respectful and courteous at all times.

Any behavior problems are to be dealt with in a firm, consistent, and fair manner. The teacher should be informed of any behavior problems as soon as possible.

- Chaperones are to assist the students in learning during the field trip. They are to help students understand displays, speakers, etc.
- Chaperones are expected to follow all policies and guidelines.
- Chaperones cannot bring other children on field trips.
- Please refrain from bringing money for extra items such as food and gifts.

Chapter 10: Special Education

EDUCATION of CHILDREN with DISABILITIES

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

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

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

If a student is not achieving the desired level of success with accommodations and consultations, educational concerns may be brought to a Student Success Team (SST) for further input from the team of psychologists, teachers, social workers and administrators. A referral for special education testing may be made by administrators, teacher, parent, or Student Success Team. With parental permission, the child can be tested by our special education staff. The results of the testing are discussed with the parents, teacher(s), and special education staff to determine if the child has a need for special services. If it is determined that the child has a special education need, the child will receive services from our special education staff.

Many different delivery systems are used to insure that a child is receiving the help

necessary for success. The method of delivery of special education services is determined by the needs of the individual child. Some children are able to receive their special education assistance in a regular education classroom with the special education teacher and classroom teacher working collaboratively to support the child in his or her learning. Some students receive direct instruction outside of the classroom to gain the skills necessary for success.

Related Service Logs

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

Of special note is the availability of Early Childhood screening and diagnostic services. Any parent of a child 3 years of age or older who suspects his/her child may need special help should contact Ball Elementary School.

Behavioral Interventions

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

Discipline of Special Education Students

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

Ball-Chatham School District recognizes that while positive approaches alone will not always succeed in managing extremely inappropriate behavior, the use of more restrictive behavior interventions should be considered to be temporary and approached with utmost caution. If any portion of this policy is invalid, it shall not affect the validity of the remainder of this policy. This policy shall be deemed to be amended by operation of law where statutory or regulatory amendments or case law necessitates change to policy.

Exemption from Physical Education Requirement

A student in grades 3-12 who is eligible for special education may be excused from physical education courses if:

5. The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services, or

6. The student's individualized education program team determines that the student must utilize the time set aside for physical education to receive special education support and services.

The agreement or determination is made a part of the individualized education program. A student requiring adapted physical education will receive that service in accordance with the student's individualized education program.

Request To Access Classroom Or Personnel For Special Education Or Observation

Visitors will be afforded reasonable access to educational facilities, personnel, classrooms, and buildings and to the child. To minimize disruption, reasonable access means that the parent(s)/guardian(s) or qualified professional retained by or on behalf of a parent/guardian or child is allowed access once per school quarter for up to one hour or one class period. In recognizing the importance of the academic setting, please prearrange a time to visit in advance. A visitor may request the authorized administrator to grant longer or additional observations based on individual circumstances and provide any supporting documentation in support of such a request.

Visitors must comply with:

- School safety, security, and visitation policies at all times.
- Applicable privacy laws, including those laws protecting the confidentiality of education records such as the federal Family Educational Rights and Privacy Act and the Illinois School Student Records Act.
- Board policy 8:30, *Visitors to and Conduct on School Property*. Visitors may not disrupt the educational process.

For further information, please contact the school principal.

Chapter 11: Student Records and Privacy

STUDENT PRIVACY PROTECTIONS

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey. The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

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 upon, 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. Parents or guardians have the right to inspect all instructional materials used as a part of their child's education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the District's uniform grievance policy. Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or program by completing a Curriculum Objection Form.

Selling or Marketing Students' Personal Information Is Prohibited

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including:

1. a student or parent's first and last name,
2. a home or other physical address (including street name and the name of the city or town),

3. a telephone number,
4. a Social Security identification number or
5. driver's license number or State identification card.

The above paragraph/list does not apply:

1. if the student's parent/guardian have consented; or
2. to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:
 - a. College or other postsecondary education recruitment, or military recruitment.
 - b. Book clubs, magazines, and programs providing access to low-cost literary products.
 - c. Curriculum and instructional materials used by elementary schools and secondary schools.
 - d. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
 - e. The sale by students of products or services to raise funds for school-related or education-related activities.
 - f. Student recognition programs.

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

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

Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

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

- **The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.**
The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their

permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

- **The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.**

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

- **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

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

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the

District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district;^[1] any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

- **The right to a copy of any school student record proposed to be destroyed or deleted.**

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

- **The right to prohibit the release of directory information.**

Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Gender
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of Attendance in school

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

- **The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parent/guardian, or student who is 18

years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the building principal.

- **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
- **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington DC 20202-4605

Chapter 12: Parental Right Notifications

ANNUAL NOTICE TO PARENTS ABOUT EDUCATIONAL TECHNOLOGY VENDORS UNDER THE STUDENT ONLINE PERSONAL PROTECTION ACT

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

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

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

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

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information
- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

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

ANNUAL REPORT CARD

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

ENGLISH LANGUAGE LEARNERS

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

Parents/Guardians of English Language Learners will be (1) given the opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs.

For questions related to this program or to express input in the school's English Language Learners program, contact your child's school.

HOMELESS CHILD'S RIGHT TO EDUCATION

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. continuing the child's education in the school of origin for as long as the child remains homeless, or if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

For more information and/or a list of resources available, please contact your school's office and request the Homeless Liaison.

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.

MANDATED REPORTERS

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.

Notice of Legal Assistance Available

In compliance with the School Code (105 ILCS 5/14-8.02(f)), students/parents/community members are hereby notified and presented with a list of agencies, which provide free or low cost legal assistance. The Department of Children and Family Services (DCFS) has entered into a contract with the Land of Lincoln Legal Assistance Foundation to provide support and advice for those individuals who are responsible for DCFS Wards.

Legal Assistance Agencies:

Legal Assistance Foundation of Chicago

Cook County Legal Assistance Foundation

West Central Illinois Legal Assistance

Prairie State Legal Services

Land of Lincoln Legal Assistance Foundation

SEX OFFENDER NOTIFICATION LAW

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

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

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

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

A violation of this law is a Class 4 felony.

Sex Offender And Violent Offender Community Notification Laws

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

Illinois Sex Offender Registry, <https://isp.illinois.gov/Sor>

Illinois Murderer and Violent Offender Against Youth Registry, <https://isp.illinois.gov/MVOAY>

Frequently Asked Questions Concerning Sex Offenders, <https://isp.illinois.gov/Sor/FAQs>

SCHOOL VISITATION RIGHTS

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

TEACHER QUALIFICATIONS

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

1. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. The teacher is teaching under emergency or other provisional status.
3. The teacher is teaching in the field of discipline of the certification of the teacher.
4. Paraprofessionals provide services to the student and, if so, their qualifications.

TESTING TRANSPARENCY

The State and District requires students to take certain standardized tests. A parent/guardian may request, and the District will provide in a timely manner, information

regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

UNSAFE SCHOOL CHOICE OPTION

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to: (1) All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education; and (2) Any student who is a victim of a violent criminal offense that occurred on school grounds during regular school hours or during a school-sponsored event.

HANDBOOK REVIEW AND DISTRIBUTION

The superintendent or designee, with input from a parent –teacher advisory committee, shall prepare disciplinary rules implementing the District’s disciplinary policies. These disciplinary rules shall be presented annually to the Board of Education for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the student and/or parents/guardians within 15 days of the beginning of the school year or a student’s enrollment.

(Please reference Ball-Chatham Board of Education Policy 7:190)



Glossary

The following definitions apply to all PreK –5 students in attendance in district instructional and support programs as well as school sponsored activities and events.

Academic Dishonesty Cheating on tests or assignments, copying term papers and other projects, forging signature of teacher and/or parent/guardian.

Arson The malicious, intentional attempt to burn any property.

Assault and Battery Attempting to cause and/or causing injury to another student or staff member.

Closed Campus Students are to remain in their assigned buildings and on the school’s grounds continuously from the time of reporting to the time of dismissal for the day, unless permission to leave is granted by the parent/guardian and a building administrator.

Coercion The act of compelling by pressure or threat, dominating, restraining, or controlling forcibly.

Conference A meeting conducted among students, parents, and/or school officials where participants may be notified either verbally or in writing of misconduct.

Controlled Substance Any alcoholic substance, illicit drugs or look-alike drugs, any potential mind-altering substance or prescription medications.

Defiance of School Authority Refusal to comply with reasonable requests of school personnel.

Detention Temporary assignment of a student in a special room or area under the supervision of authorized school personnel.

Disorderly Conduct/Horseplay To inappropriately disturb the educational environment. A breakdown in the orderly process of instruction and/or school activity.

Disrespect Display of rudeness or being discourteous toward others.

Due Process A student has the right to tell what happened from their point of view.

Fighting Engaging in physical contact for the purpose of inflicting harm to another person.

Forgery The false making or alteration of a written document or another person's name or signature.

Harassment/Bullying To annoy repeatedly. Words and/or actions directed toward an individual, which are intended to harass that individual.

In-School Suspension Removal of the student from the regular academic setting or a restriction of privileges. Student remains at school but in an alternative positive learning environment.

Intimidation Threats or verbal comments with the intent to cause fear.

Insubordination An action involving open or persistent defiance of authority and/or school rules and regulations.

Intoxicating Agent Any substance used to excite or stupefy to the point where physical and mental control is diminished.

Look-Alike Drugs and Weapons Any material or substance that has the appearance of or is similar to the real thing.

Lying Intentionally giving untrue information.

Loss of Privileges Occurs when a student is not allowed to participate in any school activity other than academic classes. This may include extra-curricular activities during or after the regular school day.

Obscene Statements and/or materials that school officials find offensive.

Paraphernalia Accessories, apparatus, or equipment that may be used in the manufacture, utilization, or promotion of a controlled substance and marijuana.

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

Profanity Use of vulgar or obscene language, lewd or indecent gestures or clothing.

Referral A written notice of alleged misconduct.

Reprimand Warning given or disciplinary action taken by school personnel for student misbehavior.

Suspension of Bus Riding Privileges Temporary exclusion of a student from school transportation

Sale of Intoxicants or Look-Alike Substances The transfer of ownership from one person to another for a price or item of value of an intoxicant or look alike substance.

Sexual Harassment Any sexual advance, request for sexual favors, or any conduct of a sexual nature that has the purpose or effect of interfering with an individual's school performance or creates an intimidating, hostile, or offensive working climate. To annoy, beleaguer, bother, molest, persecute or tease another student.

Suspension (Out of School) Removal of the student from school for a specified length of time, not to exceed ten school days.

Temporary Instructional Alternative (TIA) Removal of the student from the regular academic setting or a restriction of privileges.

Theft Taking property that does not belong to that person.

Tobacco Dried leaves of plants used for smoking, chewing, and/or snuffing.

Trespass The unauthorized presence of an individual on private or school property.

Truancy The intentional absence from school, without legitimate cause.

Vandalism Destroying, mutilating, and/or defacing objects or materials belonging to the school, school personnel, or other persons.

Verbal Abuse Disrespectful language and/or language which is threatening in nature to a staff member or a student.

Vulgarity The use of offensive language, repulsive language, and/or profane language.

Weapons A weapon shall be defined as any object used or which could be used with the intent to do harm.