

# DISTRICT 50 SCHOOLS

## LEARNING AND WORKING TOGETHER

TABLE OF CONTENTS – 4 <sup>th</sup> & 5 <sup>th</sup> Grade		Retention Policy
Page #		Earned Promotion
1	Annual School Calendar	
2	Introduction/Mission Statement	12
	State Commemorative Days	Corporal Punishment
	Special Education Services	Exclusion from School
	Religious Holidays	Physical, Dental, and Vision Requirements
		Medication
2-3	General Information for Students	Asthma
3	Playground Rules	13
3-4	Bus Rules	Hearing and Sight Screenings
4	Time of Arrival and Departure	Advertising and Distribution of Materials in School
	Requests to Leave School early	Asbestos Containing Building Materials Management Plan
	Reporting of Absences	Pesticide registration
5	Make-up work	Classroom Teacher Qualifications
	Late Work	Homeless Education Information
	Tardies	14
	Dismissal of Students	Student Photo ID's
	District Enrollment	14-22
		Discipline and the Code of Conduct
6-8	Student Records	
	Notification of Rights	
8	Non-Discrimination	
	Accommodating Individuals with Disabilities	
	Sexual Harassment	
9	Student Photographs	
	Videotaping	
	Transporting Children by Car	
	Phone Calls	
	Change of Residence, Telephone, or Transfer	
	Parents Visiting School	
	Parent Conferences	
	Homework	
10	Scholarship	
	Work Ethic	
	Grading System	
	Study Skills	
	Library Services	
11	Awards	
	School Assemblies	
	Attending End of Year Activities	
	Excuses from Gym Class	
	P.E. locks and lockers	
	P.E. Dress Regulation	
	Instructional Materials Fees	
	Student Dress Regulations	

As a DISTRICT 50 STUDENT, it is my responsibility:

- To attend school every day and be on time to all classes.
- To come to school prepared with books, paper, pencil and any materials and assignments as directed by teachers.
- To obey the directions of all staff members.
- To maintain a positive attitude toward learning and believe in my ability to succeed.
- To respect myself and the rights and property of others.

The STAFF OF DISTRICT 50 SCHOOLS ACCEPTS THE RESPONSIBILITY:

- To provide a quality instructional program in an integrated setting for each student.
- To provide an orderly classroom and safe school environment.
- To develop programs and activities which will respond to the social, emotional, personal, and physical developmental needs of each student.
- To assist parents in helping their children develop self-discipline, self-respect, and self-confidence to participate in school as a responsible member.

AS A PARENT OF A DISTRICT 50 STUDENT, it is my responsibility:

- To send my child to school each day on time, prepared with all necessary materials, well rested, and properly dressed.
- To check my child's work and homework on a regular basis.
- To provide my child with suitable study conditions at home – desk or table, lights, books, and supplies.
- To communicate with my child's teachers when I am concerned about my child's work or health.

### STATE COMMEMORATIVE DAYS

(Schools remain in session)

American Indian Day	Lief Erickson Day
Korean War Veterans Day	Pearl Harbor Veterans
Christa McAuliffe Day	Susan B. Anthony Day
Vietnam Veterans Day	Recycling Day
Arbor Day & Bird Day	Just Say No to Drugs Day
Sept. 11 – day of Remembrance	Veteran's Day

### SPECIAL EDUCATION SERVICES IN DISTRICT 50

District 50 Schools have programs available that are appropriate for handicapped student with varying degrees

of severity. If classes are not available in the district, students will be transported to appropriate classes that may be located in nearby areas.

The special education program provided in our District includes services for children with disabilities such as learning disabilities, behavior disorders, educational handicaps and mild mental handicaps. This direct teaching service includes diagnosis and direct remediation. The special education services also include parent consultation, consultation with regular classroom teacher, and consultation with support services such as social work or psychological services. All programs are individually planned and the least restrictive alternative is considered in placement.

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

In addition, District 50 offers pre-kindergarten screening, vision, hearing and speech screening at regular intervals.

An established process is used for referring children from the age of 3 to 21 who are suspected of being in need of special education. This process is in compliance with the Illinois Office of Education rules and regulations governing the administration and operation of special education, including a systematic screening process for all children who are referred.

In addition to the special education teachers who work in District 50, other support personnel include a social worker, a psychologist, a minimum of two speech-language therapists, and a program coordinator.

### RELIGIOUS HOLIDAYS

A written excuse from the parents is required before a student will be allowed to make up all homework, tests or evaluations that were missed during absence because of a religious holiday.

### GENERAL INFORMATION FOR STUDENTS

1. Family pets are not allowed at school. Students will be required to take the pet home, should it come, and make up lost time after school.
2. All clothing, lunch boxes, etc., should be clearly and carefully marked. This will prevent any mix-up of articles which are exactly alike.

3. Students may never leave school while it is in session unless the parents request, in writing or in person, that they will be excused. (Permission will be given by the Principal only.) This applies to our "closed campus" lunch periods.
4. If a student should willfully destroy any school property or equipment, the student and/or parents will be expected to pay for a replacement.
5. The office telephone is not to be used by students except in cases of emergency. A free phone is available in the hall by the office for necessary personal calls to parents. It is not to be used for calling friends during school hours.
6. Recess – a note is required from the parents stating the need for remaining inside at recess. Students are required to study during this time. These are limited to one or two days unless doctor authorized is received.
7. Students are not to walk or ride bikes from Beverly Manor School on School Street. Bus service for those who need to cross School Street at p.m. dismissal is provided with stops at the corners of Kennedy/School and Grant/School Streets.
8. Bicycles must be walked while on the school grounds and locked into bike racks.
9. Bus students, grades 4-5, are not allowed to walk to school or ride bicycles to or from school unless they have a note from their parents to do so.
10. Gum and candy are not to be brought into the school except on designated party days or occasions approved by the teacher.

- Games that involve students falling to the ground
- Standing in swings or pushing students in the swings
- Swearing or other inappropriate language and actions
- Students are not to play near bike racks. District 50 is not responsible for bicycles brought to school

## PLAYGROUND EQUIPMENT

### Climbing Equipment

- King of the Mountain, tag and other dangerous games are never to be played on any of the climbing equipment.

DISTRICT 50 BOARD POLICY – states that the playground is closed to the public at sundown. Policy also states that the following are not allowed on the school busses or school grounds: knives, any type of gun, bean shooters, sling shots, rubber bands, matches, tobacco, alcohol, go-karts, motor bikes, playing cards, skateboards, dice, drugs and/or drug-related paraphernalia, motorized or radio-controlled airplanes, or any other items not directly associated with safe school activities.

## BUSING

All District 50 bus students will be put on the bus that parent/guardian has designated for them unless we have a written note indicating that for that day the student is a walker/parent transport. All permanent changes need to be made in the school office.

## DISTRICT 50 and ILLINOIS STATE BUS RULES

1. Be careful in approaching the place where the bus stops.
2. Be at the designated school bus stop five minutes before the scheduled time.
3. Stay off the road at all times while waiting for the bus.
4. All students will form a line to board the bus. The first to arrive is the first in line. Seats are not to be saved for anyone.
5. Be on the loading side of the road or street before the bus approaches you. If you do have to cross the road, cross when there is not traffic coming either way.
6. Wait until the bus comes to a complete stop before attempting to enter the bus.
7. Do not move toward the bus at the school loading zone until the bus has been brought to a complete stop.
8. You are never to leave your seat unless the bus driver request that you do so.

## PLAYGROUND RULES BEVERLY MANOR

The following rules have been devised as a means of providing for safe activities and procedures while on playground. Your child's cooperation in these matters will be necessary.

1. Students are to stop playing when the bell rings and line up promptly.
2. Football, soccer, softball, tag or playing catch is never permitted on the blacktop.
3. Students may not leave the playground without permission from the teacher.
4. No one is to play in front of the school doors.
5. Eating of food or chewing of gum is not allowed on the playground.
6. Balls should not be kicked on the blacktop.
7. The building is not to be entered by the students at recess unless permission is granted by teacher or supervisor.
8. Dirty shoes or boots should be cleaned upon entering the building.
9. The following is also prohibited:
  - Tackle football
  - Snowballing, sliding on ice, or rolling in snow
  - Frisbees on the blacktop

9. The windows may be opened to the half-way position in good weather only.
10. You must not stick your hand, arm, or head outside the bus windows at any time.
11. There will be no loud talking, yelling, or unnecessary confusion which may distract the driver's attention.
12. Never throw anything in the bus or out the windows.
13. No eating or gum chewing on the school bus.
14. Carry no animals on the bus.
15. This is your bus. Keep it looking as clean as possible. Do not carve, mark, or write on seats, walls, windows, floors, etc.
16. Never tamper with the bus or any of its equipment.
17. Be alert to a danger signal from the driver.
18. Keep books, packages, coats, and other objects out of the aisles.
19. Be absolutely quiet when approaching a railroad crossing stop.
20. In case of the road emergency, remain in the bus until instructions are given by the driver.
21. Be courteous to fellow pupils and the bus driver.
22. If it necessary for you to cross the road when you are returned home, proceed to a point at least ten feet in front of the bus on the right shoulder of the road and remain there until a signal is given by the bus driver to cross.
23. The bus will not make any unauthorized stops.
24. Leave no books, lunches, or other articles on the bus.
25. After leaving the bus, help look after the safety and comfort of smaller children.
26. Observe the same rules and regulations on the other trips under school sponsorship as you observe between home and school. Also respect the wishes of the chaperone appointed by the school.
27. At all times you are to obey the bus driver. Continued violations will result in temporary suspension of the privilege of riding the bus. If infraction continues to occur, permanent suspension from the bus transportation will result.
28. The most important rule is SAFETY – for you and everyone who rides the bus.
29. Cell phones and other electronic devices are not to be used on the bus without permission.

### TIME OF ARRIVAL AND DEPARTURE – BEVERLY MANOR

MORNING– Upon arrival at school, all 4-5 bus students and car riders shall report directly to the gym. Students 4-5 who do not ride the school bus are to arrive at school between 8:25 and 8:30 a.m. At this time, they will go immediately into the building (using restrooms, getting drinks, hanging up coats, etc.) to their individual homerooms and be seated when the tardy bell rings at 8:30 a.m. Students are not to arrive on the school grounds before 8:25 a.m.

Breakfast students who are walkers, bike riders or transported by car should not arrive before 8:10 a.m. or after 8:20 a.m.

AFTERNOON DISMISSAL – Grades 4-5 will be dismissed at 3:00 p.m. Bus students will be dismissed as necessary to board their respective buses.

### REQUEST TO LEAVE SCHOOL EARLY

A written request to have students excused from classes early should be sent with the student on the morning of the dismissal. The time and reason for leaving should be included. The request should be turned in to the attendance clerk before the start of school on the morning of the dismissal. When possible, medical and dental appointments should be made outside of school hours.

A student will be released only to the parents or their designee as appearing on the family emergency card unless the school has been notified by the parents that they have granted permission for someone else to pick up their child. At Beverly Manor, students must sign in and out of school through the clerk's office.

### REPORTING OF ABSENCES

Parents are requested to call the school's attendance clerk to report children's absence before 9:00 a.m. each day. The clerk will be on duty from 8:00-9:00 a.m. for absence reporting at Beverly Manor. An answering machine at both schools will be utilized to facilitate the handling of simultaneous calls. The machines will also be available for receiving calls earlier than 7:45 a.m. or after office hours.

Only guardians, or other adults designated by the guardians, are asked to be responsible for absence reporting.

Please do not call the regular school offices for absence reporting. Because of the ramifications and safety intentions of the law, the school secretaries will not be permitted to handle absence reporting.

Written excuses will not be required from those parents who call in to report absences. Written excuses will be required for those who do not call to report. Extended and/or repetitive absences may result in a request for medical information or documentation.

A sign-in/sign-out sheet will be maintained at Beverly Manor Building.

Please call: Beverly Manor (4-8) 745-9396

After 9:00 a.m., parents of absent child will be called, if notification and reasons for absences have not been

reported to the school. If parents are called and cannot be reached at their home number, the emergency number will then be dialed.

Parents should request homework for children at the time absences are reported. When homework is requested by phone, it will be available in the office after 3:00 p.m.

After the 5<sup>th</sup> day of absence due to illness, a physician's note will be required to excuse future absences.

If a student misses 5 consecutive days they must have a doctor's excuse on day six.

Students must attend a minimum of a half day in order to attend after school activities.

### MAKE -UP WORK

Students will be allowed one day for each day of excused absence to complete work missed.

### LATE WORK POLICIES

#### 4<sup>TH</sup> GRADE:

10% will be deducted the first day an assignment is late. 20% will be deducted the second day an assignment is late. Anything turned in after the second day will receive a grade of 0% and an Academic Tutorial will be assigned. All work must be turned in.

#### 5<sup>TH</sup> GRADE:

Work is counted late if it is not turned in by 8:30 AM on the day it is due. A late homework notice sticker will be placed in the planner. 20% will be deducted from the score. The completed late assignment is due by 8:30 AM the next day. If the assignment is not turned in the next day, then a grade of 0% will be assigned. The assignment still needs to be completed and turned in. After three late assignments, an Academic Tutorial will be assigned.

### TARDIES

Tardies are disruptive to the classroom and also have an adverse effect on your child's educational progress. Students with repeated tardies will be asked to make up any missed work and time. Any student arriving at John L. Hensey School after the tardy bell should report to the Clerk's Office ("Star" Room) office before going to the classroom.

Any student arriving at Beverly Manor School after the tardy bell (8:30 a.m.) must report to the Clerk's Office with a Parent or Legal Guardian to explain the reason for tardiness before going to the classroom. Students who are tardy and not checked in by parent will be detained in the

office until parent contact is achieved. If the student will be arriving after 9:00 a.m., the parents should call the absence reporting number or the school office and advise that the student will be late with the reason for the tardiness, in order to prevent the school from making unnecessary telephone calls.

Only the following reasons will be accepted for excused tardies:

1. Medical Appointments
2. Dental Appointments
3. Vision Appointments
4. Death in Family
5. Any other emergency deemed appropriate by the administration

All appointments will require verification from the appropriate office.

### DISMISSAL, STUDENTS

All students shall be dismissed precisely on the time scheduled for dismissal. If the student is to be detained beyond dismissal time, both the parent and the Principal shall be notified prior to dismissal. Only in emergencies shall a student be detained by the school unless the parent has been notified. Transportation arrangements shall be the responsibility of the parents in all cases of detention.

### DISTRICT ENROLLMENT

Children who enroll for kindergarten must be five years old on or before September 1. The Board of Education may require students to attend kindergarten as a prerequisite to first grade.

When a student enrolls in the District for the first time, whether the student is just beginning school (including pre-kindergarten) or is a transfer student, the person registering the student must furnish to the school a certified copy of the student's birth certificate within thirty (30) days of the enrollment date. If the certified copy is for any reason not available, then the school must be furnished some other reliable proof under the guidelines of the State Police. The minimum required is the student's identity and age along with an affidavit explaining the inability to furnish the birth certificate.

If the person enrolling the student does not comply, this fact must be reported in writing to a local law enforcement agency. A written notice must also be sent to the person enrolling the student requiring compliance within 10 days. If the 10 days expire with no compliance, the situation must then be reported to the State Police. There is a further requirement for the School to report to the Police anything suspicious about the affidavit.

## STUDENT RECORDS – NOTIFICATION OF RIGHTS OF PARENTS AND STUDENTS

### Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records

The District maintains two types of school records for each student: permanent record and temporary record. These records may be integrated.

The permanent record shall include:

- Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardians(s).
- Academic transcripts, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations.
- Attendance record
- Accident and health reports
- Record of release of permanent record information in accordance with 105 ILCS 10/6(c)
- The permanent record may include:
  - a) Honors and awards received
  - b) School-sponsored activities and athletics

No other information shall be kept in the permanent record. The permanent record shall be maintained for at least 60 year after the student graduated, withdrew or transferred.

All information not required to be kept in the student permanent record is kept in the student temporary record and must include:

- A record of release of temporary record information in accordance with 105 ILCS 10/6(c)
- Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8)
- Information regarding serious infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction.
- Information provided under the Abused and Neglected Child Reporting Act (325 ILCS 5/8.6), including any final finding report received from a Child Protective Service Unit.
- Completed home language survey
- The temporary record may include:
  - a) Family background information
  - b) Intelligence test scores, group and individual
  - c) Aptitude test scores
  - d) Reports of psychological evaluations, including information on intelligence, personality and academic information

obtained through test administration, observation, or interviews

- e) Elementary and secondary achievement level test results
- f) Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
- g) Honors and awards received
- h) Teacher anecdotal records
- i) Other disciplinary information
- j) Special education files, including the report of the multidisciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals
- k) Verified reports or information from non-educational persons, agencies, or organizations
- l) Verified information of clear relevance to the student's education
- m) The Family Education Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 year of age ("eligible students") certain rights with respect to the student's education records. They are:
  1. 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. Parents/guardians or students should submit to the Building Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent(s)/guardian(s) 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 a student (105 ILCS 5/10-22.3c and 10/5a, and 750 ILCS 60/214(b)(15).
  2. The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student

believes are inaccurate, misleading, irrelevant, or improper.

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper.

They should write the Building Principal or records custodian, clearly identify the record they want changed, and specify the reason. If the District decides not to amend the record as requested by the parents/guardians or eligible student, the District will notify the parents/guardians 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(s)/guardian(s) or eligible student when notified of the right to a hearing.

3. 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 is permitted without consent 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(s)/guardian(s) 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 official 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 will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

When a challenge is made at the time the student's records are being forward to another school to which the student is transferring, there

is no right to challenge: (1) academic grades, or (2) references to expulsions or out-of-school suspensions. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; appropriate person if the knowledge of such information is necessary to protect the health or safety of the student or other person; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. The right to copy of any school student record proposed to be destroyed or deleted. Student records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.
5. The right to prohibit the release of directory information concerning the parent's/guardian's child. Throughout the school year, the District may release directory information regarding students, limited to:
  - Name
  - Address
  - Gender
  - Grade Level
  - Birth date and place
  - Parents'/guardians' names and addresses
  - 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. No directory information will be released with this time period, unless the parents/guardians or eligible student is specifically informed otherwise.*

A photograph of an unnamed student is not a school record because the student is not individually identified. The District shall obtain the consent of a student's parents/guardians before publishing a photograph or videotape of the student in which the student is identified.

6. 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.

7. 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

## NON-DISCRIMINATION

In compliance with Federal regulations of Title IX for Elementary and Secondary Education and the School Code of Illinois which educational and extracurricular opportunities are offered to students without regard to their sex, race, color, national origin, age, religion, or handicap. Questions in reference to equal opportunities regarding Title IX and PA 79-597, handicapped (section 504) and minorities (Title VI) may be directed to the principal at Beverly Manor, 745-3921.

A coordinator shall be appointed to implement regulations for compliance with Title IX and to investigate complaints against the District for alleged non-compliance.

Grievance Procedure: Any complaints or grievances regarding any section of Title IX must be directed in writing to the school district's coordinator.

Areas subject to review include, but are not limited to: physical education instructional programs, physical education facility usage, curricular units, and after-school activities.

Complaints or grievances will be accepted from residents or employees of the district and must include the exact nature of the complaint, parties or areas of program involved, and the address and signature of the complainant.

The coordinator will review and investigate the complaint and send the result of his findings to the complainant in no less than 30 days following receipt of the complaint. Appeals may be made by filing a written complaint to the superintendent of schools who will investigate and report to the Board of Education at their next regularly scheduled meeting. Action taken by the Board of Education will be reported to the complainant.

Should this fail to produce satisfaction, the appeal agent after the Board of Education will be the Superintendent of Tazewell County Education Service Region and then the Illinois Office of Education.

## ACCOMMODATING INDIVIDUALS WITH DISABILITIES

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

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

## SEXUAL HARASSMENT

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

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

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

Students, who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal, Assistant

Principal, or a Complaint Manager. Students 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 one student was sexually harassed by another student shall be referred to the Building Principal or Assistant Principal for appropriate action.

Any student that has been found to have committed sexual harassment against another student will automatically lose the privilege to attend end of the year field trips, and/or end of year activities (these activities may include Chiefs Game, class parties, arts day).

### STUDENT PHOTOGRAPHS

Students may be involved in school-sponsored activities which may result in photographs being taken of students engaged in those activities. These activities may include, but shall not be limited to, performing in school plays, displaying samples of student work, or representing a particular instructional program. The Board of Education shall permit student photographs or videotaping to be taken on school premises by a commercial photographer when there is a school-related purpose for the photographs. School employees shall not profit from such activities.

### VIDEOTAPING

Parents/Guardians please note that as a standard operating practice we videotape some classrooms, functions, activities, and operations. Student teachers and teachers in general use videotaping as an aide in assessment and development. If you have questions, concerns, or specific exclusion request, please notify your Building Principal in writing each school year.

### TRANSPORTING CHILDREN TO OR FROM SCHOOL BY CAR – FOR BEVERLY MANOR

Use the OFFICIAL ENTRANCE ONLY!! Cars should not park anywhere in the bus driveway on School Street at any time. In picking up a student, the office entrance is to be used. If it is during school hours, parents should report to the office and the child will be called from his room. On rainy days, the parking areas are very congested, so please park in the designated area only. Please do not block traffic lanes to wait for children.

Bus students may go home for lunch if they are picked up and returned by parents. Special permission may be

granted by the Principal upon written request of parents for the children to ride with another responsible adult.

Otherwise, bus students, grades 4-5, must eat lunches at school.

Bus students are required to ride the bus assigned to them.

### PHONE CALLS

If you should have a message for your child or his teacher, please phone the secretary of the school. She will relay the messages. Teachers are not called out of classes for phone calls because of the liability that is involved when leaving students unattended. If you would like to have a teacher call you, we will have him/her do so as soon as possible.

### CHANGE OF RESIDENCE, TELEPHONE NUMBER, or TRANSFER

If a change is made in address, home telephone number, babysitter's number, emergency number, or parent's work number, parent must notify the secretary at once. If you move outside the District 50 area, contact the school secretary to obtain the necessary transfer form required.

### PARENTS VISITING SCHOOL

Parents are welcome and encouraged to visit. The Board of Education has stipulated that parents and visitors need to sign in the office to obtain a pass from the Building Principal before visiting a teacher, visiting classrooms, etc., during the school day. Teachers are not permitted to take time from their classes for unscheduled conferences. All conferences are to be scheduled before or after school – preferably after.

### PARENT CONFERENCES

Parent conferences are held at the end of the first nine weeks and again in the spring – date to be announced later. We are most willing to schedule a conference at other times during the year. Please feel free to call and arrange a time.

### HOMEWORK

Homework may be given to students on an increasing basis as they progress in school. Parents may wish to set aside 20-60 minutes, as appropriate for grade level, each evening for children to read, practice spelling or math, or do assigned homework. This is an important pattern in responsibility and work ethics to establish when children are young. Parents of very young children may use this time to read to their youngster.

When students are suspended, either in or out of school, for disciplinary measures, their homework is due the morning they return from their suspension.

## SCHOLARSHIP

Beverly Manor will recognize academic achievement in grades 4-5 by means of two Honor Rolls each nine weeks.

### ACADEMIC HONOR ROLLS

1. Straight "A's", including Work Ethics (Honor Roll)
2. "A" and "B" average, with no "D's" or "F's" (Merit Roll)

All subjects will be averaged for the Academic Honor Rolls except Music, P.E., Band, and Computers in grades 4-5. Work Ethic grades (excluding Bank, Computers, Music, and Physical Education) will be averaged for the "B" Average or Above Merit Roll. Work Ethic grades are not used in determining weekly eligibility.

## WORK ETHICS

The following work ethics will be required of all students:

1. Assignments completed and turned in on time.
  - A. In-school work
  - B. Homework
  - C. Other (Communications to parents)
2. Supplies and materials are available and the student is ready to work.
3. Arrives at class on time (Junior High only).

Grades of A, B, C, D and F will be given on the Report Card. The work ethics grade received will be included in determining honor and merit rolls. The average of all work ethics grades will be used to determine Honor status in grades 4-5.

## GRADING SYSTEM

The evaluation of student achievement is one of the important functions of the teacher. The accepted District 50 marking system is as follows:

A	100 – 93
B	85 – 92
C	77 – 84
D	70 – 76
F	Below 70 - Failure

Any incomplete on a report card is given only in those cases where illness, emergency, or by pre-arrangement, the student has not been able to complete his assignments. An incomplete on the report card becomes an "F" two weeks from the date the card is issued. Make-up work is the complete responsibility of the student.

## STUDY SKILLS

### A STUDENT WHO STUDIES WELL:

1. Brings notebook, paper, pen or pencil and other materials necessary to class.
2. Is an active participant in the classroom; listens well; takes part in discussions.
3. Ask questions if he/she doesn't understand the discussion or if he/she has a problem.
4. Plans his/her work and schedules time for homework each day; makes sure he/she understands the assignment before he/she leaves class.
5. Strives to do his/her best, not just to get by.

### HOW TO STUDY:

1. Attitude is important – think positively, work independently, seek help only when you have exhausted your own resources; then ask questions, use library sources.
2. Learning requires concentration – keep your mind on what you are doing. It will take less time.
3. At home, have a definite, well-lighted, quiet place to study. Unless you have a straight "A" average, you will have to study at home each day.
4. Read the entire assignment rapidly to grasp the basic content. Reread slowly to understand content, details, explanations, and directions. If the assignment is not written, make notes of your own; outline what you have learned.
5. If the assignment is a long term project, do a little of it each day, don't let it go until the last minute. It will be easier and you'll do a better job.

### HOW TO TAKE A TEST:

1. Relax and forget other people.
2. Read the directions carefully, and then follow them.
3. Read the whole test first to see what's asked for and how to apportion your time.
4. Read each question twice before answering.
5. Think before you write.
6. Answer questions fully with information asked for – not what isn't asked for.
7. Check your paper for spelling and grammar before turning it in.

## LIBRARY SERVICES

The library will be opened at 8:00 a.m. at Beverly Manor and remain open throughout most of the day until the last bus departs. Students are encouraged to use the library as much as possible. From time to time, it may be desirable for a student to visit the library during class time to do research. In such cases, the student should first get permission from the teacher and then, upon entering the library, inform the librarian about his or her particular need.

## AWARDS

At the end of the school year in grades 4-5, an awards ceremony is held. Various awards are presented to students who excel in such areas as academics, attendance, sports, etc.

Perfect Attendance: No tardies to school and no days absent.

Special Attendance: No more than two tardies to school and a half day absent or one full day absent (or any combination thereof such as two half day absences).

## SCHOOL ASSEMBLIES

Various assemblies and programs will be held in the gym or classrooms during the school year. Not all of them have been scheduled at this time.

## ATTENDING END OF YEAR ACTIVITY

REQUIREMENTS (Field Trips, Chiefs game, Class Parties, Arts Day)

1. Must be passing 4 out of 5 core academic subjects.
2. No violations of the Code of Conduct that would automatically exclude a student.
3. A student receiving 8 or more discipline referrals to the office throughout the school year that have been assigned consequences by the administration will not be allowed to attend end of the year activities. However, improved student will be a factor to be considered.
4. Any student on Status Red at the time of the trip will be denied participation.
5. Any student on Status yellow at the time of the trip will be denied participation unless accompanied by a parent/guardian. (A student who has been placed on Status Red or Status Yellow at any time during the school year may be denied participation).
6. Any student who has been absent from school 10% or more days (18+ days) will be denied participation (absences excused with a doctor's note will not be counted).

## EXCUSES FROM GYM CLASS – GRADES 4-5

If a student cannot participate in gym, he must have a written note from his parents or guardian explaining the reason why he is to be excused.

If a student cannot participate in gym for more than a week, the student must have a written explanation from the doctor. These notes should be given to the P.E. teacher at

the beginning of the gym class and not to the homeroom teacher.

## P.E. LOCKS AND LOCKERS

All students in grades 4-5 will be furnished, free of charge, a locker and combination lock. The student is responsible for these items for the entire school year. Students are NOT to give their lock combination to any other student. A replacement fee of \$3.50 will be assessed for locks lost during the year.

## P.E. DRESS REGULATION

Grades 4-5 please note: Gym shoes are to be used only during gym and left at school. Shoes should be washed periodically. Because of liability students will not be permitted to participate in gym without gym shoes. Student's last name should be written on the outside of shirt, shorts, and shoes. Beverly Manor will be requiring PE uniforms beginning with the 2008-2009 school year. They may be available purchased at registration and throughout the school year for the PE staff. All piercings must be removed for PE classes unless student has a doctor's note due to student safety during class.

## INSTRUCTIONAL MATERIALS FEES

All textbooks, workbooks, or other required materials at any grade level shall be rented to parents at an annual fee determined by the Board of Education.

### INSTRUCTIONAL MATERIALS FEE REFUNDED

If a student who has paid an instructional fee transfers from the District, refunds shall be granted as follows:

Start of School to November 1	– 75%
November 1 to January 1	-- 50%
January 1 to March 1	-- 25%

No refunds to be granted after March 1. There shall be no refunds for student publications or school insurance.

## STUDENT DRESS REGULATIONS

Modesty, decency, safety and cleanliness in attire and appearance shall be positively encouraged by parents, teachers and administrators.

Students must not wear anything distracting to others, dangerous to themselves or others, or inappropriate for the classroom. (See 4/5 District 50 General Discipline Guidelines 2008-2009).

## BEVERLY MANOR 4/5 RETENTION POLICY/ERNED PROMOTION

## I. Academics

By establishing a standard of acceptable performance, Students will better meet these levels of expectation. Students need to know what they must do to be allowed to continue to the next grade level. Also, by identifying explicit standards for promotion it will allow for clearer and quick remediation steps coming into play as guide lines are established.

Students who do not meet standards of academics and/or attendance will be considered for retention by a retention hearing consisting of all teachers of that student's grade level, homeroom teacher from the previous grade level (where possible) and the Principal. Students will be required to have earned (year end Average) passing grades in 80% (4 out of 5 core subjects) of their academic classes in order to be promoted to the next grade level. Of these 4 subjects, 2 MUST be Reading and Math. A student who earns less than 80% of their academic grades at a passing level will be referred to a retention hearing.

Any student who earns less than 80% (4out of 5 core subjects) of their academic grades at a passing level will be retained and offered an opportunity to remediate. Parents will be notified after March/April Parent/Teacher Conferences that their student may be retained. The building principal will also communicate this possibility by letter.

## CORPORAL PUNISHMENT

Section 24-24 of The School Code of Illinois states that teachers and other certified educational employees shall maintain discipline in the schools. Corporal punishment, as a penalty for misbehavior, is not to be used in District 50 Schools.

## EXCLUSION FROM SCHOOL

According to policy, your child may not attend school or may be sent home from school if he has the following disease:

1. IMETIGO – Child is to be excluded until lesions are dry or no drainage is present.
2. CHICKEN POX – Child is to be excluded a minimum of 6 days from date of last eruption.
3. PEDICULOSIS – Child is to be excluded until all evidence of nits (eggs) is gone.
4. PINK EYE - Pinkeye/Conjunctivitis noted – Child will be sent home; may return to school after treatment has started and guardian can provide proof of treatment.
5. RINGWORM – Child is to be excluded until 24 hours after treatment begins.

The school nurse shall be on duty from 9:30 a.m. until 1:30 p.m. and shall be on call for emergencies at any time during the school day other than regularly scheduled hours.  
Beverly Manor School 11:30 - 1:30 p.m.

## PHYSICAL, DENTAL, AND VISION REQUIREMENTS

District 50 Schools has established the policy that students entering kindergarten, fifth, and students entering from out-of-state or out-of-country must have a current physical examination and immunizations on file before the first day of school. Dental examinations are required for students entering Kindergarten, second and sixth grades. Vision examinations are strongly recommended.

## MEDICATION

Effective April 17, 1990, Tylenol will NOT be provided by the school. "Only those medications which are necessary to maintain the child in school and must be given during school hours shall be administered" as directed by the Illinois Department of Public Health. Medications will be given by the school nurse at Hensey from 11:00-11:30 and at Beverly Manor from 11:30-12:00 noon each day. PLEASE ADJUST your medication schedule to these times. All long-term medications, both daily and PRN (as needed), require written physicians' orders, as well as written parental consent. Forms are available in the school offices. These are to be renewed annually. Other medications, both prescription and non-prescription, should be sent to school in the original container with written instructions and consent to dispense. All medications will be locked in the nurse's office or, if necessary, refrigerated. In the event of the nurse's absence, medication will be given by the nurse's designee. If you have any questions, please call the school nurse at 745-5847 or 745-8805.

## ASTHMA

Newly created Public Act 92-402 of the Illinois School Code addresses the self-administration of asthma medication. The law requires schools to permit the self-administration of medication by a pupil with asthma when certain conditions are met. With the student's health and well-being in mind, District 50 Schools permit students with asthma, who need to self administer medication, to do so, with the following requirements:

1. The medication must pertain to the student's asthma and have an individual prescription label.
2. The medication must be prescribed by a physician, physician's assistant, or advance practice nurse having authority to prescribe such medication.

3. The pupil's parents or guardians must provide the school with written authorization for self-administration of the medication ("self-administration" means the pupil has the discretion as to the use of his/her medication).
4. The parents or guardians must also provide the school with a written statement from the pupil's physician, physician's assistant, or advance practice registered nurse. The statement must contain the following information:
  - Name and purpose of the medication.
  - Prescribed dosage.
  - The time or times at which, or the special circumstances under which, the medication is to be administered.

District 50 Schools, along with its employees and agents, incurs no liability as a result of any injury arising from the pupil's self-administration of asthma medication.

### HEARING AND SIGHT SCREENINGS

- The Tazewell County Health Department does hearing and sight screenings on all children in kindergarten, grades 1, 2, 3, 5, 8, Special Education, and all students who are new to the district.
- Speech screenings are done in kindergarten.
- These screenings are done as a service to the students in our district.
- This statement serves as notice to parents of screening procedures.
- To allow this data to be shared back to District 50, we will ask you to sign a Health Information Privacy Act (HIPA) release at registration.

### ADVERTISING AND DISTRIBUTING MATERIALS IN SCHOOLS PROVIDED BY NON-SCHOOL RELATED ENTITIES

No material or literature shall be posted or distributed that would: (1) disrupt the educational process, (2) violate the rights or invade the privacy of others, (3) infringe on a trademark or copyright, or (4) be defamatory, obscene, vulgar, or indecent.

### ASBESTOS CONTAINING BUILDING MATERIALS MANAGEMENT PLAN

This is to notify you that Beverly Manor School, District 50 Schools, has submitted its Management Plan prepared pursuant to the requirements of the Asbestos Hazard Emergency Response Act (AHERA 40 CFR 763) for the

school facilities. Copies of the Management Plan are available in the administrative office of the school district and in the administrative office of the school building. These plans are available for your inspection during normal business hours of the administrative office of the school building. These plans are available for you inspection during normal business hours of the office (Monday through Friday; 8:00 a.m. to 4:00 p.m.) and during other times by special arrangement. We request that appointments be made with us to review such plans. To make arrangements, please contact the Superintendent at 745-8914.

### PESTICIDE REGISTRATION

District 50 has an Integrated Pest Management (IPM) Policy which incorporates building maintenance, sanitation, physical barriers and as a last resort, the most safe, effective means of pesticide. Although we have no intention of spraying or fogging with pesticides, in the unlikely event that this is found necessary, we are creating a voluntary registration. By putting your name on this list, you are asking to be notified two days before an airborne pesticide application. In the event of an extreme emergency and pesticides must be used immediately, we will notify you as soon as possible. Contact the main school office if you wish to be added to the registry.

### CLASSROOM TEACHERS' QUALIFICATIONS

100% of teachers and paraprofessionals at District 50 Title I Schools meet NCLB requirements.

In accordance with the No Child Left Behind Act (PL107-110), be advised that district parents have the right to request information on the professional qualification of their children's classroom teachers. Parents have the right to request the following information:

- Whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas taught;
- Whether the teacher is teaching under the emergency or other provisional status;
- The major of the bachelor's degree earned by teacher and other graduate certification or degree held by the teacher, and field of discipline of the certification or degree; and
- Whether the child is provided service by paraprofessionals and, if so, their qualifications.

### HOMELESS EDUCATION INFORMATION

A homeless individual is someone who lacks a fixed, regular, and adequate nighttime residence. This includes anyone who, due to a lack of housing, lives:

- In emergency or transitional shelters
- In motels, hotels, trailer parks, campgrounds, abandoned in hospitals, awaiting foster care
- Doubled up with relatives or friends
- Migratory children living in these conditions

Homeless students face multiple challenges and barriers to success in school. The Education for Homeless Children and Youth Program provides resources and technical assistance to ensure homeless students are enrolled in school and have the supports and resources necessary for success. If you would like to be on our mailing list, have questions related to the education of homeless children and youth, or would like additional information, brochures, posters, or resource lists, please contact the Superintendent at:

Organization: District 50 Schools  
 Address: 304 E. Almond Drive  
 Washington, IL 61571  
 Phone: 309-745-8914

### CONFLICT RESOLUTION – CHAIN OF COMMAND

In the event a parent or guardian has a question concerning issues within their child's classroom, the following chain of command needs to be adhered to:

1. Teacher/Coach
2. Asst. Principal
3. Principal
4. Superintendent
5. Board of Education

### CLASSROOM MANAGEMENT

As a part of classroom management, teachers will occasionally assign detentions. Parents will be notified of the detention through detention slips or phone calls and students will have 3 opportunities within a period of 5 school days to serve the detention. If the detention has not been served within the 5 day period, the detention will become an administrative referral with consequences assigned by the administration.

### STUDENT PHOTO ID'S

All 4<sup>th</sup>-5<sup>th</sup> grade students will be issued a photo ID that must be kept in their homeroom throughout the school day. The ID's are not to leave the building. The ID's will be handed out prior to going to lunch and will be turned back in to their homeroom teacher after returning from lunch. The ID's will be used for lunches. In the event a student loses his/her ID, they will be given one replacement ID for free. Each replacement ID thereafter will cost \$5.00. Students who do

not have their ID at lunch will be required to be last in line for lunch during their lunch period.

### DISCIPLINE

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

With an understanding of the purposes of discipline in school, the student may form a correct attitude toward it, and not only do his or her part in making the school an effective place of learning, but develop the habit of self-restraint – which will make the student a better person. In keeping with the School Board's philosophy of assuring each student an acceptable environment in which to learn, disciplinary efforts by all District employees are to be directed toward changes in the student's behavior. The following disciplinary methods shall be used by District staff with the students in appropriate circumstances:

1. Individual student discussion and counseling.
2. Student involvement in defining acceptable standards of behavior.
3. Parent/Guardian involvement in cases where a student repeatedly exhibits lack of responsibility or self-discipline.
4. Denial of privileges.
5. Removal from the classroom.
6. Detention.
7. Suspension (in-school and out-of-school).
8. Expulsion.

Corporal punishment, defined as the use of force to inflict pain, is expressly prohibited. Sufficient physical force may be used when necessary to protect the student or other individuals from bodily harm or to protect property.

A student whose behavior is so disruptive as to interfere with classroom order, the conduct of lessons, or the participation of fellow students in the learning process, shall be subject to removal by the teacher from the classroom. The removal of the student from the classroom shall be in accordance with the standards and procedures established and maintained by the District which provides due process to the students.

Teachers and other district employees shall refrain from using disciplinary methods which may be psychologically damaging to students, such as ridicule or excessive display of temper.

Teachers and other district employees may use reasonable force as needed to maintain safety for themselves or other students, staff members or other persons from bodily harm

or such as it is deemed necessary to protect against property damage.

If the discipline procedures outlined above do not prevent a student from being a continuous danger to persons or property or acting in such a way as to be a threat to the school's academic process, then the student may be suspended or expelled from the school according to District's policy.

The Parent-Teacher Discipline Committee, as mandated by S.B. 703, will meet annually to review, and make recommendations when necessary, regarding District discipline policies and concerns.

To maintain order and security in the schools, school authorities are authorized to conduct searches of school property and equipment, as well as of students and their personal effects.

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

All requests by agency or police officials to interview a student shall be handled according to the procedures for the interrogation of students developed by the Superintendent.

### CAFETERIA AND LUNCH HOUR

Student behavior in the cafeteria should be based on courtesy and cleanliness. This means leaving the area in the condition that one would like to live in. Students are to remain in the cafeteria until they have finished eating. At no time are students to take food outside of the cafeteria.

4<sup>th</sup> grade: 10:50-11:20

5<sup>th</sup> grade: 11:23-11:53

### GRADES 4-5 DETENTIONS

If communication with the parents regarding detention is in writing, signed verification must be returned to the school regarding detention.

### DISTRICT 50 DISCIPLINE GUIDELINES 4-5

Philosophy of Student Discipline.

The staff, administration, and Board of Education of District #50 Schools believe that every student should have an opportunity to receive a quality education. One of the most essential ingredients in striving to insure each student has this opportunity is appropriate student behavior. The rules

and regulations set forth by this district were created in order to provide a safe environment which tries to protect the rights of those students who really want to learn. It is important that all students and parents know the school rules and consequences which relate to conduct and discipline.

We realize that these Discipline Guidelines are not all inclusive. Therefore, rules and regulations stated in the individual teacher's classroom, the Parent-Student Handbook, the Athletic Code of Conduct, and the Board of Education Policies also apply.

The Superintendent, or his designee, shall be responsible for notifying the student body of the contents of this policy.

Off Campus Disruptions: Actions that take place off campus can result in disciplinary action if the act causes a disruption at school or interferes with the safety of those at school or going to/from school (such as bus stops, walking to/from school, walking to from bus stop).

Beverly Manor has a progressive discipline plan in place to deal with multiple infractions, gross disobedience or misconduct.

- Students referred to administration for multiple infractions and/or disobedience or misconduct will receive a Step penalty. Once a student has received three Step penalties, he/she will be placed on Status Yellow. Once a student has received six Step penalties, he/she will be placed on Status Red and every 3<sup>rd</sup> step penalty after 6 will result in being placed on Status Red.
- A student referred to administration for minor offences will receive a non-step penalty for the first four offences. A Step penalty will be issued once a student has accumulated five non-step penalties. (Minor offenses include but are not limited to: tardies to class, being unprepared for class, chewing gum). After the first occurrence each semester, the student will receive detentions for each offense.

The administration reserves the right to skip steps or move a student through the process out of sequence depending on the violation. Additionally, due to extenuating circumstances, with any and all handbook policies/regulations, the administration reserves the right to determine whether consequences may be altered or changed to fit the situation.

STATUS YELLOW: Once a student is placed on Status Yellow, parents, teachers, counselor, and/or the administration will discuss the student's discipline situation.

During the next 15 school days, the student will not be allowed the following privileges during the school day: assembly attendance, class parties, or any other special school day activities. In addition, the student will not be allowed to attend evening events, ride on fan buses or attend field trips unless accompanied by a parent or guardian. The Status yellow classification will last for a total of 15 school days. The 15 days will begin again if there are any infractions while on Status Yellow. The student can work him/herself off Status Yellow by receiving no discipline notices for a period of 15 days.

Co-Curricular/Extracurricular activities: Any student placed on Status Yellow will not be allowed to dress in uniform or participate in contests/performances that occur during the period of Status Yellow. The student may continue to practice with the team/group. The coach/sponsor will determine if the student will be allowed to attend contests/performances with the team/group.

**STATUS RED:** Status Red is a serious discipline situation. While on Status Red, the student is denied the same privileges that are denied students on Status Yellow. Additionally, the student is not allowed the use of school district properties or facilities before or after school unless under the direct supervision of a staff member. Students placed on Status Red will not be allowed to attend evening events, ride fan buses or attend field trips. The Status Red classification will last for a total of 15 school days. The 15 days will begin again if there are any infractions while on Status Red. If there are no infractions for 15 days, the student will move to Status yellow for the next 15 school days.

Co-curricular/Extracurricular activities: A student placed on Status Red is not allowed to be a part of any co-curricular/extracurricular activities at Beverly Manor during the period of Status Red. This includes attendance as an observer.

**DETENTION** - staying after school with supervision for thirty minutes unless stipulated.

**ISS** - In School Suspension (isolation) with parent notification and will be placed on Status Yellow.

**OUT OF SCHOOL SUSPENSION** - Temporary exclusion from school with parent notification and will be placed on Status Red.

Suspensions may also be a combination of OSS and/or ISS.

**EXPULSION** – Permanent exclusion from school

#### Definition of Misconduct

Gross disobedience or misconduct may be grounds for suspension or expulsion. Such conduct may occur on school grounds, on a school bus, or at a school function. Such conduct may also occur outside the school, provided

there is a direct relationship between the conduct and the school's education function. It shall be further defined as committing any act or conduct disruptive to, or interfering with, any phase of school or classroom operation or activity.

#### SUSPENSION

The Board of Education authorizes the Superintendent and/or the Principal to suspend students guilty of gross misconduct or disobedience for a period not to exceed ten (10) days. An informal hearing will be held with the student by the Principal before the suspension. All due-process procedures for suspension of student will be followed according to the provision of The School Code of Illinois (Section 10-22-6.) Depending on severity of infraction and extenuating circumstances, suspensions may be internal or external.

Suspension would be considered only after having made certain the student was aware of rules, expected conduct, and the consequences of his behavior.

The following may be considered as reasons for suspension and/or expulsion.

1. Abuse or violation of the rights of others.
2. Cutting of school.
3. Excessive unexcused tardiness to school and class.
4. Insubordination of school rules.
5. Insubordination or showing defiance of a teacher either by words or actions.
6. Use of profane or abusive language in school, either oral or written.
7. Distracting, inappropriate, or indecent clothing.
8. Mistreatment of school property.
9. Stealing of personal or school property.
10. Smoking on school grounds or the possession of tobacco.
11. Possession of alcoholic beverages on school property or dinking before or after arriving on school grounds.
12. Gambling on school grounds.
13. Possession or transferring of dangerous weapons on school grounds.
14. Sale, use, possession, or being under the influence of illegal drugs, look-alike drugs, anabolic steroids, or controlled substances as defined by Illinois Statutes.
15. Physical threats of violence to persons or fighting on school grounds.
16. Refusal to serve detention at appointed time.
17. Use or possession of fireworks on school grounds.
18. Vandalism of school property at any time.

19. Any other conduct detrimental to school and/or students.
20. Using or possessing a cellular telephone or other telecommunication device, unless authorized by the Building Principal.

The above rules apply for all school-sponsored activities and athletic events on, or within sight of school grounds, before, during, or after school hours, and at any other time when the school is being used by a school group.

Homework, for students who are suspended, is due the morning they return from their suspension.

### EXPULSIONS

The School Board is authorized to expel students guilty of gross disobedience or misconduct for the remainder of the school term or for a shorter period as determined by the School Board. The student and/or parents or guardian shall be due the following procedural protections:

1. Prior to expulsion, the student shall be provided written notice of the charges and the time and place of hearing. If the charges are denied, the student shall have an opportunity for a hearing, at the time and place designated in the notice, conducted by the School Board or hearing officer appointed by it. If a hearing officer is appointed by the School Board, he shall report to the Board of Education the evidence presented at the hearing and the Board of Education shall take such final action as it finds appropriate.
2. The School Board shall provide written notice to the parents or guardian of the time, place and purpose of the hearing by registered or certified mail and request the appearance of the parents or guardian at the expulsion hearing.
3. During the expulsion hearing, the student and his parents or guardian may be represented by counsel, present witnesses and evidence on his behalf, and cross-examine adverse witnesses. After presentation of the evidence or receipt of the hearing officer's report, the Board of Education shall decide whether expulsion or some lesser form of discipline shall be imposed upon the student.
4. A complete record of the testimony at the hearing should be recorded either by a court reporter or by tape. Gross disobedience or misconduct of students shall include, but not be limited to, extreme or repeated instances of the above 19 listed suspension/expulsion reasons. These rules will apply for all school-sponsored activities and athletic events.

### Weapon

A student, who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like, a weapon, shall be expelled at least one calendar year. The School Board, however, may modify the expulsion requirement on a case-by-case basis. A "weapon" means (1) possession, use, control, or transfer of any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearms Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (2) any other object if used or attempted or intended to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs, or (3) "look alikes" of any weapon as defined above. Such items as baseball bats, pipes, bottles, locks, sticks, pencils and pens may be considered weapons if used or attempted to be used to cause bodily harm.

### 1. AFFECTION (INAPPROPRIATE) - HOLDING HANDS, EMBRACING, KISSING, ETC.

1ST	Warning
2ND	30 Minute Detention
3RD	2 Hour Detention
SUBSEQUENT	1-Day ISS

### 2. ALCOHOL - DRUGS (PRESCRIPTION DRUGS & OVER THE COUNTER DRUGS) - INHALENTS - ANABOLIC STEROIDS - DRUG PARAPHERNALIA - POSSESSION - USE - UNDER INFLUENCE OF, LOOK-A-LIKES

1ST	The student's parents will be contacted to set up a conference with the Principal. The student will be evaluated, and if appropriate, counseled either by school personnel or a private counselor. The method of counseling will be subject to the approval of the building principal. The student will be suspended from school for a period of five (5) days and police will be notified. A first offender will automatically be subject to the penalties of the Second Offense if: <ol style="list-style-type: none"> <li>a). The student is involved in the sale of drugs, or</li> <li>b). The student fails to comply with any of the above stipulations including the holding of the parent conference, counseling, or completing his/her suspension.</li> </ol>
2ND	The student will be suspended from school for a period of not more than ten (10) days. Police will be notified. At the next regularly scheduled Board of Education meeting, or at a special meeting of the board, the student will be recommended by the administration for possible expulsion from school.

3. ALCOHOL – DRUGS (PRESCRIPTION DRUGS & OVER THE COUNTER DRUGS) – INHALANTS – ANABOLIC STEROIDS – DRUG PARAPHERNALIA - LOOK-A-LIKES - SELLING OR GIVING TO OTHERS

1ST 10-Day External Suspension, Expulsion Proceedings, Referral to Outside Counseling, Police Notification.

4. AMMUNITION

1ST Confiscation with Parent Notification and the Consequences will range from Detentions to External Suspension with Expulsion Proceedings based on seriousness of offense.

5. ATTIRE (INAPPROPRIATE) - SEE ADDENDUM

1ST Warning/Change of clothes  
2ND Parent Conference  
3RD 60 Minute Detention  
SUBSEQUENT 2 Hour Detention

6. CHRONIC ABSENCES

Students with 15 or more days of excused or unexcused absences from school may result in a student missing field trips and/or other special activities during the school year. These absences will be reviewed by staff and administration to determine if a consequence is warranted. Administration will make a decision if any consequences are warranted.

After the 10<sup>th</sup> day of absence related to illness, a physician's note will be required to excuse future absences related to illness. Failure to have a physician's note will result in the absence being unexcused and a 1-Day ISS being assigned. This will be done on a semester basis with second semester starting over.

7. BOMB THREATS

1ST 10-Day Suspension with Expulsion Proceedings, Police Notification

8. CHEATING

1ST Consequence at the teacher's discretion

9. CLASS CUTTING

1ST 45 Minute Detention with Parent Notification  
2ND 90 Minute Detention

3RD 2 Hour Detention  
SUBSEQUENT 1-Day ISS

10. COMPUTERS/INTERNET

1ST The use of the District's Computers and Internet is a privilege, not a right. Inappropriate use could result in the following consequences: Warnings, Detentions, School Suspensions, School Expulsion, Cancellation of the Privileges, Referral to Legal Authorities for Prosecution based on seriousness of offense.

11. CYBER-BULLYING

Illinois Public Act 095-0849 makes cyber-bullying a criminal act in Illinois. If both people are under the age of 18, it is legally an act of bullying. If only one person is over the age of 18, it is legally an act of harassment and is prosecutable by law. "Any actions that take place off campus can result in disciplinary action if the act causes a disruption at school or interferes with the safety of those at school or going to/from school". These include such things as "My Space, Facebook, Youtube, Text Messaging, etc.

Consequences can range from Warnings to External Suspension with Expulsion Proceedings based on seriousness of offense with Mandatory parent meeting and Police notification.

12. DISRUPTIVE BEHAVIOR/ACTS

A. CLASSROOMS/STUDY HALL

1ST Consequences will range from a warning to External Suspension with Expulsion Proceedings based upon seriousness of offense. Any student suspended for a class period will be required to make up the class material after school that day with the teacher.

B. HALLWAYS/RESTROOMS

1. No gum or candy
2. No running, pushing, shoving, etc.,
3. No inappropriate voice volume
4. Book dropping

1ST Consequence at the teacher's discretion

C. LIBRARY

1ST Warning  
2ND Removal from Library (1 week)

3RD Remove from Library until readmitted by the Assistant Principal

D. LUNCHROOM

1ST Consequences will range from a warning to suspension or denial of privilege based upon seriousness of offense.

E. BUS

1ST Consequence will range from a warning to suspension or denial of privilege based upon seriousness of offense.

F. SCHOOL SPONSORED ACTIVITIES/FIELD-TRIPS/SPORTING EVENTS/FAN BUS

1ST Consequences will range from a warning to External Suspension with Expulsion Proceedings based upon seriousness of offense.

G. BICYCLES

1ST Warning  
2ND 5 Day Bike Suspension (Loss of Privilege)  
3RD Bike Suspension (Loss of Privilege) for remainder of Semester

H. RECESS/SCHOOL GROUNDS

Consequences will range from a warning to External Suspension with Expulsion Proceedings based upon seriousness of offense.

13. FALSE ACCUSATIONS AGAINST OTHER STUDENTS, TEACHERS, SCHOOL STAFF AND OTHERS

1ST Consequences will range from warnings to suspension based on seriousness of offense.

14. FAILURE TO RETURN SIGNED COMMUNICATIONS TO STAFF

1ST One Detention  
2ND Three Detentions  
3RD 2 Hour Detention  
SUBSEQUENT Administrator's Discretion

15. FAILURE TO SERVE DISCIPLINARY DETENTION

1ST 1 Additional Detention of Equal Value  
2ND 2 Hour Detention  
3RD 1-Day ISS  
SUBSEQUENT Administrator Discretion

16. FALSE FIRE ALARM

1ST 10-Day Suspension, Expulsion Proceedings, Police Notification

17. FIGHTING - PHYSICAL CONTACT

1ST 2 Hour Detention with Parent Notification  
2ND 1-Day ISS with Mandatory Parent Conference  
SUBSEQUENT 1 Day External Suspension

18. FIREWORKS

A. POSSESSION

1ST 3-Day External Suspension, Police Notification  
SUBSEQUENT 3 - Day External Suspension, Police Notification

B. USE OF

1ST 10-Day External Suspension, Expulsion Proceedings, Police Notification

19. FORGERY OF PASSES AND/OR DOCUMENTS

1ST 30 Minute Detention, Parent Notification  
2ND 2 Hour Detention, Parent Notification  
3RD 2-Day External Suspension

20. GANG RELATED/CULT ACTIVITY

1ST Consequences will range from parent conference, to detention, required counseling, Suspension, Expulsion Proceedings, Police Notification based upon seriousness of offense.

21. GIVING FALSE INFORMATION-LYING WHEN BEING QUESTIONED

1ST Consequences will range from warnings to suspension based on seriousness of

offense.

1ST 10-Day External Suspension with Expulsion Proceedings, Police Notification

22. INSUBORDINATION/DEFIANCE/DISRESPECT

1ST Consequences will range from 30 Minute Time Out to External suspension with Expulsion Proceedings based upon seriousness of offense.

30. PHYSICAL HORSEPLAY

1ST 30 Minute Detention with Parent Notification by Student  
2ND 2 Hour Detention with Parent Notification by Student  
3RD 1-Day ISS  
SUBSEQUENT Administrator's Discretion

23. LANGUAGE (INAPPROPRIATE) - VERBAL/NONVERBAL

1ST 30 Minute Detention  
2ND 60 Minute Detention  
3RD 2 Hour Detention  
SUBSEQUENT Administrator's Discretion

31. POSSESSION OF INAPPROPRIATE OBJECTS AT SCHOOL (shooters, rubberbands, thumb tacks, poppers, heavy duty chains, etc.) NOTE: If any of the above items are deemed to be used as weapons, consequences will be assigned for possession/use of weapons.

24. LEAVING CLASS WITHOUT PERMISSION

1st 1 Detention  
2nd 3 Detentions  
3rd 2 Hour Detention  
SUBSEQUENT 1 Day ISS

Consequences will range from Confiscation with Parent Notification to External Suspension with Expulsion Proceedings based upon seriousness of offense.

25. LEAVING SCHOOL GROUNDS - UNAUTHORIZED

1ST Half Day ISS  
2ND 1-Day ISS  
3RD 3-Day External Suspension  
SUBSEQUENT 10-Day External Suspension, Expulsion Proceedings

32. RADIOS, TAPE RECORDERS, YOYOS, LASER POINTERS, OR OTHER ITEMS, (POSSESSION OF) - NOT A PART OF CLASSROOM PROJECTS

1ST Confiscation by teacher -- parents may pick up item in office or will be given back to student last day of school.

26. MATCHES OR LIGHTERS - POSSESSION OF

1ST 2 Hour Detention, Confiscation with Parent Notification  
2ND 1-Day ISS  
SUBSEQUENT 3-Day External Suspension

33. SEXUAL HARASSMENT - PHYSICAL/VERBAL/NONVERBAL

1ST 1 or 3 - Day External Suspension, Mandatory Conference with Principal or Complaint Manager, Police Notification  
2ND 5 - Day External Suspension, Mandatory Conference with District 50 Superintendent prior to Re-Entry, Police Notification  
3RD 10 - Day External Suspension, Expulsion Proceedings, Police Notification

27. PAGERS/CELLULAR PHONE

1ST Confiscation with Parent Notification and the Consequences will range from Detentions to External Suspension with Expulsion Proceedings based on seriousness of offense.

Any student that has been found to have committed sexual harassment against another student will automatically lose the privilege to attend end of the year field trips, and/or end of year activities (these activities may include Chiefs Game, class parties, arts day).

28. PASSES - ABUSES OF

1ST Consequences at the teacher's discretion

29. PHYSICAL ASSAULT/BATTERY TOWARDS STUDENT, TEACHERS, SCHOOL STAFF, GUESTS, OR VOLUNTEERS

34. STEALING/POSSESSION OF STOLEN PROPERTY

1ST Consequences include restitution, suspension, expulsion, and/or Police Notification based upon seriousness of offense.35. TARDIES - (UNEXCUSED) - TO SCHOOL - (Only the following reasons will be accepted for EXCUSED TARDIES – Medical, Dental, Vision Appointments with verification, Death in Family, Or any other Emergency deemed appropriate by administration.)

1<sup>st</sup> Every 3<sup>rd</sup> UNEXCUSED TARDY will equal one day of UNEXCUSED absence resulting in a 1-Day ISS being assigned.

10 Tardies – Excused or Unexcused - Results in a student missing Field Trips and/or School Related Parties.

36. THREATS, BULLYING, HARASSEMENT TOWARD STUDENTS - VERBAL/NONVERBAL

1ST Consequences will range from Warnings to Suspensions based on seriousness of offense.

37. THREATS TOWARD TEACHER, SCHOOL STAFF, GUESTS, OR VOLUNTEER WORKERS

1ST 5-Day External suspension, Mandatory Conference, Required Counseling  
2ND 10-Day External Suspension with Expulsion Proceedings

38. TOBACCO - POSSESSION OR USE OF

1ST Confiscation and 1-Day ISS  
2ND 3-Day External Suspension  
3RD 5-Day External Suspension  
SUBSEQUENT 10-Day External Suspension, Expulsion Proceedings

39. TRUANCY

1ST 1-Day ISS for each day truant or part thereof  
SUBSEQUENT Outside Agency Referral, Police Notification

40. UNAUTHORIZED USE OF CAMERAS

1ST Consequences will range from Confiscation, Detention, to External Suspension with Expulsion

Proceedings based upon seriousness of offense.

41. VANDALISM - INCLUDES SCHOOL, EMPLOYEE AND STUDENTS' EFFECTS AND/OR PROPERTY

1ST Consequence will range from 30 Minute Detention to Expulsion based on seriousness of offense, restitution for all damages.

42. VULGAR OR OBSCENE LANGUAGE - VERBAL/NONVERBAL

1ST 1-Day ISS  
2ND 3-Day External Suspension  
SUBSEQUENT 10-Day External Suspension with Expulsion Proceedings

43. WEAPONS - POSSESSION OF, USE OF, AND/OR THREATENING TO CAUSE HARM TO AN INDIVIDUAL BY USING A WEAPON (ANY ITEM INTERPRETED AS A WEAPON - ALSO INCLUDING SHOOTERS, RUBBERBANDS, THUMB TACKS, POPPERS, HEAVY DUTY CHAINS, ETC.

1ST Consequences will range from Confiscation with Parent Notification to 10-Day External suspension with Expulsion Proceedings and Police Notification based upon seriousness of offense.

\*\*Misconduct during the school year will result in possible loss of school activities, such as: assemblies, field trips, graduation ceremony, Great America Trip, 8th grade dance/lock-in, attending extra-curricular activities before and after school.

\*\*\*Out of School Suspension/Parent Attending School in lieu of suspension  
In some cases (with administrator's approval) in place of a one day out of school suspension the parent may have the option of attending school with their child. This would also be discussed with the teachers involved before this option would be granted.

VIOLATIONS OF #'S 2, 3, 7, 11, 18B, 29, 33, 37, 43 WILL AUTOMATICALLY RESULT IN A STUDENT LOSING THE PRIVILEGE TO ATTEND END OF YEAR FIELD TRIPS AND/OR END OF YEAR ACTIVITIES SUCH AS CHIEFS GAME, CLASS PARTIES, ARTS DAY.

DRESS CODE/ADDENDUM

Students are expected to dress appropriately for school. It is important that the clothes children wear are not

disruptive to the education of the children and that they do not present any danger to the children.

It is strongly recommended that students label their clothing, particularly coats, hats, gloves and boots. The Lost and Found is located outside the main office. Please ask your child to check this area for lost items.

Inappropriate dress includes:

- shorts or skirts shorter than mid-thigh
- unhemmed cut offs, athletic shorts, or short shorts
- fishnet type clothing (unless layered appropriately)
- hats or sunglasses worn in the building
- cut, burned or slashed jeans where the holes are above mid-thigh
- transparent attire, or
- brevity such as bare midriff,
- clothing which has any reference to drugs, tobacco, alcohol, death, obscenities, and occult related symbols or activities
- generally, coats and jackets are not to be worn to classes or in the cafeteria
- spandex or nylon shorts or slacks such as bicycle shorts unless covered by an appropriate outer garment
- tank tops, tube tops, muscle shirts, or halter tops
- jeans or pants that completely covers the shoes
- jeans, pants or shorts that do not stay up off their hips-student must wear a belt
- slits/holes in pants above the knee
- shirts that don't have sleeves that are at least a palm width wide
- piercings that would be considered a disruption to the learning environment

## GLOSSARY

ARREST - A complaint is filed with the police by the school. The Principal or Administrator must swear out a complaint if arrest is warranted.

ARSON - The act of knowingly, by means of fire or explosive, damaging a building and/or the personal property of others.

ASSAULT - Intentionally engaging in conduct (without physical contact) that places another in reasonable apprehension of bodily harm; includes threats and verbal assaults.

BATTERY - Intentionally causing bodily harm to another.

BULLYING - Constantly disturbing by pestering, tormenting, or hazing others.

BURGLARY - Knowingly and without authority entering or remaining without authority within a building or vehicle with intent to commit therein a felony or theft.

CONFISCATION - Taken and kept.

CYBER-BULLYING - Using the internet, interactive and digital technologies or mobile phones to torment, threaten, harass, humiliate, embarrass or otherwise target another student.

DETENTION - Staying after school with supervision for thirty minutes unless stipulated.

DISRUPTIVE - Interrupting the ability of teachers to teach and students to learn.

DUE PROCESS - The notification of the student and the parent concerning an alleged act(s) of misconduct, the right to appeal, the opportunity to answer the charge(s), and why the disciplinary action is necessary.

EXPULSION - The removal of a student from school for 11 days or more, not to extend beyond the balance of the current school year. (This requires a formal due process hearing including written notification of charges.) The student and parent are informed by registered or certified mail of a hearing for the purpose of expulsion through the due process procedure. This requires action by the Board of Education. This definition does not apply to exclusion of student from school for failure to comply with immunization requirements.

EXTERNAL SUSPENSION - The involuntary removal of a student from class attendance or school attendance for 10 days or less. (Any such removal requires minimal due process, including parental notification.) A student may be considered as trespassing if present on school grounds during the period of suspension. Completed homework is to be turned in upon return to school.

FIGHTING - Physical conflict between two or more individuals.

FORGERY - The false and fraudulent making or altering of a document or the use of such a document.

HARASSMENT - Participating in behavior that intimidates, injures, or degrades other people, physically and/or verbally.

IN-SCHOOL SUSPENSION (ISS) - The student remains in school. All privileges are suspended; classes are not attended. The action is recorded in the student's folder. Completed homework is due at the end of the final day of suspension.

INTIMIDATION - Engaging in behavior that prevents or discourages another student from exercising his/her right to education. Such prohibited behavior includes the use of threats, coercion, or force.

February 17, 2009, Regular School Board Meeting. Any changes in state law or board policy adopted during the year will supercede stated information in the Handbook for the 2009-2010 school year.

LEAVING THE SCHOOL GROUNDS WITHOUT PERMISSION - "School grounds" refers to the school and the school property adjacent to the building.

LOITERING - Occupying an unauthorized place in the school or on school grounds.

MULTIPLE OFFENSE - When a student is sent to the office more than once, no matter what the offense, consequences will automatically increase.

POLICE NOTIFICATION - A report is filed with the police department. The action is recorded in the student's folder. Police make the determination as to whether arrest is warranted. The Principal or Administrator has the discretion whether to sign a complaint for offenses that do no warrant arrest.

POSSESSION - The mere fact of physical control of real or personal (whether lost, found, mislaid or stolen) property.

RESTITUTION - Returning, replacing, and/or paying for stolen items.

ROBBERY - The taking of personal property in the possession of another by the use of force or by threatening the imminent use of force.

SEXUAL HARASSMENT - Unwanted sexual behavior, such as touching, verbal comments, sexual name calling, spreading sexual rumors, gestures, jokes, pictures, leers, overly personal conversation, concerning or blocking student's movement, pulling at clothes, etc.

SUBSEQUENT - Any further offenses.

TIME OUT - Temporary isolation in an assigned room - Assistant Principal's office or ISS room for example. Time Out Isolation may occur during recess, before school, after school (detention), and teacher designated fun activities.

THEFT - The obtaining or exerting of unauthorized control over the personal property of another.

VANDALISM - The willful or malicious destruction or defacing of school property or the property of others

All of the above rules, regulations, and procedures are in effect for the 2009-2010 school year and have been approved as policy by the District 50 School Board at the