



# Bradley School District 61

## Parent / Student Handbook

### 2021-2022

*This handbook represents the most up-to-date information available at the time of publishing and may be amended during the year without notice. It should not be assumed that this handbook is all inclusive as to cover every situation. (These policies are in addition to Board Policy). Situations arising that are not contained herein will be covered by Board Policy, State Statutes/Illinois School Code, or Administrative Policy. School administration and staff may have to make decisions (not mentioned in this handbook) to maintain an adequate learning environment. Any decisions rendered will be made in the best interest of all students.*

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

The information in this book was the best available at press time. Watch for additional information and changes.



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## MISSION STATEMENT

In partnership with parents and community, the Bradley School District is striving to provide the best education for every student, every day. We want all our students to be confident, hardworking, and successful people.

## VISION STATEMENT

Working together to provide students with the knowledge and skills to become lifelong learners and productive members of society.

## CORE VALUES

- **We believe** that each child is everyone's responsibility and all district stakeholders are dedicated to teaching and learning
- **We believe** that education is a life-long commitment and process
- **We believe** that instructional and assessment techniques are a consistently evolving process which involves using all available data, resources, and best practices to improve curriculum and student learning
- **We believe** that continuous communication between home and school is an essential component of a student's successful educational experience
- **We believe** that mutual respect and cooperation among the school and community promotes a safe and positive learning environment

## BOARD OF EDUCATION GOALS

**Academic Excellence:** To develop an aligned and engaging curriculum, instruction, and assessment that encompasses research-based practices and guides the Bradley School District.

**Learning Environment:** To provide the facilities and equipment necessary to support a progressive learning environment.

**Staff Development:** To provide our staff with professional development opportunities that will enhance our educational environment.

**Community Involvement:** To enhance and improve community involvement with all stakeholders.

**Accountability:** To maintain district and school accountability.

## BOARD OF EDUCATION

Terrie Golwitzer, President

Phil Trudeau, Vice President

Mark Hasemeyer, Secretary

Tim Johnson, Board Member

Dan Whalen, Board Member

Dan Wilder, Board Member

Mary Fisher, Board Member

## DISTRICT OFFICE

Superintendent: Dr. Scott Goselin

Human Resources: Mr. Kevin Patterson

Director of Finance – Mrs. Nicole McCarty

Director of Curriculum Instruction: Mrs. Rebecca Selk

Dir. of Special Services: Mrs. Lindsey Coffey

## BRADLEY EAST SCHOOL

Principal: Mrs. Anna Kirchner

Asst. Principal: Mr. Andy Burton

610 E. Liberty Street

Bradley, IL 60915

Phone: 815-933-2233

## BRADLEY CENTRAL

Principal: Mr. Mark Kohl

Asst. Principal: Mrs. Abby Magruder

Dean / AD: Mr. Reid Savoie

260 N. Wabash Avenue

Bradley, IL 60915

Phone: 815-939-3564

## BRADLEY WEST SCHOOL

Principal: Mrs. Trisha Anderson

Asst. Principal: Mr. Jeff Voss

200 W. State Street

Bradley, IL 90915

Phone: 815-933-2216

**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 [www.bradleyschools.com](http://www.bradleyschools.com) or at the District Office.**

## **BUS TRANSPORTATION– DISTRICT POLICY 4:110, 7:220, 4:170-AP3, 7:220, 7:220-AP**

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. 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 building principal.

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

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.

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

### **TRANSPORTATION PICKUP / DROP OFF PROCEDURES**

The safety of your child is the most important factor considered when transporting your child to and from school. A partnership of cooperation and consistency between parents and the school is necessary in order to eliminate possible dangers to your child(ren) with regard to bus transportation. When parents request bus changes it increases the potential of transporting a child to the wrong address or bus stop. By reviewing the guidelines below, you will be able to make plans early so that you and your child will feel confident when the school year begins:

- Students will be picked up at **one designated location** every morning and dropped off at **one designated location** every afternoon (Monday through Friday). Designated locations may be a day care provider.
- Requests to change either the pick up or drop off location for students with **“extenuating circumstances”** will be reviewed on an individual basis by the **building administrator**. Requests must be made in **writing or by a phone call to the office by 10:00 am** of the day of the change. **If requests are continuously made by a parent/guardian, the building administrator has the right to decline the request and a meeting will be schedule to resolve the issue.**
- Parents/Guardians are requested to have a “back up” arrangement made with a neighbor, family member, day care provider, etc., in the event that a pick up/drop off change is needed during the school day. By following this guideline, you won't be making last minute changes that could cause a safety concern for your child.
- Students will not be transported to after school parties, non-school related organizational meetings, or non-school athletic practices.

## **TRANSPORTATION REIMBURSEMENT – DISTRICT POLICY 4:110**

Parent(s) or legal guardian(s) who must provide transportation to and from school because free transportation is not available for their children may be eligible to receive money from the state to help offset some of the cost, for example, of bus fares or mileage reimbursement for private automobiles at the current IRS reimbursable mileage rate.

If you can answer yes to the following questions for the 2021-2022 school year, you may be eligible to receive reimbursement for providing such transportation.

- Will the pupil be under the age of 21 at the close of the school year?
- Is the pupil a full-time student in grades kindergarten through 12?
- Does the pupil either live 1 ½ miles or more from school or live less than 1 ½ miles from school but must be transported due to a serious safety hazard approved by the Illinois Department of Transportation?
- Does the pupil attend a school within Illinois, which meets Illinois compulsory attendance laws?
- Did the parent/guardian incur transportation expenses resulting from transporting the pupil to and from school?
- Did the pupil not have access to transportation to/from school provided at public expense?
- Did the parent/guardian reside within Illinois during the time period expenses were incurred?

If you answered yes to the above questions and wish to file a claim, you must go to the school where each of your children is enrolled by **June 30, 2021** to submit claim information. You may provide claim information to appropriate school personnel at your child's attendance center until **June 30, 2021**.

In addition, parent(s) or guardian(s) who have pupils living less than 1 ½ miles from the school attended must verify that a safety hazard due to vehicular traffic exists by completing an Application for Determination of Serious Safety Hazards, available from the Office of the Regional Superintendent of Schools. All applications for Determination of Serious Safety Hazards must be received no later than **February 1, 2022** at the office from which the application was requested. If the safety hazard is approved, the parent/guardian must go to the school the pupil attends to submit claim information. Parents who received verification of a safety hazard during and after the school year, whose children attend the same school and live at the same address, do not have to reapply for safety hazard verification.

Once all claim information is submitted at the school, it will be transmitted electronically to the Illinois State Board of Education. If your claim information is approved, you should receive a check directly from the state for the lesser of the cost of transporting your child/children or the average per pupil reimbursement paid to public schools for transporting regular education pupils. If insufficient funds are appropriated by the General Assembly, all claims will be prorated. If you have any questions, please call or come to the school.

## **CAFETERIA**

All students are required to eat lunch in the school cafeteria. This applies to those who bring their lunch as well as to those who eat hot lunches. No student will be allowed to go home for lunch without a written permit from his parent or guardian. An optional breakfast will be served daily. At East, West and Central, the breakfast will be served before the start of the school day in the cafeteria.

We constantly strive to provide well-rounded lunches and breakfasts, and we encourage all students to take advantage of these meals. To provide the best meals at the lowest possible prices, students and families:

- should apply for federally paid (free or reduced) lunches if unable to afford the current prices; or
- should purchase lunch and breakfast meals on a weekly (5 day) basis; and
- should not expect to "charge" lunches.

## **AT BRADLEY CENTRAL:**

Meal cards are provided by the district. A meal card is required to eat lunch at Central. In the event a student loses a meal card, replacement cards can be purchased in the reception office. Any student owing money from the previous year will not be issued a card until the previous balance is paid.

## **AT BRADLEY EAST, WEST, CENTRAL:**

BESD #61 strives to provide a well-balanced nutritional meal for our students. We believe school meals are as important to learning as textbooks and pencils. Unpaid meal debt has an impact on the quality of meals for all students. If you are having difficulty paying your balance, we will work with you, but charging meals is not allowed. It is your responsibility to make every effort to work with us on any negative balance owed.

All accounts are monitored on a weekly basis. Letters are given to anyone with a negative balance. These letters are sent home on Monday, Tuesday and Thursday. Phone calls home may also be made for any student who owes more than \$5.00 on the account.

Students are responsible for their own lunch money, lunch cards, and sack lunches. The school will not replace lost lunch money or lost lunches! A nominal fee will be required to replace a lost or damaged lunch card.

## **SCHOOL WELLNESS – DISTRICT POLICY 6:50**

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school-based activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA). Additional information in Policy.

## **FREE AND REDUCED-PRICE FOODS SERVICES – DISTRICT POLICY 4:130**

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture and distributed by the Ill. State Board of Education.

At the beginning of each school year, by letter, the District shall notify students and their parents/guardians of: (1) eligibility requirements for free and reduced-price food service; (2) the application process; (3) the name and telephone number of a contact person for the program; and (4) other information required by federal law. The Superintendent shall provide the same information to: (1) informational media, the local unemployment office, and any major area employers contemplating layoffs; and (2) the District's website (if applicable), all school newsletters, or students' registration materials. Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

## **RESIDENCY - DISTRICT POLICY 7:60**

A student desiring to attend Bradley Schools must be a legal resident of the District. The residence of the student's parent(s) or of the person(s) having legal custody of a student is deemed to be the residence of the student. Prior to registering a student, the administration will require proof of residence and legal custody.

All students enrolling/registering to attend any Bradley School must provide Proof of Residency at the time of registration. Each year, all students, including returning students, must provide such proof. Ask to speak with the Building Principal if you cannot provide proof of residency. The following item(s) may be used as "proof":

House Closing Documents – If occupancy is within 60 days or by October 15, if used at the beginning of the school year (if used, only this one form of proof of residency is required). One of the following:

- Current Photo ID & Drivers License
- Current Mortgage Payment Receipt/Book of Parent/Legal Guardian (name, date, address) **OR**
- Current Property Tax Bill of Parent/Legal Guardian (name and address) **OR**
- Current Rent Receipt or Lease Agreement of Parent/Legal Guardian (Name of lessor, address of property, name and phone number of landlord). **AND**
- a current (within the last 30 days) utility bill – electric, gas, or water (with name and address)

Illinois law states that any person who knowingly or willfully presents false information regarding the residency of a student to any school district in Illinois for the purpose of enrolling or attempting to enroll a child in a school other than the school of origin, with the knowledge that the child is not eligible to attend is guilty of a Class C misdemeanor (105 ILCS 5/10-20.12b(f)). Bradley District 61, at its discretion, may take whatever steps are necessary to verify actual residence, at a later date. Students who are legally enrolled as resident students at the beginning of or during the school year and who subsequently move out of the School District may complete the school year in which they enrolled on a resident student basis. Bradley District 61 Board of Education policy prohibits the enrollment of non-resident tuition students.

## **ENROLLMENT REQUIREMENTS**

A government-issued birth certificate is required for proof of age at the time of registration for all new students. Hospital birth certificates and baptismal certificates will not be accepted in lieu of a government-issued birth certificate.

In accordance with Section 2-3 13(a) of the School Code, all public school districts are to provide Form ISBE 33-78 to any student who is moving out of the school district to verify whether or not the student is in "good standing" and if his or her medical records are up to date. Bradley School District 61 is not required to admit a new student unless he or she can produce this Form ISBE 33-78 from the student's previous public school. Ask to speak with the Building Principal if you cannot provide this form.

## **STUDENT FEES**

A system of textbook rental is in effect at Bradley Schools whereby books are rented from the School District by the students. There are no further textbook costs provided there is no more than normal wear on the books or unless a book is lost. In cases where books are damaged or lost, a replacement charge will be levied. This amount will be based on the condition of the book, when rented and the extent of the damage. The student will receive no replacement book until this fee is paid. Replacement charges are: full price for a "new" book, 3/4 price for a "good" book, 1/2 price of a "fair" book and 1/4 price for a "poor" book. In cases of lost books, the replacement charge will be refunded if lost books are found and returned. Students may not receive report cards until all books are returned and all fees and replacement charges are paid or special arrangements have been made with the principal.

## **FINES, FEES, AND CHARGES; WAIVER OF FEES (DISTRICT POLICY 4:140, 4:140, 4:140-AP, 4:140E-1)**

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A 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 free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

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.;
- Seasonal employment;
- 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 should be addressed to the building principal.

## **ENGLISH LEARNERS – DISTRICT POLICY 6:160**

The District offers opportunities for resident 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. The Superintendent or designee shall develop and maintain a program for English Learners that will:

1. Assist all English Learners to achieve English proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs as well as promote participation by the parents/guardians of English Learners.
2. Appropriately identify students with limited English speaking ability.
3. Comply with State law regarding the Transitional Bilingual Educational Program (TBE) or Transitional Program of Instruction (TPI), whichever is applicable.
4. Comply with any applicable State and federal requirements for the receipt of grant money for English Learners and programs to serve them.
5. Determine the appropriate instructional program and environment for English Learners.
6. Annually assess the English proficiency of English Learners and monitor their progress in order to determine their readiness for a mainstream classroom environment.
7. Include English Learners, to the extent required by State and federal law, in the District's student assessment program to measure their achievement in reading/language arts and mathematics.
8. Provide information to the parents/guardians of English Learners about: (1) the reasons for their child's identification, (2) their child's level of English proficiency, (3) the method of instruction to be used, (4) how the program will meet their child's needs, (5) specific exit requirements of the program, (6) how the program will meet their child's individualized education program, if applicable, and (7) information on parent/guardian rights. Parents/guardians will be regularly apprised of their child's progress and involvement will be encouraged.

### **Parent Involvement**

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

## **PARENT INVOLVEMENT (TITLE I)– DISTRICT POLICY 6:170**

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools.

## Title I Parental Involvement

The District maintains programs, activities, and procedures for the involvement of parents/guardians of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts.

### District-Level Parental Involvement Policy and Compact

The Superintendent or designee shall develop a District-Level Parental Involvement Compact according to Title I requirements. The District-Level Parental Involvement Compact shall contain: (1) the District's expectations for parental involvement, (2) specific strategies for effective parent involvement activities to improve student academic achievement and school performance, and (3) other provisions as required by federal law. The Superintendent or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

### School-Level Parental Involvement Policy and Compact

Each Building Principal or designee shall develop a School-Level Parental Involvement Compact according to Title I requirements. This School-Level Parental Involvement Compact shall contain: (1) a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by federal law. Each Building Principal or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

## **RTI / MTSS PROGRAM**

Response to Intervention (RtI) is a multi-tier process to identify and support students with learning and behavior needs. The RtI process begins with high-quality instruction and universal screening of all children. Changes in federal and state laws have directed schools to focus more on prevention by addressing student needs earlier within the general education setting.

If assessments and observations indicate that your child is experiencing difficulty, your child will be placed in an intervention group and their progress will be monitored. Data from these tools and a variety of other sources will help us provide students with the best instruction. Information from assessments will guide instruction and keep the school and you aware of how your child is progressing.

Bradley Elementary School District believes in providing the highest quality of education to every student. We are committed to helping all students succeed. If you have any questions regarding RtI **please call Mrs. Selk at (815) 933-3371.**

## **STUDENT PRIVACY PROTECTION – DISTRICT POLICY 7:15**

### Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must be for the purpose of monitoring the quality of the District's educational programs or assisting students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

### Surveys Created by a Third Party

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section applies to every survey: (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.

### Survey Requesting Personal Information

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

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

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

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

## Instructional Material

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

## **STUDENT MEDICATION – DISTRICT POLICY 7:270**

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

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

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

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

### Self-Administration of Medication

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

### 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. The 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.

## **SCHOOL ADMISSIONS – DISTRICT POLICY 7:50**

### Age

To be eligible for admission, a child must be 5 years old on or before September 1 of that school term. Children who enter first grade must be 6 years old on or before September 1 of that school term. A child with exceptional needs who qualifies for special education services is eligible for admission at 3 years of age.

### Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent.

Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. A student will not be enrolled without a birth certificate. The school shall promptly make a copy of the certified copy for its records, place the copy in the student's temporary record, and return the original to the person enrolling the child. Upon the failure of a person enrolling a student to provide a copy of the student's birth certificate, the Building Principal shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case shall be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Principal shall so refer the case. The Principal shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board policy 7:60, *Residence*.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*.

The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U. S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year. Students who are children of active duty military personnel transferring will be allowed to enter: (a) the same grade level in which they studied at the school from which they transferred, if the transfer occurs during the District's school year, or (b) the grade level following the last grade completed.

## Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment. Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

## Student Transfers To and From Non-District Schools

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent or designee. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

## **EDUCATION OF CHILDREN WITH DISABILITIES – DISTRICT POLICY 6:12**

The School District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals with Disabilities Education Act (IDEA) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term "children with disabilities," as used in this policy, means children between ages 3 and 15 (inclusive) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education's Special Education rules, that special education services are needed.

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

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

### Students with IEP's

House Bill 3586, which amends Article 14 of the Illinois School Code requires school districts to provide draft copies of IEP paperwork to parents three school days prior to an IEP meeting. Draft copies will be sent home with your student. IEP documents are drafts of what will be proposed at your child's conference. No information or decisions have been finalized. All information may be reviewed, modified, or adjusted as needed at your child's IEP conference.

The District maintains related service logs that document the type and number of minutes of related services administered under a student's individualized education program (IEP). These related service logs will be available to parents/guardians at a student's annual review IEP meeting. Parents/guardians may also request a copy of any IEP related service log maintained for their child. Please direct any requests for a copy of a related service log for your child to Mrs. Lindsey Coffey, Director of Special Services.

## **EXTRACURRICULAR AND ATHLETIC CODE OF CONDUCT- DISTRICT POLICY 6:190, 6:190-AP, 7:240, 7:240-AP**

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day. Please refer to the Athletic Code of Conduct on the District webpage. Extracurricular or co-curricular activities are school-sponsored programs for which some or all of the activities are outside the instructional day. They do not include field trips, homework, or occasional work required outside the school day for a scheduled class. "Co-curricular activity" refers to an activity associated with the curriculum in a regular classroom and is generally required for class credit. "Extracurricular activity" refers to an activity that is not part of the curriculum, is not graded, does not offer credit, and does not take place during classroom time; it includes competitive interscholastic activities and clubs.

The Superintendent must approve an activity in order for it to be considered a District-sponsored extracurricular or co-curricular activity, using the following criteria:

1. The activity will contribute to the leadership abilities, social well-being, self-realization, good citizenship, or general growth of student-participants.
2. Fees assessed students are reasonable and do not exceed the actual cost of operation.
3. The District has sufficient financial resources for the activity.
4. Requests from students.
5. The activity will be supervised by a school-approved sponsor.
6. Athletes must be present for three (3) instructional hours a day in order to participate or attend extra-curricular activities unless prior arrangements have been made with the principal.
7. All participants must have a recently completed physical form on file in the school office to participate in a try-out, practice or game. A recent physical is defined as one, which has been completed within one year and one month (395 days) prior to the last date of participation in a sport.
8. Please register on the 8to18 website on our Bradley Central athletic page.

### Academic Criteria for Participation

For students in kindergarten through 8th grade, selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. Students must satisfy all academic standards and must comply with the activity's rules and the student conduct code.

### Student Activities and Sports

Bradley Central and West Schools are members of the Illinois Elementary School Association. Our teams and I.E.S.A. activities comply with I.E.S.A. rules and regulations. There are a variety of activities for students at Bradley Central School. Some of these are band, chorus, newspaper, scholastic bowl, art club, student council, basketball, volleyball, softball, baseball, cheerleading, wrestling, cross country, track, drama, math club, intramurals, and computer club.

Students who participate in extra-curricular activities must meet the requirements based on Board Policy, The Code of Conduct, and the requirements of the sponsors of those activities. Each sponsor will furnish specific requirements of each activity to the students participating in those activities. For more information, students should contact the sponsor or coach.

### **TRUANCY – DISTRICT POLICY 7:70**

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. **Once a student's absence reaches eight (8) days for the year, percentage rate is less than ninety-five percent (95%), all subsequent absences may be unexcused and considered chronic truants, unless they have a doctor's note or verifiable emergency.** 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 parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

### **ATTENDANCE - DISTRICT POLICY 7:70**

This policy applies to individuals who have custody or control of a child: (a) whose age meets the compulsory attendance age listed in State law, or (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age. Unless a student has already graduated from high school, compulsory attendance ages are as follows:

1. Before the 2017-2018 school year, students between the ages of 7 and 17 years.
2. Beginning with the 2017-2018 school year, students between the ages of 6 (on or before September 1) and 17 years.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, and (5) any child absent because his or her religion forbids secular activity on a particular day.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid excused absence includes illness, medical appointment, observance of a religious holiday, death in the immediate family, family emergency, court appearance, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Superintendent or designee. Unexcused absence includes any absence not reported to school, family vacations, illness beyond (8) times in a year, court appearance without documentation, and absence due to over sleeping, transportation issues, or family issues other than an emergency.

The administration reserves the right to handle each absence on a case-by-case basis.

### **SEARCH AND SEIZURES – DISTRICT POLICY 7:140**

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

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

## Students

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

When feasible, the search should be conducted as follows:

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

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

## Seizure of Property

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

## Notification Regarding Student Accounts or Profiles on Social Networking Websites

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

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

## **STUDENT BEHAVIOR– DISTRICT POLICY 7:190**

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

## When and Where Conduct Rules Apply

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

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

## Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes and vaping pens.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis, and oils unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.

- d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
- g. *Look-alike* or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (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.
- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

- 4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the **Weapons** section of this policy, or violating the **Weapons** section of this policy.
- 5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
- 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
- 9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
- 10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
- 11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
- 12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
- 13. Entering school property or a school facility without proper authorization.
- 14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
- 15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
- 16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
- 17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
- 18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.

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

20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.

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

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

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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

#### Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

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

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

Corporal punishment is prohibited. *Corporal punishment* is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

#### Isolated Time Out, Time Out, and Physical Restraint

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill.Admin.Code §§ 1.280, 1.285), and the District's procedure(s).

#### Weapons

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

1. A *firearm*, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/241).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including *look-alikes* of any *firearm* as defined above.

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

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

#### Re-Engagement of Returning Students

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

#### Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

#### Delegation of Authority

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

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

#### Student Handbook

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

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

### Gang & Gang Activity Prohibited

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

### Re-Engagement of Returning Students

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

### **CELL PHONES / ELECTRONIC DEVICES**

E-Readers, Kindles, Ipads - Ipods, and MP3/CD players are not to be used during regular school hours, unless pre-approval has been received from the building Principal. District #61 is not liable for damage or theft of personal property. Inappropriate use shall be subject to discipline measures.

Cell phones are allowed at school during the school day. Students are encouraged to secure phones in a purse, pocket, book bag, locker, etc. upon arrival to school. Consequences will be issued for continued cell phone violations, including text messaging, picture or videotaping. Camera phones, video taping, and inappropriate use of cell phones shall be subject to disciplinary measures. The sending, forwarding or possessing of inappropriate images at school is forbidden and consequence may result. District #61 is not liable for damage or theft of personal property.

Students can use cell phones before or after the school day in a designated marked area or supervised by a staff member of an event or practice. Parents who need to reach their child (or vice versa) should communicate through the phones in the school office.

### **SCHOOL DRESS CODE AND STUDENT APPEARANCE – DISTRICT POLICY 7:160**

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, hoodies, and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the classrooms.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

### Aggressive Behavior Reporting Letter and Form

Illinois law requires a school district to notify the parent or guardian of a child who engages in aggressive behavior, including such behaviors as bullying (105 ILCS 5/10-20.14). The School Board policy prohibits a student while at school from engaging in aggressive behavior that causes physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct. This early notification is intended to help all of us work together to avoid repetition of the behavior.

### **PREVENTION AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT - DISTRICT POLICY 7:180, 7:190, 2:260**

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

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

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

#### Definitions from 105 ILCS 5/27-23.7

Bullying includes cyberbullying 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.

Cyberbullying 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. Cyberbullying 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. Cyberbullying 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.

#### Complaint Manager:

Mr. Kevin Patterson

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Name

111 N. Crosswell Street

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Address

kpatterson@bradleyschools.com

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Email

815.933.3371

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## **USDA NONDISCRIMINATION STATEMENT**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

## **EQUAL OPPORTUNITY AND SEX EQUITY – DISTRICT POLICY 7:10, 2:260**

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure*.

### Sex Equity

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

Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

### Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

## **HARASSMENT OF STUDENTS – DISTRICT POLICY 7:20**

No person, including a School District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

### Sexual Harassment Prohibited

**The District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.**

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

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

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

#### Making a Complaint; Enforcement

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Reports under this policy will be considered a report under Board policy 2:260, Uniform Grievance Procedure, and/or Board policy 2:265, Title IX Sexual Harassment Grievance Procedure. The Nondiscrimination Coordinator and/or Complaint Manager shall process and review the report according to the appropriate grievance procedure.

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

Nondiscrimination Coordinator: Mr. Kevin Patterson  
Complaint Managers: Mrs. Lindsey Coffey and Mr. Kevin Patterson

#### **TEACHER QUALIFICATIONS – DISTRICT POLICY 5:190**

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

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

If you would like to receive any of this information, please contact the school office.

#### **HOMELESS CHILD'S RIGHTS TO EDUCATION - DISTRICT POLICY 6:140**

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

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law.

#### **ACCOMMODATING INDIVIDUALS WITH DISABILITIES – DISTRICT POLICY 8:70**

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others.

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

Each service, program, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

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

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

#### Care of Student with Diabetes

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

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. 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.

#### **STUDENT RECORDS - DISTRICT POLICY 7:340**

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

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

State and federal law grants students and parents/guardian certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child.

The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, the District will comply with an ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian. Upon request, the District discloses school student records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law.

The Superintendent shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

#### **PESTICIDES APPLICATION NOTICE- DISTRICT POLICY 4:160**

The Superintendent shall take all reasonable measures to protect: (1) the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials and (2) the environmental quality of the District's buildings and grounds. Before pesticides are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act, 225 ILCS 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/.

#### **SEX OFFENDER AND VIOLENT OFFENDER COMMUNITY NOTIFICATION- DISTRICT POLICY 4:170**

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

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/cmvo/>.

## **STUDENT ATHLETE CONCUSSION AND HEAD INJURIES – DISTRICT POLICY – 7:305**

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

1. Prepare for the full implementation of the Youth Sports Concussion Safety Act, that provides, without limitation, each of the following:
2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its *Protocol for NFHS Concussion Playing Rules* and its *Return to Play Policy*. These specifically require that:
3. Require all student athletes to view the Illinois High School Association's video about concussions.
4. Inform student athletes and their parents/guardians about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
5. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
6. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

## **SCHOOL VISITATION RIGHTS – DISTRICT POLICY 8:95**

In order to assure collaborative relationships between students' families and the District, and to enable parents/guardians to become active partners in their children's education, the Superintendent shall develop administrative procedures to:

1. Keep parents/guardians thoroughly informed about their child's school and education.
2. Encourage parents/guardians to be involved in their child's school and education.
3. Establish effective two-way communication between parents/guardians and the District.
4. Seek input from parents/guardians on significant school-related issues.
5. Inform parents/guardians on how they can assist their children's learning.

## **SAFETY DRILL PROCEDURES AND CONDUCT - DISTRICT POLICY 4:70**

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

### School Closings

There are times when it becomes necessary to close school due to inclement weather. During periods of heavy snow, parents are requested to listen to the local radio stations, and also by an Alert Now telephone call, for information concerning school closings. These are the stations used by Bradley District No. 61 for official announcements regarding school closings (**WKAN 1320 AM, WONU 89.7 FM, WVLI 92.7.1 FM, WFAV 95.1 FM, AND WYKT 105.5 FM**). The stations will be notified as early as possible on days when school will be closed.

There are other emergency situations, which may result in closing of school or delayed bus schedules. These will also be announced on the local radio stations. Updated emergency information will also be on the Bradley School Website. It is suggested that parents listen to the morning news reports on these stations especially during the winter months.

### Tornado and Disaster Warnings

During a tornado or other threatened disaster warning, at which time schools are in a state of emergency, no student will be released to the custody of anyone other than a parent or legal guardian unless there is on file at the school a signed statement by the parent or guardian giving us authority to release the child to that responsible adult. Our policy is to keep the children in the building in relative safety until the warning is lifted unless the parent or authorized adult comes in for the child. We would like to request the following: (1) instead of calling the school and tying up the phones, that you listen to the local radio stations for information; (2) that everyone refrain from rushing to the school until a dismissal time has been announced on the local radio stations, and by an telephone call; and (3) if you do come for your child during the alert that you remain calm so as not to add panic to an already tense situation. After dismissal, students may wait inside the building until transportation arrives.

## **HOME AND HOSPITAL INSTRUCTION – DISTRICT POLICY 6:150**

A student who is absent from school, or whose physician anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rules governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than 5 school days after receiving a physician's written statement. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

## **COMMUNICABLE DISEASES – DISTRICT POLICY 7:280**

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the School Board's policies. The Superintendent will develop procedures to safeguard these rights while managing health and safety concerns.

## **FIELD TRIPS – DISTRICT POLICY 6:240**

Field trips are encouraged when the experiences are a part of the school curriculum and/or contribute to the District's educational objectives. All field trips must have the Superintendent or designee's prior approval, except that field trips beyond 30 miles or extending overnight must have the prior approval of the School Board. The Superintendent or designee shall analyze the following factors to determine whether to approve a field trip: educational value, student safety, parent concerns, heightened security alerts, and liability concerns. On all field trips, a bus fee set by the Superintendent or designee may be charged to help defray the transportation costs.

Parents/guardians of students: (1) shall be given the opportunity to consent to their child's participation in any field trip, and (2) are responsible for all entrance fees, food, lodging, or other costs, except that the District will pay such costs for students who qualify for free or reduced school lunches. All non-participating students shall be provided an alternative experience. Any field trip may be cancelled without notice due to an unforeseen event or condition.

## **STUDENT WITH FOOD ALLERGIES– DISTRICT POLICY 7:285**

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.

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

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

## **SEX EDUCATION INSTRUCTION– DISTRICT POLICY 6:60**

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

## **RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE – DISTRICT POLICY 7:80**

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

The Superintendent shall develop and distribute to teachers appropriate procedures regarding student absences for religious reasons and include a list of religious holidays on which a student shall be excused from school attendance, how teachers are notified of a student's impending absence, and the State law requirement that teachers provide the student with an equivalent opportunity to make up any examination, study, or work requirement.

## **ACCESS TO ELECTRONIC NETWORKS**

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

### **Curriculum and Appropriate Online Behavior**

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, *Curriculum Content*, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyberbullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

### Acceptable Use

All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. The District's *Authorization for Electronic Network Access* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

### Internet Safety

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

### **GRADING AND PROMOTION – DISTRICT POLICY 6:280**

The Superintendent shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the Illinois *Assessment of Readiness (IAR)* and/or other assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted

### **VISITORS – DISTRICT POLICY 8:30**

The following definitions apply to this policy:

**School property** - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored event.

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

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property.

The security system Bradley School District uses is called **Hall Pass** and it helps track visitors, students, faculty, and volunteers at our schools, thus providing a safer, more monitored environment for the students. When visitors, volunteers or parents check in or come to pick up students, they will be asked to present a valid state issued ID before entering our schools. The security system has the ability to provide alert on people who may jeopardize the safety of our schools. We feel certain this will help keep our schools safer, and ask for your cooperation in presenting your valid state issued ID when checking in at the entrance of our schools. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

The Superintendent or designee shall manage a program to allow community use of school facilities on non-school days provided they are not being used for school purposes. Hours of use will be set by the Administration.

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

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee. The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, or any other person;
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language;
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device. An individual licensed to carry a concealed firearm under the Illinois Firearm Concealed Carry Act is permitted to: (a) carry a concealed firearm within a vehicle into a parking area controlled by a school or the District and may store a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area, and/or (b) carry a concealed firearm in the immediate area surrounding his or her vehicle in a parking area controlled by a school or the District for the limited purpose of storing or retrieving a firearm within the vehicle's trunk.

4. Damage or threaten to damage another's property;
5. Damage or deface school property;
6. Violate any Illinois law, or town or county ordinance;
7. Smoke or otherwise use tobacco products;
8. Distribute, consume, use, possess, or be under the influence of an alcoholic beverage or illegal drug; be present when the person's alcohol or illegal drug consumption is detectable, regardless of when and/ or where the use occurred;
9. Use or possess medical cannabis;
10. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
11. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board;
12. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive;
13. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding;
14. Violate other District policies or regulations, or a directive from an authorized security officer or District employee; or
15. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

#### Convicted Child Sex Offender

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

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

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

#### Enforcement

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

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

#### Procedures to Deny Future Admission to School Events or Meetings

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

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

#### School Messenger Communications

Keeping you informed is a top priority of the Bradley School District. That's why we will continue to have the School Messenger Notification Service, which will allow us to send a telephone or email message to you providing important information about school events or emergencies. School Messenger is a rapid communication system the Bradley School District will continue using to notify parents in the event of an emergency, school closing, or general events occurring at the school district.

If an emergency occurs that requires the immediate evacuation of the school building for a long period of time in inclement weather, the children will be taken to another school building for shelter. Parents will be notified by announcements over the radio stations listed below, and if needed, by a telephone call of the location and dismissal time.

Any time there is a large amount of snow, or if for any other reasons you question whether school will be in session, tune your radio to the local stations listed below. When school is closed there will be a School Messenger announcement beginning as early as possible, preferably before 6:00 a.m. If school is to be in session, no announcement will be made. Please do not call the radio station, the school officials, or the school.

### Emergency Situations and Procedures

If an emergency occurs in which school must be dismissed early and the children sent home, parents will be notified as soon as possible by announcements over the local radio stations, and by a School Messenger communication telephone call. Updated emergency information will also be on the Bradley School Website. Your child should know where to go if you should be unavailable in such a situation.

### School Grounds

All grounds and facilities owned or controlled by the School District shall be closed to the public from 8:30 p.m. to 6:30 a.m. It shall be unlawful for any person or persons, except employees and members of the School District whose duties require their presence, or persons who have obtained permission to occupy or be present in or on any school grounds during those hours.

### Disturbing the Peace

Any person or persons who willfully disturb the peace and quiet of any school premises or adjacent territory by loud or unusual noise, threatening, quarreling, challenging to fight, or fighting, or whoever in a threatening manner displays any deadly weapon, or does any act in such unreasonable manner as to alarm or disturb another and provoke a breach of the peace shall be prosecuted for disturbing the peace or other offenses as prescribed by law.

### Property Damage

Any student who destroys or defaces school property shall be required to pay in full for such damage. Further disciplinary action and/or prosecution may be warranted.

### No Smoking

Students and adults are not permitted to smoke on or adjacent to the school grounds, while under school supervision, or in attendance at any school sponsored activity. No student is to bring cigarettes or other types of tobacco to school. Matches and lighters are not to be brought to school.

## **GENERAL INFORMATION**

### Scooters, Skateboards, Heelys, Roller Blades, Motor Bikes, and Bikes

Children attending Bradley Elementary Schools are prohibited from driving any motor driven vehicle to school. Bicycles are to be parked in the bike racks. Students are prohibited from playing or loitering in the area at any time. Students are not to ride bicycles, scooters, skateboards or rollerblades on school property. Scooters, skateboards, Heelys and rollerblades are not permitted on buses.

### Vision Screenings

Vision Screenings are conducted by a Certified Vision Technician for grades Early Childhood, Pre-K, Kindergarten, 2nd, 8th and all students with individual educational plans. All Illinois kindergarten students must have an eye exam by a licensed optometrist or ophthalmologist. 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 form indicating that an examination has been administered within the previous 12 months. Waiver forms are available for individual cases and can be obtained from the school nurse for Kindergarten students. (105 ILCS 5/27-8.1)

### Dental Exams

All children entering Kindergarten, second grade and sixth grade must show proof of having a dental exam. Parents/guardians must submit proof of such examination at least 60 days before May 15th of each school year per Public Act 095-0297. Waiver forms are available for individual cases and can be obtained from the school nurse. (105 ILCS 5/27-8.1)

### Insurance

District 61 makes available accident insurance for all students whose parents wish to pay the premium. Insurance information will be distributed through the schools. The fee for this insurance is nominal and, although it is not required, all students are encouraged to take it. Students taking part in interscholastic or intramural athletics must have school insurance or have a school district insurance waiver signed by parents and on file in the school office.

### Lockers

Students are to occupy assigned lockers and are responsible for any damage that might occur. A student's locker is the property of the school and must be used for the purposes intended; a storage area for books, school supplies and garments. If school officials have a reasonable suspicion that the student has placed illegal or dangerous materials or substances in locker, school officials may then search the locker with or without the student's knowledge or consent. Students should not keep anything in their lockers that they would not want anyone else to find.

### Valuables

Students are not to bring radios, CD / I-pod player, and other valuable items to school. The school will furnish equipment used on the playground and none is not to be brought by the students. Collector cards and other "trading" items are not allowed at school.

### Accidents

Any accident occurring in the school building, on school grounds, at practice sessions, athletic events, or at any school-sponsored activity must be reported to the teacher or the sponsors supervising the activity. First aid procedures for any injuries will be followed at all times.

### Lost and Found

Students and parents are encouraged to check the Lost & Found area for lost items. Each year we have items that are unclaimed. Please use some type of identification for your child's items.

### Physical Education and Sports

Students are required to wear tennis shoes when they have physical education in the gymnasium. This is a safety factor for the students and a protective factor for the gymnasium floor. All students in grades 6-8 are required to wear an approved gym suit at Central School – a red T-shirt, black shorts (or BBCHS uniform), sweat socks, and tennis shoes (separate from regular school shoes). Everything but the shoes will be taken home on Fridays and washed.

Gym suits may be purchased locally. In hardship cases, if the student's parents will telephone, the teacher we will try to help with clothing until the family can take care of it. A doctor's permit is required for a student to be excused from taking physical education. A note from a parent will not excuse a student from dressing for class. Teachers will consider some modified activity when the child has a temporary condition or minor injury. Sixth thru eighth grade students are issued a lock and a locker. There is no charge unless a student loses his lock; then he is expected to pay for it and we will issue a new lock. Locks other than school locks are not allowed.

Sixth through eighth grade students should never leave clothing in a locker that is not locked. Students may lock clothing in their hall locker for a few days if they lose their P.E. lock. The school is not responsible for lost locks or lost clothing. Locks are provided and almost all lost articles are a direct result of the student's irresponsibility. We recommend that names be put on everything in indelible ink. No student will be permitted to participate in any interschool or intramural athletic activities unless the student has school insurance or a School District Insurance Waiver is properly completed and on file in the school office. Students and parents will be required to sign the Code of Conduct form they will receive from their coach.

### Leaving School Procedures

When a student is released from school prior to the scheduled dismissal for that day, that student shall be discharged from a school only to the student's parent(s) or guardian or to a person designated in writing on the Pupil Emergency Information Card by the parent(s) or guardian to receive the student. The school district staff shall refuse to release a student to any person, whether related or unrelated to the student, who has not been authorized, in writing, by the legal custodial parent(s) or guardian to receive the child. Persons not known to the staff shall be required to provide a driver's license (with photo) or photo identification card issued by the Illinois Secretary of State to establish their identity prior to a student's release to them.

### Notes and Messages

It is requested that the parents give their children any special instruction for the day prior to the time children leave for school. (Example: Go to a relative's house instead of going home after school). Also, to avoid confusion and misunderstanding, please take time to write a note providing us with information we should have. This signed note must be approved by the building principal. Except in emergencies, students are not called to the telephone and are not permitted to use the telephone to call home.

