

# DUPO COMMUNITY SCHOOL DISTRICT #196

BLUFFVIEW ELEMENTARY SCHOOL  
905 BLUFFVIEW ELEMENTARY SCHOOL LANE  
DUPO, IL 62239  
286-3311

## STUDENT- PARENT HANDBOOK

### TABLE OF CONTENTS

(page numbers are approximate due to printing variations)

Absences	
Excused	8
Unexcused	8
Accommodations -504	10, 27
Address Changes	7
Allergies	32
Arrival	4
Asbestos	30
Assemblies	34
Athletics	35
Attendance	8
Bell Schedule	4
Bullying	15
Bus Guidelines - routes	23
Bus Rules	24
Bus Notes	24
Cafeteria	
Allergies	32
Breakfast	26
Free/Reduced Meals	26
Home Lunch	26
Payment	26
Cancellation of School	5
Chaperones	33
Chorus	35
Cell Phones/Electronics	17
Civil Rights	28
Computer	
Class	34
Rules	17
Corporal Punishment	23
Counseling	27
Day - Length	4
Diabetes	32
Discipline Expectations	15
Discipline Procedures	18-22
Dress Code	17
Drugs	15
Early Dismissal	5
Emergency	
Names	7
Phone numbers	7
End of Day Procedures	7
Bus	24

Enrollment	5
Exclusion	
Physical Education	34
Recess	25
Extra-curricular	35
Faculty	
Names	4
E-mail	4
Fees	
Payment Schedule	9
Waiver	9
Field Day	34
Field Trips	34
Food Brought to School –Treats	33
Fun Day	34
Grading	13
Grievance Procedures –Title IX & 504	27
Guardianship	5
Health Requirements	
Dental	7
Medical Exam/Immunizations	6
Enrollment	6
Vision	7
Home Instruction	33
Homeless Students	6
Homework	15
Honor Roll	15
Insubordination	15
Internet/Computer Rules	17
Invitations	33
Late to School	8
Library	34
Locker Rights	23
Make Up Work	8
Medication/Medicine	
Administration	30
Communicable Disease	31
Diabetes	33
Enrollment	6
Screening (Vision & Hearing)	32
Mission Statement	
Bluffview Elementary	4
District #196	4
Off Campus Conduct	17
Parent Accommodations (504)	10
Parent Involvement Policy (Title I)	11-12
Parent -Not at Home	25
Parent Portal	10
Parent – Sex Offender Information	10
Parent Visitation Rights	9
Parties	
General	33
Party Invitations	33
Treats	33

Perfect Attendance	34
Pesticide Information	30
Phone Usage	
Classroom	13
Cell phone - student	17
Physical Education	34
Physical Restraint	23
Progress Reports	14
Promotion Ceremony	14
Promotion Policy	14
Pupil Rights Act	29
Reading Counts	34
Recess/Playground	25
Records	28
Report Cards	14
Residency	5
School Board Information	4
School Improvement Days	5
Screenings -Hearing and Vision	32
Search and Seizure	17
Sex Equity	27
Grievance	28
Sex Offender Information	10
Sexual Harassment	30
Sign-In/Sign-Out Procedures	9
Special Education Services	26
Student Council	34
Teacher Qualifications	13
Teacher Selection	13
Textbooks	9
Time-Out (Isolated)	23
Title I	33
Truancy	8
Vandalism	17
Volunteers	10
Visitors	9
Weapons	16
Weather	
Cancellations	5
Recess	26

## **BLUFFVIEW ELEMENTARY FACULTY & OFFICE STAFF**

Staff members e-mail and contact information can be found at [www.dupo196.org](http://www.dupo196.org).

## **DUPO CUSD 196 SCHOOL BOARD**

School Board members contact information can be found at [www.dupo.196.org](http://www.dupo.196.org). Meetings are generally held on last Tuesday of the month in high school ROTC room. Contact Unit office for details.

## **WELCOME**

Welcome to Bluffview Elementary School! Dupo District #196 is happy to have your child enrolled in our school. We believe strongly that each and every child should be given the opportunity to obtain a quality education. This handbook outlines the basic information that the district feels you should be aware of in order to help your child succeed. Additional and supportive policies can be found online. Contact your building principal if you need access to a computer. No pupil in the district is excluded from or segregated within any school on account of his or her color, race, nationality, religion, sex, sexual orientation, ancestry, age, marital status, or physical or mental handicap or status of being homeless. If you have concerns, you may contact Mrs. White at 618-286-3311 or Dr. Carpenter at 618-286-3214.

Please take some time to read and discuss the information and guidelines in this handbook with your child. If you have any questions or desire clarification on any item(s), please call the Bluffview Elementary Office (286-3311). The staff will be happy to assist you in any way we can. Pre-K students will be given additional guidelines and procedures as part of student registration.

## **DISTRICT MISSION STATEMENT**

The mission of Dupo Community Unit School District #196 is to meet the needs of individual students through a broadly based curriculum that prepares all learners to problem solve and communicate in the Twenty-First Century.

## **BLUFFVIEW ELEMENTARY SCHOOL MISSION STATEMENT**

The mission of Bluffview Elementary School is to provide a safe and enriching environment where all students are challenged to develop the social and academic skills to become life-long learners.

## **THE SCHOOL DAY**

The school day begins at 8:00 and ends at 2:30 for students in grades K-6. Students who arrive after 8:00 are considered late to school (absent). Students should not be on school grounds before 7:15.

## **STUDENT ARRIVAL**

All non-bus riding students will arrive on school grounds and enter through the double front doors only. Students walking or riding their bikes must travel on the designated areas on Bluffview Elementary Lane. Students are not to trespass across the ball diamond or "Little" woods to arrive on school grounds. Bus riders will enter school through the designated double doors near the bus drop off area in the back of the school. Only buses and staff are permitted in the bus loading areas during the hours of 7:00 - 3:30 on school days. No students should go around the school to reach the playground. Students should report directly to breakfast/cafeteria or the playground when they arrive to school. In cases of poor weather, the students will report to the gymnasium or the cafeteria.

WEATHER: The decision to go outside on wet or cold days is difficult, and there is no perfect way of determining if children should be outside. Students that are not feeling well or are underdressed will be kept inside. Please dress your child appropriately for the weather.

### **BELL SCHEDULE**

- 7:15 – First Bell: Students can enter school building
- 7:45 – Second Bell: Students line up from playground to enter school.
- 8:00 – Third Bell: Instructional Day Begins
- 2:25 – First Bell: Students begin to line up to exit.
- 2:30 – Second Bell: Students exit building for pick-up or bus

### **EARLY DISMISSAL**

All Students are dismissed at 1:30 on these days:

1. First Monday of every month
2. Day before Thanksgiving
3. Two days prior to Winter Break
4. Two days of student attendance

### **SCHOOL IMPROVEMENT DAYS**

Throughout the school year, Dupou CUSD 196 will conduct School Improvement Days. During this time, teachers work on various projects and/or receive training to improve the school district. On these dates, students will be dismissed at 11:50. Breakfast will be provided to students, but lunch will not be offered. All pre-kindergarten and early childhood classes will be cancelled.

### **CANCELLATION OF SCHOOL / EARLY DISMISSAL DUE TO WEATHER**

In the event of school cancellations due to poor weather, tune to KMOX 1120 AM radio or television channels 2, 4, & 5 for school closings. The school will use the School Reach System to call cell phones and home phones on the call lists.

If students need to be dismissed early because of weather conditions, parents need to monitor the radio and television stations listed above for current information. It is very important to discuss with your child exactly what they are to do in case of an emergency early dismissal. It will be impossible for the school to notify all parents in the event of an early dismissal.

### **ENROLLMENT**

Enrollment of a new student requires:

1. Proof of residency in District #196 by a custodial parent or guardian
2. Student Transfer Form – All students enrolling in a public school must provide a student transfer form if coming from another Illinois public school.
3. Original birth certificate or certified copy of a birth certificate for students first time in school or enrolling from a home school.
4. Immunization Records & Health Records– See “School Health Requirements”.
5. The school may delay the first day of student attendance after enrollment is complete in order to maintain a safe and productive learning environment for all its students.

## PROOF OF RESIDENCE AND GUARDIANSHIP

Illinois law requires students to attend school in the school district in which they reside. The law states that the residence of the person who has legal custody of the child is the residence of the child. For purposes of school enrollment, the term "legal custody" is defined by section 10-20.12 (b) of the Illinois School Code.

1. Custody exercised by a natural or adoptive parent with whom the child resides.
2. Custody has been granted by a judge to a person with whom the pupil resides for reasons other than to have access to the educational programs of a school district.
3. Custody exercised under terms of a statutory short – term guardianship. Within 60 days of a pupil's enrollment that guardian must obtain a court order establishing permanent guardianship and granting custody to the person with whom the pupil resided for reasons other than to have access to the educational programs of the school district.
4. Custody exercised by an adult caretaker relative who receives aid from the Illinois Department of Public Aid for the pupil who resides with the adult caretaker for purposes other than to have access to the educational programs of the school district.
5. Custody exercised by an adult who demonstrates that he or she has assumed and exercises legal responsibility of the pupil and provides the pupil with a regular fixed nighttime abode for purposes other than to have access to the educational programs of the school district.
6. If a pupil's change of residence is due to the military service obligation of the person with legal custody of a student, as defined by the above-referenced section, (with a written request from this person), he/she can maintain his/her residency as determined prior to the military obligation.

Under normal circumstances, any pupil who is not a resident of the school district must be charged tuition.

Anyone who knowingly enrolls or attempts to enroll in the school district on a tuition-free basis a pupil who is known by that person to be a non-resident of the school district is guilty of a Class C misdemeanor.

Anyone who knowingly presents false evidence to a school district regarding the residency of a pupil for the purpose of enabling that pupil to attend any school in the school district without payment of non-resident tuition is guilty of a Class C misdemeanor.

Dupo Community Unit School District requires parents or guardians of pupils to prove that they do, in fact, reside within the boundaries of the school district. Parents or guardians of non-residents are required to pay tuition to the school district in the amount set by state law. Any student who changes their address during the school year must reprove residency to be admitted into the school district for the following year.

The school may ask delay the first day of student attendance after enrollment is complete in order to maintain a safe and productive learning environment for all its students.

## HOMELESS STUDENTS

The McKinney-Vento Act governs the rights of homeless students. A homeless student is a student who does not have a regular, fixed place of residence. Homeless students have special rights in regard to school choice, transportation, and proof of residency. If you have any questions, please contact the Superintendent of Schools at 286-3812 ext 2117 for more information.

## SCHOOL HEALTH REQUIREMENTS

PHYSICAL EXAMINATIONS - Students entering Preschool, Kindergarten and Grade 6 must have a health examination performed and signed by a physician, physician assistant or advanced practice nurse. Physicals must be submitted on the IDPH Certificate of Child Health Examination Form. This exam is due on the first day students attend school. Students transferring to the district from another district, in or out of state, have until October 15<sup>th</sup> to comply with this requirement, or 30 days from the date of enrollment if enrolling after October 15<sup>th</sup>.

Transfer students will be considered in compliance until the school receives the student's health record. If the health examination requirement is not met or is not received, proof of a health examination must be provided within 30 days. Out of state transfer students with an up to date physical not on the IDPH Certificate of Child Health Examination Form, but containing comparable information, will be considered in compliance.

IMMUNIZATIONS - All students entering any grade must present proof of immunity from disease in accordance with the Illinois Department of Public Health Rules. This information is due the first day of school.

Transfer students from other school districts will be considered in compliance until the school receives the student's immunization record. If all immunization requirements are not met or immunization information is not received, proof of immunity must be provided within three weeks.

Persons who object to immunizations due to religious beliefs shall complete the Illinois Religious Exemption Form and turn it in to the principal stating their objections. The request is subject to approval by the administration and medical staff.

Students who are medically unable to receive immunizations must submit a letter from their physician certifying that the specific immunization is medically inadvisable.

**Students not in compliance with the above health requirements will be exclude from school attendance until requirements are met.**

DENTAL EXAMS - Students in Kindergarten, Second Grade, and Sixth Grade are required to undergo a dental exam before May 15<sup>th</sup> of the current school year. Students must present proof of the exam or verify that an exam is scheduled within 30 days of the May 15<sup>th</sup> deadline. Please contact the school nurse for details. **Following state law, students who have not met this requirement will not be given a report card.**

VISION EXAM - Students entering kindergarten will be required to have a comprehensive eye exam by an ophthalmologist or a doctor of optometry. The proof of the examination must be provided to the school office by October 15 of current school year. Please contact the school nurse for details. **Following state law, students who have not met this requirement will not be given a report card.**

### EMERGENCY NAMES / CHANGE OF ADDRESSES AND PHONE NUMBERS

As part of the enrollment process, parents are asked to fill out an enrollment form asking for permission to transport in the event of a medical emergency and whom to contact in the event of an emergency. IT IS VERY IMPORTANT TO NOTIFY THE SCHOOL IF YOU CHANGE ANY EMERGENCY INFORMATION! Phone numbers and addresses have to be kept current for your child's well being.

## END OF DAY PROCEDURE

For your child's safety, an end of day procedure will be enforced. Whether a child is picked up by a parent, walks home, or rides the bus *any* change in a student's end of day procedure must be done in writing (or if it is an emergency, by phone no later than 1:30). If a parent/guardian arrives between 2:00 - 2:30 without prior written or phone notification, the student will follow their usual end of day procedure, unless it is an extreme emergency. The administration has the right to deny any parent the courtesy of making changes to the end of day procedure by telephone or in writing.

Pre-Kindergarten – Students who are picked up with an older sibling (not cousins, going to same baby sitter, etc) can be picked up at 2:30. This should remain consistent throughout the school year. All other students are picked up at 2:00. **Pick-up procedures are strictly enforced.** Bus riders – see bus riders

## ATTENDANCE/EXCUSED-UNEXCUSED ABSENCES

It is very important that each student attend school on a daily basis. Only by attending classes regularly will the student be able to progress smoothly throughout the school year. Under the new ESSA Law, student that have 10% or more of excused and unexcused absences fall under Chronic Absenteeism. (This excludes medically certified home/hospital instruction and absences pertaining to death of a family member.)

Parents are asked to telephone the school office before 9:00 a.m. each day their child is absent. If a child is absent and no call is received, an attempt will be made to contact the parent before 11:00 a.m. Upon returning after an absence, parents should send a note explaining reason of the absence. After a student's tenth absence during a school year, a doctor's note will be required to excuse an absence due to illness.

EXCUSED ABSENCES- The following reasons for a student absence is considered excused:

1. Death in the immediate family.
2. Serious illness of a member of the immediate family.
3. Illness of the student.
4. Medical appointment for the student which cannot be taken care of after school or on a weekend.
5. Other absences which have had the prior approval of the school principal.
6. Absences which merit special consideration by the principal.

MAKE-UP WORK- The school will allow one day for each day of excused absence for the student to complete assignments missed during the student's absence. Unless arrangements are made with the teacher, student work not completed in the allotted time will be given the lowest possible grade (0 or an F).

**If a parent wishes homework to be gathered for an absent student, the request must be called in by 9:00 a.m.** The homework can be sent home with another student or picked up in the office between 2:45-4:00. Homework will only be collected when a student is absent for 2 or more days or the absence is pre-arranged.

UNEXCUSED ABSENCES: Absences without a valid reason or without contact from the parent either by note or telephone will be considered unexcused. After the tenth absence in a school year, the administration will require a doctor's note to excuse the absence due to illness.

Steps in moving toward truancy petition to the State's Attorney Office



1. After the third day of unexcused absence, a letter is mailed home from the building administration.
2. After the sixth day of unexcused absences, a letter is mailed home from district office stating time, date, and location of their appearance at a local truancy review board. (Local truancy review board designs district interventions for the truant.)
3. After the ninth day of unexcused absences, a letter is mailed to the home from the ROE stating time, date and location of their appearance at the Regional Truancy Review Board. (This Review Board designs interventions for truant students.)
4. After nine unexcused absences and an appearance before the Regional Truancy Review Board, a petition may be filed with the St. Clair County State's Attorney; it will be set for an adjudicatory hearing within ten (10) days and acted upon within thirty (30) days.

### **TRUANCY**

A student that misses school with an unexcused absence is considered truant. Corrective action will be taken for truant students. Corrective action includes, but is not limited to, a conference, in-school suspension, after-school detention, counseling, loss of recess, suspension from school, and turning the matter over to the truancy officer.

Any parent who knowingly permits a child to miss school without valid reason or who gives false information regarding a child's absence may be in violation of the law.

### **LATE TO SCHOOL**

A student is considered absent when they are not in the building by 8:00. All students who are late to school must receive an admit slip from the office before they can go to class. Unexcused absences, including being late to school, are considered truant behavior. (See truancy) Students are not considered late if their late arrival is due to a late bus or if they have a doctor's excuse for that day.

### **STUDENT SIGN - IN/ SIGN- OUT**

**SIGN-IN:** When a student arrives late to school, bring your child into the office and sign them in to school. The student will receive a pass and be allowed to return to class.

**SIGN-OUT:** If a student needs to leave early, please write a note or call in advance. PARENTS/GUARDIANS NEED TO REPORT TO THE OFFICE, NOT THE CLASSROOM, TO PICK UP A STUDENT. The parent/guardian needs to keep the list of people who are allowed to sign-out a student updated in the office. Identification can be required for any person wishing to sign-out a child during the school day. NOTE: A biological parent has the right to pick up a child even if they are not on the enrollment list. The school must have a current court order to prevent this action. Please do not arrive unannounced or call between 2:00 or 2:30 to sign-out your child. The administration will only release your child to you during this time in an extreme emergency.

### **CONSUMABLE FEE/WAIVERS**

The consumable supply fee is set annually by the Board Of Education. Please call the office for the current school year rate. If a student moves during the first semester, there will be a pro-rated refund for the time the student attended. If a student moves after the first semester, no refund will be made. All fees must be paid before an official transcript is released. Fees that are not paid will be accumulated. The office will design a payment schedule for parents who are unable to afford the fee at the time of enrollment or registration.

Upon request, the school office will provide parents with applications for a waiver of school fees. Families who receive Aid for Families with Dependent Children or who are eligible to receive free lunches may be eligible for a fee waiver. The principal will evaluate each request. A fee waiver must be applied for and approved for every school year. Fee waivers cannot be applied for outstanding fees from previous school years.

### **TEXTBOOKS**

Each teacher keeps a record of the books each student has been issued. Students are asked to use all materials properly so they give the school the longest possible service. Parents/guardians are expected to pay for repair or replacement costs of materials damaged or lost. A fee waiver does not release the parent/guardian of the obligation to pay for the repair or replacement of textbooks. All fees accumulate and must be paid in full before an official transcript is released.

### **VISITORS**

We are always happy to have parents and guests visit our school. However, guests should keep in mind the need for safety and the integrity of the instructional day. In keeping with policies established by Dupu Community Unit School District #196, all visitors must report to the school office before visiting the building. All visitors must sign in the office and wear a Visitor ID, which is visible to students and staff. In order for your child's teacher to have time to talk with you, please arrange an appointment through the office. The teacher's day begins at 7:45. This arrangement allows us to provide uninterrupted instructional time for your child. Some parents may wish to observe their child in a classroom setting. These visits will be limited to 1 per year unless the visits are pre-arranged through the administration, teacher, or social worker. We ask for your support in helping us provide maximum time for the instruction and safety of your child.

### **PARENT VISITATION RIGHTS**

Parents of students attending Illinois schools who work for employers who employ at least 50 or more individuals in Illinois have certain rights under the School Visitation Rights Act. 820 ILCS 147/1 Employed parents who have worked for an employee for six consecutive months, who work at least half-time, and who are unable to meet with educators because of a work conflict must be given leave up to 8 hours during the school year to attend school conferences or classroom activities related to the employee's child if the conference or classroom activities cannot be scheduled during non-work hours. However, no more than 4 hours of this time can be taken on any given leave under this Act may not be taken unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the employee, except sick leave and disability leave. Advance notice must be provided to employers. The District will provide documentation of parents' use confirming the date and time of each such school visitation upon a parent's request for such documentation. For regularly scheduled, non-emergency visitations, the District will make time available for visitation during both regular and evening hours, when it is practical and the District is readily able to do so.

### **PARENT PORTAL**

Parents can sign up to use the district's parent portal. The parent portal allows parents to view their child's attendance, lunch accounts, and grades. If you would like to sign up contact the school office.

### **NOTICE OF ACCOMMODATIONS**

Bluffview Elementary School will provide accommodations for parents or guardians with disabilities at parent/guardian conferences, school programs, or school board meetings. Parents

or guardians who require accommodations or who have questions about access should contact the school at 286-3311.

### SEX OFFENDER INFORMATION

Parents can find information regarding sex offenders at the website: [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/)

### CLASSROOM VOLUNTEERS

Bluffview Elementary School actively promotes parents/guardians/community members to become classroom volunteers. Classroom volunteers are a necessary component of a successful learning environment. Some activities done by volunteers include copying papers for teachers, assisting children with basic skills, decorating bulletin boards, demonstrating life skills, and organizing art projects. If someone would like to volunteer in a classroom, please contact the social worker (volunteer coordinator) at ext. 3425. **In accordance with state law, background checks are required for all volunteers.**

A volunteer:

1. Will never use tobacco products when they are on a school function.
2. Will never use profanity or make suggestive remarks.
3. Will dress according to the parameters for student dress as detailed in the student handbook.
4. Will never use any alcoholic beverage or be under the influence of alcohol or drugs during their volunteer time.
5. Will follow proper sign-in/sign-out procedures.
6. Will refrain from making comments about students or staff in a public forum as a result of information obtained while volunteering.
7. Will bring all concerns about students and staff to the social worker or school administration as soon as possible.

Failure to follow these guidelines can result in the loss of volunteer privileges.

### BLUFFVIEW PARENTAL INVOLVEMENT POLICY

#### PART 1: GENERAL EXPECTATIONS

Bluffview Elementary School agrees to implement the following statutory requirements:

- Consistent with section 1118, the school will work to ensure that the required school level parental involvement policies meet the requirements of section 1118 of the ESEA and each include, as a component, a school – parent compact consistent with section 1118(d) of the ESEA.
- School will notify parents of the policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy will be made available to the local community and updated periodically to meet the changing needs of parents and the school.
- In carrying out the Title I, Part A, parental involvement requirements, to the extent practicable, the school will provide opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understanding and uniform format and including alternative formats upon request and, to the extent practicable, in language parents understand.
- If the school-wide program for Title I, Part A, developed under section 1114(b) of the ESEA, is not satisfactory to the parents of participating children, the school will submit any parent comments with the plan when the school submits the plan to the school district.

- The school will involve the parents of children in Title I, Part A schools in decisions about the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less 95 percent of the 1 percent reserved goes directly to the school.
- The school will build its own and the parent's capacity for strong parental involvement, in order to ensure effective involvement of parents to support a partnership among the school, parents, and community to improve student academic achievement.
- The school will be governed by the following statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with this definition:  
 Parental involvement means the participation of parents in a regular, two - way, and meaningful communication involving student academic learning and other activities, including ensuring
  - (A) that parents play an integral role in assisting their child's learning;
  - (B) that parents are encouraged to be actively involved in their child's education at school;
  - (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
  - (D) the carrying out of activities, such as those described in section 1118 of the ESEA.

PART 2: DESCRIPTION OF HOW SCHOOL WILL IMPLEMENT REQUIRED SCHOOL TEMPLATE PARENTAL INVOLVEMENT POLICY COMPONENTS

- Bluffview Elementary School will take the following actions to involve parents in the joint development of its parental involvement policy plan under section 1118 of the ESEA:
  - (A) Invite parents to PTO meetings;
  - (B) Review School Improvement Plan and make recommendations for school improvement at PTO meetings.
- Bluffview Elementary School will hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at time convenient for parents. The school will invite all parents of children participating in Title I, Part A programs to this meeting, and will encourage them to attend by:
  - (A) Sending home notices about parent meetings;
  - (B) Holding a parent meeting for Title I at open house;
- Bluffview Elementary School will provide parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet by:
  - (A) Handing out handbooks with information included on the first day of school;
  - (B) Having parents sign Title I Compact.
- Bluffview Elementary School will at the request of parents, provide opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of the children. The school will respond to any such suggestions as soon as practicably possible by:
  - (A) Having phone access to teachers;
  - (B) Holding parent-teacher conferences twice per year;
  - (C) Having daily conference times for teachers to meet with parents;
  - (D) Sending daily written notification through homework folders.
- Bluffview Elementary School will provide each parent an individual student report about the performance of their child on the State Assessment in at least math, language arts, and reading by:
  - (A) Sending home the PARCC test results in grades 3-6;

- Bluffview Elementary School will take the following actions to provide each parent timely notice when their child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002) by mail.
- Bluffview Elementary School will provide assistance to parents of children served by the school, as appropriate, in understanding topics by undertaking the actions described in this paragraph -
  - (A) The state's academic content standards,
  - (B) The state's student academic achievement standards,
  - (C) The state and local academic assessments including alternate assessments,
  - (D) The requirement of Part A
  - (E) How to monitor their child's progress, and
  - (F) How to work with educators.
- Bluffview Elementary School will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training and using technology, to foster parental involvement by:
  - (A) Having parent nights;
  - (B) Sending information to parents.
- Bluffview Elementary School will, with the assistance of its parents, educate its parents, pupil services personnel, principals and other staff members in how to reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and school by providing high quality staff development activities.
- Bluffview Elementary School will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, and other programs. The school will also conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by having the preschool program be an active participant in the School Improvement Process including parent and community involvement.
- Bluffview Elementary School will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities is sent to parents of participating children in an understandable and uniform format, including alternative formats upon request, to the extent practicable, in a language the parents can understand:
  - (A) Information regarding parent meetings are sent by either direct mail, school wide notices, school calendar, phone calls or through the local newspapers;
  - (B) Parents with unique needs will be sent information to meet their needs as directed by the school SAP team, special education department, or school social worker.

#### **PHONE USE**

To protect the instructional day, no phone calls will be directed to the classroom. Students will not be allowed to leave the classroom to receive phone calls unless there is an emergency.

#### **TEACHER SELECTION POLICY**

ALL instructors at Bluffview Elementary School are certified to teach and have successfully passed the evaluative process of District #196. The administration is solely responsible for class lists.

## **RIGHT TO REQUEST TEACHER/ PARA-PROFESSIONAL QUALIFICATIONS**

In accordance with ESEA Section 1111(h) (6) PARENTS RIGHT TO KNOW, the Dupo Community School District is notifying every parent of a Title I school that you have the right and may request information regarding the professional qualifications of your child's teacher or paraprofessional. This information regarding the professional qualifications of your child's teacher including, at a minimum, the following:

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

If at any time your child has been taught for four or more consecutive weeks by a teacher not highly qualified, the school will notify you.

If you have questions, please contact the District Superintendent at 286-3812.

## **GRADING**

The grading system is designed to insure uniformity in grading and to establish a common meaning among students who receive these grades and parents who read the teachers' reports. A student's test scores, homework, and class work will be graded to produce a final grade for the year.

A=100-90      B=89-80      C=79-70      D=69-60      F=59 or below

-The "A" grade is the honor grade and represents work of superior quality. The "A" grade represents those who do work that reflect the following:

- \*Completion of assignment on time
- \*Positive class attitude
- \*Positive contributions to class work
- \*A good record of attendance
- \*Quality and neatness in work
- \*Evidence of ability to work independently

-The "B" grade represents work of excellent quality and above average classroom attitude.

-The "C" grade represents an honest effort and a degree of accuracy and success.

-The "D" grade represents completion of the minimum required work.

-The "F" grade is given when the student has not completed the minimum required work.

## **REPORT CARDS AND PROGRESS REPORTS**

Report cards are sent home after each quarter (4 times per school year). The purpose of the report card is to inform parents of their child's progress in school. Parents should sign the report card and return it promptly to the classroom teacher. The parent's signature indicates the parent has seen the report card. Parents are always encouraged to have conferences with their child's teacher to discuss progress, conduct, etc. We only ask that you call for an appointment to ensure the availability of the teacher.

Progress reports are sent home with all children at the midpoint of the quarter. Parents or guardians should sign the bottom portion and return it to their child's teacher. This is an excellent time to contact your child's teacher and discuss areas of improvement.

### PROMOTION POLICIES

Any student not meeting the criteria for promotion will be: 1) offered summer school or a remediation program, if available; or 2) retained in the current grade level. This decision will be made by the teaching staff, administration, and parent/guardian.

#### Kindergarten - 2<sup>nd</sup> Grade:

Children shall be promoted to the next grade based upon **performance tests, mastery of essential skills, not report card grades.**

#### 3<sup>rd</sup> - 6<sup>th</sup> Grade:

Students in grades 3-6 must earn credits to be promoted to the next grade level. A .5 credit is earned for each semester that the student obtains a "D" average or higher. Students must attain these levels- Grade 3: 2 of 3 possible credits; Grades 4, 5, 6: 3 of 4 possible credits (LA is a worth 1 credit per semester).

### PROMOTION CEREMONY

Bluffview Elementary School holds ceremonies for all kindergarten students and those sixth grade students that have met graduation criteria. Students who owe outstanding bills to the school district, including but not limited to, consumable fees, lost or damaged library and textbooks, lunch fees or fees as a result of vandalism, or those students who demonstrate poor behavior may be excluded from participating in the ceremony. A student must be in attendance on the day of the promotion ceremony or have permission from the principal.

### HOMEWORK AND CLASSROOM ASSIGNMENTS

Homework and classroom assignments are designed to help the student's overall progress. It is very important these assignments are finished and turned in on time. If a student fails to complete the assignment, or consistently turns assignments in late, then their grades will be lowered accordingly. It is the parent's responsibility to provide a place for the student to do the work and to make sure the student completes the homework on time. Homework will only be collected when a student is absent for 2 days or the absence is pre-arranged.

### HONOR ROLL

An honor roll will be compiled for 3<sup>rd</sup> - 6<sup>th</sup> grade each quarter. An honor roll student cannot receive any grade below a C. The honor roll will be determined as follows:

High Honors - 4.5 -5.0 grade average

Honors - 4.0 - 4.49 grade average

### DISCIPLINE

Our school is following the PBIS philosophy R. O. A. R. (Responsible, Organized, Always Safe, and Respectful.) Our building has a Behavior Expectation Matrix that is taught to each child in all grades. This matrix is sent home at the beginning of the school year. We focus on teaching expectations and reteaching as needed. We have quarterly rewards, classroom acknowledgements, and individual student recognition to improve the climate of our school.

Our school is very proud of the behavior displayed by our students. Many outstanding compliments have been given to our students while in attendance at school and related functions. We expect each and every one of our students to represent themselves and our school with distinction while in attendance at school or school-related functions. Self-discipline is built upon respect for one's self and cooperation between students, teachers, and school personnel. Perhaps the best advice, which should be followed by everyone connected with the school, is the "Golden Rule": Treat others as you would like to be treated! In ordinance with Illinois State Law, we follow all guidelines associated with Senate Bill 100.

### **INSUBORDINATION & DISRESPECTFUL BEHAVIOR**

Insubordination and disrespectful behavior are not acceptable at any time. Students behaving in a disrespectful or defiant manner toward school personnel will be disciplined.

### **BULLYING**

The State of Illinois has passed legislation requiring school districts to adopt a policy regarding "bullying". Bullying is a Level III offense at Bluffview Elementary School and will not be tolerated. Bullying by definition is any kind of ongoing and/or severe physical, verbal, mental mistreatment where there may be an imbalance of power. Bullying is any behavior that may subject a student to insults, taunts, or challenges whether physical, verbal, or mental in nature (either isolated or repeated) which are likely to intimidate and/or provoke a violent or disorderly response from the student being treated in this matter.

The main types of bullying behaviors may be, but are not limited to:

1. Physical: hitting, kicking, grabbing, spitting, wedgies, etc.
2. Verbal: name calling, racist remarks, put-downs, extortion, etc.
3. Indirect: spreading rumors, wearing or possessing items depicting hatred or prejudice, exclusion from the peer group, etc.
4. Written: threatening e-mails, notes, graffiti etc.

The school district has a Bullying Hotline – the current number of the hotline can be found at [www.dupo196org](http://www.dupo196org).

### **BULLYING, INTIMIDATION, AND HARASSMENT PROHIBITED**

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

### **MAKING A COMPLAINT; ENFORCEMENT**

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building



Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

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

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

Nondiscrimination Coordinator:

Name: Dr. Kelly Carpenter  
Address: 600 Louisa Avenue  
Email: kcarpenter@dupo196.org  
Telephone: 618 286-3812

Complaint Managers:

Name: Kraig Roth  
Address: 600 Louisa  
Email: kroth@dupo196.org  
Telephone: 618 286-3214 x2102

Name: Victoria White  
Address: 905 Bluffview School Lane  
Email: vwhite@dupo196.org  
Telephone: 618 286-3311 x 3201

### **WEAPONS POLICY**

Board Policy states that a student who uses, possesses, distributes, purchases, or sells an explosive, firearm, knife, or any other object designed to injure on school grounds or at a school function that can reasonably be called a weapon may be expelled for a two-year period. Any look-alike weapon, including but not limited to air soft pistols, water guns, swords, is considered a violation of this policy. The School Board may direct the Superintendent to modify the expulsion policy on a case-by-case basis.

### **DRUG FREE ZONE**

Bluffview Elementary School is a "Drug Free Zone." No drugs, alcohol, cigarettes, chemicals used to stimulate, or "look alike drugs" are allowed to be possessed, sold, or used on or near the Bluffview School or Campus.

### **VANDALISM**

A parent/guardian whose child vandalizes district property will be responsible for repair or replacement of the property or item. A fee waiver does not release the parent/guardian from the obligation to pay for the repair or replacement of vandalized items.

### **DRESS CODE**

Student dress and grooming must not interrupt the education process, interfere in the maintenance of a positive teaching climate, or compromise reasonable standards of health, safety, and decency. - Proper dress is expected at all times. General guidelines would be: No tops that expose the mid sections and/or large sections of the back or shoulders; no excessively short skirts

or shorts; no pants or shorts that “sag” below the hip (possibly showing undergarments); no clothes with obscene or derogatory content in print, nor those which represent alcohol, drugs, violence, sex, or sexual inferences, and no excessive holes in clothing. No hats are to be worn inside the buildings unless part of a school activity. The building principal has the final determination concerning whether the dress code has been violated.

### OFF CAMPUS CONDUCT

Students must follow school rules and policies at all school events which take place during, before, and after school hours or which have a reasonable relationship to school. The student will be held accountable for negative behavior in violation of the discipline code in these instances on or off campus.

### INTERNET USAGE/SOCIAL MEDIA

The Internet/computer is a valuable educational tool. However, certain protocol is necessary for the use of this equipment at school. The child is responsible for their actions while using the Internet/computer. The Internet/computer can only be used with adult supervision. The child can be punished if he/she purposely alters the computer from its set functions or browses internet sites (including chat rooms) for non-educational purposes. The child will be responsible for payment for repair of equipment as a result of vandalism and horseplay and for any charges brought about by improper Internet usage. Administration may not request or require a student to provide a password or other related account information in order to gain access to the student’s account or profile on a social networking website if the district has reasonable cause to believe that the student’s account on social networking website contains evidence that the student has violated a disciplinary rule or policy.

### CELL PHONES/ELECTRONICS AT SCHOOL

Cell phones by school policy can be brought to school. If brought to school, the school will not be liable for any damage to or theft of a cell phone. Cell phones are to be turned off and out of sight at all times. Any purposeful use of a cell phone without teacher/office permission is a Level II misconduct. Disciplinary action will result any time a cell phone is not turned off, not kept out of sight, or causes a disruption to the school day. **This includes cell phone calls to and from parents during the time a student is on school grounds.** All contact with the student while on school grounds must be made through the Bluffview Office. It is highly recommended that cell phones not be brought to school, or if necessary, kept in the office until school is out.

### SCOOTERS AND BIKES

All students’ scooters and bikes must be locked up at the bike rack. Students are responsible to bring a lock with them to lock their scooter or bike safely. No scooters or bikes will be allowed inside the school. If a scooter or bike is brought to school, the school will not be liable for any damage or theft of the scooter or bike.

All other electronic devices are not to be brought to school (IPOD, CD players, computer games) and the school is not liable for damage or theft of these items.

### SEARCH AND SEIZURE

Certified employees and school administrators may search a student and/or student’s personal affects (e.g. purses, wallets, book bags, cell phones, etc) when there are reasonable grounds for

suspecting that the search will produce evidence that the student in question has violated or is violating the law or the district's student discipline policy.

School property, including but not limited to, desks and lockers is owned and controlled by the district and may be searched by school authorities at any time. School authorities are authorized to conduct general administrative inspections of school property without notice or consent of the student and without a search warrant.

As stated in the Illinois School Code 105 5/10-22.6, school searches may be done to maintain order and security in schools. School authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned and controlled by the school, as well as personal affects left in those places and areas by students without notice or consent of the student, and without a search warrant. As a matter of public policy, the General Assembly finds that students have no reasonable expectation of privacy in these areas or in the personal affects left in these areas. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. If a search conducted in accordance with this section of the law, local ordinance, or the school's policies/rules, produces evidence, such evidence may be seized by school authorities, and disciplinary action take. School authorities may also turn over evidence to law enforcement authorities.

## **DISCIPLINE PROCEDURES**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable. School officials shall consider, when feasible, forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties.

Discipline is administered on a case-by-case basis and is at the discretion of school administrators and Board of Education. The level of consequences imposed will be consistent with the Illinois School Code and Senate Bill 100 guidelines.

The following are guidelines for school officials and the Board of Education when determining the appropriate discipline consequence. The guidelines do not allow for zero-tolerance discipline except as required by federal law or in the Illinois School Code.

### Acts of Misconduct - Level I (MINOR INFRACTIONS)

Level I Misconduct referrals are minor infractions which impede the educational process or the safety or welfare of others. The list of Level I Misconduct includes, but is not limited to:

1. Classroom disruptions (talking, "clowning" ...)
2. Horseplay (depending upon severity, may be Level II)
3. Littering
4. Tardiness
5. Name calling
6. Improper attire (including not having proper clothing for PE)
7. Chewing gum or eating food outside the cafeteria
8. Loitering
9. Safety infraction (running in hallway, throwing objects....)
10. Homework (unprepared or late)
11. Unacceptable public displays of affection (hugging, kissing, holding hands, arms

around shoulders...)

### Level I Consequences

This is a list of consequences that may occur in response to Level I Misconduct as determined by school officials on a case-by-case basis. The misconduct may incur one or more of the following consequences. The response to Level I Misconduct includes, but is not limited to:

1. Counseling
2. Conference with parent(s)
3. Withdrawal of privileges
4. Temporary removal from class; time-out
5. Recess detention
6. Written or verbal apology
7. Specially designed assertive or support programs

### Acts of Misconduct – Level II (MAJOR INFRACTIONS)

Level II Misconduct referrals are major acts of misconduct which impede the educational process or the safety and welfare of others. The list of Level II Misconduct includes, but is not limited to:

1. Verbal abuse (name calling, profanity, obscenity, racial slurs, derogatory statements, inappropriate gestures, or language).
2. Forgery of notes or excuses
3. Stealing or theft
4. Insubordination
5. Dishonesty, copying, lying, or cheating
6. Violation of closed campus policy
7. Inciting others
8. Sexual harassment
9. Vandalism
10. Extortion
11. Truancy
12. Gross Disrespect
13. Intentional physical contact to harm – kicking, pushing, hitting
14. Using or possessing electronic signaling, electronic paging, or cellular radio-telecommunication devices unless authorized and approved by the building principal.
15. Improper Use of Computer Equipment/Internet/Electronics
16. Horseplay
17. Repetition of Level I acts of misconduct
18. Severe Level I misconduct
19. Leaving classroom without permission

### Level II Consequences

This is a list of consequences to Level II misconduct. The misconduct may incur one or more of the following consequences as determined by school officials on a case-by-case basis. The list includes, but is not limited to:

1. Referral to the office
2. Loss of privileges
3. Loss of recess
4. Counseling
5. In-school detention
6. Out-of-school suspension not to exceed 10 days
7. After-school detention
8. Required parent conference

### Acts of Misconduct – Level III (MAJOR INFRACTIONS)

Level III Misconduct referrals are the most serious. They are harmful and / or illegal acts of misbehavior. These include, but are not limited to:

1. Threats of causing harm to another student, school employee, or anyone lawfully on school property.
2. Use or possession of tobacco in school, and/or on school property, or at a school sponsored function, including cigarettes, lighters and matches.
3. Fighting and physical assault
4. Use, possession, sale, or being under the influence of drugs, prescriptions, aerosols, glues, alcohol, or drug paraphernalia including “look alike” items on school grounds or at a school sponsored event.
5. Arson
6. Gang membership or gang activity
7. Possession or use of knife, firearm, or explosives – **PARENTS: PLEASE REVIEW THIS WITH YOUR CHILD TO MAKE CERTAIN THESE ITEMS, INCLUDING LOOK- ALIKE WEAPONS, SUCH AS BB GUNS, SQUIRT GUNS, AND AIR SOFT GUNS ARE NEVER BROUGHT TO SCHOOL, PURPOSELY OR BY ACCIDENT.**
8. False Alarms
9. Physical Attack of School Personnel
10. Bullying
11. Repetition of Level II Misconduct
12. Any severe case of Level II Misconduct
13. Sexual assault, sexual harassment, sexual misconduct
14. Leaving school grounds without permission

### Level III Consequences

This is a list of consequences for Level III Misconduct. The misconduct may incur one or more of the following consequences as determined by school officials on a case-by-case basis. This list includes, but is not limited to:

1. Office referral
2. Loss of privileges
3. Counseling
4. In-school detention
5. After-school detention
6. Out-of-school suspension not to exceed 10 days
7. Required parent conference
8. Expulsion by the Board of Education

### **DEFINITIONS OF INFRACTIONS**

1. Aerosol paint or toxic glue – Level III – Possessing, using or being under the influence of while on school property or at any school sponsored activity. Aerosol paint or toxic glue is any substance used, usually by sniffing, to create a mind altering state.
2. Alcohol (or any substance the student believes to be alcohol), unlawful drugs, behavior altering substances and paraphernalia – Level III – The act of possessing, procuring and / or purchasing an unlawful substance or “look alike”. Possession, use or transfer of any stimulating, depressing, or behavior altering substance without a medical prescription including, but not limited to, any form of hallucinogenic drug, drug “look a-likes”, marijuana, alcohol, or any associated paraphernalia.
3. Arson – Level III – the willful and malicious burning or an attempt to burn any part of any property of the school district.
4. Bullying Level II & III – see handbook section labeled - “Bullying”
5. Cell Phone Usage – Level I, II, III – see handbook section labeled - “Cell Phones- Electronics”

6. Classroom disruptions - Level I - The act of disrupting the educational process through actions, dress, or anything that distracts from the primary purpose of school.
7. Closed campus - Level II - Leaving the school premises without authorization while school is in session. Once a student has arrived on school grounds, the student must seek authorization before leaving.
8. Extortion - Level II - The act of extortion or borrowing money or things of value from a person in the school with the presence of either an implied or expressed threat.
9. Dishonesty/Cheating - Level II - The act of falsely reporting incidents, or making false accusations, or giving false testimony to school personnel that would affect the welfare of others. Any academic violation of doing one's own work (cheating).
10. Disrespect - Level II - Rude or inappropriate actions or reactions.
11. False alarms and false reports - Level III - The act of initiating a fire alarm or falsely reporting an incident with the purpose of initiating a panic situation. This includes the dialing of 911 when an emergency does not exist.
12. Fighting - Level III - An act involving hostile bodily contact in or on school property or to and from school including any activity under school sponsorship where the action is premeditated. (dance, athletic event, etc.)
13. Fireworks or explosives - Level III - The act of possession, using or threatening to use fireworks, explosives, or other such instruments capable of inflicting bodily harm.
14. Forgery - Level II - The act of falsely using, in writing, the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms.
15. Inappropriate attire - Level I - Proper dress is expected at all times. General guidelines would be: No tops that expose the mid sections and /or large sections of the back or shoulders; no excessively short shirts or shorts; no pants or shorts that "sag" below the hip (possibly showing undergarments); no clothes with obscene or derogatory content in print, nor those which represent alcohol, drugs, violence, sex, sexual inferences, or any attire that interferes with the educational purpose of the school. No hats are to be worn inside the buildings unless part of a school activity.
16. Inciting others to violence or disobedience - Level II - By words, acts, or deeds giving encouragement to another to disrupt the normal educational process of the school.
17. Insubordination - Level II - The willful failure to carry out a responsible request of school personnel.
18. Intentional Physical Contact - When a student intentionally hits, kicks, pushes another student
19. Internet Usage - See handbook section labeled - "Internet/Computer Usage"
20. Littering - Level I - The act of willfully littering on school property, public and /or private property in route to and from school.
21. Loitering - Level I - The act of being in or about any school building or in specifically restricted areas of a school building at unauthorized times or without specific authorization of the school's personnel on any school property.
22. Obscenity - Level II - The act of using obscene or profane language in verbal or written form or in pictures, caricatures, or obscene gestures on any school property.
23. Physical attack - Level III - The act of physically assaulting any person on school property or going to or from school including activities under school sponsorship.
24. Possession or threatening to use weapons - Level III - The act of possessing, using, or threatening to use any weapon or instrument capable of inflicting bodily injury.
25. Public display of affection - The act of hugging, kissing, holding hands, and / or arms around shoulders are examples of, but are not an exhaustive list of, public displays of affection.
26. Sexual harassment - Level II - See handbook section labeled "Sexual harassment".
27. Tobacco products - Level III- The act of using or possessing tobacco products to and from school, on school property or on the school bus.
28. Theft - Level II - The act of taking or acquiring the property of others without their consent.

29. Truancy – Level II – The act of unauthorized absence from school or classes for any period of time.
30. Tardiness – Level I – The act of lateness to class for a period of time.
31. Threatening or intimidating acts – Level II – The act of verbally or by gesture threatening the well being, health, or safety of any person on school property or in route to or from school.
32. Vandalism – Level III – The act of willful destruction of property belonging to others. This shall also include tampering with or causing the discharge of the sprinkler system or other apparatus installed in a school building for the prevention of fire for the safety of the school population or school property. See Section labeled “Vandalism”.
33. Verbal abuse – Level II – To insult, call derogatory names, dishonor, or in any other manner abuse verbally or in writing any member of the school staff or student body.

#### **SUPPORT SERVICES**

A student who has been suspended out-of-school for more than 4 days may be provided with support services during the time of the out-of-school suspension as deemed appropriate by school officials.

#### **RE-ENGAGEMENT OF RETURNING STUDENTS**

The building principal or designee shall meet with a student returning from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student following a period of exclusion from the school setting. Additional re-engagement services may be provided as deemed appropriate by school officials.

#### **MAKE-UP WORK**

Students suspended out-of-school will have the opportunity to make up equivalent academic credit. The school will allow one day for each day of suspension for the student to complete assignments missed during the student’s absence

#### **DEFINITIONS AND TYPES OF CONSEQUENCES**

1. Student conference – School personnel talk with student to discuss the student’s actions and possible future consequences for continued misconduct.
2. Parent conference – School personnel either by phone, note, or face-to-face, talk contact parents regarding the student’s misconduct, possible remedies, and future consequences for continued misconduct.
3. Counseling – The student can meet with authorized personnel for counseling sessions.
4. Time-out – The student can be removed from the class for a short period of time.
5. Office referral – The student is sent to the administration to discuss the action of the student and subsequent consequences.
6. Withdraw of privileges – A student will not be allowed to participate in certain activities associated with the school. These activities include, but are not limited to riding the bus, assemblies, field trip, graduation ceremony, computer class, physical education, band, music, or art.
7. Loss of recess – A student will not be allowed to attend recess.
8. In-school detention – The student is placed in another room supervised by school personnel. The student is to complete work for a grade.
9. After-school detention – The student stays in a supervised area from 2:30 – 3:15. After-school detention will be held on Tuesday and Thursday. When after- school detention is issued, a parent/guardian will be notified in advance by phone or note. The parent is responsible for picking up the child at 3:15. The administration has the right to request that an adult sign out students that are serving after-school detentions. The administration has the authority to turn over students who are not picked up at the appropriate time to the police. If as student cannot serve an after-school detention, an alternative consequence can be assigned, including but not limited to, recess detention, loss of non-academic events, and in- school suspension.

10. Suspension – For serious offenses, the administration can issue a suspension up to 10 days. Dupo District 196 carefully monitors all student suspensions and makes every attempt to follow all state and federal guidelines as they refer to any student with a disability.
11. Expulsion – For the most serious offenses, the building administrator can recommend a student for expulsion. A student has the right to a hearing before the school board or its appointee.

### **ISOLATED TIME OUT/PHYSICAL RESTRAINT NOTIFICATION**

School officials have the right to use isolated time-outs and physical restraints as defined in the school code. Isolated time-outs and physical restraints are to be used only to maintain a safe and orderly environment for learning and preserve the safety of students and others, not as a form of punishment or a means of disciplining a student. A parent can request a copy of the district's policy by contacting the School Superintendent.

### **CORPORAL PUNISHMENT**

Corporal punishment is illegal and will not be used. 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.

### **LOCKER RIGHTS AND RESPONSIBILITIES**

School lockers are public property maintained for student use. The principal or principal's representative may inspect locker contents on a regular basis during the school year. School authorities are authorized to conduct inspections of school property, including lockers, as a means of protecting the health, safety, and welfare of the district, its employees and students, without notice to or consent of the student without a search warrant. Students should not assume that the lockers are their private space. When a principal has reasonable cause to believe a locker contains items illegal or forbidden in school, the principal or his/ her representative may conduct a search of the locker and its contents.

The lockers at Bluffview have no means of keeping items secure. They are designed for coat and book storage only. A student opening or looking through another student's locker is not permitted. Students should not bring items of value to school. The school cannot accept responsibility for lost, stolen, or damaged items.

The student is also responsible for the condition of the locker. Tape, sticky adhesives, markers, throwing books, accumulated clutter, slamming doors, kicking and punching the locker all affect the condition of the locker. Locker damage is considered vandalism and the parent could be charged with repair or replacement of the locker. In addition, vandalism is a Level II offense.

### **BUS TRANSPORTATION - GENERAL RULES**

Bus transportation will be provided to primary student residences more than 1.5 miles from Bluffview Elementary School. Bus riders may ride the bus to a non-primary residential location if the stop is more than 1.5 miles from school, the bus has room, and the location is a pre-designated stop or on a bus route for students whose primary residence is in a rural area.

Bus stops are designated by the bus company and approved by the school board for most stops. Rural area (as designated by the Bus Company and school board) bus stops are arranged on an annual basis.



Pre-k students' bus routes during the middle of the day will be arranged annually based upon student enrollment. All routes will follow the basic guidelines as mentioned above.

### **BUS NOTES - CHANGE IN TRANSPORTATION**

Students will not be allowed to change their end of day transportation by either changing buses or riding the bus. Parents should make arrangements out of school when there is a change of transportation unless the change is permanent in nature. The administration has the right to deny bus transportation changes or restrict bus usage.

### **BUS RIDERS**

Riding the bus is a privilege not a right. For the safe transportation to and from school, appropriate behavior is necessary. Students are expected to follow these guidelines:

1. Be on time at the designated school bus stop.
2. Stay off road at all times while waiting for bus.
3. Wait until the bus comes to complete stop before boarding.
4. Be careful while approaching the place where the bus stops.
5. Do not move toward the bus at the loading zone until the bus has come to a stop.
6. Assist in keeping the bus safe and sanitary at all times.
7. Treat the equipment as you would your furniture at home.
8. Bus vandalism will not be tolerated and will be turned over to the proper authorities.
9. Check each day so you do not leave personal belongings.
10. Keep items out of aisle.
11. Help look after the safety and comfort of smaller children.
12. Be courteous to students and drivers.
13. Be absolutely quiet when approaching a railroad crossing.
14. After leaving the bus, help look after the safety and comfort of smaller children
15. Be alert to a danger signal from the driver.
16. Do not ask to stop at places other than the regular bus stop. Drivers cannot do this without permission from school officials.
17. Remember to control loud talking and laughter on the bus

Inappropriate behavior will be addressed through the Bus Misconduct Notices issued by the bus driver. Duplicate copies will be sent to the building principal for disciplinary consequences.

Grounds for Bus Misconduct Notices include, but are not limited to:

1. Prohibited student conduct as defined in this handbook.
2. Willful injury or threat of injury to a bus driver or another rider.
3. Willful and/or repeated defacement of the bus.
4. Use of profanity.
5. Disobedience of the bus driver's directives.
6. Failure to keep hands and head inside the bus at all times.
7. Excessive loud talking and laughing.
8. Any destruction to the bus.
9. Throwing anything out of the window.
10. Leaving the seat while the bus is in motion.
11. In case of a road emergency, failure to follow instructions given by the driver.
12. Such other behavior the administration deems to threaten the safe operation of the bus and/or its occupants.

The administration has the right to suspend bus privileges immediately for major (LEVEL II or Level III) misconduct. The administration also has the right to impose consequences besides bus suspension or expulsion as listed in the Discipline Procedures.

A student who is suspended from riding the school bus and who does not have alternate transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. (Recommend having a District timeline for when the student must complete their work. For example: The suspended student will have 1 day for each day of bus suspension to complete the makeup work). It is the responsibility of the student's parent/legal guardian to notify the District that the student does not have alternative transportation to school.

Pre-Kindergarten/Kindergarten – Afternoon pre-kindergarten and kindergarten students will ride the bus at 2:30 with other students. The parent should clearly develop a system with the bus driver, teacher, and student on the end of day procedures. The administration strongly encourages 2 “bus buddies” that will escort the student to their final location.

### **PARENTS NOT HOME**

For the safety and well-being of pre-kindergarten students, parents or other family member must be visible or the student must be under the supervision of another child when the school bus delivers to the child's home. If not, the child will be brought back to school. The school will attempt to notify the parent to have the child picked up. If the child is not picked up by 3:00 p.m., the child will be turned over to the local police and taken to the police station. The police will attempt to notify parents. Repeated incidents may result in suspension of bus riding privileges and/or notification to the Department of Children and Family Services. These procedures also apply to students who have lost their bus riding privileges and are not picked up by 3:00 p.m. or for students who have been assigned after-school detention and are not picked up by 3:30 p.m.

### **RECESS/PLAYGROUND RULES**

Recess/playground time is time for students to release energy and develop social skills. However, safety is a priority at all times. For this reason, some established guidelines for recess/playground are:

1. No hard balls are to be used.
2. Permission from the supervisor in charge must be obtained to retrieve balls outside the playground area.
3. Wait for the person in front to get up steps before climbing.
4. No jumping out of swing while it is in motion.
5. No standing in swing.
6. No walking through the swing while it is in motion.
7. No wrestling or physical contact games.
8. No pulling on clothes.
9. Permission must be granted from supervisor before re-entering the building.
10. Students need to line up immediately at whistle or bell.
11. No bouncing balls in building.
12. No rock, snow, or chip throwing.
13. Stay out of puddles

EXCLUSION FROM OUTSIDE RECESS: If your child is ill and needs to stay inside a few days, send a note to the office stating:

- \*Student's name and grade
- \*Dates they are to remain inside
- \*Reasons they are staying inside
- \*Parent signature

If your child is to stay inside for an extended period of time or has a recurring health problem, send a doctor's note with the above information. In case of a serious injury where physical activity is restricted, it is necessary to have a doctor's release to participate again.

### **RECESS AND WEATHER**

The decision to go outside on wet or cold days is difficult, and there is no perfect way of determining if children should be outside. The administration and staff will use a combination of air temperature, wind chill, and playground conditions to determine if students are to go outside or stay inside for recess. Students that are not feeling well or are underdressed can be kept inside. Please dress your child appropriately for the weather.

### **CAFETERIA MEALS**

Freshly prepared meals are served on a daily basis. The meals are Type "A" as prescribed by the Department of Agriculture. Menus are sent home monthly with the students. Please call the office for the cost of cafeteria meals. Reduced prices are set by Federal Lunch Program. The office has applications for students for free or reduced lunches and breakfasts whose family meets government income guidelines.

Students are required to pay in advance for lunches. Students will not pay as they go through line. Parents can now pay for as many days in advance as they wish or in any amount. Money will be placed in student accounts. The administration would prefer that all meals be paid in advance. Money or checks (checks are preferred) must be brought to school in a sealed envelope with the following information written on the outside:

1. Name of student
2. Name of teacher
3. Date
4. Amount

Money that is not brought to school in an envelope may not be collected or counted.

**BREAKFAST:** Breakfast will be served from 7:15-7:50. The cost of the breakfast will be deducted from the student's account. Students are expected to be in class by 8:00. Unless it is the result of a bus, no student may enter the cafeteria after 7:45. Students must go directly to the cafeteria as they arrive at school if they wish to eat breakfast.

**LUNCHESES FROM HOME:** Students may bring their lunch if they wish. Milk is to be paid for daily.

**CHARGED MEALS:** A student may not charge more than \$10.00 in their lunch account. Lunch/breakfast money not used at the end of the year will automatically be carried to the next school year, unless a student transfers to the junior high or another school. For these students, the account will be balanced upon withdraw. If a parent wishes to receive a refund and not carry over the positive balance, a written request must be made to the building principal at the end of the school year. Likewise, any negative balance will be carried over and accumulated with other fees owed.

### **SPECIAL EDUCATION SERVICES**

The District shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the District, required under the Individual with Disabilities Education Act (IDEA) and implementing provision of the School Code, Section 504 of the Rehabilitation Act of 1973, and the American with Disabilities Act. The term "children and

disabilities," as used in this policy, means children between the ages 3 and 21 for whom it is determined, through definitions and procedures described in the Illinois Rules and Regulations to Govern the Organization of Special Education, that special education services are needed.

The District offers all eligible students between the ages of 3 and 21 a comprehensive program which includes systematic procedures to identify and evaluate those students eligible for special education and a continuum of placement options available to the specific needs of students. If necessary, students may be placed in private educational facilities.

Parents have the right to request a referral for an evaluation to assess their child (ren) for possible special education intervention. Parental consent in writing is required prior to the District conducting an evaluation. If parents suspect that their child has a disability that is adversely their child's education, parents should contact the building principal or school social worker. If parents would like a copy of the Procedural Safeguards and Responsibilities for Parents/Guardians of Children with Disabilities, parents should contact the building principal.

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 of 1973 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 Rules and Regulations to Govern the Administration of Special Education. For those students who are not eligible for services under IDEA, but, because of eligibility 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 to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), and representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of other school districts which shall assist the School District in fulfilling its obligations to the district's disabled students. If necessary, students may be also placed in private school educational facilities.

### **COUNSELING**

Bluffview Elementary School has on staff a full-time social worker to provide services for students or parents. For parents wishing their student to receive counseling or social services at school or from other agencies, call the school social worker at 286-3311.

### **SEX EQUITY**

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extra curricular programs and activities. Any student may file a sex equity complaint by using the Uniform Grievance Procedure.

### **GRIEVANCE PROCEDURE: Title IX - 504**

Dupo CUSD #196 has had a long and distinguished record related to equal opportunity for all boys and girls in traditional and non-traditional subject and activity areas. The following

procedures are established in compliance with Title IX, Section 504 to insure that all students receive an equal opportunity in all aspects of school classes and activities.

1. If a student or parent of a student feels that there has been some injustice in the manner in which the child has been treated or the opportunities afforded to said student, the parent or student should submit in writing the complaint to the building administrator.
2. Within 5 school days, a hearing will be scheduled to determine the nature and solution of the complaint. The administrator will give a resolution to the problem immediately after the hearing.
3. If the child, parent, school staff member, etc. does not agree with the resolution, that individual may appeal the decision to the Superintendent of Schools within 10 school days of the receipt of the resolution. A hearing will be held with the superintendent to include the building administrator, parent/student, and other necessary individuals. Within 5 school days, the superintendent will submit his written decision to the individuals attending the hearing.
4. In the case that the problem is not resolved at this level, the parent, student, or building administrator may appeal the decision to the Board of Education. Normal operating procedures at this level will apply.
5. A student may appeal the School Board's resolution of the complaint to the Regional Superintendent of Schools and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8)

## **CIVIL RIGHTS**

Bluffview Elementary School advises all students, parents, employees, and the general public that all classes and activities will be offered to students without regard to race, color, national origin, gender, or handicap.

Information regarding the school's equal opportunity policies can be secured by calling the building administration at 286-3311 between the hours of 8:30-3:30 on days when school is in session.

## **STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act (ISSRA) afford parents and eligible students certain rights with respect to their educational records, which include the following:

1. The right to inspect and copy the student's education records within 15 days of the day the district receives a request for access. A parent should submit to the records custodian, principal, or other appropriate official, written requests that identify the records they wish to inspect. The school official will make arrangements for access and notify the parent of the time and place where records can be inspected.
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes is inaccurate or misleading or otherwise in violation of the student's privacy rights. A parent may ask the School District to amend a record that they believe is inaccurate or misleading. To do so, parents should write the district officials responsible for the record as requested by the parent, the District will notify the parent of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's records, except to the extent that FERPA and ISSRA authorize disclosure without consent. One exemption, which permits disclosure without consent, is disclosure to school

officials with legitimate educational interests. A school official is a person employed by the District in an administrative, supervisory, academic, or support staff position (including law enforcement, unit personnel, and health staff); a person or company, with whom the District has contacted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Education.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures to comply with the requirement of FERPA.

5. The right to prohibit the release of directory information. Directory information may be disclosed without prior notice or consent unless a parent notifies the Records Custodian or other official in writing, before October of the current school year that they do not want any or all directory information disclosed. Directory information contained in an educational record that would not generally be considered harmful or an invasion of privacy if disclosed includes, but is not limited to, student's name, address, telephone number, electronic mailing address, photograph, date and place of birth, major field of study, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of athletic teams, dates of attendance, degrees, honors, and awards received, and the most previous agency or institution attended. To the extent that Dupo CUSD #196 allows post-secondary schools or employers access to directory information concerning students, Dupo must allow military recruiters the same level of access to such information. Parents have the right to restrict military recruiters from being provided information. To do so, parents must request in writing before October of the current school year that their child (ren)'s information not be disclosed.

6. The right to copy school records prior to their destruction. Permanent records, which include the student's name, birth date, address, grades and grade level, parents' names and addresses, and attendance records, will be maintained for 60 years after the student has transferred, graduated, or otherwise permanently withdrawn from school. Temporary records, which include all information within the school student records not contained within the permanent record, such as family background information, intelligence tests scores, aptitude test scores, psychological and personality test results, teacher evaluations, and other information of clear relevance to the education of the student, will be maintained for 5 years after the student has transferred, graduated, or otherwise permanently withdrawn from school. Parents and students are put on notice that temporary records will be destroyed 5 years following the student's transfer, graduation, or permanent withdrawal from Dupo School District. The student permanent record consists of basic personal information, academic transcript, attendance records, accident reports, health records, and record of release of permanent information.

### **PROTECTION OF PUPIL RIGHTS ACT**

Parents have the right to inspect all instructional materials, including teacher's manuals, films, tapes, and other supplementary material, which will be used in connection with any survey, analysis, or evaluation of their child (such instructional materials do not include academic tests or assessments).

Parents shall have the right to inspect a survey created by a third party before it is administered and distributed to their student. Said surveys may be obtained by contacting the appropriate teacher or school official.

Parents have the right to inspect any instructional material used as part of their child's educational curriculum by contacting the appropriate teacher to establish a mutually convenient time for viewing.

Parents have the right to notification of any physical examinations or screenings, which the district may administer to the student.

Parents have the right to inspect any collection instrument used for the purpose of marketing or selling personal information. Parents may opt out of this process by filing with the appropriate school office a non-disclosure request form by September 1<sup>st</sup> of each school year.

Parents have the right to refuse consent for the child to submit to and/or to request protections of student privacy for any survey that reveals the following information:

- political affiliations or beliefs of the student or the student's parent;
- mental or psychological problems of the student or parent;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations.

### **ASBESTOS MANAGEMENT PLAN**

Dupo community Unit School District #196 is providing information concerning the asbestos management plans required under the Asbestos Hazard Emergency Response Act (AHERA). These plans are available for your review upon request. A copy of the plans for all buildings under the jurisdictions of this local education agency are present in the Administration Building located at 600 Louisa Avenue Dupo, Illinois 62239; telephone number (618)286-3812. Plans for individual schools are located in the main office of each building. The plans can be viewed by any person during normal business hours of the particular school. Interested parties wishing to inquire about the hours and times the plans are available should call the telephone number above. The asbestos management plans contain information regarding six month surveillances, three year re-inspections, and response actions.

### **PESTICIDE NOTIFICATION**

Dupo CUSD #196 utilized administrative procedures regarding pest control that incorporate building maintenance, sanitation, physical barrier and in some cases the use of pesticide. In the event that the need exists to use an airborne pesticide application the district is creating a voluntary registration for notification. By notifying the administration, verbally or in writing, your name will be added to our Pesticide Notification listing. We will notify persons, on the list (2) days before any airborne pesticide application. In the case of any emergency where pesticides must be used immediately, we will notify you soon as possible.

### **SEXUAL HARASSMENT**

Sexual harassment of staff and students is prohibited. Sexual harassment is defined as follows:

1. An employee's or district's agent's sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that denies or limits the provisions of educational aid, benefit services, or treatments, or that makes such conduct a condition of a person's status.
2. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students, imposed on the basis of sex, that 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, benefit, services, or treatment, or d) making submission to or rejection of such conduct the basis of academic decisions affecting the student.

Students or staff members who believe they are the victims of sexual harassment are encouraged to discuss the matter with the principal. An allegation that one student was sexually harassed by another shall be referred to the principal for appropriate action.

### **GUIDELINES OF THE ADMINISTRATION OF MEDICATION**

School District #196 recognizes that many children are able to attend school only because of the effective use of medication in the treatment of disabilities or illness. If your child must take medication, it is best done in the home under parental supervision. However, if your child is required to take medication during the school day, the following is required:

1. A written order from a physician, physician's assistant, or advanced practice nurse for prescription and non-prescription medicines, including the name of the student, name of the medication, dosage, time and frequency of administration, diagnosis requiring medicine, possible side effects, and an emergency number at which the physician can be reached. This order must be reviewed annually.
2. A signed parental request for the school to administer the prescribed medication or for their child to self-administer asthma medication and/or epi-pens must be completed.
3. Medications must be brought to school by an adult in a container appropriately labeled by the physician or pharmacy. Prescription medicines must display the student's name, name of the medicine, dosage, directions for administration, date, and prescription number. Over the counter medications must be brought in with the manufacturer's original label with the ingredients listed and the child's name affixed to the container.
4. The parent or guardian is responsible for removing any unused medication for the school at the end of the school year. If the parent or guardian does not pick up unused medicine, the nurse will dispose the unused quantity.

IT IS THE PARENT'S/GUARDIAN'S RESPONSIBILITY TO ENSURE THE PHYSICIAN'S ORDER AND SIGNED PARENTAL REQUEST IS PROVIDED TO THE SCHOOL OFFICE AND PROPERLY LABELED MEDICATION IS BROUGHT TO SCHOOL BY AN ADULT.

NO MEDICATION CAN BE ADMINISTERED WITHOUT MEETING ALL REQUIREMENTS.

Neither the district or its employees or agents are to incur liability, except willful and wonton conduct, as a result of any injury arising from a student's self-administration or use of an epinephrine auto-injector

School employees are not prohibited from providing emergency assistance to students, including administration of medicine.

### **COMMUNICABLE DISEASES AND CONDITIONS**

At times it is necessary to exclude students from school for certain conditions that may be contagious to the other students. The following are guidelines the school uses:

**PINKEYE (Conjunctivitis)** – May be viral or bacterial. Both are very contagious. Often antibiotic eye drops are required. Students will be sent home if symptoms are present and not be allowed until eye is treated and/or clear.

**HEAD LICE** - Diagnosis of head lice is generally made when lice eggs (nits) are evident. The nits are "glued" to the hair shaft and cannot be washed or brushed out like dandruff. District #196 has a "No Nit" policy, which means a student cannot attend school until ALL nits are removed.



To re-enter school a student is required to be treated with head lice shampoo (Proof of treatment - receipt of purchase must be presented to school after treatment) and the student must be examined by the school nurse/school personnel. Before bringing your child back to school, contact the school for the location of the school nurse within the district.

To control the spread of head lice at school, students are reminded not to share any clothing, particularly hats, refrain from rubbing heads, and wear their own headphones at listening centers throughout the building. Parents should also call the school if head lice are detected at home.

RASHES - Anytime a skin disorder or rash is present and resembles an infection that could possibly be contagious, the student will be excluded from attending school and be required to have a written note from the doctor or health care provider stating the student may attend school. This note is necessary before the child is allowed to re-enter school.

CHICKENPOX - The student must remain out of school until lesions are dried and no new ones are forming.

FEVER - The school requests students who have had a fever not return to school until the fever has subsided for at least 24 hours. This will ensure your child is ready to return to school and reduce the chance of spreading the infection to other students.

### **VISION AND HEARING SCREENING**

Vision and hearing screening tests will be given to students in accordance with the rules and regulations of the Department of Public Health. The vision screening done at school is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous year. If a vision examination report is not received for your child, he/she will be screened if mandated.

Vision screening is mandated for the following children:

- pre-school
- kindergarten
- 2<sup>nd</sup> grade
- 8<sup>th</sup> grade
- special education students
- transfer students
- teacher referrals

Hearing screening is mandated for the following children:

- pre-school
- kindergarten
- 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> grade
- special education students
- transfer students
- teacher referrals

### **CARE OF STUDENTS WITH DIABETES**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must: 1. Inform the school in a timely manner of any

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

### **FOOD ALLERGIES**

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the school nurse at (618) 286-3311.

### **DISCRIMINATION**

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.

### **HOME INSTRUCTION**

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

### **CLASSROOM PARTIES**

Classroom parties/celebrations are held celebrating fall, winter break, spring, and Valentine's Day. Students may be excused from attending for religious/personal reasons. Room parents are assigned to be in charge of parties. For safety reasons, the number of parents allowed to attend/participate may be limited and other children are not allowed to attend.

### **TREATS AT SCHOOL PARTIES**

Because of the recent occurrences of hepatitis being spread from the ingestion of contaminated food, all treats/snacks that are to be offered to a class must be store bought and pre-packaged.

### **INVITATIONS TO PARTIES OUTSIDE OF THE SCHOOL DAY**

Invitations to parties outside the school day can be passed out at school only to a student's entire homeroom.

### **CHAPERONES**

Bluffview Elementary School appreciates parents/guardians that assist the school by chaperoning events and trips. Students need to know their parents are involved in all aspects of

their school day. However, a chaperone's main function is to ensure the safety of the students during the event. Chaperones may be screened by the school to ensure student safety.

A chaperone:

1. will never use tobacco products during the time they are on the school function.
2. will never use profanity or make suggestive remarks.
3. will dress according to the parameters detailed for students as described in the handbook.
4. will never use any alcoholic beverage or be under the influence of drugs or alcohol during the school event.
5. will not sign their child out of school until 2:00 after the event unless approved in advance or an emergency arises. A chaperone will not be allowed to sign out other students including siblings in other grades unless approved in advance or an emergency arises.
6. will agree to ride school transportation unless specifically designated by the instructor to ride in a separate vehicle due to space limitations.
7. will agree to have their child ride to and from the event on school transportation unless approved in advance or an emergency arises.
8. will agree not to bring another child (insurance reasons).
9. will agree that only one chaperone per child will be allowed on the trip unless approved by the administration.
10. will agree to follow all rules at the field trip destination.

Failure to follow these guidelines can result in the loss of chaperone privileges.

## SCHOOL PROGRAMS

**PHYSICAL EDUCATION** – Students must wear athletic shoes to participate in physical education class. If the shoe is soiled and will cause harm to the gym floor, the student may be withheld from physical education. This will be at the discretion of the PE teacher. The PE teacher might ask the student to wash/clean shoes in order to participate.

**REMOVAL/ RESTRICTION FROM PHYSICAL EDUCATION:** If your child is been ill, you may request in writing for your child to be excused from PE classes for a couple of days. For long term removal please have your doctor write an excuse which includes the length of removal from PE or any restrictions the child might have in PE. A doctor's release is necessary for chronic or long-term injury or illness.

**COMPUTER CLASS** - All students attend computer classes at Bluffview Elementary School. In computer classes, the students will learn technological skills from keyboarding to databases.

**LIBRARY** – The students will be taught essential research skills as well as enjoying a good book. The library is being automated for students to have the ability to check out books whenever they finish them. The library is open to all students throughout the day. If a student damages or loses a library book, the student is responsible for the cost to repair or replace the book. Students with fee waiver are still responsible for the cost of repair or replacement. All unpaid fees accumulate as long as the student is enrolled in District #196.

**PERFECT ATTENDANCE** – Every quarter, students in grades K-6 are eligible to receive a "Perfect Attendance" Certificate. Perfect Attendance can only be obtained by a student being at school from bell to bell every day of the session. A student cannot miss any portion for any reason to be eligible for Perfect Attendance.

READING COUNTS – Reading Counts is a program where students read books and take tests on the computer for points. The Reading Counts program is part of our curriculum and does reflect in the students’ ELA grades. Throughout the year, classroom and individual prizes will be given to those who compile the most points.

STUDENT COUNCIL – Bluffview Elementary School students elect a student council. The council brings student issues to the attention of their sponsors. The main function of the student council is to organize school spirit activities and contests.

FIELD DAY: 5<sup>th</sup> and 6<sup>th</sup> grade students have an annual “Field Day” at the end of the school year. Field Day is a fun-filled day with various events for all students to participate. Field Day is an earned privilege and can be denied to students who have chosen not to follow school rules throughout the school year.

FUN DAY: K-4<sup>th</sup> grade students have an annual “Fun Day” at the end of the school year. There is a wide variety of Fun Day events for all to participate and enjoy. This event is an earned privilege and can be denied to students who have chosen not to follow school rules throughout the school year.

FIELD TRIPS/ASSEMBLIES: Field trips and assemblies will be held throughout the year to broaden our student’s knowledge base. The goal of taking trips and having assemblies is to learn about new things in different ways. We expect our students to behave at all times especially to visitors in our building and when in the public eye. For this reason, the administration has the right to withhold field trips to students who have been out-of-school suspended during the school year or have been given excessive referrals by the administration. The number of referrals necessary for exclusion is dependent on the date of the field trip. No siblings or students that do not attend Bluffview are allowed to attend field trips.

TECH CLUB: Bluffview Elementary School offers a tech club for selected students who assist the tech director and/or librarian keep the technology updated throughout the school. In this process, the students receive hands on training in the newest software and computer hardware. Students are selected by staff members.

VOCAL MUSIC: When offered, students in grades may participate in vocal music. Vocal music practices are after school usually one time per week. Students in chorus practice songs and perform at various events through out the year. There is no fee for participation. Student selection criteria vary depending on number of participants.

#### **EXTRA CURRICULAR: ATHLETICS & STUDENT COUNCIL**

GRADES: In order to be eligible to participate in athletic activities at Bluffview, a student must not be failing more than one of his or her classes. Eligibility will be checked on Thursday evening. Any student who is ineligible will be suspended from competition on the following Monday for 1 week. Student Council members are not eligible to participate with any D or F grade.

FEES: All fees must be paid by a student in order to participate in an athletic event or student council. A student can obtain a fee waiver for the annual consumable fee by contacting the office. Athletic fees cannot be waived. A fee will be assessed when a sports uniform is passed out to the student. For fee information and costs – contact the office.

PHYSICALS: Dupo CUSD 196 requires anyone who wishes to participate on an athletic team or athletic activity to obtain an athletic physical examination each year prior to the start of practice for the first activity in which the child wishes to participate.

**ATTENDANCE:** In order to practice for or play a game, the student must have been in attendance at school on the day of the practice or event. Students will be allowed to participate if they are absent due to medical or dental appointments and have a written excuse from the professional involved and a release to participate if required. An administrator may waive this requirement in extenuating circumstances if a parent contacts a principal in advance.

**BEHAVIOR:** Any student whose conduct is deemed to be not up to the standards of Dupo students will be declared ineligible by the principal or assistant principal. Students who were suspended from school are not eligible to participate in extracurricular activities until the day after the discipline measure has ended.

**TEAM/CLUB RULES:** Please be aware that the coaching staff or sponsor may have their own training rules and requirements. Students are expected to abide by in order to participate. Coaches and sponsors have the necessary authority to enforce those rules. Any student participant who violates a team or activity rule or requirement is subject to the consequences as defined in those rules and requirements.