

**POCAHONTAS SCHOOL  
STUDENT HANDBOOK  
2018-2019**

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POCAHONTAS, IL 62275**

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DISTRICT WEBSITE:

[www.bccu2.org](http://www.bccu2.org)

SCHOOL WEBSITE:

[www.pes.bccu2.org](http://www.pes.bccu2.org)

**MISSION STATEMENT**

**The Pocahontas Community will promote individual success  
through a partnership for achievement.**

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## BOARD OF EDUCATION

The School Board governs the school district, and is elected by the community.

Current School Board members:

Edmar Schreiber, Board President  
Greg Zykan, Board Vice President  
Nate Prater, Board Secretary  
Ashley Driemeyer, Board Member

Dan Sidwell, Board Member  
Laura Wall, Board Member  
Randi Workman, Board Member  
Dr. Wes Olson, Superintendent

## POCAHONTAS FACULTY

Mrs. Kathy Weiss – KRP  
Mrs. Tonya Kampwerth – Kindergarten  
Mrs. Alicia Eversgerd – 1<sup>st</sup> Grade  
Mrs. Sarah King – 2<sup>nd</sup> Grade  
Mrs. Chelsey Cox – 3<sup>rd</sup> Grade  
Ms. Marci Slape – 4<sup>th</sup> Grade  
Mrs. Tracy McEvers – 5<sup>th</sup> Grade  
Mrs. Brenda Mollett – 6<sup>th</sup> Grade  
Mr. Donnie Smith – 7<sup>th</sup>/8<sup>th</sup> Grade LA/Math  
Mr. Harold File – 7<sup>th</sup>/8<sup>th</sup> Grade Science/Social Studies  
Mr. Quinton Hammann – P.E.  
Ms. Amy Gruner – Art  
Mr. Ryan Thomason – Music & Band  
Mrs. Elizabeth Mascote – Speech  
Mrs. Elizabeth Finn – School Counselor  
Ms. Kari Massa – Title I

Mrs. Julie Mangelsdorf – Special Education  
Mrs. Heidi Holzinger – Special Education  
Mrs. Tina Tompkins – Aide & Librarian  
Mrs. Johnnie McNeece – Aide  
Mrs. Allison Smith – Cook  
Mrs. Kay Walker – Head Cook  
Mrs. Diana Moore – Cook  
Mr. Mark Hediger – Custodian  
Mr. Jim Clanton – Custodian  
Mr. Jerry File – Bus Driver  
Mrs. Terry File – Bus Driver  
Mr. Dave Doll – Bus Driver  
Mrs. Carisa Bohannon – Nurse

## FOREWARD

**This handbook is a summary of the school’s rules and expectations, and is not a comprehensive statement of school procedures. The Board’s comprehensive policy manual is available for public inspection through the District’s website ([www.bccu2.org](http://www.bccu2.org)) or at the Board office.**

**Membership or participation in a school-sanctioned activity is a privilege and not a right.**

**In addition, each principal, within his or her school, may establish certain written rules and regulations not inconsistent with those established by the Board of Education and Superintendent of Schools.**

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

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

## WELCOME

The faculty, staff, and administration welcome you to Pocahontas School. It is our sincere hope that you will find this year challenging, exciting, and rewarding. Your success in school will depend upon the development of effective study habits, perceptive listening skills and the practice of regular attendance.

The goal of Pocahontas School is for you to achieve your greatest potential. To reach this goal, there must exist a cooperative effort on the part of students, parents, teachers, administrators, and community. We urge your cooperation in this venture and assure you that the results will be well worth the effort.

It is generally recognized that participation in school activities increases one’s academic success. For this reason, we encourage you to become involved in the wide variety of activities that will occur this year. Participation in school activities generates a sense of loyalty and pride. Remember, this is YOUR school.

The purpose of this handbook is to help you become aware of your privileges, opportunities, and responsibilities as a citizen of this school. Each student should read this handbook and be knowledgeable of its contents. Please allow your parents to read this handbook as well. If you or your parents have questions or concerns about the procedures or policies outlined in this handbook, please feel free to contact Mr. Rakers at 669-2296.

## EXPECTATIONS

The **STUDENT** has a right to develop his/her abilities to the fullest, to be respected as an individual, to expect rules to be reasonable and consistently applied, and to receive the benefits of all school services. The student is responsible for knowing and complying with the PBIS expectations and school rules, for respecting and submitting to the authority of the school staff, and for being diligent in studies.

The **TEACHER** is expected to conduct a well-planned and effective classroom program, to establish and enforce PBIS expectations, along

with classroom regulations that will facilitate learning and to maintain written records. The teacher has a right to expect obedience and to take corrective measures to improve the learning atmosphere for students.

The **ADMINISTRATOR** is responsible for maintaining discipline, supporting the PBIS program, for being alert to and correcting situations likely to promote poor citizenship, for notifying parents of serious student offenses, and for suspending students when necessary. He/she has a right to impose detentions on a student, deny school privileges, remove a student from class, suspend a student, enlist parental support and recommend expulsion.

#### **2018-2019 SCHEDULE**

7:45am	Students allowed in school & cafeteria open for breakfast
7:45am	First buses arrive
8:10am	Morning dismissal from gym
8:20am	Classes begin – Tardy Bell
3:00pm	Dismissal

#### **SCHOOL PROCEDURES**

1. **ACCIDENTS AND ILLNESS** – The school will make every effort to inform the parents of any accident or illness occurring at school that may need care or observation at home. **We ask all parents to keep the office and teachers informed of any changes to emergency information, phone numbers, addresses, etc.**
2. **BUILDING ENTRY** – Students are not to arrive at Pocahontas School before 7:45 a.m. and must enter through the cafeteria doors located on the southeast side of school. Bus students enter the building through the cafeteria doors located on the southeast side of school. All students will report to the gymnasium once in the building. At 8:10 a.m. the bell will ring for students to be dismissed by class to their homerooms. All students are to be in their room by 8:20 a.m. when class starts. Daily announcements begin at 8:25 a.m. After the school day begins, entry to the school will only be obtained by using the main entrance on the south side of school.
3. **CAFETERIA AND NOON HOUR CONDUCT** – PBIS cafeteria expectations must be followed.
4. **CELL PHONES** – The use of cell phones is prohibited on school grounds during school hours. Cell phones must be turned off and kept inside the student’s locker or backpack. Use of cell phones will not be permitted on the bus, to and from school or activity, and at extra-curricular events. **If used during school hours, they will be taken from the student and returned only to the parent. Student may receive an after school detention.**
5. **CHEWING GUM** – Chewing gum in class often interferes with discussions. Gum is too frequently disposed of on the floor, walls, and furniture. For these reasons there is to be **NO GUM CHEWING ANYWHERE IN THE SCHOOL BUILDING OR SCHOOL GROUNDS.** Detentions (noon hour and/or after schools) will be given for chewing gum.
6. **COATS, BOOK BAGS, and PURSES** – Students must leave coats, book bags, and purses in lockers or on the coat rack during the school day.
7. **DISMISSAL** – Students riding the bus will exit the school and proceed to the proper bus parked along the bus lane. Students should be out of the building within 5 minutes after the dismissal bell, unless they are under teacher supervision. Students walking or being picked up will exit the school and cross State Street with the assistance of the crossing guard. If parents are parked across the road, students are expected to use the cross walk in front of school for safety purposes. Students are not allowed to walk between buses. Parent pick-ups are only allowed after the first buses depart.
8. **DROP OFF LANE** - Parents dropping their student(s) off before school must pull off the road to let them out. All students should be dropped off on the South or East side of the building by the cafeteria entrance.
9. **ELECTRONIC DEVICES** – The use of electronic devices in any manner that disrupts the educational environment or violates the rights of others will not be tolerated.
10. **FIGHTING** – Fighting on school premises is strictly prohibited. Students fighting on school premises or at school functions are liable for suspension.
11. **FINAL EXAMS** – 7th and 8th grades will have a final exam at the end of the school year in Math, Science, Language Arts and Social Studies.
12. **HALL TRAFFIC** – PBIS hallway expectations must be followed. **Please travel to the right side of the hallway at all times.** Students are expected to keep their hands and feet to themselves and remain quiet. Running in the hallways is prohibited.
13. **LEAVING SCHOOL** – Once students arrive on the school grounds, they must remain until the close of school unless dismissed by the office. Except for emergencies or illness, the student must have a written request from his/her parent for permission to leave. **A parent/guardian must report to the office to sign the student out before they are allowed to leave.** Students who leave the school grounds without permission will be denied the privilege of returning to ride the bus home and are subject to disciplinary action.
14. **LOCKERS** – Students will be assigned a locker or hook on a coat rack. You are not allowed to share lockers. School lockers, both P.E. and hall lockers, are the property of the school and are subject to being searched. Students should place books, coats, and other items in the locker. Students are encouraged to use a lock on their hall lockers. Students will use only the locker that has been assigned. **Valuables, including money, should not be left in your locker! No writing, signs, or pictures are permitted on the inside or outside of locker doors and walls.** The only exception will be for athletes participating in school sports who have signs made by the cheerleading squad. Any items on lockers will be removed and disciplinary action taken. It will be the responsibility of the student to remove items from lockers at the end of the school year.
15. **LOST AND FOUND** – Lost articles are turned in to the office and may be claimed by identifying them. Students should also check the Lost and Found rack by the cafeteria.
16. **NOTE WRITING** – Note writing at school or passing notes at school is not an acceptable educational activity. Those not abiding by this rule will receive an after school detention.
17. **OFFICE PHONE** - The telephone at school is a business phone. Students may use the phone only in case of emergency or urgent necessity. A 25-cent charge will apply to non-emergency calls. Students will only be called to the phone in case of emergency.
18. **PARTY GUIDELINES** – Holiday or classroom parties are left to the discretion of each classroom teacher. Party invitations or

gifts for classmates should not be brought to school to be distributed. **Parents are asked NOT to send gifts, balloons, etc. to students for special occasions.**

19. **PAYMENTS** – Late enrollment book rental fees are as follows:
  - a. Full fees first semester.
  - b. ½ fees second semester.
  - c. ¼ fees from April 15 to end of school year.
  - d. **Students are required to pay for lost books. Students will be assessed a rebind or replacement charge for books damaged in excess of “normal use.”**
20. **PERSONAL PROPERTY** – Students may occupy a number of rooms during the day; therefore, it is important that students keep track of such items as pens, pencils, and books. The school is not responsible for any personal property brought to school.
21. **PROGRESS REPORTS (Mid-quarters)** – Pocahontas School issues progress reports for the purpose of reporting academic and/or behavioral progress. Progress reports are to be signed by the parent and returned to their teacher within 3 school days after being issued. Failure to return the mid-quarter will result in an after school detention. The progress reports will be issued at mid-quarter and can also be issued at any time during the quarter.
22. **PROMOTION** – A student must pass 3 of the 4 main subjects (Math, Language, Science, Social Studies) for the year in order to be promoted to the next grade. A student will not be promoted based upon age or any other social reason not related to academic performance.
23. **RECESS** – A recess period is part of the regular school day and the PBIS expectations must be followed. Before any decision is made permitting students to go outside during winter months, several factors are always considered. These include the temperature (including wind chill factor) and then an attempt is made to check students for appropriate clothing and footwear. If the temperature, including wind chill factor is 26 degrees, we will be going outside. Any temperature 25 degrees or less, we will be staying in. **All students shall participate in regularly scheduled recesses unless excused by a physician’s statement.**
24. **RESTROOMS** – Restrooms are for the convenience of our students and are not to be abused. PBIS expectation must be followed. Loitering in the restroom is prohibited.
25. **SCHOOL CLOSINGS** –Announcements concerning school closing due to inclement weather or other emergencies will be relayed via Skylert phone system, posted on the district website and broadcast over local and regional radio stations. For your child’s safety, make certain your child knows ahead of time where to go in case of an early dismissal.
26. **SCHOOL PROPERTY** – Everyone is expected to take care of the building, equipment, desks, and books. Students who willfully or deliberately inflict damage on school property will be required to cover the cost of replacement or repair. Students inflicting such damages will also be subject to disciplinary action.
27. **SKYLERT** – We will use Skylert, the automated phone system, to notify you of school delays or cancellations due to inclement weather, as well as remind you of various events.
28. **STUDENT INFORMATION** – All forms concerning medical, free and reduced meals, and textbooks fees information will be distributed and completed during the registration process through BCCU #2 forms.
29. **STUDENT INSURANCE** - The school district is generally not liable for student injuries that take place at school or on district property. We strongly encourage you to maintain insurance coverage on your child(ren). The school will provide information regarding options for the purchase of insurance if needed.
30. **TOBACCO** – Items such as matches, lighters, cigarettes, smokeless tobacco and other related items are prohibited. If these items are brought onto the school grounds, they will be surrendered to a teacher. By bringing these to school, the student has surrendered any claim to them and will be subject to disciplinary action. **Smoking or chewing on the school grounds is considered a serious offense. Students caught doing so will face suspension.**

#### **ANIMALS ON SCHOOL PROPERTY**

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

#### **ASBESTOS STATEMENT**

Bond County Community Unit #2 facilities may contain asbestos and/or asbestos containing building materials. These materials have been identified and are maintained to IDPH (Illinois Dept. of Public Health) standards. Management plans and sampling data are at each specific location and a copy of each plan is maintained in the District office as required by IDPH.

#### **ATTENDANCE POLICY**

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

Regular school attendance will help you be more successful in your schoolwork. Although students who have excused absences have full make-up privileges for the work missed, it is very difficult for students to fully “make up” the information missed. Regular school attendance is a responsibility of both the student and the parent. One of the most important things parents can do to help their children succeed is to ensure that they are in attendance every day. We at Bond County Unit #2 expect you to be in school because success depends on it. To miss school is to miss out. The school works with the Regional Attendance Officer and Truancy Interventionist when attendance becomes a problem for a student.

**EXCUSED ABSENCES** - Approved by the Principal, include (a) personal illness, (b) medical or dental appointments, (c) observance of a religious holiday, (d) death in the family, (e) family emergency, (f) pre-planned absences, and (g) other absences approved by Administration. The school may classify excessive absences as unexcused, unless accompanied by a physician’s statement. Medical notes must have specific appointment times listed or state that the student is to be excused for an entire day. Medical notes should be turned into the office upon the students return to school. It is the student’s responsibility to initiate the procedures for make-up work the day they return to school.

**PRE-PLANNED ABSENCES** - If a student is aware that they are going to be out of school in advance, the principal or secretary should be notified and a pre-planned absence form needs to be filled out and signed by all teachers 3 days in advance of days requested. This form then needs to be returned to the office verifying that the teachers are aware of the absence. The building principal will then determine if an absence will be excused. **Failure to have this form filled out and returned to the office will result in the absences being unexcused.** It is expected that the student will be caught up on all assignments upon return. **NO PRE-PLANNED ABSENCES WILL BE GRANTED OR APPROVED DURING PARCC TESTING or hunting seasons. No more than 5 days of pre-planned absences will be excused for the school year.**

**UNEXCUSED ABSENCES** - Any student, who misses school without notification, appropriate justification, or prior planning for absence, will be counted unexcused for that time out of school. No make-up privileges will be given.

**When a student is absent from school, it is the responsibility of the parent to notify the school. When a student is absent, the absence will be marked EXCUSED if the parent calls the office with a valid reason before 9:30 a.m. the morning of the absence. If contact is not made, the absence will be marked UNEXCUSED. If the parent sends a note with the student the next school day, stating a valid reason for the absence, the absence will be changed to an excused.** Parents have only three days to provide a Doctor's note in order to change unexcused absences to an excused. The school will attempt to contact parents, at home or work, on the day of an absence if no call is received. After 10 absences in a year a Doctor's note may be required for the absence to be excused.

When a student is absent in excess of 5 days, the following will happen:

- a. 5 absences – formal parent contact and the student referred to an Attendance Program.
- b. 10 absences – formal parent conference with Attendance Coordinator, Principal, or Truant Intervention Officer.
- c. 11 absences – attendance officer contact with family.

**TARDY** - Students who arrive at school after the tardy bell (8:20 a.m.) **MUST** report to the office for a pass. Parents must enter school and sign their child in. The only acceptable reason for being tardy is due to a late bus or a scheduled appointment. **Students being tardy for the third time in a quarter will receive a noon hour detention. Students being tardy for the fourth time will receive an after school detention. On subsequent tardiness, the student will receive an in-school suspension. If this continues to be a problem, suspensions may result.**

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

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

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

1. Referral to the truancy officer
2. Reporting to officials under the Juvenile Court Act
3. Referral to the State's Attorney
4. Appropriate school discipline

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

#### **Preventing Bullying, Intimidation & Harassment**

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

Bullying on the basis of actual or perceived race, color, national origin, immigration status, 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, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

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

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

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

Bullying, intimidation and/or harassment may take various forms, including without limitation: Threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. For purposes of this policy, the term bullying includes harassment, intimidation, teen dating violence, retaliation, and school violence.

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

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

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, Harassment of Students Prohibited and 7:180, Prevention of and Response to Bullying, Intimidation and Harassment.

A student who is being bullied is encouraged to immediately report it orally or in writing to the Building Principal, District Complaint Manager, Nondiscrimination Coordinator or any staff member with whom the student is comfortable speaking. Anyone who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager, Nondiscrimination Coordinator or any staff member. The school will not punish anyone because he or she made a complaint or report, supplied information, or otherwise participated in an investigation or proceeding, provided the individual did not make a knowingly false accusation or provide knowingly false information. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, and will take disciplinary action against any student who participates in such conduct.

You can report any bullying incidents to [www.bccu2.org](http://www.bccu2.org)

### **BUS TRANSPORTATION/CONDUCT**

The Bond County Unit District #2 provides a fleet of buses to offer safe transportation to and from school. Parents must designate one primary and/or one alternate bus stop (AM/PM) for their students. Students are not permitted to ride a bus other than the bus (es) to which they are assigned. Requests for transport on a bus other than the student's primary bus or alternate bus will not be permitted.

Because safety is of prime concern, the district's school discipline code also applies to student behavior on the bus. In the interest of the student's safety and in compliance with State law, students are expected to observe rules as identified by the transportation director and drivers. Students who misbehave on a bus will be reported to the Principal. Inappropriate behavior on the bus will result in a suspension of bus privileges. It will then be the responsibility of the parents to provide transportation for the student to and from school. Video and audio cameras may be active on buses to record student conduct and may be used for the purpose of investigation into misconduct or accidents on the bus.

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

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

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

### **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 changes which need 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.
5. Consider the need for a Section 504 Accommodation Plan.

For further information, please contact the school nurse or 504 Coordinator.

#### **CLASSROOM TREATS AND SNACKS [KRP-8]**

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. **No homemade treats** or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

#### **COMMUNICABLE DISEASE NOTIFICATION**

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

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

#### **COMPUTER USE**

Students have access to several computers in computer labs, the library, and in classrooms. Before any student is allowed to access any computers, tablet or any other electronic device within the school, the Bond County Community Unit #2 Acceptable Use Policy must be signed by both student and parent and be on file in the office each school year. Students are encouraged to use computers as part of their regular class work. Students can have access to the Internet as well. Students must follow the rules governing computer usage as outlined in the Acceptable Use Policy form and those stipulated by the classroom teacher. Violation of these rules will lead to the loss of computer privileges. School personnel monitor student access to Internet sites. Students must receive permission from the teacher to print in the computer lab. Any unauthorized use of printers will result in loss of privileges.

#### **COUNSELING AND RELATED SERVICES**

Counseling services may be available at Pocahontas School for students whose progress (academic, social, or personal) is impeded by a temporary crisis or concern. Students may request an appointment to see the counselor or referrals may be made by the principal, parent, or teachers. Student privacy and confidentiality are of utmost importance.

#### **DETENTIONS**

Our goal in the classroom is to have a positive atmosphere where learning can take place. Eliminating unnecessary behavior and homework problems is the first step to making this happen. We would appreciate your support as we strive to create the best learning environment possible at Pocahontas Center, and at the same time have students who feel secure and can focus on academics.

Steps in the detention process:

1. After a detention is assigned, a phone call will be made or a detention form is sent home requiring a parent or guardian signature.
2. Detentions must be served no later than the following school day, but can be served the day of the incident with parent permission. No detentions can be served on Fridays.
3. Repeated detentions may result in in-school and out-of-school suspension.

Steps in the detention procedure:

1. Detention is held from 3:00 PM until 3:45 p.m. Monday-Thursday
  - a. **Assignment/homework detentions** run from 3:00-3:30. A homework detention will be assigned to a student upon having FIVE missing assignments in one quarter. During the assignment detention, students may work on homework. After the first detention, a detention will be assigned for each missing assignment thereafter until the EIGHTH missing assignment. At this time, the detentions will become conduct detentions, served from 3:00-3:45. Upon the TWELVTH or more missing assignment in one quarter, the student will serve an in-school suspension. Each quarter all students will "start over" in regards to missing assignments.
  - b. **Conduct detentions** run from 3:00-3:45. Conduct detentions may be given to a student by any teacher or supervisory staff if the student fails to comply with appropriate school behavior. Conduct detentions must be served from 3:00-3:45 and students will write during the detention. Three PBIS minors will result in an automatic conduct detention.
2. Detention takes precedence over all other school activities, including band and sports.
3. Students serving a detention may not be allowed to participate in any after school event.
4. Students must be silent during detention.
5. Students must be prepared to write if it is a conduct detention.
6. Students may only leave the detention room with a staff member's permission.
7. Students may be assigned specific writing/reading during detention.
8. Students **not** reporting to detention will serve an additional detention.



### **NOON HOUR DETENTIONS**

- Noon hour detentions may be given for reasons such as talking without permission, being tardy to class, chewing gum or candy, no assignment or books, and other minor offenses.
- Students who fail to serve the noon hour detention will receive an after school detention.
- An excessive number of noon hour detentions may result with an in school suspension.

### **AFTER SCHOOL DETENTIONS**

- After school detentions are given for more serious offenses or repeated minor offenses.
- After school detentions run from 3:00 to 3:45 p.m. and it is the responsibility of the parent/guardian to pick the student up from school.
- A form will be sent home with the student or a phone call will be made for anyone who receives an after school detention. This form will state the reason(s) the student received the after school detention. The date when the detention will be served will also be indicated on the form. The parent must sign the form and return it by 8:30 a.m. the next school day. If the date the detention is to be served presents a problem for the parent, the parent must contact the principal or teacher before 8:30 a.m. the following day to arrange an acceptable date. Failure by a student to return the signed form or failure to serve the after school detention will result in an internal suspension.
- A student receiving an excessive number of after school detentions is an indication that a serious problem exists. The principal or teacher may request a parent conference to discuss the student's behavior.
- After school detentions are to be served in the classroom of the teacher that assigned the detention or in the principal's office if the principal assigned the detention.

## **DISCIPLINE PROCEDURE** **POCAHONTAS SCHOOL**

### **DISCIPLINE SYSTEM**

Based on PBIS expectations, students at Pocahontas School are required to be respectful, responsible and ready. Students who do not adhere to school regulations are subject to a number of disciplinary measures depending on the severity of the infraction.

### **DRESS GUIDELINES**

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment. **The following list includes examples and guidelines to help students choose appropriate dress for school and school functions:**

1. Footwear must be worn. Shoes must have backs or straps on them.(No thong sandals or "flip flops" are allowed.)
2. No chains may be worn on clothing.
3. No coats or backpacks are to be worn in the building after the day has started.
4. No pajama pants or slippers are allowed to be worn to school.
5. Students are not allowed to write or draw on their bodies at school.
6. Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
7. Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
8. Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
9. Hair styles, dress, and accessories that pose a safety hazard or a distraction are not permitted in the laboratories, or during physical education.
10. Clothing that is otherwise poorly fitting, excessively worn or ragged may not be worn at school.
11. The length of shorts or skirts must be appropriate for the school environment.
12. Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.
13. Clothing that is excessively revealing such as short mini-skirts, short-shorts, tank tops, loosely fitting and low cut halter tops, mesh shirts (unless a shirt is worn underneath) or shirts which expose the midriff are not to be worn. Shorts are encouraged under skirts.
14. If there is any final decision about dress and appearance, the building principal will make the final decision.

### **EDUCATION OF CHILDREN WITH DISABILITIES**

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services. The school provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22<sup>nd</sup> birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the Special Education office (1008 North Hena) or online at <https://web.midstatespec.org/Public%20Forms/Parental%20Rights%20Revised%20October%202009.pdf>.

- The district conducts annual screening of children under the age of five and actively seeks out and identifies all children ages 6 through 21 within the district who may be eligible for special education and related services (23 IAC 226.100)
- The district **has in place procedures for requesting and conducting an initial evaluation** of children:
  - Concerns about student performance should be discussed with your child's teacher,
  - Parents have the right to request an evaluation to consider eligibility for special education and the needs for specialized services
  - Written request are preferred but can also be made in person, verbally.
  - Requests for consideration of evaluation need to include:

- Area of concern (i.e., Reading, Math, Attention)
  - Suspected disability
  - Remedy or support that you are seeking
- For questions or assistance in requesting an evaluation, please contact the BCCU2 Office of Special Education, (618) 664-5004
- Parent Rights are provided by the Illinois State Board of Education, are available upon request from the Special Education Office or available online.
- **In responding to a request for evaluation, the district:**
  - Utilized **screening data** and **conducts preliminary procedures** (e.g., observation of child, assessment for instructional purposes, consultation with the teacher or other requestor, conference with child) to **determine if evaluation is required.** (23 IAC 226.110(c)(2))
- **Determines whether an evaluation is warranted and:**
  - If it is determined an evaluation won't be conducted, provides written notice to the parents of the decision, including the reasons for and the right of the parent to challenge the decision.
  - If an evaluation is to be conducted, convenes a team, identifies the necessary assessments (with input from the parents), notifies the parents of the team's conclusions and requests the parents' consent. (23 IAC 226.110(c)(3))
- **The evaluation or reevaluation includes a review of existing evaluation data, including:**
  - Parent-provided evaluations and information, ii) current classroom-based, local or State assessments and classroom observations and iii) observations made by teachers. (34 CFR 300.305(a)(1))
  - Using the review of existing data and input from the child's parents, it is determined **what additional data, if any, are needed to determine:** i) if the child **has or continues to have a disability** and the **educational needs** of the child, ii) the **present levels of academic achievement** and related **developmental needs** and iii) whether the child **needs or continues to need special education** and related services (34 CFR 300.305(a)(2))
  - If the IEP team determines that no additional data are needed, the district **notifies the parents of that determination and the reasons for it** and the parent's **right to request further assessment.** (34 CFR 300.305(d)(1))
- **A re-evaluation of each child with a disability is conducted:**
  - If the public agency determines *[based on student progress and performance data]* that the **child's needs, including improved academic achievement and functional performance,** warrant re-evaluation. (34 CFR 300.303(a)(1))
  - If the **child's parent or teacher** requests a re-evaluation. (34 CFR 300.303(a)(2))
  - Not more than once a year unless the parent and district agree otherwise and **at least once every 3 years,** unless the parent and the district agree it is unnecessary. (34 CFR 300.303(b))
- The results of parentally-obtained (at public or private expense) **independent evaluation that meet district criteria** are considered in determining eligibility. (34 CFR 300.502(c)(1))
- The district provides parents with 10 days' notice prior to a meeting and takes necessary action to facilitate parent understanding and participation, including providing an interpreter for those parents who are deaf or whose native language is other than English. (23 IAC 226.530)
- **A team of qualified individuals, including the child's parent(s),** makes the determination of whether a child has a disability and the educational needs of the child. (34 CFR 300.306(a)(1))
- When interpreting evaluation data, the team carefully **considers information from a variety of sources.** (34 CFR 300.306(c))
- District policies, procedures and practices result in **regular reviews of referral and eligibility decisions** for special education, including methods, types of measures and frequency with which identification decisions are made. (23 IAC 226.700)
- **If a child with an IEP transfers** into the district, the new district reviews the child's IEP to ensure FAPE, including developing a new IEP and/or conducting an evaluation, as appropriate. (23 IAC 226.50(a); 34 CFR 300.323(e)(f))
- **Each child's IEP is reviewed periodically,** but not less than annually, to determine *[based on student progress and performance data]* **whether the annual goals for the child are being achieved.** If **goals are being achieved,** the district **considers the need for re-evaluation to review continued eligibility.** (34 CFR 300.324(b) & 300.303(a)(1))

### ACCOMODATING INDIVIDUALS WITH DISABILITIES

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

### DISCIPLINE OF STUDENTS WITH DISABILITIES

#### **Behavioral Interventions**

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

### DISCIPLINE OF SPECIAL EDUCATION STUDENTS

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

Questions and concerns can be addressed by contacting your building principal, Special Education and 504 Coordinator, Bond County Community Unit #2 (618) 664-5004, Director of Special Education, Mid-State Special Education (217) 526-8121

### ELECTIVE COURSES

Students who choose elective courses will have one week from the first time class meets to decide whether to remain in the class. If the

student decides to drop the class before this time period expires, there will be no penalty to the student. Any student who decides to drop the elective must have written permission from his/her parent. After this time period, any student who wishes to drop an elective will receive a failing grade for that grading period. Students who wish to add electives 2<sup>nd</sup> semester must follow the same procedure.

#### **ENGLISH LEARNERS (ELL)**

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

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

For questions related to this program or to express input in the school's EL program, contact the district EL coordinator.

#### **EXTRA-CURRICULAR ACTIVITIES – POCAHONTAS SCHOOL**

**SPORTS** – Boys: Basketball, Track, Baseball

Girls: Basketball, Cheerleading, Track, and Volleyball

In addition to the "Rules and Regulations for Students in the BCCU#2" handbook, athletic participants are also governed by the Bond County Unit #2 Athletic Policy. (Located in handbook)

#### **BASIC RULES FOR BALL GAMES & EXTRA-CURRICULAR EVENTS**

1. Drinks with a cap or lid are permissible.
2. If you leave, you will not be allowed back in.
3. **Games will end at approximately 8:30 p.m.** Tell your parents to pick you up at that time.
4. You are not here to run around. You are here to support your team.
5. Concessions are sold during the games.
6. School rules apply at the games.
7. If you are asked to leave a game because of inappropriate behavior, you will not be allowed to return for the remainder of the season.
8. **Use of cell phones is discouraged at ball games and other school activities.**

**PARENTAL PARTICIPATION AT SPORTS EVENTS** – Because all adults are role models for the students in the building, we request each parent review the list of reminders regarding the purpose of having our extra-curricular activities. It is the duty of all concerned with school athletics:

1. To emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
2. To eliminate all possibilities which tend to destroy the best values of the game.
3. To stress the values derived from playing the game fairly.
4. To show cordial courtesy to visiting teams and officials.
5. To establish a happy relationship between visitors and hosts.
6. To respect the integrity and judgment of sports officials.
7. To achieve a thorough understanding, acceptance of the rules of the game, and the standards of eligibility.
8. To encourage leadership, use of initiative, and good judgment by players on the team.
9. To remember that an athletic contest is only a game, not a matter of life or death for player, coach, school, official, fan, community, state or nation.
10. To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well being of the individual players.
11. To treat each athlete with respect and with human regard, never using profanity to address an athlete or an official.

**ATHLETIC FEES** – There is a fee for each sport in which a student participates. These fees must be paid prior to the start of each sport or the student will not be allowed to participate.

**DANCE RULES** – No high school, elementary, or other junior high students are allowed to attend without permission of the Principal. A student failing any class at the time of weekly grade checks or at the end of the quarter will not be eligible to participate in the dance.

#### **FIELD TRIPS**

Field trips are a privilege for students. Students must abide by all school policies during transportation, during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

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

1. Failure to receive appropriate permission from parent/guardian or teacher
2. Failure to complete appropriate coursework
3. Behavioral or safety concerns
4. Denial of permission from administration
5. Other reasons as determined by the school
6. All parent chaperones will be required to ride the bus and have a completed district volunteer form and be Board approved.
7. Only designated chaperones will be allowed to ride the bus.

#### **FINES, FEES AND CHARGES; WAIVER OF STUDENT FEES**

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

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

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

1. An illness in the family
2. Unusual expenses such as fire, flood, storm damage, etc.
3. Seasonal employment
4. Emergency situations
5. When one or more of the parents/guardians are involved in a work stoppage.

Within 30 days, the building principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the building principal at 669-2296.

**FOOD ALLERGIES**

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at 669-2296.

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.

**FOOD SERVICE**

Students/parents will be notified as to their account balance and any student with a negative balance may be denied further charges.

**GRADING SCALE**

<b><u>Kindergarten-2nd Grade</u></b>	<b><u>3<sup>rd</sup> -8<sup>th</sup> Grades</u></b>
3 = Met the standard (90%-100%)	<b>100% - 90% - A</b>
2 = Progressing toward standard (89%-75%)	89% - 80% - B
1 = Limited progress toward standard (74% and below)	79% - 70% - C
	69% - 60% - D
	59% and below- F

**HEAD LICE**

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

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

**HEALTH CARE AND CONCERNS**

**FEVER: Any temperature greater than 99.5 degrees F is considered a fever. Children must be fever-free for 24 hours without using fever reducing medications (such as Tylenol, Motrin, Advil, etc.) in order to return to school.** This applies even if the underlying cause of the fever is non-infectious, such as middle ear infections, bronchitis, urinary tract infections, etc. It is required that they be given 24 hours to recover from the fever before returning to school. Please note that a child who exhibits symptoms of illness without a fever may be sent home if the nurse feels this is in the best interest of the child or the child's classmates (with compromised immune systems).

**DIARRHEA AND VOMITING: Children with diarrhea and vomiting should remain home until they are symptom free for 24 hours.** The only exception is if the diarrhea or vomiting is the result of a chronic condition, then a note from the doctor is needed indicating the diarrhea and vomiting is not infectious.

**MEDICATIONS: If your child is on medications at home but not at school, please let your school nurse know.** Many medications cause unusual or undesirable side effects that can be mistaken for other problems. School personnel are **not** allowed to administer any medications without parent's permission and a doctor's written order. You may get forms needed for this from the school nurse and forms are needed yearly. All medication must be in the original container with a current label. If your child begins daily medication during the school year, please notify the school nurse.

**HOME AND HOSPITAL INSTRUCTION**

A student who is absent or whose physician, physician assistant or advance practice registered nurse, 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.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage.

To be considered for these services, they must submit a completed Home and Hospital Program referral and Medical Certification form.

Instruction will begin upon approval by the Superintendent.

For information on home or hospital instruction, contact the school nurse.

### **HOMELESS CHILDS' RIGHT TO EDUCATION**

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

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

Pocahontas School provides services and assistance according to the McKinney-Vento Homeless Education Act.

### **HONESTY AND INTEGRITY**

Students at Pocahontas School are expected to do their own work in an honest and forthright manner. Looking at another student's test paper, obtaining test answers, copying homework and plagiarizing are dishonest acts. Students who compromise their integrity in these ways will be subject to disciplinary action and will receive a failing grade on the assignment, test, or project.

### **HONOR ROLL/HIGH HONORS**

Students in grades 3-6 who have earned "A's and/or "B's" in all five core subject areas receive Honor Roll recognition and students who have earned straight "A's" will be recognized as achieving High Honors. Any report card grade other than an A or B in one of the five core subjects will prevent a student earning honor roll status for that quarter. The five core subject areas are Reading, Language, Math, Science and Social Studies. Students in grades 7-8 who have earned a grade point average between 3.0 and 3.74 in all subject areas receive Honor Roll recognition and students who have earned a 3.75 or higher grade point average for the quarter will be recognized as achieving High Honors.

### **IMMUNIZATION, HEALTH, EYE AND DENTAL EXAMINATIONS**

#### **Required Health Examinations and Immunizations**

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring that the student has been "risk-assessed" or screened for lead poisoning.

#### **Failure to comply with the above requirements by the first day of the current school year may result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions.**

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

#### **Eye Examination**

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

#### **Dental Examinations**

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

#### **Exemptions**

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemptions
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

### **LIBRARY PRIVILEGES**

1. The library is open during the school day for student use.
2. Library time is to be spent checking out books or looking at magazines or reference materials.
3. Students are allowed to check out two books at a time for two-week periods. There is a five-cent per day fine on overdue books (only school attendance days are counted). A noon hour detention will be issued when fines are not paid or books not returned. Students are responsible for paying for lost or destroyed books.
4. Misconduct in the library will result in a detention, being sent back to class, loss of library privileges for a period of time, or being sent to the office.

5. Notices are a courtesy to remind students of the status of their library items, but they are responsible for the due dates and fines regardless of whether they have received notices.
6. Students should check books and magazines for problems **before** checking out. Once checked out, they are responsible for damages.

### **MAKE UP WORK**

It is always the **responsibility of the student**, upon returning, to ask teachers for make-up work. When a student is absent for two school days, it is recommended that assignments and homework be obtained by telephoning the office. Requests for assignments should be made prior to 9:30 a.m. for pick up by 3:30 p.m. **This should only be done if the student will miss more than 1 day of school.** Parents should come to the office to pick up the assignments and books.

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

Students will have one day for each day's absence in which to submit the required make-up work. Missed work caused by an extended illness will be reviewed and specific dates will be established for the work to be completed.

Make-up work required by an excused absence may be made up with NO penalty, provided it is completed within the time allotted by the teacher. A student who is present when a test is announced is expected to take the test as scheduled or upon returning to school. In laboratory classes, such as art, physical education, and science, which are not conducive to make-up work, the teacher will determine the make-up procedure. Students who are unexcused from school will not be allowed to make up missed work.

### **MANDATED REPORTERS**

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

### **MEDICATION POLICY**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medication Authorization Form". If your child begins daily medication during the school year, please notify the school nurse.

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

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

### **PARENTS RIGHT-TO-KNOW**

#### **2018-2019 School Year**

In accordance with Elem. & Sec. Ed. Act Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW*, the Bond County CUSD #2 is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

1. Whether the teacher has met 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 qualification 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 4 or more consecutive weeks by a teacher not highly qualified, the school will notify you. If you have questions, please feel free to contact your school office, 669-2296.

### **School Parental Involvement Policy**

The Pocahontas Grade School agrees to implement the following statutory requirements:

1. 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.
2. Schools 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.
3. In carrying out the Title I, Part A, parental involvement requirements, to the extent practicable, the school will provide full

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 understandable and uniform format and including alternative formats upon request and, to the extent practicable, in language parents understand.

4. If the school-wide program plan 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 local educational agency (school district).
5. The school will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the 1 percent reserved goes directly to the schools.
6. The school will build its own, and the parent's, capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement.
7. The school will provide other reasonable support for parental involvement activities under section 1118 of the ESEA as the parents may request.
8. 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 regular, two-way, and meaningful communication involving student academic learning and other school 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 other activities, such as those described in section 1118 of the ESEA.*

***The full School Parental Involvement Policy is available upon request from your school office.***

### **SCHOOL-PARENT COMPACT**

The Pocahontas Grade School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the ESEA, agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during the school year.

#### **School Responsibilities**

**The Pocahontas Grade School will:**

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards.
2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.
3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:  
Family Access [www.bccu2.org](http://www.bccu2.org), mid-quarter and report cards, individual communication with the classroom teacher.
4. Provide parents reasonable access to staff.
5. Provide parents opportunities to volunteer and participate in their child's class, as needed, and with prior approval.

#### **Parent Responsibilities**

**We, as parents, will support our children's learning in the following ways:**

1. Monitoring attendance.
2. Ensuring that homework is completed.
3. Participating, as appropriate, in decisions relating to my child's education.
4. Promoting positive use of my child's extracurricular time.
5. Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.

#### **Student Responsibilities**

**We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards.**

**Specifically, we will:**

1. Do my homework every day and ask for help when I need it.
2. Read at least 20 minutes every day outside of school time.
3. Give my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

### **PESTICIDE SPRAYING**

The School District has the school buildings sprayed, as needed, on the second Friday of each month starting at 3:30 pm. The pesticides are applied by a professional company and are considered safe for school building use. If your child has allergies to pesticides or if you suspect that your child may have a reaction to the pesticides, you should contact the school. Parents or guardians who wish to be notified of the spraying should notify the school in writing at the beginning of the school year.

### **PHYSICAL EDUCATION**

**In an attempt to save wear and tear on the gym floor, all students will be required to have a pair of shoes specifically for P.E. and indoor recess only. These shoes will be worn in the gymnasium only.**

Any student who is excused from P.E. for one day must bring a note from his or her parent stating the reason. If the student is to be excused for more than 2 days of P.E., a note from a doctor is required stating the reason and the length of time involved.

### **POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT – (PBIS)**

Positive Behavior Interventions and Support (PBIS) is a proactive system approach to establish the behavioral supports and social culture needed for students in a school to achieve social, emotional and academic success.

In the fall of 2010, Pocahontas School implemented the PBIS system. Students who chronically receive discipline referrals will be referred

to receive additional support. This would require students to check in / check out with designated staff members each day.

Data-based decision-making aligns curricular instruction and behavior supports to student and staff needs. Schools applying PBIS begin by establishing clear expectations for behavior that are taught, modeled, and reinforced across all settings and by all staff. This provides a host environment that supports the adoption and sustained use of effective academic and social/emotional instruction. PBIS has proven its effectiveness and efficiency as an Evidence-Based Practice. (Sugai & Horner, 2007).

The three behavioral expectations at Pocahontas School are: I Am Ready, I Am Respectful, I Am Responsible. The school-wide behavior matrix, which will be posted in all classrooms, defines the expected behaviors for specific classroom and non-classroom settings. The matrix also creates the curriculum that will guide the teaching of expected behaviors. It also enhances communication and created common language within the school community. Students who receive an office discipline referral (ODR) will not be permitted to participate in the monthly celebration. Any students who receive eight (8) minor infractions or two (2) ODR's (majors) and four (4) minors will not be allowed to participate in grade level field trips.

### **PROJECT PARENTING (0-3 YEAR OLDS) AND PRE-KINDERGARTEN (KRP, 3-5 YEAR OLDS) PROGRAM**

BCCU2 provides services to families and students from birth to 5 years of age. These services are available through a grant from the Illinois State Board of Education.

Project Parenting is an educational and support program for families with young children from prenatal to pre-kindergarten. Services include: screenings, home visits, play days, special family events and parenting resources. Project Parenting is an affiliate of Parents as Teachers.

KRP is a ½ day preschool program for children ages 3-5 who are not age eligible for Kindergarten. Classrooms are available in Greenville, Mulberry Grove, Pocahontas and Sorento. Children must be screened prior to enrollment; placement in the program is based on at-risk factors and availability at each site. For more information on either of these programs – contact the BCCU2 Central Office at 664-5009.

### **RESPONSE TO INTERVENTION (RTI)**

Response to Intervention (RtI) is a way to provide instruction for reading and math at each student's level. In accordance with Federal and State regulations, BCCU2 has developed procedures and programs for reading and math screening, interventions, and monitoring student progress. The focus is to help students learn by addressing reading and math problems earlier within the general education setting. Universal Screenings (Aims Web) will occur 3 times per year with all students. These screening results will be reviewed along with standardized assessments to provide benchmarks for progress in reading and math at all grade levels. A team of teachers will review screening results, standardized assessments, and grades to determine if there are any areas of weakness for students. The areas targeted for intervention will include:

1. Phonemic Awareness-the ability to identify and distinguish distinct sounds.
2. Phonics-the knowledge that letters represent sounds.
3. Fluency: The ability to read words accurately with inflection and intonation.
4. Vocabulary: The ability to use words appropriately.
5. Comprehension: The ability to understand what is read.
6. Math: The ability to understand and manipulate number concepts.

Screening/Assessments track progress and guide teachers in customizing lessons. Students work in small groups on a regular basis. Scientifically researched-based programs (interventions) will be used to help identified students to strengthen weak areas of concern. Supports in addition to the regular classroom setting may include:

1. Additional reading/math time with a partner/teacher.
2. Small group instruction within/outside the classroom.
3. Consideration for Title One and/or Special Education Services.

Interventions and progress will be monitored on a regular basis and adjusted as needed. Parents will be notified if their child is recommended for additional reading/math support. Results of Universal Screenings will be shared with parents at grade card time. Progress will also be reviewed at Parent-Teacher Conferences.

### **RULES OF CONDUCT**

**SUBSTITUTE TEACHERS:** Our school is fortunate to have capable people to assist us whenever regular teachers are ill or are attending conferences. A substitute teacher is an important guest whose impressions of our school will be carried into the community. Be certain that these are good impressions by being polite, helpful, and considerate just as you would be to your regular teacher. Any inappropriate behavior in a class with a substitute teacher will be dealt with by Mr. Rakers.

**AUTHORITY OF ADULT SCHOOL EMPLOYEES:** All of the adult employees of Pocahontas School have certain responsibilities to the school. In order to carry out these responsibilities, they have certain authority granted to them. Included in this responsibility is the authority to correct students when the need arises. If any student is disciplined by any adult employee (faculty, clerical, cafeteria, or custodial), the student is expected to accept such correction as though the principal were administering the action.

### **SAFETY DRILL PROCEDURES AND CONDUCT**

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

### **SCHOOL VISITATION RIGHTS**

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

### **SEARCH AND SEIZURE PROCEDURES**

In order to maintain order, safety and security in the schools, school authorities are authorized to conduct reasonable searches of school



property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

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

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

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

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

### **Students**

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

### **Seizure of Property**

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

### **Access to Student Social Networking Passwords & Websites**

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

\*\*Confiscated items fall into two categories – criminal and noncriminal. Noncriminal items will be given to the parent upon request or they can be picked up the last day of school. If unclaimed by the end of the year, all confiscated items will be discarded. Criminal items will be turned over to the police and handled at their discretion.

### **SEX EDUCATION INSTRUCTION**

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology. For your information, State law requires that all sex education instruction must be age appropriate, evidence-based and medically accurate. Courses that discuss sexual intercourse place substantial emphasis on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases.

### **SEX OFFENDER NOTIFICATION LAW**

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

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion. In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

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

A violation of this law is a Class 4 felony.

### **SEX OFFENDER & VIOLENT OFFENDER COMMUNITY NOTIFICATION LAWS**

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

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

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

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

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

### **SMOKE FREE GROUNDS**

Bond County Unit #2 schools maintain a smoke free building and grounds.

## STUDENT PRIVACY PROTECTIONS

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

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

### **Surveys Requesting Personal Information**

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine program eligibility.

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

### **Instructional Material**

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

## STUDENT RECORDS

School student records are confidential and information from them will not be released other than as provided by law.

The school and district routinely discloses "directory" type information without consent. Directory information is limited to: name, address, gender, grade level, birth date and place, parents' names and address; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.

State and Federal law gives parents and eligible students certain rights with respect to their student records. These rights are:

1. The right to inspect and copy the student's education records within 10 business days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost.
2. The right to request the amendment of a portion of the student's education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.
4. The right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, D.C. 20202-4605

## STUDY HALL RULES

Study halls are an important part of your school day. They are scheduled to support and complement classroom activities. Study hall is just what the name implies – a quiet atmosphere where students can gainfully employ their time in preparation for class assignments. If you use a study hall effectively, you will be able to cut down on the amount of work you will have to take home. You must learn to budget your time and use your study halls in a positive, responsible way. Study halls are not play periods. The following is a list of rules for our Junior High study halls.

1. Students must be in their assigned seats when the bell rings.
2. Students are to remain quiet and busy the entire period to ensure a good working atmosphere is available for all students.
3. Students are to have all needed study and homework materials with them when they enter a study hall. Students should plan ahead so that when one assignment is completed they may begin work on another.
4. Students are to bring all necessary items to study hall (pens, pencils, paper, etc.).
5. Regular classroom rules apply. Students must have permission to speak out or leave their seats.
6. Students **will not often be given a pass to go to their lockers and the restroom.** These items should be taken care of before class. If a student needs to see another teacher, that teacher must write the student a pass before the student enters the study hall.
7. Note writing during study halls is prohibited.

## SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district. The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this

information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

### SUSPENSIONS

#### A. **IN-SCHOOL SUSPENSIONS**

1. Internal suspensions result in the student being removed from the regular classroom and being placed at a desk in the office. Students not abiding by rules during internal suspension will be given an external suspension.
2. The student will be given assignments and study materials and be expected to use them.
3. Students will be allowed to make up tests and daily work missed while serving an internal suspension.
4. Internal suspensions are used to correct students' serious misbehavior.

#### B. **EXTERNAL SUSPENSIONS**

1. An external suspension results in the student being removed from school by the principal. The suspension will be served for a period of time not to exceed 10 days.
2. While suspended from school, the student will receive an unexcused absence and no makeup work allowed. Students will receive a "0" for all assigned work during the suspension.
3. If the principal suspends a student from school, the student's parents will be notified in writing and by phone.
4. A student may be suspended from Pocahontas School for committing acts of gross disobedience, gross misconduct, insubordination, disrespect, theft, vandalism, drug or alcohol use, fighting, assault, and other serious discipline problems. Gross disobedience or gross misconduct is interpreted to mean any conduct, behavior, or activity which may cause injury or interfere with the rights of other students or school personnel.

### TEACHER QUALIFICATIONS

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

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

If you would like to receive any of this information, please contact the Administrative Office.

### TO AND FROM SCHOOL

1. Students will enter the building by using the Southeast entrance by the cafeteria. Students are not to arrive at school before 7:30a.m. unless riding a bus.
2. Bicycle riders are expected to park their bicycles in the bike rack outside the playground. Recreational riding is not permitted at any time on sidewalks or in the parking lot. Bikes are to be walked on and off the school grounds using the sidewalks.
3. Students who walk to and from school are requested to walk on the established walkway and paths. Never walk between buses or ride bicycles across the parking area.
4. Due to the lack of storage, riding skateboards or rollerblades to school is discouraged.
5. School rules and policies will be in effect for all students en route to and from school.
6. Students that come to school by automobile are to be let out quickly and safely. **Parents are to pull off the road to let your child (ren) out.**
7. Pick up at the end of the day should be at the south or southeast side of the building.
8. **Bus traffic has the right of way. No car traffic will be allowed in the bus lane.**
9. **Under no circumstances are students to walk between any parked vehicle or bus. Please exit the south edge of the playground via crosswalk, and obey crossing guard signals.**

### VIDEO & AUDIO MONITORING SYSTEMS

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

### VISITORS

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must wear a tag identifying themselves as a guest. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct him or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

### VOLUNTEERS/CHAPERONES

All school volunteers and chaperones must complete the "Volunteer Information Form" and be approved by the school principal and school board prior to assisting at the school. Forms are available in the school office. Volunteers and chaperones are required to check in and out at the main office and receive a visitor badge before going to their destination.

## BCCU #2 STUDENT DISCIPLINE POLICIES

### Student Behavior

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

### Prohibited Student Conduct

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

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

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

4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school

operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

#### **When and Where Conduct Rules Apply**

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

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

#### **Disciplinary Measures**

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

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

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

#### **Corporal Punishment**

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as

needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

### **Weapons Prohibition**

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

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

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

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

### **Gang & Gang Activity Prohibited**

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

### **Re-Engagement of Returning Students**

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

### **Bond County CUSD#2 Acceptable Use Policies for 2018 - 2019**

These guidelines are based on the Children's Internet Protection Act (CIPA) and its four guiding principles of: respect, privacy, sharing, and safety. These guidelines are appropriate for all technology users and we encourage parents to follow these guidelines in their own homes. Bond County CUSD#2 provides access to electronic resources that promote educational excellence, sharing of information, innovative instruction, and online communication to enhance 21<sup>st</sup> Century learners the ability to live and work in the global economy. Online communication constitutes email, Internet, blogging, any use of network resources, etc. BCCU#2's electronic resources include, but are not limited to all hardware, software, data, communication devices, printers, servers, filtered Internet access, and local and wide area networks.

Online communication is critical for today's learners to apply 21st Century Skills and employ tools such as interactive websites, blogs, video conferencing, podcasts, etc. which offer authentic opportunities for students to express and share information. To keep students safe and comply with the Children's Internet Protection Act (CIPA), the Acceptable Use Guideline is put in place and updated to accommodate for the many education and global changes to date. This Acceptable Use Guideline is written for all those who use school provided Network connections. These connections may be used for classroom blogs, student emails, podcast projects, interactive websites, and any other occasion students, teachers, or community members use school Network space. The following is a statement of rules and guidelines for the acceptable use of electronic information resources. These are provided to help understand what acceptable behaviors with the use of technology are. While these rules and guidelines detail acceptable use of electronic information resources anywhere, these are rules and guidelines under which all members of the BCCU#2 community (students and staff) will be held accountable.

### **USAGE GUIDELINE**

BCCU#2 provides students and staff access to various electronic resources including a wide range of educational materials through Internet and computer online services. BCCU#2 uses content filtering technology in compliance with CIPA on all school computers with Internet access to protect against unacceptable web content. However, no web filtering technology is 100% safe. BCCU#2 realizes this fact and takes every effort to monitor online activity.

**Student Safety:** Do not send any message that includes personal information such as: home address, personal phone numbers and/or last name for yourself or any other person. Likewise, the staff is not permitted to post this information to public domains (i.e. class web page or Internet). Student pictures and/or work may be included on district/ school/ classroom websites without identifying captions unless the site is password protected.

**Extended Safety K- 5:** Teachers of students in grades K-2 will access appropriate websites for their students. Students in grades 3-5 may not attempt to access any Internet resource without the prior consent of the teacher.

**Password Protection:** Internet passwords are provided for each user's personal use only and are, therefore, confidential. Never share your password, steal or use another person's password. If you suspect that someone has discovered your password, you should change it immediately and notify your teacher or administrator who in turn will notify the network administrator or the technology director. As words are easily hacked, when establishing a password one should keep in mind that strong passwords consist of a combination of upper and lowercase letters, numbers and symbols.

**Privacy:** E-mail is no more private than a postcard. Students and staff need to know that files stored on school computers are not private. Network and Internet access is provided as a tool for educational purposes only. The District has the right to monitor, inspect, copy, review and store at any

time and without prior notice any and all usage of the computer network and Internet access including transmitted and received information. All information files are the property of the District and no user shall have any expectation of privacy regarding such files. Federal Law requires that all email sent and received be stored for a period of 'seven years'.

**Online Etiquette:** Follow the guidelines of accepted behaviors within the school handbook. Use appropriate language and graphics. Swearing, vulgarities, suggestive, obscene, belligerent, harassing, threatening or abusive language of any kind is not acceptable. Do not use school online access to make, distribute, or redistribute jokes, stories, cyber bullying, obscene material or material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

**Messaging:** Teachers may incorporate: email, blogs, podcasts, video conferencing, online collaborations, PDAs, IMing, texting, Virtual Learning Environments and other forms of direct electronic communications (i.e. cell phones, PDAs, cameras) or Web 2.0 applications for educational purposes. Although teachers monitor student online activity, it is the direct responsibility of the user to comply with this acceptable use policy.

**Blogging/Podcasting:** Uses of blogs, podcasts or other Web 2.0 tools are considered an extension of the classroom. Whether at home or in school, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other Web 2.0 tools. Students using blogs, podcasts or other Web 2.0 tools are expected to act safely by keeping ALL personal information out of their posts. Comments made on school related blogs should follow the rules of online etiquette detailed above and will be monitored by school personnel. If inappropriate, they will be deleted. Never link to web sites from a blog without reading the entire article to make sure it is appropriate for a school setting.

**Plagiarism/Copyright/Licensing:** Plagiarism is the act of using someone else's words or ideas as your own. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism, as stated in the school handbook. In addition, all students and faculty must adhere to the copyright laws of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information. All students and faculty should also adhere to the Creative Commons licenses where the author/artist denotes what media may be shared, remixed, or reused.

**Proxies:** The use of anonymous proxies to get around content filtering is strictly prohibited and is a direct violation of this agreement.

**Illegal Activities:** Use of the network for any illegal activities is prohibited. Illegal activities include, but are not limited to: (a) tampering with computer hardware or software, (b) software piracy (c) unauthorized entry into computers and files (hacking), (d) knowledgeable vandalism or destruction of equipment, (e) deletion of computer files belonging to someone other than oneself, (f) uploading or creating of computer viruses, (g) distribution of obscene or pornographic materials, and (h) sexting. Such activity is considered a crime under state and federal law. Users must be aware that any illegal action carried out over the Internet will be reported to law enforcement officials for possible prosecution. Please be advised, it is a federal offense (felony) to break into any security system. Financial and legal consequences of such actions are the responsibility of the user (staff, volunteer, and student) and student's parent or guardian.

### **TERMS OF AGREEMENT**

The Bond County Community Unit #2 Schools reserve the right to deny, revoke or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension, expulsion (students), or dismissal (staff) for violations of these Guidelines. The District will advise appropriate law enforcement agencies of illegal activities conducted through the Bond County CUSD#2 Internet Connection. The District also will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the service. The school district and its representatives are not responsible for the actions of the users or the information they access.

## **Bond County Community Unit #2 Board of Education Policy Manual SECTION 600**

### **EXTRA-CURRICULAR POLICY**

#### **I. Mission Statement**

Bond County Community Unit #2 Schools are committed to offering students the chance to develop their talents by offering a wide range of extra-curricular activities. In choosing to participate, the students must realize that their involvement as representatives of BCCU #2 is a privilege, not a right. Participating in an extra-curricular activity involves a commitment by the student to adhere to the Code of Conduct. As representatives of Bond County Unit #2 Schools, students must understand that their decisions and actions will be scrutinized by the public and their peers while performing or competing, at practice and within the community. This unique position in comparison to the general school population carries additional responsibilities. The Administration expects students who participate in extra-curricular activities to be leaders and models for acceptable behavior. These criteria are reflected in the following pages and within the Code of Conduct.

#### **II. Objectives**

- A. To balance extra-curricular activities with all other student's academic responsibilities and considerations.
- B. To encourage, build and promote the individual's moral character.
- C. To develop in each participant a feeling of pride, a sense of accomplishment and a desire to excel.
- D. To develop excellent extra-curricular activities of which the participants, school and community can be proud.
- E. To promote an appreciation for hard work and good sportsmanship at BCCU#2 schools.
- F. To promote activities which are free of drug, alcohol and/or tobacco (drug, alcohol, and tobacco free activities) for all students who participate in extra-curricular activities while in attendance at BCCU#2 schools.

#### **III. Coverage**

- A. This Extra-Curricular Code covers students who participate in any BCCU #2 extra-curricular activities listed in Item IV. The Extra-Curricular Code is in effect throughout the calendar year 24 hours per day, whether or not school is in session, including vacation periods and holidays. The rules apply on and off campus and go into effect as soon as the student/parent sign the School Handbook OR the Parent Permission Form, which should be signed before a student is allowed to workout (including summer activities) or practice with a specific team.
- B. If a student violates the Extra-Curricular Code, but at the time of the violation is not participating in any extra-curricular activities, the consequences of the Code violation will be enforced at the time the student next participates in an athletic and/or non-athletic activity, regardless of the year.
- C. If a student participates in both athletic and non-athletic extra-curricular activities, and violates the Code, the student will serve suspensions in the current sport AND activity. If the student is not involved in a current sport and/or activity, the suspension(s) will take place during the next sport and/or activity.

Example A: A student is a member of the Scholar Bowl team in the winter and the track team in the spring. The student violates the BCCU2 Extra-Curricular Code in September. The student would serve the penalty for Scholar Bowl in the winter AND track in the spring.

Example B: Student X is a member of the basketball team in the winter and the softball team in the spring, and is NOT involved in any non-athletic activities nor a fall sport. This student violates the BCCU2 Extra-Curricular Code in September. The student would serve the penalty during basketball season (the next sport season), and not softball.

**IV. Extra-curricular Activities Offered at Bond County Unit #2 Schools**

**High School Girls' Athletics**

Tennis	Golf	Volleyball	Basketball
Track	Soccer	Softball	Cheerleading

**High School Boys' Athletics**

Golf	Soccer	Football	Basketball
Track	Tennis	Baseball	

**High School Non-Athletic Extra- Curricular Activities Covered by this Code**  
(not directly linked to curriculum or classroom instruction)

Dance	Drama	FFA	Flags
Musical	Scholar Bowl		

**Junior High Athletics and Extra-Curricular Activities**

Boys Baseball	Boys and Girls Basketball	Girls Volleyball
Boys and Girls Track	Cheerleading	Junior High Musical
After School Art		

**V. Extra-Curricular Requirements**

Each student must have completed a Handbook/Extra Curricular signoff which is included as part of the handbook each year. This form must be signed by the student and his/her parent or guardian. In addition, all students participating in IHSA sponsored activities will fill out the required Parent Permission form to demonstrate having proper insurance coverage and must also pay the required Athletic Fee before playing in a scheduled contest.

- A. Current Physical Exam: Each athlete must have a current physical exam form from his/her doctor indicating that they are physically fit to participate in sports. A copy of this exam must be on file BEFORE the student may practice or compete in a sport. All physical exams are good for 395 days.
- B. Insurance Coverage: There is an assumption of risk for a student participating in Extra-Curricular activities, whether during participation or travel. A student must have insurance coverage through the school insurance or parent or guardian insurance plan. Proof of coverage must be on file at the school BEFORE the student may practice or compete in a sport or activity. The Parent Permission Form needs to be signed by student and parent/guardian and returned to the coach, supervisor or Athletic Director.

**VI. Academic Requirements**

Students will be ineligible to participate during each weekly period if they do not receive passing grades for twenty-five (25) credit hours for the previous week and will be ineligible for an entire semester if they do not pass twenty-five (25) credit hours for the previous semester (High School). Student must follow the academic eligibility guidelines as established by the IHSA and IESA. Academic Eligibility is checked weekly for athletic teams that are in-season and quarterly for non-athletic activities.

If a student is ruled academically ineligible for 4 weeks (consecutive or non-consecutive) during a respective season, the student may be removed from the team for the duration of that season. A student who would like to participate in a sport or activity during the next season must meet with the coach or sponsor and Athletic Director prior to the next season to discuss a plan for academic success.

**VII. General Requirements**

- A. Suspension and/or expulsion from school that are imposed as a result of the District's Extreme Discipline Measures Policy (715.11) shall result in a concurrent athletic suspension and possible dismissal from any participation.
- B. Participants must travel to and from activities which are more than five (5) miles away from BCCU#2 schools in transportation provided by the schools. The only exceptions are:



1. Injury which requires alternate transportation.
  2. Written permission given to the coach or sponsor from the student's parent or guardian for the student to ride with the parent or guardian.
  3. Prior arrangements are made at least one (1) day prior to the activity between the participant's parent or guardian and coach or sponsor for the student to ride with other adults named in writing by the parent or guardian.
- C. Any participant who has been under a doctor's care for a disorder, which has caused him/her to be medically unable to participate in an athletic activity or Physical Education, cannot begin participating again until the school receives a written release from the doctor.
- D. Curfew hours apply to in-season only. Hours: 11:00 PM during the week and 12:00 midnight, Friday and Saturday. One-hour curfew after school activities that extend beyond these times. Violations will be dealt with at the head coach's/sponsor's discretion.

VIII. **Attendance Requirements**

- A. Students must be in school the **entire** day in order to participate in any extra-curricular activity that day. Exceptions may be made in the following cases:
1. Medical or dental appointments for which the student has a signed physician's or dentist's statement explaining the absence.
  2. Death in the family as determined by Administration on a case-by-case basis.
  3. An approved College Day/Military Day.
- B. If a student is absent the last day of the week, and the activity is on a non-school day, the parent or guardian must give in writing to the coach or sponsor permission for their son/daughter to participate.
- C. Excused absences from practices or contests will include: sickness, death in the family, approved pre-arranged trip, or school-sponsored activities, and the other absences deemed unavoidable by the coach or sponsor (i.e. slick roads). Participants must realize that to be fair to those students attending all games, activities and practices, positions on extra-curricular activities can be affected when missing practices and/or games or activities.
- D. Unexcused absences from practices or contests will result in disciplinary action by the coach or supervisor and may lead to removal from the team or activity.
- E. Any student who is suspended from school will also be suspended from the extra-curricular activity for the same period of time or for a longer period of time as determined by the coach and the administration. Each day of in-school or out-of-school suspension is equal to being suspended for one scheduled contest. (Junior High and High School). In all instances, suspension must begin during the next scheduled contest.
- F. Student must be enrolled as a full-time student to be eligible to participate in extra-curricular activities.

IX. **IHSA Individual Participation in Sports not offered at BCCU2**

Greenville High School is a member of the Illinois High School Association (IHSA). Whereas a wide variety of sports are offered at GHS, individual students may wish to participate in IHSA sponsored activities not offered at GHS. BCCU2 recognizes and supports individual students who wish to participate in other IHSA sponsored activities. Students who wish to participate in an IHSA sponsored activity, as an individual representing BCCU2 and Greenville High School, must do so under the following guidelines:

1. BCCU2 will assume no responsibility for any costs incurred or related to any individual activity not already approved by the Board of Education.
2. Any student wishing to participate as an individual in an IHSA sponsored activity must be approved by the Board of Education prior to beginning participation.
3. Individual participants must adhere to all BCCU2 Extra-curricular Code of Conduct rules and grade requirements, as well as IHSA residency requirements.
4. Parents/Guardians of individual participants assume all liability related to their student's involvement in the IHSA sponsored activity.
5. The individual must have a current physical and permission form on file with BCCU2.
6. The individual acting as the coach/sponsor must be approved by the Board of Education and meet all IHSA Qualifications of Coaches By-Laws.
7. All correspondence and activity scheduling in regards to the actual IHSA event must be conducted through the Greenville High School Athletic Director's office.

X. **Student/Parent/Supervisor Communication Guidelines**

The School District recognizes that many problems can be solved more efficiently and expeditiously by effective communication through proper channels. To that end, the following procedures will apply. To help with any communication issues, any meeting that takes place with a coach/supervisor and parents/guardians must have the student present as well.

- A. Students and their parents/guardians are encouraged to address questions or concerns to the coach/supervisor of the program involved at the mutually agreed upon time. Such contact should not be made before, during or immediately after a game or

contest or during the coach's/supervisor's assigned teaching hours.

- B. Coaches/Supervisors will listen to the concerns and questions and provide answers and explanations as appropriate.
- C. If the student and his/her parents/guardians are not satisfied with the response or explanation of the coach or supervisor, they may contact the Athletic Director, who shall schedule a meeting with them at the mutually convenient time.
- D. If the student and his/her parents/guardians are not satisfied with the response or explanation of the Athletic Director, they may contact the Principal, who shall schedule a meeting with them at a mutually convenient time.
- E. If the student and his/her parents/guardians are not satisfied with the response or explanation of the Principal, they may contact the Superintendent, who shall schedule a meeting with them at a mutually convenient time.
- F. If the student and his/her parents/guardians are not satisfied with the response or explanation of the Superintendent, they may ask to be placed on the agenda of the next regular meeting of the Board of Education. The decision of the Board of Education shall be final.
- G. No reprisal will be taken against any student because a student or his/her parents/guardians have addressed a question or concern in a manner consistent with this policy.

#### XI. Additions to the Policy

Each extra-curricular activity may adopt rules in addition to the Extra-curricular\_Code provided the following criteria are met:

- A. The additional rules must not contradict the Extra-Curricular Code in spirit or substance.
- B. Students and parents/guardians are made aware of the additional rules and have signed an agreement form stating they are aware of the additional code.
- C. Approved by the Athletic Director and Principal.

#### CODE OF CONDUCT

##### **Bond County Community Unit #2 Schools Extracurricular Code of Conduct**

One of the major objectives of public education is teaching citizenship and responsibility for one's actions. The Board of Education, the community, and staff of Bond County Unit #2 schools believe this to be of primary importance in today's society. Therefore, any student representing BCCU#2 in a public forum is obligated to adhere to the following Code of Conduct with full knowledge of the consequences of their actions which may be detrimental to themselves, their school and their community.

The acceptance of participation in extra-curricular activities involves a commitment by the student to the following code. It is the responsibility of the Coach and/or Supervisor, Athletic Director and/or Building Principal to inform the parents/guardians and the students of the Extra-Curricular Code of Conduct and to enforce the Code. It is the student's responsibility to be aware of the Extra-Curricular Code and to adjust behavior accordingly so that it becomes unnecessary to take disciplinary action.

This Code of Conduct shall be enforced throughout the calendar year, 7 days/week and 24 hours/day. Disciplinary consequences for violations when a student is "out of season" will be levied in the student's next period of participation in any athletic and non-athletic activity. Penalties shall be cumulative beginning with and throughout the student's participation in activities while at each attendance center (Bond County Unit #2 Schools), with exception of moving from 8<sup>th</sup> to 9<sup>th</sup> grade.

##### **CODE OF CONDUCT GUIDELINES**

- A. The student must finish the extra-curricular activity in good standing, in which the penalty was served.
- B. If a suspension is given, the student will begin serving suspension immediately.
- C. If a student is involved in multiple extra-curricular activities, full penalties will be assessed in both athletic and non-athletic extra-curricular activities.
- D. Once participation in an extra-curricular activity has been established, students will not be permitted to serve penalties during extra-curricular activities in which they have not previously been a participant.

Example C: Student A is a junior volleyball player. She has played only volleyball during her high school career. In December, (after her junior volleyball season) of a given school year she is found responsible for being in possession of alcohol. In March of that school year, she decides to play soccer. Student A will NOT serve consequences for the December alcohol offense during soccer season because she had not previously participated in soccer. Student A's consequences will be served during her senior volleyball season.

- E. If a suspension is issued at the end of a season, and a student is not able to finish the entire suspension, the remainder of the suspension will be served during the next sport and/or activity that the student is involved in.

Example D: Student X commits a violation with one game left in his football season. Student X is also a basketball player. Student X was issued a suspension of 1/3 of his athletic season. Student X is suspended for the final football game- this is 33% of his total suspension. The remaining 67% of the suspension will be taken during basketball season.

**I. Rules Infraction Guilt**

The administration and Board of Education of Bond County Community Unit #2 believes participation in extra-curricular activities is a privilege and not a right. To that end, it is also the belief of the District that agreeing to meet the requirements contained within this Code of Conduct carries with it the responsibility of student self-monitoring and self-reporting infractions. Students are expected to report to the administration and/or their coach or supervisor when they commit infractions of this Code of Conduct. Self-reporting is defined as informing the administration and/or coach or sponsor of an infraction prior to the administration having knowledge of the infraction. Every effort will be made by the administration to allow students to report their infraction(s) of the Code of Conduct. In the event of self-reporting the consequences may be reduced by half. Students can only self-report one time in their BCCU #2 career.

**II. Notification**

A student will be advised of the charges against him/her and be given the opportunity to respond to the charges. The students and his/her parents or guardians will be advised by the Administration of any disciplinary action taken as a result of the charges.

**III. Student Handbook Violations and Consequences**

Any violation of the Student Handbook may result in Extra-Curricular Code Discipline. Each offense will be handled on a case-by-case basis by coach/sponsor and/or Athletic Director and/or Building Administrator. These consequences could be in addition to any school discipline that may result from the student's actions. Discipline may include any of the following possible consequences:

- Team Discipline
- Loss of Playing Time
- Suspension of game(s)
- Removal from the team

**Multiple Offenses for the Same Student**

If deemed necessary by Building Administration, participant and their parent(s) will have a hearing with Superintendent, Building Principal, Athletic Director, and coach. This committee will prepare a recommendation to the Board of Education.

If it is determined by the Athletic Director that a specific athletic team will not play in the expected amount of games (because of cancellations, etc), the Athletic Director may adjust a suspension to the percentage of games that will be played.

Example E: A high school softball player commits a violation in the middle of their softball season and is suspended for 1/3 of the season. Due to the cancellation of 10 games early in the season due to rain (games that WILL NOT be rescheduled), the Athletic Director will look at the total amount of games that have been played and that are still scheduled to be played and assess a suspension of 1/3 of that total.

**V. Eligibility for Participation**

A. The by-laws of the Illinois High School Association (IHSA) and the Illinois Elementary School Association (IESA) are hereby adopted by the Board of Education. These shall apply in all cases of academic eligibility, transfer, physical examination, insurance coverage, starting dates, and the use of school equipment, unless superseded by District policy.

**VI. General Requirements**

A. No athletic participants may quit one sport and join another during the same sport season after the first practice date.

1. An incoming freshman, new student, or student new to a sport would have one week in which they could try a sport and, with the permission of the Athletic Director and both coaches/sponsors, could join another sport/activity.
2. A student that is cut from a team during tryouts may join another team immediately during the same season, with permission from the Athletic Director.

B. No jewelry may be worn during athletic practices or games.

C. An athlete may participate in only one sport per season.

**VII. Lettering (High School)**

Letters are awarded to school sponsored activities based on the qualifications listed for each sport plus good citizenship on the part of the athlete. An athlete must complete the season as an active member of the team to receive his/her letter. Any previous letterman, in any sport, who is injured during the season and cannot participate the required time, will still receive a letter. All letters to be awarded must be approved by the Athletic Director.

Gold Letter- Awarded to a senior who has earned 10 or more varsity letters during his/her high school career.

Silver Letter- Awarded to a high school athlete that has earned 3 varsity letters during one school year.

Black Letter- Awarded to a high school senior that has actively participated in 3 sports for all four years of his/her high school career.

Baseball – A player must have participated in one-third of the total innings played by the team in at least five games. The letter requirements may be waived on the coach's recommendation if a pitcher plays that position only.

Basketball – A player must have participated in one-third of the total quarters played by the team.

Cheerleaders – Varsity cheerleader for season.

Football – A player must have participated in one-third of the total quarters played by the team.

Golf – Letters will be awarded on a point basis. The total number of points will be determined by the number of matches the team plays. For example, if ten matches are played, it will require ten points for a letter. A player earns one point each day he/she plays and one additional point if his/her score is used in the team total. Tournaments count as regular scheduled matches.

Softball – A player must have participated in one-third of the total innings played by the team in at least five games. The letter requirements may be waived on the coach's recommendation if a pitcher plays that position only.

Tennis – Letters will be awarded on a point basis. The total number of points will be determined by the number of matches the team plays. For example, if ten matches are played, it will require ten points for a letter. A player earns one point each day he/she plays, two points if he/she wins in either singles or doubles. Tournaments count as regular season matches.

Track – A player must score a minimum of 15 points in a varsity meet.

Volleyball – A player must have participated in one-third of the total varsity games played.

Soccer – A player must have participated in one-third of the total varsity games played.

Managers – Must have managed one year to earn a letter.

Numerals – For freshmen non-letter winners.

JV Awards – Team members not earning a letter or numerals from a varsity team.

An athlete may earn a letter if he/she: participates in the same sport for a period of four (4) years and does not meet any of the requirements for a letter winner.

## Bond County Community Unit School District No. 2 School Calendar 2018-2019

Mon	Tues	Wed	Thur	Fri	Total
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				
Total					

Mon	Tues	Wed	Thur	Fri	Total
		1	2	3	
6	7	8	9	10	
13	14	(15)	16	17	2+1
20	21	22	23	24	5
27	28	29	30	31	5
Total					12/12

Mon	Tues	Wed	Thur	Fri	Total
3	4	5	6	7	4
10	11	12	13	14	5
17	18	19	20	21	5
24	25	26	27	28	5
Total					19/31

Mon	Tues	Wed	Thur	Fri	Total
1	2	3	4	5	4+1
8	9	10	11	12	4
15	16	17	18	19	5
22	23	24	25	26	5
29	30	31			3
Total					21/52

Mon	Tues	Wed	Thur	Fri	Total
			1	2	2
5	6	7	8	9	5
12	13	14	15	16	4
19	20	21	22	23	2
26	27	28	29	30	5
Total					18/70

Mon	Tues	Wed	Thur	Fri	Total
3	4	5	6	7	5
10	11	12	13	14	5
17	18	19	20	21	5
24	25	26	27	28	
31					
Total					15/85

Mon	Tues	Wed	Thur	Fri	Total
	1	2	3	4	+1
7	8	9	10	11	5
14	15	16	17	18	5
21	22	23	24	25	4
28	29	30	31		4
Total					18/103

Mon	Tues	Wed	Thur	Fri	Total
				1	1
4	5	6	7	8	5
11	12	13	14	15	5
18	19	20	21	22	4
25	26	27	28		4
Total					19/122

Mon	Tues	Wed	Thur	Fri	Total
				1	1
4	5	6	7	8	4
11	12	13	14	15	5
18	19	20	21	22	5
25	26	27	28	29	5
Total					20/142

Mon	Tues	Wed	Thur	Fri	Total
1	2	3	4	5	5
8	9	10	11	12	5
15	16	17	18	19	3
22	23	24	25	26	3
29	30				2
Total					18/160

Mon	Tues	Wed	Thur	Fri	Total
		1	2	3	3
6	7	8	9	10	5
13	14	15	16	17	5
20	21	22	23	24	5
27	28	29	30	31	4
Total					22/182

Mon	Tues	Wed	Thur	Fri	Total
3	4	5	6	7	3+1
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
Total					3/185

School Holidays	
Labor Day	September 3, 2018
Columbus Day	October 8, 2018
Veterans Day	November 11, 2018
Thanksgiving Day	November 22, 2018
Christmas Day	December 25, 2018
New Year's Day	January 1, 2019
M.L. King's Birthday	January 21, 2019
Presidents' Day	February 18, 2019
Casimir Pulaski Day	March 4, 2019
Good Friday	April 19, 2019
Memorial Day	May 27, 2019

Calendar Legend	
10-School Holidays	1st QRC=Oct. 26
4-Teacher Institutes	2nd MQ=Nov. 19
13-Not In Attendance	2nd QE=Dec. 21
(School Year Begins)	2nd QRC=Jan. 8
School Year Ends)	3rd MQ=Feb. 8
1-P/T Conf. Comp. Day	3rd QE=March 8
7-1 Hr. Early Dismissal	3rd QRC=March 15
10-Emergency Days	4th MQ=April 16
6-Sch. Imp 12:30 Dismissal	4th QE=June 5
1st MQ=Sept. 14	4th QRC=June 5
1st QE=Oct. 19	

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**BOND COUNTY UNIT #2**  
**STUDENT HANDBOOK**  
**ACKNOWLEDGEMENT FORM 2018–2019**

*Please complete and return.*

The student handbook is known as the Student-Parent Handbook.

In order to certify that you have received, read and understand this handbook, as well as Acceptable Use Policy for Computer/Internet use and the Extra Curricular Activities policies, it is necessary that you sign this form and return it to the Office as soon as possible.

This is to certify that I have received and read the Student – Parent Handbook and Acceptable Use Policy and the Extra Curricular Activities policies. I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook.

\_\_\_\_\_ I give permission for my student to use Network service **and** Internet services provided by Bond County Community Unit #2.

\_\_\_\_\_ I DO NOT give permission for my student to use any Network services provided by Bond County Community Unit #2.

**ELECTRONIC RELEASE FORM**

\_\_\_ I give permission to display my child’s image, voice and/or work, in accordance with Board policy. This includes the yearbook and social media.

\_\_\_ I do not want my child’s image, work and/or voice to be displayed, in accordance with Board policy. This includes the yearbook and social media.

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**STUDENT NAME (PLEASE PRINT)**

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**PARENT’S SIGNATURE**

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**STUDENT’S SIGNATURE**

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**DATE**

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