

**BIG HOLLOW SCHOOL DISTRICT #38
PARENT/STUDENT HANDBOOK
2019-2020**



MISSION STATEMENT

INSPIRING A DIVERSE SCHOOL COMMUNITY TO BE PASSIONATE AND EMPATHETIC LEARNERS

VISION STATEMENT

BIG HOLLOW SCHOOL DISTRICT #38 WILL BE A MODEL OF STUDENT ACHIEVEMENT FOR ELEMENTARY SCHOOL DISTRICTS IN THE STATE OF ILLINOIS.

This publication is designed to be a skeletal document. This handbook contains information, some of which is a summary of board policies and school district rules governing the district. These policies are available to the public at the district office. The rules, regulations and policies contained in this document can be changed throughout the school year.

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SCHOOL HOURS

Pre-Kindergarten Morning Program
9:00 a.m.-11:30 a.m.

Pre-Kindergarten Afternoon Program
12:30 p.m.-3:00 p.m.

Big Hollow Primary School
8:45 a.m.-3:30 p.m.
(Early Release 1:30pm)

Big Hollow Elementary School
8:45 a.m.-3:30 p.m.
(Early Release 1:30pm)

Big Hollow Middle School
7:40 a.m.-2:45 p.m.
(Early Release 12:45pm)

MIDDLE SCHOOL MASTER BELL SCHEDULE

<u>Period</u>	<u>5th Grade</u>	<u>Period</u>	<u>6th Grade</u>
1	7:40 – 8:48	1	7:40 – 8:48
2	8:51 – 9:59	2	8:51 – 9:59
L	9:59 – 10:29	3S	10:02 – 10:36
3	10:32 – 11:40	L	10:36 – 11:06
4E	11:43 – 12:23	3S	11:08 – 11:42
5	12:26 – 1:34	4	11:44 – 12:52
6	1:37 – 2:45	5	12:55 – 2:03
		6E	2:05 – 2:45

<u>Period</u>	<u>7th Grade</u>	<u>Period</u>	<u>8th Grade</u>
1	7:40 – 8:48	1	7:40 – 8:48
2E	8:51 – 9:31	2	8:51 – 9:59
3	9:34 – 10:42	3E	10:02 – 10:42
4S	10:44 – 11:18	4	10:45 – 11:53
L	11:18 – 11:48	L	11:53 – 12:23
4S	11:50 – 12:24	5	12:26 – 1:34
5	12:26 – 1:34	6	1:37 – 2:45
6	1:37 – 2:45		

E = Epic
S = Split
L = Lunch

ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES

FEES AND PARTICIPATION

Students whose registration fees are not paid by the established deadline are not eligible to participate in extra-curricular activities.

Students whose extra-curricular activity participation fees are not paid by the established deadline are not eligible to continue to participate in the activity until the fees are paid.

Before a student may participate in future extra-curricular activity (including in future years), his/her previous Registration Fees and Extra-Curricular Activity Fees must be paid in full, even if he/she was dropped from the activity due to non-payment. Extra-Curricular Fees are non-refundable.

This does not apply to any instructional programs or families that have fee waivers.

ATHLETIC ELIGIBILITY

Grades

- A student must be passing (***D or above***) all classes to participate in practice or games.
- Teachers will be responsible for updating grades weekly by Fridays via Skyward to let coaches know eligibility of students.
- Coaches are responsible for letting athletes, managers, statisticians, and parents know about ineligible students no later than 8:00 p.m. Saturday before the week of ineligibility. If the coach cannot reach the parents by phone, then the coach will document the call, and if possible, will leave a voice message. Students are ineligible from Monday through Sunday of the following week. Students will not be ineligible if the coach has not attempted to call the parents.
- Ineligible students/athletes may be present at practice, but they may only participate in half of the practice. The other half of practice is used for class work, or to receive extra help from teachers after school or during study hall.
- ***Students are also welcome to utilize homework club to complete assignments and get help from teachers.***
- Athletes, managers, and statisticians will not be allowed to attend home and away games during the week they are ineligible. The purpose of this rule is for the ineligible student to focus on improving their grades. If an ineligible student attends a game, they will receive a one game suspension. If a student athlete is academically ineligible for three (consecutive or non-consecutive) weeks, they will be removed from the team.

Behavior

All school rules in the student handbook apply. Continual behavior that is inappropriate or disruptive to the team will result in disciplinary action by the coach ranging from lack of playing time to removal from the team. A student may not use or be in possession of

tobacco products, alcohol, or illegal drugs at any time. Student suspension from a given percentage of the season up to the full year may apply.

Excused Absences from Practice

A student must submit a signed note from the parent/guardian stating the reason for the missed practice. This note must be given to the coach either before, or on the next day following the absence(s) in order for it to be an excused absence.

Unexcused Absences from Practice

A student athlete, manager, or statistician that has a detention or suspension will not be allowed at practices or games during that time period. Students who miss practice without a signed note from the parent stating the reason for the absence is one unexcused absence. In-school-suspension counts as 2 unexcused absences and an out-of-school suspension counts as 3 unexcused absences. Four unexcused absences will result in removal from the team.

Excused and unexcused absences may result in practice and game playing time adjustments.

EXTRA-CURRICULAR ACTIVITIES (Board Policy 7:300)

Student participation in school-sponsored extra-curricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in Board Policy 6:190, Extra-Curricular and Co-Curricular Activities.
2. A parent/guardian of the student must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or a physician assistant. The Pre-Participation Physical Examination Form, offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness.
4. The student must agree to follow all conduct rules and the coaches' instructions.
5. The student and his or her parent(s)/guardian(s) must: (a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (such as, the Illinois Elementary School Association, the Illinois High School Association, or the Southern Illinois Junior High School Athletic Association), and (b) complete all forms required by the District including, without limitation, signing an acknowledgment of receiving information about the Board's Concussion Policy 7:305, Student Athlete Concussions and Head Injuries.

EXTRA-CURRICULAR GUIDELINES

Extra-curricular activities include: after school activities, dances, and clubs. Compliance with the student discipline policy is expected. Disciplinary consequences which are in effect during the regular school day will be issued. In addition, the following rules will apply:

1. Students who receive a detention, an in-school, or out-of-school suspension will not be able to attend any after school activities on the day of the detention/suspension.
2. In order to participate in school activities, students must be in attendance, or checked into the school office no later than 11:40 a.m. on the day of the activity. Special requests may be honored by contacting the administration.
3. Students must be supervised by a teacher, parent, or activity sponsor in order to remain after school.
4. Students who are staying after school must report directly to the area in which the event is to be held. Students will not be permitted to go in classrooms or locker areas. Coats, books, and other materials which will be taken home, must be brought to the activity. Loitering on the school grounds or in the building is not permitted.
5. If a student should choose to leave an event held within the school building before the activity has ended and the student's parents are not present to provide proper supervision, they will be notified to pick up their child.

Student Participation

1. Middle School students represent their school and their community on and off the playing field at home and away. They are to display good sportsmanship and exemplary behavior.
2. Student academic eligibility evaluations will be sent to the appropriate teachers on Thursday. The coach/sponsor will contact the parent about any unsatisfactory reports.
3. The use of drugs, alcohol, or tobacco by any student will result in immediate removal from the activity and/or loss of eligibility for a period of time determined by the sponsor and principal. Disciplinary consequences will also apply.
4. Students cannot attend a practice or participate in any contest the day a detention, in-school suspension, or out-of-school suspension has been served.

Rules Specific to Athletic Participation

1. Each student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or a physician assistant. The Pre-Participation Physical Examination Form, offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness. Physicals are valid for one year from the date they are given.
2. A permission slip to participate in the specific sport or activity signed by the student's parent/guardian is required.

3. On the day of an athletic contest, each participating student must attend school for at least one-half day. Students must be in attendance, or checked into the school office no later than 11:40 a.m. on the day of the activity. Special requests may be honored by contacting the administration.
4. Students must dress and participate in physical education classes in order to take part in after-school sports. (Exception: Unless a student is absent during his/her scheduled physical education class.)
5. Athletes are expected to attend all practices and games. Unexcused absences may result in suspension from the squad for a minimum of one game. Other disciplinary action will be left to the discretion of the coach.
6. Team members are responsible for any equipment issued to them while participating in athletics. Failure to return equipment in acceptable condition will result in replacement of damaged or lost articles by the students or their parents.
7. Failure to comply with any of the above-stated rules may result in athletic ineligibility or dismissal from the team.

The supervising teacher, coach, or sponsor may, at any time deemed necessary, remove a student for disciplinary reasons. It is necessary, however, that administration be informed of any situation that is occurring which could be detrimental to the school or athletic program.

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

ATTENDANCE, PROMOTION, AND GRADUATION

ACCELERATED PLACEMENT

The Big Hollow School District 38 Board of Education believes that all students across the achievement spectrum should be challenged and supported to develop their potential. For some students needing a higher level of instruction, this can best be achieved by affording them access to curricula and learning environments more commonly provided to older students. This policy describes the process that shall be used for evaluating students for possible accelerated placement and identifying students who should be granted early admission to kindergarten or first grade, accelerated in one or more individual subject areas, or promoted to a higher grade level than their same-age peers. The policy shall be applied equitably and systematically to all students referred for acceleration regardless of race, ethnicity, gender, religion, sexual orientation, disability, gifted and talented status, twice/multiple exceptionality, English language proficiency, or socioeconomic background. Key components of the Model Acceleration Policy that are required by the Illinois Accelerated Placement Act, Public Act 100-0421 have been included in this policy. A full copy of the policy can be viewed on the District website at: <http://www.bighollow.us/accelerated-placement.html>.

ATTENDANCE GUIDELINES

Absences

Students that regularly attend school have a greater opportunity for educational growth and success. While some absences from school are legitimate and necessary, excessive absences from school for any reason will be addressed by administration.

All students receive maximum academic benefits when they attend school on a daily basis for the scheduled length of the instructional day. The State of Illinois has determined the minimum amount of daily full instructional time to be:

Half-day Kindergarten: two hours
Full-day Kindergarten-Grade 1: four hours
Grades 2-8: five hours

Students are credited for a half-day of attendance based on the following daily instructional time:

Half-day Kindergarten: a minimum of one hour
Full-day Kindergarten and Grade 1: a minimum of two hours
Grades 2-8: a minimum of two-and-one half hours

Absences and tardies may be excused or unexcused depending on specific individual circumstances.

The following measures will take place to ensure continuous communication with families regarding student attendance and to promote access to the supports necessary to assist in the prevention of chronic truancy. The following applies to the accumulation of both excused and/or unexcused absences, but excludes medically excused absences.

3 days consecutive absences	<ul style="list-style-type: none"> ● A doctor’s note will be required upon the student’s return to excuse the absences
1-4 days absent	<ul style="list-style-type: none"> ● Contact from school personnel, including but not limited to office staff, teachers, and administration
5 or more days absent	<ul style="list-style-type: none"> ● A letter sent to the family informing them of the district’s attendance policies and procedures ● Home visits from school personnel
10 days absent	<ul style="list-style-type: none"> ● Maximum allowed per school year ● An additional letter informing families that a doctor’s note will be required for any additional absence ● Further absences may result in a letter also being sent to the Truancy Officer at the Regional Superintendent’s office notifying them of possible chronic truancy. A contact will be made to the student and the parent(s)/guardian(s) by the Truancy Office.

Please note:

1. Pre-arranged absences count toward the student’s ten (10) days.
2. Administration may excuse an absence(s) over the allowed ten (10) days for students with a documented chronic medical illness, for example: epilepsy, leukemia, diabetes, etc. A parent/guardian should submit a doctor’s note to the school nurse at registration if there is a preexisting condition indicating the nature of the chronic illness and how it may affect a student’s school attendance. The parent is encouraged to submit the request to share information form between the school and doctor. If a diagnosis is made during the school year, the parent/guardian needs to submit a doctor’s note to the school nurse following the diagnosis. A doctor’s note will be accepted after the ten (10) days, and the days excused, if the physician specializing in the medical condition specifically states the number of days that the patient needs to remain at home due to the illness, but does not require making a doctor’s visit. For each incident that the student is absent beyond the ten (10) days, it may be required that the parent notify the specializing physician and have him/her fax the school stating the absence was due to the medical condition. If a chronic illness is diagnosed during the school year, students are required to continue to

follow the policy of having five (5) school days upon their return to school to present a doctor's note to the Attendance Secretary for the absence(s) to be considered Doctor's Excused, even if there is a "chronic illness" that has caused the absence.

ALL ABSENCES WILL COUNT TOWARD THE TEN DAYS EXCEPT THE FOLLOWING:

1. Doctor's excuse (when seen and documented by a licensed physician)
2. Funeral of close friend or relative
3. Court appearance.

Illness or Injury: PLEASE KEEP YOUR CHILD HOME IF he/she has a fever, vomiting, diarrhea, unexplained rash or red eyes the night before or the morning of school. Diarrhea is defined as 3 loose stools in 24 hours or a change in bowel habit. A fever is defined as a temperature of 100°F. Most fevers subside in the morning, but go up again during the day. Your child can return to school when he/she has been symptom free for 24 hours without the use of fever reducing medication. If your child will be absent from school, you need to call the attendance line (847-740-1490) by 9 a.m. This is a 24-hour line so you can call anytime--even during the night if necessary.

Call-In Attendance Procedures

It is the responsibility of the parents/guardians to ensure that their child is in school. If absence is due to any communicable disease, please notify the school.

- Parent/guardians must call their child's school to report their child absent by 7:40 a.m. for Middle School students and by 8:45 a.m. for Primary and Elementary School students. The Primary School telephone number is 847-740-5320; the Elementary School number is 847-740-5321 and Middle School's number is 847-740-5322. There is a 24-hour voice mail system for your use in reporting absences.
- If you do not report your child's absence, the school must make a reasonable attempt to contact the parent/guardian to confirm the child's absence.

When a child is late for school, that student is considered tardy. The tardy student and parent must stop at the office, be signed in by the parent/guardian, and get a pass before going to class.

Chronic Truancy

District #38 considers a student to be a chronic truant when he/she is absent without valid causes for 5% or more of the previous 180 regular attendance days, per Section 26-2a of the Illinois School Code.

In keeping with Section 26-12 of the Illinois School Code, District #38 will take no punitive action, such as out-of-school suspensions, expulsion, or court action against

chronic truants for such truancy unless Resources and Support Services have been offered to the student and parent/guardian.

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

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

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

Release Time for Religious Instruction/Observance (Board Policy 7:80)

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

Requests for Homework Due to Absence Related to Illness

Parents may request homework when they notify the school office their child will be absent. The request for homework must be made before 8:45 a.m. on the day of the absence. The homework will be available in the school office. The Middle School Office is open until 3:00 p.m. The Primary/Elementary Offices are open until 4:00 p.m. Homework will not be sent home with other children. Under general circumstances, students will be given one day to make up homework for every day missed as long as the absence is not immediately preceding the end of the grading period.

Vacations

Per the Illinois School code, removing a child from school for the purpose of taking a family vacation is not a "valid cause" for absence. Therefore, teachers will not be responsible for preparing assignments prior to the vacation and all make-up work must be completed within five (5) school days of the student's return.

DROP-OFF/PARKING - END OF DAY PICKUP

Each school has locations available for school visitor parking.

Middle School:

Those dropping off students may do so beginning at 7:20 a.m.

- When approaching the curb in the circle drop off area, please stay tight to the school side curb.
- Please stop to drop your student off ONLY between the front entrance and the activity entrance.

- Please do not drop off your child(ren) in any other area as this will compromise their safety and disrupt the flow of traffic.

In addition, please sign your child in if he/she is arriving to school after 7:40 a.m.

Primary/Elementary Schools:

Those dropping off students may do so beginning at 8:30 a.m.

- When approaching the curb in the circle drop off area, please stay tight to the school side curb. Students must exit the vehicle on the curb side. If your child cannot exit from the curb side for any reason, you must park in a parking spot and walk your child into the school.
- Please stop to drop your student off ONLY between the Primary crosswalk and Elementary crosswalk.
- Please do not drop off your child(ren) in any other area as this will compromise their safety and disrupt the flow of traffic.
- Parents are asked not to leave their vehicles while in the drop-off lane.

In addition, please sign your child in if he/she is arriving to school after 8:45 a.m.

Primary/Elementary End of Day Pick-Up

In order to ensure that our buses are able to leave on time, we ask that if you are picking up your child from school that you must notify the school office by 2:15pm. You can call earlier in the day, or even, days ahead of time. It is also very helpful to send your child's teacher a note in the agenda or an email.

If you have an emergency situation occur after 2:15pm, please notify the office and an exception will be made.

EMERGENCY CLOSING OF SCHOOLS/LATE START

Emergency school closing information will be sent using Skylert School Messenger via email and/or phone once a decision has been made. It will also be posted on the District website: www.bighollow.us.

Special education students transported to out-of-district schools will not be transported on the days District #38 schools are closed.

Late Start means that school will start two hours later than normal. Expect school buses to arrive at your student's bus stop two hours later than their regularly scheduled time. Early Childhood AM will not attend. Early Childhood PM will begin at their regularly scheduled time.

Students not taking the bus should arrive to school no sooner than two hours after their normal start time. The buildings will not be open and staff will not be available until this time. Middle School drop-off will be at 9:20 a.m. Primary and Elementary drop-off will be at 10:30 a.m.

Dismissal will occur at the regular time.

DELAYED START TIMES

Grade Level/Building	Normal Start Time	Delayed Start Time
Early Childhood AM	9:00 a.m.	Will not attend,
Early Childhood PM	12:30 p.m.	12:30 p.m.
Primary School (K-1st)	8:45 a.m.	10:45 a.m.
Elementary School (2nd-4th)	8:45 a.m.	10:45 a.m.
Middle School (5th-8th)	7:40 a.m.	9:40 a.m.

END OF YEAR ACTIVITIES

There are a number of “end of school year activities” that are considered a privilege and not a right. As the year progresses, we want to ensure that all students are putting forth their best effort. Students must perform both academically and behaviorally in order to participate in activities such as academic field trips, end of year field trips, class picnics and “reward” days.

EIGHTH GRADE END OF THE YEAR REQUIREMENTS

Eighth grade activities (dance, breakfast, ceremony) are privileges offered to students who have a cumulative passing average in three out of the four core subjects (reading/language arts, math, science, and social studies) and maintain a good behavioral record for the entire school year as indicated by the following: bus suspensions, in-school suspensions, out-of-school suspensions, referrals, etc. Students at risk of losing any privileges associated with the end of year ceremonies will begin *trimester* check-ins at the end of first *trimester*. Final decisions will be made by a team comprised of teachers and administrators. Failure to meet these expectations could result in exclusion from 8th grade end of the year activities.

GRADING AND PROMOTION (Board Policy 6:280)

The Superintendent shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the Illinois *State Standardized Assessments* and/or other assessments. A

student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted. Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student's final grade include:

- A miscalculation of test scores,
- A technical error in assigning a particular grade or score,
- The teacher agrees to allow the student to do extra work that may impact the grade,
- An inappropriate grading system was used to determine the grade, or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

GRADING SCALE-MIDDLE SCHOOL

The following grading scale will be used for all Big Hollow Middle School courses:

100% - 90%	A
89% - 80%	B
79% - 70%	C
69% - 60%	D
59% - 0%	F

HOMELESS CHILDREN (Board Policy 6:140)

Any homeless child shall be immediately admitted, even if the child's parent/guardian is unable to produce immunization and health records normally required for enrollment. Each child of a homeless individual, and each homeless youth, has equal access to the same free, appropriate public education, as provided to other children. A "homeless child" is defined by the McKinney Homeless Assistance Act and State law.

A homeless child may attend the District school that the child attended when permanently housed or which the child was last enrolled.

Whenever a child and his/her parent(s)/guardian(s) who initially share the housing of another person due to loss of housing, economic hardship, or similar hardship continue to share the housing, the Liaison of Homeless Children (Mrs. Christine Arndt, 847-740-1490) shall, after 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

HONOR ROLL-MIDDLE SCHOOL

At the end of each *twelve*-week *trimester* students have the opportunity to qualify for Honor Roll or High Honor Roll by meeting the following criteria:

- High Honors: All A's for the *trimester*(4.0 Grade Point Average)

- Honors: Any combination of A's and B's for the *trimester*(3.00 or higher Grade Point Average)
- Honorable Mention: Any combination of A's, B's and one C

SIGN-IN/SIGN-OUT PROCEDURES

A parent/guardian is required to write a note if his/her child needs to leave school early. The note should state the time, date, and reason. It is mandatory that a parent/guardian come into the office to sign out his/her student if it is deemed necessary to leave school early. If anyone other than the authorized parent/guardian is to sign a student out, please inform the office. These precautions are taken to ensure the safety of our students. Individuals may be required to show a picture ID when picking up a student.

STUDENT PERFORMANCE AND ASSESSMENT

Report Cards

All students in grades K-8 are issued report cards three times a year, following each trimester grading period. All report cards are posted electronically and are available via Skyward Family Access. Parents may opt to receive a paper copy as well. Report cards will not be made available to students or parents/guardians before the designated distribution. Grades are available at all times on Skyward Family Access for grades 5-8.

You are encouraged to communicate with your child's teacher if you have a concern. A note, e-mail or phone call can usually handle ordinary situations and simple questions. The teacher will schedule a parent conference if necessary. Parent conferences must be arranged at a mutually agreeable time. Regular conferences are held *once* each school year.

Parents are welcome to observe a class. Please make an appointment with your child's teacher prior to the visit. All people entering the building must present a valid driver's license or State ID to receive a visitor's badge.

Assessments

All students in grades K-8 will be administered a set of screening/benchmark assessments in the Fall , Winter, and Spring of each school year to align with State mandates and national performance levels. Screener/benchmark assessments assist with the determination of students that may benefit from additional support in tandem with the core instruction. Screening students three times per year provides the opportunity to proactively address instructional concerns to readily support student progress and reduce increasing gaps in learning. MAP testing is currently administered at least two times per year to all students in grades K-8.

Students will also be administered yearly grade level state assessments. The *State Standardized Assessments typically take place in the spring*) grades 3-8.

STUDENT PLACEMENT

The school may implement formal or informal testing and information from the student's cumulative record, parent(s) and former teacher(s) as deemed necessary to determine appropriate grade level placement.

Parent Requests

The District will not accept requests for specific teachers. If you have twins or multiples, you must request in writing *before July 1st* if you would like them together or in separate classes.

STUDENT TRANSFERS (Board Policy 7:50)

Transferring In

A student seeking admission to a District school must meet all residency, age, health examination, immunization, and other eligibility prerequisites as mandated by State law.

If a transferring-in student was suspended or expelled from any Illinois public school, he or she shall not attend class until having served the entire period of such disciplinary action.

The building principal or designee shall make the class or grade level assignment with input from other appropriate personnel when needed, and may accept or reject the transferring school's recommendations.

The District will request the records from the transferring school. If the student is transferring from an Illinois public school, an Illinois State Board of Education Student Transfer Form must be included in the student record and must state that the student is "in good standing" in order to attend a District school.

Transferring Out

Parents/guardians of a student transferring from the District should complete a Notification of Student Withdrawal Form with the building office, pay outstanding fees or fines, sign a release form, and return all school-owned property.

The building principal shall complete an Illinois State Board of Education Student Transfer Form for any student transferring to an Illinois school. Within 10 days of receiving a Records Request from the transferred to school, the office will send the completed Student Transfer Form indicating the student's status and the student's school records. If a transferring student was suspended or expelled, and the period of suspension or expulsion has not expired at the time the student attempts to transfer into another public school, any school student records required to be transferred shall include the date and duration of the suspension or expulsion.

DISCIPLINE AND CONDUCT

BULLYING, INTIMIDATION, AND HARASSMENT (Board Policy 7:180)

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

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

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

Bullying and Cyber-bullying

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

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

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

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

Complaint Managers:

Mr. Robert Gold
Superintendent
26051 W. Nippersink Rd.
Ingleside IL 60041
847-740-1490

Mrs. Christine Arndt
Assistant Superintendent
26051 W. Nippersink Rd.
Ingleside IL 60041
847-740-1490

MISCONDUCT BY STUDENTS WITH DISABILITIES (Board Policy 7:230)

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 *as determined by an Individualized Education Plan Committee*.

SEARCH AND SEIZURE (Board Policy 7:140)

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

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

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

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

Students

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

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

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

Seizure of Property

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

STUDENT BEHAVIORAL EXPECTATIONS

Every student, pre-school through adult, has the right to be educated in a safe, respectful and welcoming environment. Every educator has the right to teach in an atmosphere free from disruption and obstacles that impede learning. The school environment should be characterized by positive interpersonal relationships among students and between students and staff. To that end, the district has adopted and implemented a school wide *Positive Behavior Intervention and Support* (PBIS) program.

PBIS is based on research that indicates that the most effective discipline systems use proactive strategies designed to prevent discipline problems. Before consequences are given, students must first be supported in learning the skills necessary to enhance a positive school climate and avoid negative behavior. This research also shows that there is a strong link between a positive school climate and academic success for all students when students clearly understand behavioral expectations.

Each school will develop and annually revise a PBIS Plan that will include: teaching positive school rules; implementing a social emotional skills development and enhancement program; positively reinforcing appropriate student behavior; using effective classroom management; providing early intervention and support strategies for misconduct; and appropriate use of logical and meaningful consequences including the use of restorative practices.

STUDENT RESPONSIBILITIES

Students are expected to learn and model Big Hollow School District behavioral guidelines, follow all school and classroom rules and demonstrate appropriate social skills when interacting with both adults and peers. When behavioral expectations are not met, the student is expected to work to improve behavior.

Behavioral expectations are listed in the PBIS Expectations Matrix for each building located at the end of this section.

PARENT/CAREGIVER RESPONSIBILITIES

Parents/Caregivers will take an active role in supporting the school's efforts to maintain a welcoming school climate.

1. Support the implementation of the school's PBIS Plan.
2. Be familiar with and review the Big Hollow School District behavioral expectations and school rules with their children.
3. Reinforce positive behavior and acknowledge their children for demonstrating appropriate conduct.

4. If misconduct escalates, parent/caregivers will cooperate with the school as a collaborative partner to address the student's needs.
5. Send the student to school prepared for work--with books, pencil, homework, and appropriate dress.
6. Insure that the student attends school regularly and is on time.
7. Provide a home environment that encourages respect for the school and the learning process; provide a healthy environment with adequate nutrition, and rest.
8. Take corrective action when requested by the teacher or principal.

TEACHER RESPONSIBILITIES

Each teacher has a fundamental role in supporting a positive classroom and school. This includes utilizing effective classroom management strategies to create an environment conducive to learning and prevent misconduct. The teacher is responsible for:

1. Defining, teaching, reviewing and modeling Big Hollow School District behavioral expectations and school rules.
2. Acknowledging and reinforcing appropriate student behavior.
3. Providing corrective feedback and re-teaching the behavioral skill when misconduct occurs.
4. Working with families in partnership to reinforce appropriate behavior (meeting, mailing correspondence, utilizing parent center as appropriate, etc.).
5. Teaching the district-approved and evidence based social emotional curriculum in elementary and middle schools (e.g. Second Step, LifeSkills Training, Steps to Respect).
6. Following the behavior support plan for students with disabilities available to all staff working with identified students.
7. Utilizing data in collaboration with administration and support personnel to monitor misconduct (e.g. SWIS).
8. Reporting the behavior to the school administrator or person responsible for discipline at the school-site for a student who engages in ongoing misconduct, despite appropriate interventions
9. Assuming responsibility for all students of the school, not just those in individual classrooms.
10. In the event a student is placed in Classroom Suspension or In-School Suspension, the teacher MUST provide the student with sufficient and relevant classroom work in order to keep the student engaged in learning.

PRINCIPAL RESPONSIBILITIES

Each school administrator is a role model and a leader. School administrators, in collaboration with instructional staff and community support, are responsible for establishing a caring school climate and safe environment by:

1. Ensuring that Big Hollow School District behavioral expectations and school rules will be taught, enforced, advocated, communicated and modeled to students, parents/caregivers, staff and community.
2. Annually developing and implementing a PBIS Plan.
3. Ensuring that ongoing accurate data are inputted into the district student data-base for all students.
4. Utilizing methods for recording, collecting and analyzing behavior/discipline information to monitor and evaluate data for ongoing decision making from the individual student through the school-wide student population.
5. Providing necessary training and support for staff and parents/caregivers in maintaining an environment conducive to learning.
6. Providing the implementation of the district-approved and evidence based social emotional curriculum in elementary and middle schools (e.g. Second Step, LifeSkills Training, Steps to Respect).
7. Implementing the consistent application of reasonable alternatives to suspension, expulsion and suspended expulsions that include the use of equitable consequences consistent with law and district policy.
8. Collaborating and partnering with after-school programs and outside agencies when appropriate.
9. Assembling an ongoing collaborative team at the school (e.g. Student Leadership Board) with appropriate staff and the parent/caregiver(s) to address behaviors for all students who engage in ongoing misconduct, despite appropriate interventions, and designing and implementing an effective individualized behavior support plan that may include, but is not limited to:
 - a. Intensive behavioral supports and strategies
 - b. Adapted curriculum and instruction
 - c. Community agency referrals

DISTRICT RESPONSIBILITIES

Creating a positive school culture, improving behavior and developing appropriate student discipline practices are top district priorities. All district staff shall teach, enforce, advocate, communicate and model all aspects of school and district PBIS plans by playing an active supportive role in assisting schools in the successful implementation of and ongoing compliance with this policy by:

1. Ensuring alignment and ongoing training of all district offices, programs, policies and initiatives with the PBIS systems.
2. Regularly identifying, developing, maintaining and coaching prevention and intervention activities consistent with PBIS.
3. Analyzing data, monitoring, and evaluating school practices in order to address situations where practices need to be strengthened.
4. Broadening the adoption and implementation of consistent alternatives to suspension and expulsion districtwide by ensuring that all site administrators participate in mandatory PBIS district training, coaching, and the use of uniform documents for the purposes of data collection.

5. Regularly overseeing schools' efforts to maintain relationships with outside community partners.
6. Training sites in the use of and utilization of data in the allocation and provision of professional development in school-wide positive behavior interventions & support (PBIS) for new staff.
7. Developing and coordinating regular training for parent/caregivers, behavior seminars for students, and professional development for all employees.
8. Addressing student needs in selecting appropriate placement options for the small percentage of students who do not respond to intensive interventions and who are not receiving an appropriate education on a comprehensive school campus. BHSD #38 will use systematic data analysis as one indicator of the need for a more supportive and/or individualized environment.

CONSEQUENCES FOR STUDENT MISCONDUCT

School discipline consequences strive to be consistent, reasonable, fair, age appropriate, and matched to the severity of the student's misbehavior. Consequences that are paired with meaningful interventions, instruction and guidance (corrective feedback and re-teaching) offer students an opportunity to connect their misconduct with new learning, participate in contributing back to the school community, and are more likely to result in getting the student re-engaged in learning. Any use of consequences should be carefully implemented with well-defined outcomes in order to provide the greatest benefit. Positive consequences including systematic recognition for appropriate behavior frequently lead to an increase in the desired behavior. Negative consequences are designed to provide feedback to the student that his or her behavior is unacceptable and should not occur again.

DEFINITIONS

As defined in Federal codes and State Education codes, and as used as Administrative and Board policies by the Big Hollow School District Board of Education:

Absence (Unexcused) and Truancy - Any absence which has not been both excused by a parent/caregiver or legal guardian and approved by the appropriate school official.

Aiding or abetting - Assisting, encouraging, supporting others in the act of inflicting injury to another person.

Arson - Starting or setting a fire on school campus.

Battery on a Staff Member - Aggressive physical contact with an employee of the school district.

Bullying, Cyberbullying & Harassment (Board Policy 7:180) - Knowing and willful course of conduct directed at a specific person which seriously alarms, annoys, or harasses the person, and involves an imbalance of real or perceived power among those involved. This includes cyberbullying which is the use of information technology (e.g. cell phones, instant messaging, e-mail, social networking sites) to harass, threaten or intimidate someone.

Bus Conduct - Students who ride school buses are expected to adhere to the same rules of conduct and behavior on the school bus as in school. Engages in misconduct, disrupts

school bus travel, disrespects the school bus driver or jeopardizes the safety of school bus rides.

Cheating - Dishonesty on a test or school related assignment.

Defiance of School Personnel's Authority - Refusal to comply with reasonable requests of school personnel.

Destruction or Defacement of Property - Destroying or mutilating property or materials belonging to the school, school personnel or other persons.

Disorderly Conduct, Including Profanity and Obscene Behavior - Conduct and/or behavior that is disruptive to the orderly educational procedure of the school.

Drug/Alcohol/Paraphernalia - The use, possession or sale of a controlled substance, or otherwise furnish to another person, a controlled substance or alcoholic beverage, or the selling of other substances or materials and representing such substances or material as a controlled substance or alcoholic beverage.

Explosive Devices - The use, possession, or sale of explosive devices.

Extortion/Robbery - The solicitation of money, or something of value, from another person, in return for protection, or in connection with a threat to inflict harm.

False Fire Alarm - Deliberately pulling or setting off school fire alarm.

Fighting/Mutual Combat - Engaging in or threatening an act which causes or might cause harm to another person; mutual combat between two people.

Fighting/Assault - Willfully using force or violence upon another except in self-defense.

Forgery - Writing and using the signature or initials of another person.

Gambling - Participating in games of chance for the purpose of exchanging money or something of value.

Gang Behavior/Attire - Engaging in behavior (writings, hand signals, intimidation, "stare down", etc.) or wearing attire (caps, shirts, "rags") or symbols (notebooks, tattoos, etc.) that signify gang affiliation or membership.

Hate Crimes - Actions committed because of the victim's race, color, religion, nationality, country of origin, ancestry, disability, or sexual orientation.

Hazing - Any method of initiation into a student organization or group that causes or may cause physical harm or personal degradation or disgrace resulting in physical or mental harm to a student.

Off Campus Without a Pass - Leaving campus without proper authorization.

Profanity/Obscene Acts - Vulgarity or acts which are considered obscene.

Sexual Assault - Committing or attempting to commit an act of sexual battery, rape, statutory rape, lewd and lascivious conduct, molestation, etc.

Sexual Harassment - Prohibited sexual harassment includes, but is not limited to, unwelcomed sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. Other types of conduct prohibited in the district and which may constitute sexual harassment include (Board Policy 7:180)

1. Unwelcomed leering, sexual flirtations or propositions.
2. Unwelcomed sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures or gestures.

5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
7. Touching an individual's body or clothes in a sexual way.
8. Purposefully limiting a student's access to educational tools.
9. Displaying sexually suggestive objects in the educational environment.
10. Continuing to express sexual interest after being informed that the interest is unwelcomed.
11. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Smoking/Tobacco/Possession - The possession or use of tobacco or nicotine products on school property.

Tardiness - Arriving late to school or class.

Theft/Possession of Stolen Property - Taking or attempting to take property that does not belong to you, or knowingly being in possession of stolen property.

Weapons/Injurious Objects - The possession, use or sale of any object that might be used to inflict bodily injury to another person.

INTERVENTIONS & DISCIPLINARY ACTIONS

Even though there are situations that might signal suspension from school, an array of interventions should be considered when action is called for in response to student misconduct. BHS #38 policy requires school administrators to utilize positive interventions and/or means of correction, if appropriate, prior to or in lieu of suspension to resolve disciplinary issues.

Prior to suspension, or any disciplinary measure, students may first be supported in learning the skills necessary to function in the school environment and to avoid negative behavior. Guiding principles that set forth clear expectations, and the development of a Positive Behavior Intervention and Support (PBIS) system, enable staff to have available the information and resources needed to evaluate and address student misconduct more effectively. Disciplinary and restorative interventions may include:

Loss of Privileges - If someone abuses a previously earned privilege, that privilege can be revoked. The student can earn it back by successfully engaging in the behavior under supervision, or by meeting prearranged criteria for reinstatement of the privilege. Any activity or event that is a scheduled part of the school day (e.g. recess, lunch) is not considered a privilege.

Informal Conference - A school official (teacher, administrator or counselor) will meet with the student for instruction & guidance providing re-teaching and corrective feedback. This may offer the student an opportunity to have an understanding of, and be motivated to change, his or her behavior. A student so involved is more likely to become re-engaged in the process of learning.

Formal Conference - A formal conference is held between the student, parent, and one or more school officials. During this conference, the student must agree to correct his/her

behavior. Parent(s) may be notified by telephone, personal contact, letter or certified letter. A conference may also be conducted between the student, his/her parent(s), appropriate school personnel and any other individuals concerned.

Community Service - A student may perform community service on school grounds during non-school hours. Such service may include, but is not limited to, outdoor beautification, campus betterment, and teacher or peer assistance programs.

Restorative Practices - Gives students who commit infractions in school an opportunity to understand how their behavior affects others in the school community, including students, teachers and parent/caregivers, and directly involves them in a process to repair the harm caused. Students may participate in “circles”, “peer mediations,” or other “conferences” to allow affected parties to come together in a safe environment to explore how everyone has been affected by an offense and, when possible, to decide how to repair the harm.

Problem Solving Team (PST) - A formal process involving a team of school site personnel, parent/caregiver, and students (when appropriate) to develop collaboratively strategies to assist students who have learning and/or behavioral challenges at school. The goal of the PST is to design a team action plan for student improvement.

Behavior Contracts - An effective contract is one in which clearly states what the behavioral goals are for the student, positive consequences (rewards) he or she can earn for demonstrating these behaviors, and negative consequences that will follow when those behaviors are not demonstrated.

Behavior Support Plans - A Student experiencing “serious” behavior challenges may benefit from a Behavior Support Plan (BSP) developed through the PST. Special education students whose behavior impedes learning may also require a BSP through the IEP team. A Functional Behavioral Assessment (FBA) and Behavior Intervention Plan (BIP) may also be required. The law also requires additional procedures and considerations for suspensions and expulsions of students with disabilities

Recess Restriction/Time Out - A student's recess time may be restricted (kept in supervised classroom, benching, sitting in office, etc.). The student shall be given adequate time to use the rest room and get a drink or eat lunch.

Detention - Assignment of a student to a supervised detention schedule. Such detention shall not occur during the minimum lunch or recess period, and may be imposed for up to one hour at the maximum after the close of the school day. A student who is transported by school bus shall be detained only until the time when the bus departs. School personnel must give the parent/student 24-hour advance notice. Same-day after-school detentions must receive prior parent/caregiver approval.

Alternatives to Suspension - Consequences identified as appropriate responses to misconduct that provide a student with an opportunity to learn skills necessary to avoid future misconduct may include re-teaching expected behavior, practicing the expected behavior, community service, or restorative practices (among others).

***ALTERNATIVES TO SUSPENSION; MUST BE USED TO ADDRESS PROBLEMS OF TRUANCY, TARDINESS, AND/OR OTHER ATTENDANCE-RELATED ISSUES.**

Suspension from Extracurricular or Co-Curricular Activities – Extra-curricular activities occur outside of the academic day. Co-curricular activities may be within or outside of the academic day and are built into the curriculum. It may be determined that a student

may not participate in an extra-curricular activity (e.g. athletics) or a co-curricular activity (e.g. field trips, Outdoor Ed) if they have shown unsafe or other behavior that would indicate that they may harm themselves or others.

Classroom Suspension - A student may be suspended from one class for no longer than the balance of the day plus the following day and must remain on campus under appropriate supervision. The teacher shall, as soon as possible, ask the parent/caregiver to attend a conference with the teacher, at which the school administrator, school counselor, or school psychologist may also be present. If the student has committed an obscene act, engaged in habitual profanity or vulgarity, or has disrupted school activities or otherwise defied the valid authority of school officials, the teacher may require that the parent attend a portion of the school day in his or her child’s classroom. The teacher **MUST** provide the student with sufficient and relevant classroom work in order to keep the student engaged in learning.

None of the following measures are required to be preceded by any other disciplinary measures:

Exclusionary Measure	Conditions of Implementation
<p><u>In-School Suspension:</u> Part or all of a school day(s) spent in the office.</p>	<ol style="list-style-type: none"> 1. The student is responsible for all classroom assignments. Assignments for the day(s) of suspension will be provided, when possible, by the teachers to be completed during the suspension. 2. The student may be asked to complete a reflection to prevent the infraction from occurring again. 3. This will count as a day of attendance. 4. Students may be prohibited/ineligible to attend extra-curricular events of any kind during the week of suspension and on the day of. 5. A phone or in person conference will be held with the family to discuss the behavior and outline strategies for prevention of future infractions. 6. A copy of the suspension notice will be sent home and one will be kept in the student’s disciplinary file.
<p><u>Out-of-School Suspension:</u> Removal from school for a period of 10 days or fewer for serious misconduct.</p>	<ol style="list-style-type: none"> 1. The student is not permitted on or near School grounds for the duration of the Suspension. 2. Any student that receives an Out-of-School Suspension during the week of an extra-curricular event will be unable to attend the extra-curricular event, including, but not limited to, dances. 3. The student will also receive a loss of privileges to participate in extra-curricular activities for the duration of the Out-of-School Suspension. 4. School work will be furnished upon the student’s return. Students are expected to ask for the work they have missed. The number of days suspended is the

	number of days to make up work. Students who receive an Out-of-School Suspension longer than 4 days will be provided with appropriate support services by the District if they are available at that time.
<u>Expulsion:</u> The removal from the school environment in cases of gross misconduct, no more than two years.	<ol style="list-style-type: none"> 1. A conference will be held with the parent(s)/guardian(s), student, and Administrator to discuss the incident. 2. Notification will be sent to the parent(s)/guardian(s) informing them of the time and date for their appearance before the School Board. 3. An Expulsion requires formal action by the School Board in accordance with due process requirements.

ACTIONS TO BE TAKEN

For behavioral errors not included below, the administrator or designee will utilize one or more of the following measures depending on the behavior: 1) reteach the expected behavior with multiple examples, teach where the problems are occurring, give frequent practice opportunities; 2) provide useful and immediate corrections when behavior errors take place; 3) provide positive feedback when behavior expectations are met; 4) prevent problem behavior by increasing supervision, restricting student privileges; 5) parent/caregiver contact; 6) allow student to restore the environment and relationships that were affected by his or her behavior in the form of restorative practices or community service; 7) refer student for a Problem Solving Team meeting at the specific school site.

RELATIONSHIP BETWEEN PROBLEM AREA AND DISCIPLINE ACTION

The following charts indicate in general the types of disciplinary action that apply in each problem area in each school. Each infraction shows a minimum and maximum action suggested, as well as a suggested action for the first occurrence and one for repeated occurrences. School officials may want to consider the school records of students before action is taken. If a student has continually and repeatedly been involved in problem areas, the disciplinary action may result in the maximum action listed. Students should not feel they will automatically receive the maximum action if they have previously been involved in problem areas. Aggravated incidents may result in the maximum discipline action without going through the progressive discipline action.

PROBLEM	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE
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Absence/Truancy-Unexcused	Minimum	See BHSD Attendance/Truancy Policies	Home Visits, Administrator Letter, Truancy Letters, Referral to Project Pass
	Maximum	Detention	
Arson	Minimum	May include: Reteach, loss of privileges, formal consequence, community service, counseling, contacting fire marshal	Formal reprimand, community service
	Maximum	Formal reprimand, police report, in-school suspension, out-of-school suspension, expulsion	In-school suspension, out-of-school suspension, police report, expulsion
Battery on School Staff	Mandatory	May include: Reteach, loss of privileges, formal consequence, community service, counseling, formal reprimand, police report, in-school suspension, out-of-school suspension, expulsion	Suspension, expulsion, police report
Bullying (incl. Cyberbullying)	Minimum	May include: Reteach, loss of privileges, formal consequence, community service, counseling, contacting parents or guardians	Formal conference, no contact contract, formal reprimand
	Maximum	Detention, no contact contract, formal reprimand, police report, in-school suspension, out-of-school suspension, expulsion	In-school suspension, out-of-school suspension, expulsion
Bus Conduct	Minimum	Reteach, informal consequence, loss of privileges, community service, restorative practices	Loss of bus privileges, formal conference, community service
	Maximum	Loss of bus privileges, formal conference, in-school suspension,	In-school suspension, suspension, formal reprimand

		out-of-school suspension, formal reprimand	
Campus—Leaving without Authorization	Minimum	Reteach, informal consequence, loss of privileges	Community service, detention
	Maximum	Detention, formal conference	In-school suspension, out-of-school suspension
Cheating	Minimum	Reteach, informal consequence, loss of privileges, restorative practices	Detention, informal/formal conference, community service
	Maximum	Formal conference, failing grade, detention	In-school suspension, out-of-school suspension, failing grade
Defiance	Minimum	Reteach, informal consequence, loss of privileges, restorative practices, community service	Detention, Time out of class, informal/formal conference
	Maximum	Formal conference, detention, in-school suspension, out-of-school suspension	Formal reprimand, in-school suspension, out-of-school suspension, expulsion
Destruction of Property	Minimum	Reteach, informal consequence, loss of privileges, restorative practices, community service	Formal conference, community service
	Maximum	In-school suspension, out-of-school suspension, police report, parent liability	In-school suspension, out-of-school suspension, expulsion, police report
Drugs/Alcohol, Paraphernalia	Minimum	Formal conference, detention, drug and alcohol counseling (referral)	In-school suspension, out-of-school suspension
	Maximum	In-school suspension, out-of-school suspension,	Expulsion, police report

		formal reprimand, expulsion, police report	
Electronic Devices, Disruptive Use	Minimum	Reteach, informal consequence, loss of privileges, restorative practices	Informal/Formal conference, Confiscation
	Maximum	Confiscation	Confiscation (with parent/caregiver pick up), In-school suspension
Explosive Devices, Bomb Threat	Mandatory	Reteach, formal conference, restorative practices, in-school suspension, out-of-school suspension, formal reprimand, expulsion, police report	In-school suspension, out-of-school suspension, formal reprimand, expulsion, police report
Extortion/Robbery	Minimum	Reteach, informal consequence, loss of privileges, restorative practices	Community service, loss of privileges
	Maximum	Detention, formal conference, in-school suspension, out-of-school suspension, police report	In-school suspension, out-of-school suspension, expulsion, police report
Fighting, Assault, Threats	Minimum	Reteach, informal consequence, loss of privileges, restorative practices, community service	Informal/Formal conference, restorative practices
	Maximum	Detention, no contact contract, in-school suspension, out-of-school suspension, expulsion, police report	In-school suspension, out-of-school suspension, expulsion, police report
Fire Alarm—Deliberate False	Minimum	Reteach, informal conference, loss of privileges, restorative practices, community service	Loss of privileges, community service
	Maximum		

		Formal conference, In-school suspension, out-of-school suspension, fire marshal, police report	In-school suspension, out-of-school suspension, expulsion, police report
Forgery	Minimum	Reteach, informal conference, loss of privileges, restorative practices, community service	Formal conference, detention
	Maximum	Detention, in-school suspension, out-of-school suspension	In-school suspension, out-of-school suspension, police report
Gambling	Minimum	Reteach, informal conference, loss of privileges, restorative practices, community service	Loss of privileges, community service, formal conference
	Maximum	In-school suspension, out-of-school suspension	In-school suspension, out-of-school suspension
Gang Behavior/Attire	Minimum	Reteach, informal conference, counseling referral	Formal conference with parent, conference with school safety officer, counseling referral
	Maximum	Conference with school safety officer, in-school suspension, out-of-school suspension, expulsion, police report	In-school suspension, out-of-school suspension, expulsion, police report
Harassment, Intimidation	Minimum	Reteach, informal conference, loss of privileges, restorative practices, community service	Formal conference, community service
	Maximum	Detention, in-school suspension, out-of-school suspension, expulsion	In-school suspension, out-of-school suspension, expulsion, police report

Hazing	Minimum	Reteach, informal conference, loss of privileges, restorative practices, community service	Formal conference, community service
	Maximum	Detention, in-school out-of-school suspension, out-of-school suspension, expulsion	In-school suspension, out-of-school suspension, expulsion, police report
Profanity/Obscene Acts/Verbal Abuse	Minimum	Reteach, informal conference, loss of privileges, restorative practices, community service	Formal conference, community service
	Maximum	Detention, in-school suspension, out-of-school suspension, expulsion	In-school suspension, out-of-school suspension, expulsion, police report
Sexual Assault	Mandatory	In-school suspension, out-of-school suspension, police report	In-school suspension, out-of-school suspension, expulsion, police report
Sexual Battery	Mandatory	In-school suspension, out-of-school suspension, police report	In-school suspension, out-of-school suspension, expulsion, police report
Sexual Harassment	Minimum	Reteach, informal conference, loss of privileges, restorative practices, community service	Out-of-school suspension, police report
	Maximum	Detention, in-school suspension, out-of-school suspension, expulsion, police report	Out-of-school suspension, expulsion, police report
Smoking/Tobacco Products	Minimum	Reteach, informal conference, loss of privileges, restorative practices, community service	Reteach, in-school suspension, out-of-school suspension
	Maximum		

		Detention, in-school suspension, out-of-school suspension	Out-of-school suspension, police report
Theft/Possession of Stolen Property/Burglary	Minimum	Reteach, informal conference, loss of privileges, restorative practices, community service, detention	Formal conference, community service, restorative practices
	Maximum	Detention, in-school suspension, out-of-school suspension, police report	In-school suspension, out-of-school suspension, expulsion, police report
Weapons/Injurious Objects/Replica Firearms	Minimum	Reteach, informal conference, loss of privileges, restorative practices, community service, detention	In-school suspension, out-of-school suspension, expulsion, police report
	Maximum	Detention, in-school suspension, out-of-school suspension, expulsion, police report	In-school suspension, out-of-school suspension, expulsion, police report

YOUR RIGHTS--DUE PROCESS

All students are entitled fair treatment when facing suspension and expulsion and are afforded due process rights under the law. When a student is suspended from school the parent or guardian will be notified in writing. At the time of suspension, a school employee will also make a reasonable effort to contact parents or guardians either in person or by telephone. While school officials are not required to meet with parents or guardians in person, we find it helpful to work collaboratively to support student behavior and welcome parental involvement. All questions, challenges or objections to suspensions may be addressed directly to the school-site principal.

STUDENT DRESS AND APPEARANCE

Our schools continuously work to ensure that students receive instruction in a place where safety, respect, and responsibility are the main focus. In preparing our students for the responsibilities they will have in college, the workplace, and beyond, we ask families to support our efforts holding students to basic standards of professionalism in school.

School staff will address individual students on an as-needed basis. The following expectations apply to all school activities:

1. Shoes are to be worn at all times.
2. Students are permitted to wear religious head coverings throughout the school environment
3. Shorts and skirts must be an appropriate length.
4. Shirts must be an appropriate length, covering midriff.
5. Vulgar, profane, or suggestive writing and/or symbols on clothing is not acceptable
6. Any clothing referencing alcohol and/or drugs, tobacco, weapons or any gang-related symbols will not be permitted.
7. Undergarments should not be visible.

Students not in compliance with these guidelines may be asked to change their clothing.

In all cases, a school administrator will make final determination as to appropriateness of dress. If a student is determined to be wearing clothing of unacceptable nature, the student may be provided alternative clothing to wear while in school.

STUDENT HARASSMENT

Information regarding Student Harassment can be found in Board Policy 7:20. To view the Board Policy manual, please visit

<http://www.bighollow.us/school-board-policy-manual-documents.html>

STUDENT RIGHTS AND RESPONSIBILITIES (Board Policy 7:130)

Information regarding Student Rights and Responsibilities can be found in Board Policy 7:130. To view the Board Policy manual, please visit

<http://www.bighollow.us/school-board-policy-manual-documents.html>

Expressions of Concern

Students have both the right and responsibility to express school-related concerns and grievances to staff members or the Principal. These concerns must be expressed in a manner which is not slanderous, obscene, likely to disrupt class work, or cause substantial disorder to the learning environment of the school. Expression of these concerns may be made in writing or in person to a staff member or the Principal.

Due Process

Prior to a suspension from school, a student has the right to a conference with the Principal. During this conference the student will be informed of the complaint against him/her and given an opportunity to respond.

If a student receives an out-of-school suspension, the parents/legal guardians have the right to appeal the suspension to the Superintendent and School Board.

Student Expectations

In Big Hollow School District #38, students are proactively taught the following expectations. Students who fail to meet expectations are addressed within the Positive Behavior Intervention Support (PBIS) framework.

Big Hollow Primary and Elementary School Behavior Matrix

	Hallway	Bathroom	Classroom	Assemblies	Café	Bus	Field Trip	Recess	
Self-Control	<ul style="list-style-type: none"> Hands to side/back (hands under control) Right side of the colored tiles Silent 	<ul style="list-style-type: none"> Wait patiently for your turn at the entryway Walk Quiet voice 	<ul style="list-style-type: none"> Keep your hands and feet to yourself Four on the floor Walking feet Give your best effort 	<ul style="list-style-type: none"> Sit crisscross Silent Facing forward Whole body listening Hands in lap 	<ul style="list-style-type: none"> Stay seated Quiet voice Walk 	<ul style="list-style-type: none"> Sit down facing forward Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> Hands to yourself Quiet voice 	<ul style="list-style-type: none"> Walk away or talk it out 	
Take Responsibility	<ul style="list-style-type: none"> Stop at the stop sign Follow the arrows Only one square between students (no slinky lines) 	<ul style="list-style-type: none"> Flush the toilet Wash your hands with soap Throw away all paper towels 	<ul style="list-style-type: none"> Complete and return all work Put things away where they belong Clean up after yourself Follow directions right away 	<ul style="list-style-type: none"> Make smart choices Be a good example for others 	<ul style="list-style-type: none"> Follow directions Eat your own lunch 	<ul style="list-style-type: none"> Follow directions Report problems to the bus driver 	<ul style="list-style-type: none"> Follow directions 	<ul style="list-style-type: none"> Walk around moving things Sit properly on equipment Climb up ladders and down slides 	
Attitude	<ul style="list-style-type: none"> When other classes are coming through, wait patiently 	<ul style="list-style-type: none"> Respect the privacy of others (no looking in the stalls) Take your turn in a timely manner 	<ul style="list-style-type: none"> Have a positive attitude 	<ul style="list-style-type: none"> Appropriate responses 	<ul style="list-style-type: none"> Use manners 	<ul style="list-style-type: none"> Use manners 	<ul style="list-style-type: none"> Use manners 	<ul style="list-style-type: none"> Use manners 	<ul style="list-style-type: none"> Invite others to join your game Use manners
Respect	<ul style="list-style-type: none"> Face forward 	<ul style="list-style-type: none"> Only go in your designated bathroom Leave the restroom clean 	<ul style="list-style-type: none"> Listen while others are talking Be kind 	<ul style="list-style-type: none"> Raise your hand Eyes on the speaker 	<ul style="list-style-type: none"> Clean up 	<ul style="list-style-type: none"> Use appropriate and peaceful language 	<ul style="list-style-type: none"> Respect adults and each other Eyes on the speaker Ready to listen 	<ul style="list-style-type: none"> Clean up Use rock, paper, scissors to problem solve 	

PBIS Expectations Matrix

Big Hollow Middle School

	Classrooms	Technology	Public Areas (Hallways, Bathrooms, Cafeteria, Playground)	Arrival/Dismissal and Busses	Assemblies	Continuum of Support (Adults)
Safety Using self-control and making good choices	<ul style="list-style-type: none"> - Follow directions and peers - Maintain appropriate volume - Report unsafe conditions 	<ul style="list-style-type: none"> - Avoid sharing or publishing last name, address, phone number, or other identifying information online - Report unsafe conditions 	<ul style="list-style-type: none"> - Remain aware of your surroundings (Walk on the right, clean up after yourself and others)- Keep voices at conversational level - Utilize equipment for intended purpose - Report unsafe conditions - Follow directions and be aware of your surroundings 	<ul style="list-style-type: none"> - Follow directions - Enter and exit safely and promptly - Remain seated on bus - Keep voices at conversational level - Report unsafe conditions 	<ul style="list-style-type: none"> - Follow directions unless otherwise prompted - Report unsafe conditions 	<ul style="list-style-type: none"> - Actively monitor student behavior in all areas of school, including online. - Keep students in line of sight - Be on duty on time & ready to give full attention to students
Respect Treating yourself and others properly	<ul style="list-style-type: none"> - Actively listen to adults and peers - Keep body and objects to yourself - Think before speaking - Respect others' ideas and opinions - Set personal boundaries and respect others' boundaries 	<ul style="list-style-type: none"> - Think before posting - Bring cell phone only to classes in which they are permitted - Use the device that is assigned to you - Log into the devices using your own username and password 	<ul style="list-style-type: none"> - Maintain a clean environment - Keep body and objects to yourself - Honor others' privacy - Think before speaking - Set personal boundaries and respect others' boundaries 	<ul style="list-style-type: none"> - Actively listen - Keep body and objects to yourself - Think before speaking - Set personal boundaries and respect others' boundaries 	<ul style="list-style-type: none"> - Actively listen - Be supportive of those presenting - Enter and exit at appropriate times - Keep body and objects to yourself 	<ul style="list-style-type: none"> - Model the behavior wanted from students - Use positive tone & language when interacting with staff and students - Verbally praise & acknowledge positive student behavior - Correct students calmly & privately - Discuss student matters privately with appropriate staff & with the intention of problem-solving - Directly discuss staff concerns with involved staff member(s)
Responsibility Knowing what to do and doing it	<ul style="list-style-type: none"> - Be on time - Bring all materials to each class - Try your best - Manage time using school agenda - Use problem-solving skills to address academic and social issues 	<ul style="list-style-type: none"> - Use all classroom devices carefully - Report damage to teacher immediately - Use personal and school devices for assigned purposes - Use problem-solving skills to address academic and social issues 	<ul style="list-style-type: none"> - Keep personal belongings in locker or on your person - Use bathroom for appropriate purposes - Use problem-solving skills to address social issues 	<ul style="list-style-type: none"> - Be on time - Take care of belongings - Use problem-solving skills to address social issues 	<ul style="list-style-type: none"> - Be on time - Attempt to participate when prompted 	<ul style="list-style-type: none"> - Interact with & correct all students in the building (not just your own) - Enforce BH student expectations at all times - Use pre-corrections before all transitions - Instruct students how to use materials and technology in class appropriately

TEEN DATING VIOLENCE PROHIBITED (Board Policy 7:185)

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Information regarding Teen Dating Violence can be found in Board Policy 7:185. To view the Board Policy manual, please visit

<http://www.bighollow.us/school-board-policy-manual-documents.html>

Making a Complaint/Enforcement

Students are encouraged to report claims or incidents of teen dating violence to the Non-discrimination Coordinator, Building Principal, or Assistant Building Principal. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

GENERAL INFORMATION AND NOTIFICATIONS

BIRTHDAYS AND CLASS TREATS

Big Hollow Schools recognize that birthdays are important celebrations to young children. Each grade level team may decide how best to celebrate birthdays in ways that do not detract from instructional time. However, it is not permissible to bring edible treats to celebrate birthdays. Parents of students in grades EC-4 who wish to honor their child's birthday may do so in one of two ways: (a) a book, game or other similar item could be donated to the classroom in their child's honor, or (b) pencils, erasers, stickers, and similar items could be distributed to students if parents choose.

BUILDING AND GROUNDS

Pest Management

It is the policy of Big Hollow School District #38 to implement and practice Integrated Pest Management (IPM) procedures to control pests in school buildings and minimize the exposure of students, faculty, and staff to pesticides. Pests can pose hazards to human health, damage property, and disrupt learning. Strategies for managing pest populations will be influenced by the pest species and whether that species poses a threat to people. State law requires public schools to practice IPM. The Integrated Pest Management program at District #38 will include the following:

1. Regular monitoring to identify pest problems.
2. Preference for the use of non-chemical control methods to address pest problems.
3. When necessary, use of the least-hazardous chemical controls after non-chemical control methods have been applied.
4. Preventative actions to reduce future pest problems.

Pesticides

It is the policy of Big Hollow School District #38 to reduce potential exposure to pesticides in the school environment. Exposure to pesticides can pose a health risk to students, staff, and others, which can be minimized by practicing IPM. Regularly scheduled applications of pesticides are not permitted under the IPM policy.

Contractors

Any contractor hired by the school district to provide pest control or other similar services must comply with the district's IPM and notification policy.

Notification

Big Hollow District #38 maintains a registry of parents/guardians of students and employees who have registered to receive written notification prior to the application of pesticides to grounds or property. Prior notice is not required if there is imminent threat to health or property.

CLOSED CAMPUS POLICY

In order to maintain maximum safety and accountability of students, the school district site is a closed campus. Once a student arrives on school grounds, he/she may not leave without permission. Students are also expected to remain on campus after school until properly picked up or the parent has notified the school district of appropriate alternative arrangements. Once a student (walker) leaves the building from an after school activity, he/she may not return to the building.

CONVICTED SEX OFFENDER

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

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

In all cases, the superintendent, or his/her designee who is a certified employee, shall supervise a child sex offender whenever the offender is on school district property.

ENGLISH LANGUAGE LEARNERS (Board Policy 6:160)

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

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

For questions related to this program or to express input in the school's English Language Learners program, contact Bilingual/ELL Director, Michelle Dzik at 847-740-5321.

Information regarding Student Harassment can be found in Board Policy 6:160. To view the Board Policy manual, please visit

<http://www.bighollow.us/school-board-policy-manual-documents.html>

EQUAL EDUCATION OPPORTUNITIES (Board Policy 7:10)

Information regarding Equal Educational Opportunities can be found in Board Policy 7:10. To view the Board Policy manual, please visit

<http://www.bighollow.us/school-board-policy-manual-documents.html>

Non-discrimination Coordinators:

Mr. Robert Gold

Superintendent

26051 W. Nippersink Rd.

Ingleside IL 60041

847-740-1490

Mrs. Christine Arndt

Assistant Superintendent

26051 W. Nippersink Rd.

Ingleside IL 60041

847-740-1490

FIELD TRIPS (Board Policy 6:240)

Field trips are permissible when the experiences are a part of the school curriculum and/or contribute to the District's educational objectives. Students must abide by all school policies during transportation and during field trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent/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.

All non-participating students shall be provided an alternative experience.

Field Trip Regulations for Chaperones:

1. Be on time.
2. The first responsibility is to care for assigned students.

3. Ask the teacher if there is anyone in your group with medical concerns.
4. Review with the teacher what to do if a student gets lost.
5. Take periodic head counts of your assigned group.
6. Do not purchase gifts, food, or drinks for students without prior approval of the classroom teacher.
7. Position yourself so there is appropriate supervision at the front, middle, or back of the bus. This is to keep control of all students on the bus, not just your group. An adult should sit in the backseat of the bus.
8. Do not repeat things you may hear or witness that should remain confidential. If you are not sure, check with the teacher.
9. No gum, candy, or drinks are allowed.
10. Eating is allowed at specified times.
11. Siblings and younger children are not allowed on field trips.

Information regarding Field Trips can be found in Board Policy 6:240. To view the Board Policy manual, please visit

<http://www.bighollow.us/school-board-policy-manual-documents.html>

FLOWER/BALLOON DELIVERIES TO STUDENTS

Students are not allowed to carry flowers, balloons, etc. around with them during the school day. If flowers are delivered in glass containers, they cannot be carried on the bus. Balloons also cannot be carried on the bus. Arrangements need to be made to have them picked up by an adult after school.

HALLWAY PASSES-MIDDLE SCHOOL

No student is allowed in the hallway during class time without a pass. A pass will be issued to students by the classroom teacher. Students are to go **DIRECTLY** to the place they have been assigned. Students who fail to report to the designated area on the pass within a reasonable length of time may have the privilege of using a hall pass denied and be marked tardy.

HOME TO SCHOOL COMMUNICATIONS

When you have a question, problem or concern, please follow the link sequence below:

LINK #1: Contact the Teacher, Bus Driver, or other Employee closest to the situation.

LINK #2: Contact the Building Assistant Principal.

LINK #3: Contact the Building Principal.

LINK #4: Contact the Superintendent.

LINK #5: Contact the Board of Education.

In working together for the best interest of the children, it is important that the lines of communication between home and school be kept open. Teachers communicate with parents through a variety of means including e-mails, phone calls and websites.

Telephones

To provide better communication, teachers have a telephone in their classroom. Messages are not retrieved until after school hours. Please do not leave messages for students on classroom phones. Children are not allowed to use the telephones without the classroom teacher's permission.

Parent Involvement

As partners in educating children, parent involvement is essential. We encourage participation in the PTO and your child's school activities. Please contact your child's teacher if you would like to volunteer in the classroom, library or computer lab. We ask that siblings not accompany parents when they assist in the classroom or at school parties.

HOMEWORK CLUB-MIDDLE SCHOOL

There will be Homework Club after school for any 5th, 6th, 7th or 8th graders who would like extra time to work with a teacher. Homework Club will run after school from 2:45-4:15. Students must arrange a ride home or have permission to walk home. Homework Club will be in the Library and students will have a teacher supervising them. Homework Club requires a signed permission slip.

HOMEWORK POLICY-MIDDLE SCHOOL

Students may receive homework each day from one or more academic classes. Students are expected to turn in their homework on the date it is due. Homework turned in after the due date will receive a grade reduction based on each teacher's respective Homework Policy. Teachers will make their expectations clear to students and parents at the beginning of the school year.

HOT LUNCH/BREAKFAST PROGRAM

Big Hollow provides a daily hot lunch program for all full day students. The price includes milk. Milk can also be purchased separately.

Students will not be able to purchase milk if there is a negative \$5.00 balance in their account.

Applications for Free/Reduced meals are available on Big Hollow's website at www.bighollow.us and in the school office. Income standards are based on Federal criteria distributed by the Illinois State Board of Education. Eligibility for Free/Reduced Lunch must be established each school year.

Monthly menus are posted on the school website, District app, and are available in the school office. The menu may be changed if conditions make it necessary. In keeping with the State Mandated Wellness Policy, and in the best interest of our children,

parents/guardians who send lunch to school are encouraged to provide a nutritious meal for their child.

Students are not permitted to bring food or beverages out of the cafeteria. Students should not bring more food than can be consumed during their lunch period. Gum chewing is prohibited.

LOCKERS-MIDDLE SCHOOL

Students are responsible for the care of their assigned locker. Students whose lockers are damaged by others must report the problem to the school office immediately.

Any person caught tampering with, opening, or removing items from any locker other than his or her own will face disciplinary action.

All hallway lockers are equipped with a lock and 5th-8th grade students are issued a lock for their gym locker. Only school issued locks may be used. *Students must not tell anyone their private combination.* The following locker guidelines should be followed:

1. Never leave your locker without making sure you have locked it.
2. Big Hollow Middle School is not responsible for any lost or stolen items from lockers. Students should not share locker combinations with friends.
3. Students are not permitted to share lockers, except under special circumstances.
4. All belongings are to be kept in a neat and orderly manner.
5. The school district has the right to inspect any locker for just cause.
6. Lockers cannot be decorated for birthdays, etc. by other students at any time.

LOST ITEMS

Any lost or misplaced textbooks, library books, or other instructional items issued to, or signed out, by a student must be replaced at cost by the student. It is the student's responsibility to make sure that the assigned items are returned to the issuing teacher or library in the same condition as when they were received.

A "lost and found" area is maintained in each building. Clothing, books and other personal items are kept in the lost and found. Valuables such as glasses, purses, wallets, jewelry, watches and keys will be kept in the building office. We urge parents to clearly label student items. After a reasonable period of time, unclaimed personal items will be donated to local charities.

MAKE-UP WORK-MIDDLE SCHOOL

Students who are absent are responsible for contacting the teachers of the classes missed and determining what assignments are to be made up along with the time limit for having them completed. You may call 847-740-5322 extension 5000 to request a list of missed assignments for the day(s) your child is ill before 9:00 a.m. and they will be ready to be picked-up at the office 2:45-3:00 p.m. Work missed while absent and not turned in by the date required by the class teacher, will be recorded as zero and so averaged in the

student's *trimester* grade. Don't forget you can check the website for homework at www.bighollow.us, Middle School, then Teacher Websites and Contacts.

MESSAGES TO STUDENTS

Students who are ill, or must call home at the request of a teacher, may use the phone at the discretion of the staff. Students wishing to make phone calls for other reasons (forgotten lunch, books, homework, must stay after-school, etc.) will be required to use a classroom phone. In order to minimize classroom interruptions, personal messages to students from parent(s)/guardians(s) must be deemed an emergency by the building principal prior to any message being delivered.

NOTICE TO PARENTS OF STUDENTS WHO ARE DEAF, HARD OF HEARING, BLIND OR VISUALLY IMPAIRED

School districts are required to provide written notice to parents of children who are deaf, hard of hearing, blind or visually impaired of the existence and services of the Illinois School of the Deaf and the Illinois School for the Visually Impaired.

PARENT NOTIFICATION

An electronic notification system, Skylert School Messenger, is utilized by the District. Information will be emailed to parents using email addresses provided during registration and Skyward Family Access. Information may be specific to certain buildings or could be district-wide.

PARENT/TEACHER COMMUNICATION

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be informed in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy. The school provides Parents/Guardians with access to:

1. School performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
2. A description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
4. Timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the State, the Federal Government and the District.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extra-curricular time.

Parents/Guardians of participating children have a right to appeal the contents of this policy. The District will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to Mrs. Christine Arndt at 847-740-1490.

The state's resources on parental involvement can be located at <http://illinoisparents.org/>. The website provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

PARENT-TEACHER ORGANIZATION (PTO)

The Big Hollow Parent-Teacher Organization is a 501(c)3 charity designed to work together with Big Hollow School District #38 teachers, staff, parents, students, and community members. They provide educational, social, and cultural experiences for the students through various events, activities, and fundraisers. Each year, Big Hollow PTO provides funds and grants for teachers and staff to purchase additional teaching aids, books, technology enhancements, and extended classroom experiences to enliven and enrich Big Hollow students.

Meetings are held once a month during the school year in the Middle School Staff Lounge. You may access all of Big Hollow's PTO information at www.bighollow.us, then use the Parent tab to select PTO. Once on the PTO page, you may sign up to receive their newsletter under the Parent Information tab.

PARENT VOLUNTEERS

Parent Volunteers and Visitors are a very important aspect of Big Hollow Schools. Big Hollow invites and encourages parents to be an active part of their student's education. Through volunteering, the adult members of the family become an extension of the school's faculty and staff, and an integral part of daily life at Big Hollow. Parents are welcomed and encouraged to volunteer.

There are numerous volunteer and visitor opportunities available throughout the school year including but not limited to: classroom parties, field trips, mystery readers, field days, and helping the teacher. To discuss your child with the teacher, please make an appointment.

Parent Volunteers and Visitors agree to:

- Sign in and out at each office
- Promptly report to and remain in assigned location (in the event of an emergency, it is essential that all visitors are accounted for at all times)
- Follow the Big Hollow dress code
- Refrain from cell phone usage so your child knows that you are truly present when volunteering in the school
- If you take a picture at Big Hollow, you must have permission from all adults photographed and parent permission from all students photographed before posting on social media
- Use respectful, encouraging, and appropriate language
- Respect the privacy of all students and staff
- Understand that some volunteer and visitor activities may or may not be appropriate for younger siblings to attend
- Keep observations, experiences and information confidential

Understand that volunteering at Big Hollow School is a privilege. The school's Principal reserves the right to deny or remove any volunteer violating confidentiality or any District policy. Parent Volunteers and Visitors agree not to divulge information about any student or family to any person outside the school setting.

PERSONAL PROPERTY

Whenever possible, personal property should be marked with permanent ink or by using a label. Coats, jackets, notebooks, gym shoes and physical education outfits are to be marked with the student's name. Lost or misplaced articles are more likely to be returned to the proper person if they are clearly marked.

The school district does not have insurance coverage for lost or stolen items.

RECESS

Students in grades K-8 who have recess will be sent outside, weather permitting, unless they provide a doctor's note. Should your child's physician require that your child be excused from any school activity (P.E., band, music, etc.), a note is required from your physician.

RESPONSE TO INTERVENTION (RtI)

RtI is a problem-solving process designed to provide high quality interventions that are matched to student needs as well as monitor student progress on a frequent basis. Screening assessments are given three times per year to the student population. The data generated from the screening measures along with student performance within the

general educational setting is utilized to make decisions regarding the student's educational program and needs.

To request a copy of the *NOTICE OF PROCEDURAL SAFEGUARDS FOR PARENTS/GUARDIANS OF STUDENTS WITH DISABILITIES*, please contact the Special Education Director, Mrs. Erin Pittman at 847-740-1490.

SEX OFFENDER AND 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 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 website at:

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

STUDENT RECORDS (Board Policy 7:340)

Information regarding Student Records can be found in Board Policy 7:340. To view the Board Policy manual, please visit

<http://www.bighollow.us/school-board-policy-manual-documents.html>

Permanent Record

The student Permanent Record consists of the following:

- Basic identifying information, including the student's name and address, birth date and place, and gender, and the names and addresses of the student's parents;
- Academic transcript, including grades, class rank, graduation date and grade level achieved, the unique student identifier assigned and used by the Student Information System(SIS);
- Attendance record;
- Health record;
- Record of release of permanent record information; and

If not maintained in the temporary record, may also consist of:

- Honors and awards received; and
- Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.

Temporary Record

The student Temporary Record consists of the following:

- A record of release of temporary record information;
- Scores received on the State assessment tests administered in the elementary grade levels (Kindergarten-8th Grade);
- The completed home language survey form;

- Information regarding serious disciplinary infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension or the imposition of punishment or sanction;
- Information provided under Section 8.6 of the *Abused and Neglected Child Reporting Act* [325 ILCS 5/8.6], as required by Section 2(f) of the Act;
- Any biometric information that is collected by the school;
- Health-related information;
- Accident Reports;
- Family background information;
- Intelligence test scores, group and individual;
- Aptitude test scores;
- Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation or interviews;
- Elementary and secondary achievement level test results;
- Participation in extra-curricular activities, including any offices held in school-sponsored clubs or organizations;
- Honors and awards received;
- Teacher anecdotal records;
- Other disciplinary information;
- Special education records;
- Records associated with plans developed under section 504 of the Rehabilitation Act of 1973; and
- Any verified reports or information from non-educational persons, agencies or organizations of clear relevance to the education of the student.

TITLE I

Each year in the first *trimester* of the school year, the school holds a meeting for all Parents/Guardians of students who are served in the Title I program.

At the meeting, the school will discuss parental involvement and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for them to be fully involved in the educational process.

VIRTUAL BACKPACKS

Parents should reference the district website at www.bighollow.us for information regarding their child's education and events. In an effort to reduce the consumption of paper, forms, newsletters, flyers, and other information is available for each building under the Virtual Backpack tab.

VISITING OUR SCHOOLS

All exterior doors are locked during the school day. The main entrance doors allow public access to the building only through authorization from the office. All visitors are required to check in at the main office. Each visitor will be required to provide state issued identification and statement of purpose of visit. The district will utilize software to search sex offender databases before visitors are allowed in the buildings. All approved visitors will receive a visitor's badge. The visitor's badge must be worn and visible at all times during the school visit. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself/herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for criminal trespass and/or disruptive behavior.

Guest students are generally not approved; a request of this nature must be directed to the building principal.

Please be aware the schools utilize video surveillance equipment. Students, staff and visitors will be recorded both inside and outside of our facilities.

You are encouraged to make an appointment with your child's teacher if you have a concern. A note, e-mail or a phone call can usually handle ordinary situations and simple questions. The teacher will be happy to schedule a parent conference if necessary. Parent conferences must be arranged ahead of time. Parents are always welcome to observe a class. Please make an appointment with your child's teacher prior to the visitation.

VISITORS CONDUCT ON SCHOOL PROPERTY (Board Policy 8:30)

Information regarding Visitors Conduct on School Property can be found in Board Policy 8:30. To view the Board Policy manual, please visit

<http://www.bighollow.us/school-board-policy-manual-documents.html>

HEALTH AND SAFETY

ACCIDENT-ILLNESS

In the case of an accident or injury, school personnel may provide assistance and attempt to contact a parent/guardian or emergency designee. When we are unable to make contact, a rescue squad may be called.

When a child is ill at school, we will attempt to contact a parent/guardian and/or emergency person listed on Skyward Family Access. It is imperative that you keep emergency contact information in Skyward Family Access accurate and up-to-date during the school year. If you are unable to update the information, please contact your school office. Children will not be sent home on the bus if they are ill.

PLEASE KEEP YOUR CHILD HOME IF he/she has a fever, vomiting, diarrhea, unexplained rash or red eyes the night before or the morning of school. Diarrhea is defined as 3 loose stools in 24 hours or a change in bowel habit. A fever is defined as a temperature of 100°F. Most fevers subside in the morning, but go up again during the day. Your child can return to school when he/she has been symptom free for 24 hours without the use of fever reducing medication.

ADMINISTERING MEDICATION (Board Policy 7:270)

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

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

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

Non-prescription medication including aspirin, Tylenol, cold preparations, throat lozenges and topical ointments, will be allowed for a maximum of two days with a parent/guardian signature. Longer administration time will require the signature of a licensed prescriber. The procedures for any medication are as follows:

1. Medication must be brought to the school in the original container and taken immediately to the nurse's office where it will be stored in a locked cabinet. Prescription medication shall display:
 - a. Child's Name/Prescription Number/Medication
 - b. Name/Dosage/Date/Refill
 - c. Licensed Prescriber's Name
2. Non-prescription medications shall be brought in the original container with the child's name affixed to the container.
3. Changes in prescription medication will only be made when a note from the prescribing physician has been received. The prescription container stating the proper dosage must be sent to school.
4. 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.
5. The parent/guardian will be responsible for picking up any unused medication. Medications not picked up by the end of the school year will be discarded.

Self-Administration of Medication

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

CARE OF STUDENTS WITH **MANAGED MEDICAL NEEDS** If your child has **medical condition, such as asthma or diabetes**, and requires assistance with managing this while at school and school functions, a Care Plan must be submitted to the building principal. Parents/guardians are responsible for and must:

1. Inform the school in a timely manner of any change which needs to be made to the 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 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 Care Plan.

For further information, please contact the school nurse.

EMERGENCY/SAFETY DRILL PROCEDURES AND CONDUCT (Board Policy 4:170)

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 and 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.

Fire Drill

In the event of a fire in the school and/or the presence of smoke, we practice exiting our school buildings in a safe, orderly, timely fashion accounting for all students and adults. One of the three fire drills is done in conjunction with the Fox Lake Fire Department.

Severe Weather Drill

In the event of severe weather related to a possible tornado, extremely high winds, dangerous thunderstorm activity, or large hail we practice moving all children and adults to designated safe areas in the school.

Hard Lock Down

In the event of a dangerous intruder(s) or another dangerous event within the building, we practice how to secure all students and adults in safe, unseen locked areas of the building. This drill is now required by law and must be done in conjunction with law enforcement (Lake County Sheriff's Department).

Soft Lock Down

During a Soft Lock Down no one is allowed in or out of the buildings. Adults are directed to lock interior doors, but different than a Hard Lock Down as there is business as usual inside all classrooms.

Bus Evacuation

This drill simulates the need to exit the bus out the back door. Students and supervisors practice safety getting out of the bus using the emergency exit door.

FOOD ALLERGIES

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

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

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

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

HEAD LICE

According to the National Association of School Nurses, students should not lose access to their education for head lice, which is considered a nuisance rather than a communicable disease.

Big Hollow School District, therefore, will inform the families of children who have head lice the day it is found. Families will be offered instructions on how to treat the lice and should return to school the next day after treatment. Students who have been identified with lice will be checked again after 7 calendar days to determine if treatment was successful.

1.

HOME AND HOSPITAL INSTRUCTION (Board Policy 6:150)

Information regarding Home and Hospital Instruction can be found in Board Policy 6:150. To view the Board Policy manual, please visit <http://www.bighollow.us/school-board-policy-manual-documents.html>

IMMUNIZATIONS, HEALTH, EYE AND DENTAL EXAMINATION REQUIREMENTS (Board Policy 7:100)

Information regarding Immunizations, Health, Eye and Dental Examination requirements can be found in Board Policy 7:100. To view the Board Policy manual, please visit <http://www.bighollow.us/school-board-policy-manual-documents.html>

MEDICAL ALERT

The school nurse, classroom teachers, and office should be made aware of any outstanding medical conditions, prescription medications, or changes in any existing conditions which your child has. These conditions may include, but are not limited to: allergies, heart condition, epilepsy, asthma, diabetes, ADHD, etc.

PHYSICAL EXAMS OR SCREENINGS (Board Policy 7:15)

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term “invasive physical examination” means any medical examination that involves the

exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening. The above does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq.*).
3. Is otherwise authorized by Board policy.

REPORTING COMMUNICABLE DISEASES

When calling the school to report your child's absence due to illness, please inform us of any diagnosed communicable disease or condition such as, but not limited to: chicken pox, strep throat, impetigo, or pink eye. 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 of the parent/guardian.
3. The school will provide instructions to the parent/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/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.

SEXUAL ABUSE EDUCATION (Erin's Law)

The Illinois State Board of Education requires schools to inform students on how to recognize behaviors of abduction and abuse, including sexual abuse. Illinois State Law (Erin's Law) requires that all public schools implement a prevention-oriented child sexual abuse program. Students will learn age appropriate techniques to keep themselves safe and to speak up. These lessons will be discussed in individual classrooms. Parents will be given the opportunity to sign a waiver to exempt their child from the lesson.

STUDENT SAFETY

Backpacks

Backpacks, or any bag that is used to carry books, are to be kept in the student's lockers or cubbies. Students are not allowed to bring them when switching classes. Students are permitted to visit their lockers/cubbies between classes.

Aerosol Sprays

Due to the potential danger of aerosol sprays, (hair spray, deodorant, breath spray, bug spray, sunscreen, etc.) they are forbidden on school property, at school events, extra-curricular activities, and on school busses. The use or possession of aerosol containers will result in an immediate consequence.

Bicycle Regulations

All student bike riders are required to provide the office a signed parental permission slip. Students without a permission form on file must bring a dated note, signed by the parent, stating where the child is biking to and how long this should be in effect. Please observe the following rules:

1. Students may ride their bicycles to and from school if operated in a safe manner. When leaving school grounds, bike riders must wait until all school busses have departed.
2. Park bike at bike rack and lock securely.
3. Students are not to be near the bicycle rack during the day except for arriving or leaving the school grounds.
4. Students must leave the school grounds immediately after retrieving their bicycle from the rack.
5. Students who violate these rules will not be permitted to ride a bicycle to and from school.

Skateboards

Skateboards are not allowed on school property. School property includes school buildings, parking lots, playgrounds and school buses. Students violating this policy will be subject to disciplinary measures.

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION (Board Policy 7:290)

Education regarding suicide, self-harm, and depression are central to their prevention. Schools will provide age appropriate instruction on identifying, reporting, and preventing situations to reduce the risk posed to themselves and peers.

Information regarding Suicide and Depression Awareness and Prevention can be found in Board Policy 7:290. To view the Board Policy manual, please visit <http://www.bighollow.us/school-board-policy-manual-documents.html>

VISION AND HEARING SCREENING

All Kindergarten students will be Vision and Hearing screened. Special Education students will also be screened yearly for possible vision and hearing difficulties. Your child is not required to undergo the Vision Screening if an optometrist or ophthalmologist has completed and signed a report indicating that an examination has been administered within the previous 12 months. The schedule for Vision and Hearing Screening is:

Kindergarten: Vision and Hearing

Grade 1: Hearing

Grade 2: Vision and Hearing

Grade 3: Hearing

Grade 8: Vision

Vision screening is not a substitute for a complete eye evaluation by a licensed doctor.

INTERNET, TECHNOLOGY, AND PUBLICATIONS

ACCESS TO ELECTRONIC NETWORKS (Board Policy 6:235)

Computer Access

The District offers a computer program for grades 1-8. Each building is equipped with a computer lab. Students have time for weekly computer activities.

Student Accounts and Profiles on Social Networking Websites

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

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

Personal Electronic Devices

Parents who wish to allow their students to use a personally owned electronic device within the Big Hollow School District #38 learning environment must agree to the following:

1. Students shall take full responsibility for their device and keep it with themselves at all times unless directed by the district/personnel to remove the device from their possession. BHSB shall not be liable for the loss, damage, misuse or theft of any personally owned device brought to school.
2. Students are responsible for the proper care of their personal device, including any costs of repair, replacement or any modifications needed to use the device at school.
3. Personal devices shall be charged prior to bringing them to school and shall be capable of running off their own battery while at school.
4. The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated Board policies, administrative procedures, school rules or has engaged in other misconduct while using the device.
5. Personal electronic devices will only be utilized when students have been given permission by school staff.

6. Students must comply with any request of a staff member to shut down the computer/device or close the screen.
7. Current virus protection is recommended on devices that utilize the guest wireless network. The district does not provide virus protection.

Internet Use

Each student and parent must sign a usage agreement of the rules and policies for using the Internet at school and using the computers. Any student violating the policies of Internet usage will not be allowed to use the school computers and may be subject to disciplinary action. All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The authorization does not attempt to state all required or prescribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the Authorization for Internet Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signatures on the Authorization Form included in the registration packet are legally binding and indicate the party has read the terms and conditions carefully and understands their significance.

Terms and Conditions

Acceptable Use/Access to the District's internet must be for the purpose of education or research, and be consistent with the educational objectives of the District.

Privileges

The use of the District's internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The principal will make the initial determination regarding whether or not a user has violated this authorization and will make a recommendation to whether access is to be denied, revoked, or suspended at any time.

Unacceptable Use

The user is responsible for his/her actions and activities involving the network. Examples of unacceptable uses include, but are not limited to:

1. Posting pictures of themselves, classmates, or staff taken on school property or at school activities. Inappropriate activities could result in loss of internet privileges. School property includes school buildings, buses and while representing our school at school activities.
2. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulations.
3. Using the name of school or its logo, or any other representative symbol in an unauthorized manner (i.e., the creation of a website or webpage (s) on an off-site server or network).
4. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused.
5. Downloading copyrighted material for other than personal use.

6. Using the network for private financial or commercial gain.
7. Gaining unauthorized access to resources or entities.
8. Invading the privacy of individuals.
9. Using another user's account or password.
10. Posting material authored or created by another without his/her consent.
11. Posting anonymous messages.
12. Using the network for commercial or private advertising.
13. Accessing, submitting, posting, publishing or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
14. Using the network while access privileges are suspended or revoked.

Network Etiquette

The user is expected to abide by generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Being abusive in messages sent to others is unacceptable.
2. Use appropriate language. Swearing, using vulgarities or any other inappropriate language is unacceptable.
3. Revealing the personal address or telephone numbers of students or colleagues is unacceptable.
4. Electronic mail (e-mail) is not private. Personnel who operate the system have access to all e-mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. The network is to be used in a way as not to disrupt its use by others.
6. All communications and information accessible via the network should be considered private property.

No Warranties

The district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages; this includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or user errors or omissions. Use of any information obtained via the internet is at the user's risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification

The user agrees to indemnify the district for any losses, costs or damages, including reasonable attorney fees, incurred by the district relating to, or arising out of, any breach of this authorization.

Security

Network security is a high priority. If the user identifies a security problem on the Internet, it must be reported immediately to the building principal. The problem is not to be demonstrated to other users. The users account and password are to be kept

confidential. The account of another user may not be used without written permission from that individual, and the approval of the principal. Attempts to log on to the Internet as a System Administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to network.

Vandalism

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges

The district assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per minute surcharges, and/or equipment or line costs.

ELECTRONIC DEVICES/CELL PHONES

The District is not responsible for the theft, loss, damage, or charges incurred while such electronic communication devices are on school property or during school-related activities and functions, unless directed by the district personnel to utilize personal devices for specific purposes.

CYBER SECURITY

No student shall attempt to defeat the cybersecurity measures taken by the district to protect its network or connected electronic systems or disciplinary action shall be taken.

GUIDELINES FOR STUDENT DISTRIBUTION OF NON-SCHOOL SPONSORED PUBLICATIONS ACCESSED OR DISTRIBUTED ON-CAMPUS (Board Policy 7:310)

For purposes of this section and the following section, a *publication* includes, without limitation: (a) written or electronic print material, and (b) audio-visual material, on any medium including electromagnetic media (e.g. images, MP3 files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, CD-ROM, etc.) or on-line (e.g., any website, social networking site, database for information retrieval, etc.).

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

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

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;

3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting;
4. Is reasonably viewed as promoting illegal drug use; or
5. Is distributed in Kindergarten through Eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

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

NON-SCHOOL SPONSORED PUBLICATONS ACCESSED OR DISTRIBUTED OFF-CAMPUS (Board Policy 7:310)

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

STUDENT PRIVACY PROTECTION (Board Policy 7:15)

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must receive prior Board approval. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Surveys Created by a Third Party

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

Survey Requesting Personal Information

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

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. Behavior or attitudes about sex.
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 eligibility for participation in a program or for receiving financial assistance under such program).

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

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

All surveys must receive prior Board approval.

Instructional Material

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

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

REGISTRATION

EMERGENCY CONTACT INFORMATION

Please keep your contact information up-to-date using Skyward Family Access. You may contact the school office to have your phone numbers updated if needed. It is crucial that the school office is able to contact you, or another adult designated by you, in the event of an illness or emergency.

FEES

All students will be annually assessed a registration fee which shall be established and approved by the Board of Education.

A Fee Waiver Form must be completed each year to qualify for a fee reduction or waiver. Fee Waiver Forms may be obtained from the school building office or through the District website. The Fee Waiver Form is in addition to the Free/Reduced Lunch Application. Completed forms shall be submitted by the parents or guardians to the school building office within two weeks after requesting the form.

The business office shall be responsible for processing requests for waivers of school fees. Should a request be denied, the parents will be notified within 14 days. The decision shall state the reason for the denial and shall inform the parents of their right of appeal, including the process and timelines for that action.

An appeal must be filed with the Superintendent within 14 days of receiving a denial. The Superintendent shall inform parents of his decision within 30 days. If the appeal is denied, the Superintendent shall mail a copy of his decision to the parent, including the reason(s) for the denial.

PROOF OF RESIDENCY REQUIREMENT

New students and students who have a change of address will be required to prove residency. Existing students may be asked to show proof of residency as part of the registration process or if their residency is questionable. All students enrolled in Big Hollow District #38 must be legal residents of the District. Legal residency within the District requires that a student and his/her parent/legal guardian must be residing within the District's boundaries. Establishing a residence within the district with the primary intent to enroll the child(ren) in the education program does not constitute residency for enrollment in the school program nor does ownership of property within the District constitute residency for enrollment in the school program.

Registration of a student who is not a legal resident is illegal. Students who are found to be illegally registered will be immediately removed from all educational programs. The person(s) who were responsible for illegally enrolling the student(s) are liable for tuition charges covering the period of illegal enrollment. The District will pursue payment through available legal resources.

Registration cannot proceed until residency has been verified. To verify proof of residence within the geographic boundaries of Big Hollow School District #38 for new students, acceptable documentation must include at least one item from Category 1 and at least two items from Category 2. However, if there is reason to believe a student's residency is in question, further documentation may be requested.

If the student is not residing with the parents, the responsible adult must complete the Certification of Legal Responsibility form. If you are residing with a family member and all forms of legal residency are in their names, the district resident must complete a Property Owner Verification form. It will also be necessary for the district resident to provide the above listed proofs of residency.

REGISTRATION

Registration for returning students and new incoming students for the fall is held in the spring of each year by using the Student Registration link on the Big Hollow website.

Illinois law requires children to be five years old by September 1st to be eligible for Kindergarten.

New students entering the district during the school year may be registered at any time by using the Student Registration link on the Big Hollow website.

In order to complete the online registration portion, a parent/legal guardian will need to present a Certified copy of the child's Birth Certificate and the required Proof of Residency documents to the school office.

Proof of Residency Documents-Category 1 (One item required from the following):

For Homeowners:

- Current Property Tax Bill
- Current Mortgage Papers
- Original Closing Papers or Occupancy Permit

For Rental Property Residents:

- Original Signed and Dated Lease indicating the parent/guardian's name, length of lease, and a copy of the cancelled check or receipt of the most recent rent payment
- Landlord Verification (if lease is not available)
- Current Renters Insurance Policy

Proof of Residency Documents-Category 2 (two items required from the following):

- Driver's License
- Electric Bill (current within 60 days)
- Gas Bill (current within 60 days)
- Water Bill (current within 60 days)
- Homeowners or Renters' Insurance

SPECIAL EDUCATION

ACCOMMODATION FOR INDIVIDUALS WITH DISABILITIES (Board Policy 8:70)

Information regarding Accommodation for Individuals with Disabilities can be found in Board Policy 8:70. To view the Board Policy manual, please visit <http://www.bighollow.us/school-board-policy-manual-documents.html>.

Complaint Managers:

Mr. Bob Gold
Superintendent
26051 W. Nippersink Rd.
Ingleside, IL 60041
847-740-1490

Mrs. Christine Arndt
Assistant Superintendent
26051 W. Nippersink Rd.
Ingleside, IL 60041
847-740-1490

EDUCATION OF CHILDREN WITH DISABILITIES (Board Policy 6:120)

Information regarding Education of Children with Disabilities can be found in Board Policy 6:120. To view the Board Policy manual, please visit <http://www.bighollow.us/school-board-policy-manual-documents.html>.

TRANSPORTATION

BUS CONDUCT (Board Policy 7:220)

The following bus rules are designed for student safety. Bus drivers must be able to pay attention to their driving. It is important that the riders do not distract the bus driver and be courteous to fellow pupils and the bus driver. All school bus riders, while in transit, are under the jurisdiction of the school bus driver. Riding the school bus is a privilege, not a right. Therefore, it is the responsibility of every student to comply with behavior and safety standards on the bus and at all bus stops. Bus drivers will stop only at designated bus stops.

1. Arrive at your assigned bus stop at least five (5) minutes prior to the scheduled bus departure time.
2. While waiting for the bus, stay off the road and be visible to the bus driver.
3. Do not approach the bus until the bus has been brought to a complete stop.
4. Do not leave your seat while the bus is moving. Always stay in your assigned seat. Quiet talking with a seat partner is allowed.
5. No singing or chanting is allowed.
6. Obey the bus driver's directions.
7. Remain in the bus if there is a road emergency and follow the driver's instructions.
8. Keep hands and head inside the bus at all times. Do not throw anything out of the bus windows.
9. Students must be silent when coming to a railroad-crossing stop.
10. Help keep the bus safe and clean at all times. Eating, drinking, and gum chewing are not allowed on the bus.
11. Animals are not allowed on the bus.
12. Skateboards are not allowed on the bus.
13. Glass jars, bottles, or other breakable items are not allowed on the bus, unless properly protected inside a backpack and then only with permission.
14. CD/tape players, headphones, electronic games, trading cards, etc. are not allowed on the bus. Cell phones must be turned off per Board Policy 7:193.
15. Bus aisles must be clear at all times.
16. Bullying, teasing, rough housing or any other inappropriate behaviors are prohibited.
17. Observe safety precautions when exiting the bus. When it is necessary to cross a road, proceed to a point at least 10 feet in front of the bus on the right shoulder of the road where traffic may be observed in both directions. Wait for a signal from the bus driver permitting you to cross.
18. Never run back to the bus, even if you dropped or forgot something.

School Bus Suspensions

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student behavior as defined in Board Policy, 7:190, Student Behavior.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Academic Credit for Missed Classes During School Bus Suspension

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

Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

Discipline Procedure

In most cases the bus driver will first address a discipline problem directly with the student. If the problem is not resolved the bus driver will submit a written bus referral to the school principal. Except for cases of gross disobedience, consequences for misbehavior on the school bus will be progressive in nature.

STUDENT TRANSPORTATION (Board Policy 4:110)

The District shall provide free transportation for any student in the District who resides:
(a) at a distance of one and one-half miles or more from his or her assigned school, unless

the Board of Education has certified to the Illinois State Board of Education that adequate public transportation is available, or (b) within one and one-half miles from his or her assigned school where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with Section 45/1-15 of the Education for Homeless Children Act.

If a student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the 1½ miles from the school attended. Unless the Superintendent or designee establishes new routes, pick-up and drop-off locations for students in day care must be along the District's regular routes. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes.

Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the Superintendent or designee's approval and direction. In setting the routes, the pick-up and discharge points should be as safe for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the administration.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations. The strobe light on a school bus may be illuminated only when the bus is actually being used as a school bus and (a) is stopping or stopped for loading or discharging students on a highway outside an urban area, or (b) is bearing one or more students. The following guidelines have been adopted:

1. Students are allowed two routes to school and/or two routes from school. Students must be picked up from one location and dropped off at one location. The AM location may be different from the PM location.
2. Students are assigned to a specific stop and route. Students must use their assigned stop every day. The number of students assigned to each stop is planned when the routes are developed to avoid overcrowding on the routes.
3. Kindergarten students must be put on and taken off the bus by a parent/guardian or responsible individual authorized by the parent/guardian. If you are unable to be at the stop to take your child off the bus, we need to know who is authorized by you to meet your child.
4. If an emergency situation should arise, any change to your child's bus route needs to be approved through the school office. A note must be submitted to the school office stating the reason for the special request. The district is not able to

accommodate requests to ride a different bus for events such as birthday parties, scout meetings, play time, school projects or dental/doctor appointments.

If you have any questions about bus transportation guidelines, please contact the Transportation Manager at 847-740-1490.