

# Beecher Elementary School

## Handbook 2020-2021

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## **Beecher Elementary School Handbook 2020-2021**

***WELCOME TO BEECHER ELEMENTARY SCHOOL....a place where the faculty, staff, and administration are dedicated to providing a nurturing, challenging, and safe environment in which students can learn and grow.***

*In order to accomplish that goal, it is important that the school and home communicate and work together. This handbook has been written to assist parents in understanding many of the rules, procedures, and policies that help to keep BES a quality school. Much of what is written has evolved over the course of many years. Everything has been reviewed by a committee of faculty and parents, and has been approved by the Board of Education.*

*Please take time to read over the handbook, and keep it handy as a reference when questions arise. As appropriate, share with your children the contents so that they are aware of the important rules and procedures.*

*Finally, I wish to thank all those who generously gave of their time to review this handbook. I invite comments and suggestions regarding the contents at any time.*

*Best wishes for a successful school year,*

*Nicole Black, Principal*

### **SECTION 1: INTRODUCTION & GENERAL INFORMATION**

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website ([www.beecher200u.org](http://www.beecher200u.org)) or at the Board Office, located at:

Beecher Community Unit School District 200U  
538 Miller Street  
P.O. Box 338  
Beecher, IL 60401-0338  
Phone: (708) 946-2266 x1400 Fax: (708) 946-3404

The School Board has hired the following administrative staff to operate the school:

Mr. K. Bradley Cox, Superintendent of Schools  
Mrs. Nicole Black, Principal

The school is located and may be contacted at:

Beecher Elementary School  
629 Penfield Street  
Beecher, IL 60401-0338  
Phone: (708) 946-2202 Fax: (708) 377-6852

# **Beecher Elementary School Handbook 2020-2021**

## **BEECHER COMMUNITY UNIT SCHOOL DISTRICT 200U MISSION STATEMENT**

The mission of Beecher Community Unit School District 200-U is to provide a quality education to all students emphasizing college and career readiness and technology so that they are able to contribute toward the betterment of society. Through a safe and secure learning environment, the district will strive to encourage and support each student to achieve his/her greatest potential.

The finances of the district shall be used efficiently and effectively to provide the widest possible range of learning opportunities and experiences to prepare students to meet the challenges of the twenty-first century.

## **BEECHER ELEMENTARY SCHOOL MISSION STATEMENT**

The mission of Beecher Elementary School is to provide every learner with a safe, supportive, and nurturing environment. Our goal is to help all children become lifelong learners through the development of basic and problem-solving skills, good self-esteem, and good citizenship.

## **BEECHER ELEMENTARY SCHOOL STUDENT EXPECTATIONS**

- #1 Be Respectful
- #2 Be Responsible
- #3 Be Safe

## **PURPOSE**

The procedures and other provisions set forth in the “Student/Parent Handbook” are not to be considered exclusive of any other remedy or disciplinary authority the Board of Education may exercise pursuant to the provisions of the Illinois School Code.

The Student/Parent Handbook’s primary function is to inform and direct students in regard to the everyday efficient and safe operation of the school district. Scheduled dates of activities and athletic events may be changed due to weather, scheduling conflicts, or any other unforeseen event.

This handbook is not a contract with the student but rather; it is a document that reflects the current policies and guidelines as well as general information for the benefit of the students. It is subject to change at the direction of the Board of Education.

The Board of Education authorizes its administrative staff to make those interpretations, clarifications and modifications of student guidelines/rules that are necessary to carry out the effective functioning of the school district and to continue to enhance a safe learning environment.

## **PREAMBLE**

Students have a fundamental right to a free public education and a corresponding responsibility to join with other members of the school and community in respecting the rights and responsibilities of others in establishing a climate for learning within the school. This guide summarizes students’ basic rights and responsibilities as Beecher Elementary School students according to the laws of the land as expressed in the United States and Illinois Constitutions, State School Code, and Federal and State court decisions.

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## GENERAL SCHOOL INFORMATION

### SCHOOL HOURS

- The building is opened at 7:50 a.m. with students reporting to their assigned area
  - Assigned Areas
    - K, 1st, & 2nd Grades- Gym
    - 3rd & 4th Grade- Multi-Purpose Room
    - 5th Grade- Art Room
- Office Hours- 7:40-4:00
- Daily school hours are from 8:10 a.m. to 3:02 p.m.
- Students are not to be in the building or on the playground after 3:45 p.m. unless supervised by a parent/guardian.  
\*Students who cause problems on the playground will be asked to leave.

**For the safety of our students, they should not arrive before 7:50 a.m., as there is no supervision before that time.**

### MAIN ENTRANCE

The main entrance for Beecher Elementary School is Door #1 located on the east side of the building by the office. There is a buzzer system to obtain entry to the building. All doors will be locked at all times.

### VISITORS

The Beecher Elementary School campus is a closed campus and visitors are not normally approved. Visitors are not allowed in the building or on school grounds without administrative permission obtained in advance of the visit. All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school. Students will only be allowed to leave school grounds during the school day when signed out in the office by a parent/guardian or designated person.

Upon entering a district building, visitors will be asked to present an ID such as a Driver's License, which can either be scanned or manually entered into the system. If a parent or guardian for any reason does not have a US government-issued ID, the school staff member can use any form of identification and manually enter the person's name into the Raptor system.

The Raptor system will check to ensure that registered sexual offenders are not entering our school campuses without our knowledge. The Raptor system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. The registered sex offender database is the only official database checked by the Raptor system. No other data from the ID is gathered or recorded and the information is not shared with any outside agency. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit. A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork.

The safety of our students is our highest priority and the Raptor visitor management system allows us to quickly identify those that may present a danger to our students. For student safety, all adults entering and visiting 200u will be expected to wear their badge during school hours without exception.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior. Students who bring or encourage visitors to enter the building without permission will be considered in violation of this policy.

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## **CLASSROOM VISITATION GUIDELINES**

Classroom visitations by parents/guardians are welcomed and encouraged. Visitors are asked to schedule a visit well in advance so that it can be accommodated in a manner that minimizes classroom disruption and allows the purpose of the visit to be the focus.

- A. Visits to view a teacher instructional method- The visitor should obtain and complete a Visitation Request Form, submit it to the office, and participate in a pre-visit conference with the teacher and an administrator at least two school days prior to the visit. These guidelines should be followed:
1. Check in at the school office prior to visit.
  2. Plan to visit no more than one class session per day.
  3. Remain seated in a place designated by the teacher.
  4. Review materials designated by the teacher only.
  5. Refrain from conversations with faculty and students that would disrupt the learning environment.

Visits from one student's parents/guardians will be limited to one visit per week. A teacher will not have more than two visits per week scheduled in order to avoid disruption of the learning environment.

A post-visit conference with the teacher and administrator may be requested by any party involved.

- B. Visits due to disciplinary concerns - The visitor should schedule this visit through the building principal.

The principal will contact the involved teacher(s). Parents are welcome to accompany their student to classes in lieu of a suspension. These visits will be pre-arranged through the building principal.

- C. Unannounced visits - The Beecher District 200U schools encourage parental involvement. However, because the teachers plan lessons well in advance and have the classroom environment to consider, they may deny a request for an unannounced visit. When this occurs, every effort will be made to schedule a visit at a later time.

## **STUDENT VISITORS**

Student visitors are generally not allowed. It is felt that no constructive educational purpose would be served by having a friend or relative of one of our students visit the school.

## **EMERGENCY INFORMATION**

Parents are requested to complete all emergency contact information through your PowerSchool parent portal. These numbers will be called when a child is absent and the school has not been notified or in the case of an emergency, illness, or early school closing. For your child's safety, please keep these numbers updated as needed.

## **BUILDING USE**

Beecher Elementary School is available for community use that does not conflict with school activities or holidays. "Community Use of Building" forms are available from the office. Parents/guardians need to come in to the office.

## **WATER BOTTLES**

Water bottles will be allowed in the classroom but are restricted to water only. There should be no flavored water, energy drinks, etc., in classroom water bottles.

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## FIELD TRIPS

The district will have at least one field trip for each grade at a suitable time during the school year. In addition, individual teachers may arrange for class-connected field trips with the expenses of each trip defrayed by those in attendance. Permission slips are used for the trips and adults are always in charge of the children in small groups. All chaperones must ride the bus to and from the activity. Siblings are not allowed to attend field trips.

Chaperones will be selected at random from legal parents/step parents/guardians who have indicated an interest in attending the field trip. A legal parent/stepparent/guardian may only attend one field trip per child per year unless the need arises. Should a legal parent/stepparent/guardian need to back out of a field trip for any reason, another legal parent/stepparent/guardian will be chosen from the lottery. Chaperones will be required to sign a Code of Conduct and complete a parent information form and waiver of liability form.

Students will be expected to follow the instructions of any chaperones appointed by the school.

Field trips are a valuable educational experience that all children should have an opportunity to attend. Any student who is a behavior problem in the classroom may be excluded from such trips on the decision of the homeroom teacher and/or the principal. If the cost of a field trip is a financial hardship, parents should contact the teacher or the school office, as funds are available for this purpose.

## WALKING FIELD TRIPS

Parents/guardians will complete and sign a permission slip each year to grant or deny permission for field trips taken within the village limits. As stated on the form, this includes the use of buses when necessary due to distance or inclement weather.

## BIRTHDAY TREATS

All items brought in to share with the class must be non-food items. We do encourage the celebration of birthdays with items such as: pencils, erasers, stickers, note pads, etc.

## GUM

There will be absolutely no gum chewing in the building at any time. \* Unless special arrangements are made with the permission of the principal.

## PARTY INVITATIONS

Party invitations distributed at school **must** include the entire homeroom, or be for all girls or all boys, and will be distributed by the teacher. Please do not send invitations for a select group of the student's friends. If this happens, the invitations will be sent home with the student who brought them to school.

## LIBRARY

1. Books may be signed out for a period of two weeks. All books, unless requested by another student, may be renewed once.
2. Charges for lost or damaged materials will be based upon the current replacement prices.
3. Students in kindergarten through fifth grade with overdue books will not be permitted to check out additional books, without permission, until such matters are satisfactorily cleared up.

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## **HOME SCHOOLING**

Beecher Elementary considers a “homeschooled” student as an independent agent who is totally and completely separate from our school. Beecher Elementary is not responsible in any manner for supplying learning materials or tutorial services. In addition, home-schooled students are ineligible for any and/or all school activities such as (but not limited to) academic classes, field trips, athletics, or social events. A “Letter of Intent” to homeschool needs to be on file in the school office at the beginning of each school year. Grade level placement of a previously homeschooled student enrolling in the district is at the discretion of the district.

## **ANIMALS ON SCHOOL PROPERTY**

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

## **SCHOOL VOLUNTEERS**

All school volunteers must complete the “Volunteer Information Form” and be approved by the principal prior to assisting at the school. Forms are available in the Main Office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

## **EMERGENCY SCHOOL CLOSINGS**

Beecher 200U utilizes an automated power announcement system to communicate emergency closings and early releases. This information will also be put on our website and sent out through our social media outlets ASAP. Please make sure all contact information is up to date in PowerSchool, to make sure that these messages are received.

For your child’s safety, make certain he/she knows where to go in case of an early dismissal. If we dismiss early for an emergency, after-school functions may be cancelled at the discretion of the administration.

## **REPORTING A THEFT**

In order to report a theft, the student should contact the Main Office immediately. The Main Office will assist in locating the item and/or make the principal aware of the situation. Any investigation will then take place, if needed. Any theft in the classroom should be reported first to the teacher. Beecher Community Unit School District 200U accepts no responsibility for lost or stolen property.

## **VIDEO & AUDIO MONITORING SYSTEMS**

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

## **CHANGE OF ADDRESS**

In order to update records students who move during the school year must bring a current proof of residence (utility bill or rent receipt) as address verification to the Main Office immediately upon moving.

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## **TELEPHONE**

The office telephones are for business purposes only and are not to be used for personal calls. Students are not called to the telephone, but in case of important messages, the office will contact the students. In case of emergency, students may use an office phone with the permission of the Elementary School Office personnel.

## **ACCOMMODATING INDIVIDUALS WITH DISABILITIES**

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

## **SECTION 2: ATTENDANCE, ASSESSMENT, HOMEWORK & GRADING**

### **ATTENDANCE**

Regular attendance is essential to succeed in school. Illinois law requires that whoever has custody or control of any child between six (by September 1<sup>st</sup>) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session. The administration reserves the right to refuse attendance on a field trip for excessive absence or discipline.

### **TARDIES**

Tardies negatively impact the learning environment. After three unexcused tardies in a quarter, tardies will be handled in the following manner:

- Four (4) unexcused tardies - lunch/recess detention
- Eight (8) unexcused tardies - 45 minute after-school detention
- Twelve (12) unexcused tardies - 45 minute after-school detention
- Tardies will reset at the beginning of each quarter.
- If tardies become excessive, additional consequences may be needed. This is up to the discretion of the principal.

### **STUDENT ABSENCES - *There are two types of absences: excused and unexcused.***

On the day of a student absence, the parent (or guardian) is required to call the Elementary School Office (708-946-2202) in the morning. Voice mail is always available to accept calls before 7:30 AM. If the Elementary School Office has not been contacted by 8:30 AM the day following the absence, the student will be unexcused. No notes or excuses will be accepted. Any student who decides to stay home after the parent (guardian) has left for work has the responsibility of contacting a parent/guardian to inform him that he/she is home so that the parent/guardian can call before 8:30 AM the following morning of absence.



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**Excused Absence-** valid causes for absence from school include, but are not limited to:

- illness confirmed by a doctor or medical professional
- observance of a religious holiday
- death of an immediate family member
- circumstances that cause reasonable concern to the parent/guardian for the student's safety or health
- emergencies beyond the control of the student
- attending a military honors funeral to sound TAPS
- a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
- other reason as approved by the building principal.

In the case of these situations, written documentation from a third party may be required in order for the absence to be considered excused. Should the number of absences for these situations exceed five (5) in any semester, written documentation from a third party shall be required in order for the absence to be considered excused. Prearranged excused absences must be approved by the principal.

## **Unexcused Absences**

- no wanting to come to school
- shopping trip
- hair appointment
- car trouble
- baby-sitting, needed at home
- oversleeping
- missed bus
- birthdays
- any other absence where there is no parent phone call

If a student is absent for two or three days in succession, the office expects a call from the parent (or guardian) each day, unless they are informed of an extended illness. A student who is absent from school for three or more days (for reasons other than illness) will only be graded on tests, quizzes, projects, and assignments deemed necessary by the teacher. In order to receive the requested work, a request must be made 5 school days before the absence. Additional work may be given upon the student's return. If the student is absent on the day of a major test, the teacher will designate the date for the make-up exam.

District 200U realizes that a teacher will never be completely relieved of the task of re-teaching missed concepts, but that the major responsibility for this absence lies with the family. Although the student may not be graded on material covered during his/her absence, parents should realize that this missed class time could result in lower grades for the quarter and/or semester due to missed classroom discussion.

District 200U strongly discourages planned absences and vacations during the regular school year. We do realize that at times during the school year it may be necessary for some children to be absent from school, ***however, vacations are not considered excused absences.*** The district's philosophy on such absences is that neither the student, the teacher, or the class should be penalized for this absence. As a rule of thumb, a student is given the number of days he or she missed, plus one to complete all of their work. Other arrangements may be made between the student, teacher and parent.

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## STUDENT ACTIVITIES

In order to attend or participate in any activity sponsored by the school, students are required to be in attendance the day of the activity. Students who are absent for a portion of the school day may be allowed to participate if approved by the principal. Any student who is a behavior problem in the classroom may be excluded from extra-curricular activities upon the decision of the homeroom teacher and/or principal.

## RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE

A student will 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 prior to the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

## WILL COUNTY ATTENDANCE ASSISTANCE PROGRAM

The purpose of the Attendance Assistance Program is to help potential and chronic truants and behaviorally "at risk" students to overcome roadblocks to regular school attendance. If students accumulate several absences within any one nine week grading period that student may be referred to the Attendance Assistance Program. The goal of the program is to improve student achievement through improved attendance.

## TRUANCY- *Student attendance is critical to the learning process.*

Pursuant to 105 ILCS 5/26-2a, Students who miss **5% (9 days)** or more of the prior 180 regular school days without a recognized excuse are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists the school will take further action, that may include:

1. appropriate school discipline
2. referral to the Will County truancy office
3. reporting to officials under the Juvenile Court Act
4. referral to the State's Attorney

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

## REPORT CARDS AND PARENT CONFERENCES

Report cards are sent home with each child on a quarterly basis. Students and parents are encouraged to discuss grades and marks with the teachers so that there is complete understanding of the reasons for the grades. Report card grades are a representation of the work of each student as compared to the goals and objectives of the grade or subject, and are not used to reward or punish other behavior characteristics. Parents are encouraged to access their child's grades at any time through their individual PowerSchool account (grades 1-5).

During the first quarter, a parent-teacher conference will be held for every student. Only one 15-minute appointment per student will be scheduled during the designated conference days. Conferences are intended to serve the following purposes:

1. To allow parents to meet their child's teacher personally.
2. To allow teachers to give each parent a comprehensive evaluation of their child's progress in school.
3. To allow parents to share concerns regarding their child's academic progress.
4. To allow parents and teachers to work out a plan for the students continuing progress in school.

All parents are required to attend a first-quarter conference.

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## **ADDITIONAL PARENT-TEACHER CONFERENCES**

Conferences with teachers are encouraged whenever a parent feels it is necessary, and you make arrangements for a conference with the respective teacher. Please do not expect teachers to take class time for impromptu conferences in the halls. The teachers have been instructed to excuse themselves and take care of regular classroom duties. Please call the office or your child's teacher to schedule an appointment to talk about your child's progress or concerns you may have. This will allow your child's teacher time to properly prepare for and have the most up-to-date information to discuss with you. The principal and/or office personnel are available for any problems or concerns you feel warrant attention.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

## **HOMEWORK**

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level. Homework is an integral part of our school's academic program. It allows teachers the opportunity to cover material with the student beyond the scope or time frame of the class. In addition to the academic component of homework, homework is given to assist the student in becoming a mature and responsible person. Completing homework on time and in a proper manner is entirely the student's responsibility. Failure to do homework may result in failing grades and/or make-up sessions with the teacher.

## **SUMMER SCHOOL**

Summer school courses are offered on an as needed basis for students in grades Kindergarten-4th Grade. The parents of the students who are recommended for Summer School, will receive additional more specific information .

## **HOME & HOSPITAL INSTRUCTION**

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

## **GRADING SCALE**

(A+) 100-99 (A) 98-93 (A-) 92-90 (B+) 89-87 (B) 86-83 (B-) 82-80 (C+) 79-77 (C) 76-73 (C-) 72-70  
(D+) 69-67 (D) 66-63 (D-) 62-60 (F) 59 and below

## **STANDARDIZED TESTING**

In order to assess student achievement and district curriculum, all students in grades one through five will be given a standardized achievement test and/or the required State test during March or April. Results will be shared with parents. Per Illinois state law, a parent cannot opt a child out of testing. IAR tests (grades 3-5) must be presented to all students. If a student decides not to take the test, we will respect that decision.

## **ACCELERATED PLACEMENT**

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the building principal for additional information.

## **MAKE-UP WORK**

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This is the responsibility of the student or the parent/guardian to obtain work missed due to absence. Requests for make-up work must be called in to the office by 10:00 a.m. to be picked up between 3:00 p.m. and 4:00 p.m. Email requests to the teacher will not be honored. Teachers are not required to prepare make-up work on the day a student leaves early due to illness or appointments. Make-up work should be completed in the number of days a student was absent plus one. **If a student is absent for an extended period of time, the teacher may prioritize assignments that need to be completed. Work may not be available ahead of time depending on the length of absence, teacher, and/or subject area.**

## INCOMPLETE WORK

Students may be kept from recess or a special class to finish any necessary assignment. If it is still not completed satisfactorily, the assignment may be sent home to be completed and returned the following day.

## HOMEWORK

### Philosophy

As a learning community the faculty of Beecher Elementary School believes that homework is a necessary component of the educational process. Quality homework tasks are clearly related to the classroom learning, are simple enough that students can complete them with minimal help and are relevant to real life. Furthermore, it is the belief of the faculty that quality homework, appropriately designed and completed, will have a positive effect on students' academic progress.

### Guidelines

1. Students are required to complete homework on a regular basis.
2. Homework at the primary level may require more adult interaction. Homework at the intermediate level should require minimal adult involvement.
3. The maximum amount of nightly homework should not exceed 10 minutes per grade level per night, all subjects combined. (K=10; 1=20; 2=30; 3=40; 4=50; 5=60). These guidelines reflect "on task" minutes.
4. A student's academic grade may be lowered because of incomplete or late homework. However, incomplete or late homework will not lower a quarter grade more than 7%.
5. Students in grades 1-3 will not receive written homework in more than three subjects per night. Students in grades 4 will not receive written homework in more than four subjects per night. Students in grade 5 may receive homework in more than 4 subjects per night, but not to exceed 60 minutes.
6. Homework will not be assigned on extended school holidays. Homework assigned on weekends will focus on reading (AR), memory work, projects, and make-up work.
7. At the teacher's discretion, homework may be differentiated based upon a student's readiness, learning style, skill development, or ability.
8. Each grade will offer some type of homework support program. The grade specific plan may include use of recess time, study hall time, special class time, or before/after school.

If you feel that your child is getting too much or too little homework, please check with the teacher.

## STUDENT RECOGNITION

Students at BES are recognized in many different ways in both their classroom and school wide. Possible programs include, but are not limited to:

- Honor Roll (to be decided by grade levels)
- Monthly Student Recognition
- Exceptional Student Behavior (caught being kind, Principal's Awards, etc.)
- Presidential Achievement Honors (5th Grade)

## RETENTION

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It is the philosophy of the Beecher Board of Education to strive to ensure that students meet district goals and objectives and can perform at the expected levels for their grades before being promoted.

Decisions to promote a student to the next grade level can/shall be based on the following criteria:

- Successful completion of the Grade Curriculum
- Passing a minimum of 3 of the 4 quarters in the following classes: Math, English, Literature
- Maintaining state level standards of performance on the Illinois Standardized Tests
- General Performance on school district standardized testing
- Attendance

Students not performing at a level that would lead to promotion will be required to participate in the school remediation program. That program can include one or more of the following: 1) using daily recess time for academic preparation, 2) staying after school for academic preparation, 3) successful completion of summer school program. No student shall be promoted to the next grade level based solely upon age or any other social reasons not related to the student's academic performance. The Administration shall develop standards for satisfying the criteria for promotion, and shall develop and maintain appropriate remedial programs to assist students determined not to qualify for promotion to the next grade level. Promotion of a student having an individualized education program, or receiving reasonable accommodations pursuant to 504 of the Rehabilitation Act, shall be determined by the student's educational team.

### **SECTION 3: STUDENT FEES & MEAL COST**

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

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

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

The superintendent may give additional consideration where one or more of the following factors are present:

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

The district superintendent will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the District Office at (708) 946-2266. Students not eligible for fee waivers who have unsettled school debts such as fees and lunch balances may be withheld from social privileges including but not limited to Olympic Day.

# Beecher Elementary School Handbook 2020-2021

## LUNCH PROGRAM

Lunch is served every day of school attendance, except when there is an 11:10 AM or earlier dismissal. A student may bring a sack lunch from home or may purchase a school lunch. The school will not accept deliveries of outside food except by a parent or guardian during regular school hours. ALL food and drink purchases are done through the district lunch program. A variety of choices will be available daily and milk will be included with the lunch purchase. Monthly menus will be sent home with the students. Payment for lunches may be in the form of a check made payable to “Beecher School District 200U” or done online with a credit card at [www.mymealtime.com](http://www.mymealtime.com). Students with a negative balance on their lunch account may not be allowed to purchase ala carte items - which include: extra main menu items, milk or water. Parents need to be responsible for knowing the balance of their child’s account and maintaining a positive balance in that account. Students who have unsettled school lunch balances may be withheld from social privileges including but not limited to Olympic Day.

## STUDENT INSURANCE

If a student has insurance and is injured while under school supervision, an accident report form must be completed immediately, whether or not medical attention is necessary. Should the accident occur in class or while under the direct supervision of a teacher, the student should report to the teacher who will assist in the completion of the accident report. If the accident occurs between classes or to and from school, the incident must be reported immediately to the Nurse’s Office.

## TEXTBOOKS

Charges will be made at the end of the year for damaged or lost books or materials as per the district policy.

## SECTION 4: TRANSPORTATION & PARKING

### CROSSING GUARD

Students should follow all instructions of the crossing guard. Students should cross Penfield Street with the assistance of the crossing guard.

### DRIVEWAY RULES

- For safety reasons, the driveway on the east side of the elementary school is one-way, running from north to south.
- Driving speeds should be kept low and extreme caution used at all times.
- To help eliminate driveway congestion, **students may only exit a vehicle when the driver has pulled completely forward and come to a stop in the designated “drop-off area” marked with orange cones.**
- **Please make only one stop and have students exit on the passenger side of the vehicle.**
- Students are to enter the building through door #1.
- There is limited visitor parking in the east drive. Please be sure you are in a designated visitor’s spot as all other spaces are for faculty/staff.
- The west drive is to be used for faculty parking and buses. For safety reasons, no student should be dropped off or picked up in the west drive.

### VISITOR PARKING

- The school has 3 locations available for school visitor parking. There are two visitor parking spots located across from the office doors in the front drive. These are the only spots that visitors may park in, in the front drive.
- Visitors may park along Penfield and walk up the sidewalk and enter the school using the main doors.
- Parking is also available in Fireman’s Park.
- At **NO TIME**, should visitors park in the West Parking lot.

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## BUS TRANSPORTATION

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration.

## TRANSPORTATION PROCEDURES

- If you are making a change in the way your child goes home, please call the main office *before 2:00 p.m.* to ensure time for message to be delivered. All such requests must be approved in the school office.
- A transportation form must be on file in the school office for any student to be transported to or from an address that is not their residential address. Only the transportation requests on the form will be granted.
- A secondary address will be allowed for all students to be picked up from or delivered on a daily bus route to a residence within the district for child care purposes only. The childcare schedule must be consistent.
- Any student requiring transportation to or from the Beecher Community Childcare Learning Center for childcare purposes will be allowed. This transportation is for daycare students only.
- Should a parent need to make a permanent change to transportation, the parent must do so one week prior to the necessary date of the change by going to the school office and re-submitting the transportation form.
- If a parent needs a JH or HS student who is transported to the ES to walk an elementary school student home each day, a note is required at either the JH or HS along with a note at the elementary school. This will be allowed if it is a daily arrangement. This arrangement can't change daily.
- JH and HS students will not be allowed to get off their bus at the elementary school unless they provide a note from their school office approving the change.
- Parents of JH and HS students may not show up at the elementary school requesting their child off of the bus. No exceptions can be made for the safety of our students.
- The only daily changes that will be allowed are having a student walk home or get picked up from their school.
- The administration reserves the right to work with parents on extraordinary circumstances providing information is provided a minimum of 30 days in advance.

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

In the interest of student safety and compliance with State law, students are also expected to:

### Prior to loading, on the road, and at school:

1. Be on time at the designated school bus stops – enabling the driver to remain on schedule.
2. Stay off the road at all times and conduct yourself in a safe manner while waiting for the bus.
3. Be careful in approaching bus stops
4. Wait until the bus comes to a complete stop before boarding.

### While on the bus students should:

1. Stay in their assigned seat and keep their hands and head inside the bus at all times.
2. Assist in keeping the bus safe and sanitary at all times.
3. Help look after the safety and comfort of small children.
4. Keep books, packages, coats, and all other items out of the aisles.
5. Be courteous to fellow pupils, the bus driver, or driver's assistants.
6. Keep absolutely quiet when approaching a railroad crossing.
7. Treat bus equipment as you would furniture in your home. Damage to seats, etc., must be paid for by the offender.
8. Remain on the bus in the event of an emergency unless otherwise instructed by the driver or adult in charge.

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## After leaving the bus students should:

1. Cross the road, when necessary, after getting off the bus at least 10 feet in front of the bus. Look carefully to be sure no traffic is approaching from either direction.
2. Help look after the safety of small children.
3. Be alert to any danger signal from the driver.

## **The driver will not discharge riders at places other than the regular bus stop, or at school, without proper authorization from parents or school officials.**

### **BUS CONDUCT**

The order of consequences for misbehavior on the bus is:

<i>First Offense</i>	Warning by the driver and/or principal
<i>Second Offense</i>	Warning by principal and/or bus suspension
<i>Third Offense</i>	Bus suspension (at administrator discretion)
<i>Fourth Offense</i>	Increased bus suspension (at administrator discretion)
<i>Fifth Offense</i>	Increased bus suspension (at administrator discretion)
<i>Sixth Offense</i>	Expulsion from the bus for remainder of the school term

### **Any severe bus disruption (i.e. fist fighting) may result in a minimum five-day bus suspension, even a first offense.**

The bus guidelines are just that – guidelines – and should not be considered all-inclusive. Riding the bus is a privilege, not a right. Any student, who is disruptive on the bus, thereby endangering the driver and/or students, will be disciplined.

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.

### **CAMERA SYSTEM**

Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. For questions regarding bus route transportation issues, contact the District Office.

## **SECTION 5: HEALTH & SAFETY**

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

#### **MEDICAL REQUIREMENTS FOR SCHOOL ENTRANCE**

In concert with the rules of the Illinois Department of Public Health and the Illinois Office of Education, District 200U will strictly enforce the following policy. Failure to meet these mandates will result in students being excluded from school until they are in compliance.



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## Required Health Examinations & Immunizations

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

1. Physical/Immunization Record- Entering K or 1st Grade Exclusion Date- October 15th\*
2. Dental- Kindergarten & 2nd Grade Due Date- May 15th
3. Vision- Kindergarten Due Date- October 15th\*\*
4. Current Illinois physical is required when enrolling in an Illinois school for the first time, regardless of the student's grade.
5. The day, month and year of all immunizations, from birth through the present, must be recorded on the physical exam form. If more immunizations are needed a written schedule from the doctor or clinic will be required. If an immunization is medically contra-indicated a note from the doctor stating the reason must be submitted to the school.
6. The physical exam is to be done by a physician, physician's assistant, and/or Advanced Practice Nurse (APN). Dental exams are advised. All local physicians and dentists have the examination forms.
7. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

\*Exclusion Dates-Failure to comply with the above physical/immunization records by the listed exclusion date of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

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

## EXEMPTIONS

A student will be exempt from the above requirements for:

1. Religious grounds if the student's parent/guardian presents to the building principal a completed State of Illinois Certificate of Religious Exemption;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist with completed State of Illinois waiver; or
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist with completed State of Illinois waiver. A mobile dentist visits the school each year, if parents chose to fulfill the dental requirement this way.

## SCHOOL NURSE

If at any time a student feels ill or is injured, he/she may request permission from the teacher or recess supervisor to go to the Nurse's Office. If the nurse is not available, the student will be seen by one of the building secretaries.

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## **ILLNESSES**

- For the protection of the entire student body, a student with a fever of 100 degrees or above, who has vomited or has diarrhea, will be required to go home.
- If we are unable to contact a parent, or contacts as listed in PowerSchool, he/she will remain in the health room until the end of the day.
- Following the recommendation of the CDC, students should not return to school until they have had no vomiting or diarrhea and have been fever free (without fever reducing medication) for 24 hours.
- A doctor's note is required to return to school for any student who has been absent for more than three days, or has a communicable disease such as: pink eye, chickenpox or measles.

**HEAD LICE-** District 200U will follow the recommendations of the Illinois Department of Public for head lice.

If a student is observed with head lice at school, the nurse will complete an assessment and his/her parents will be contacted.

1. Parents will be required to pick the student up from school – he/she may not ride the bus home. The student may remain in class until picked up by his/her parents.
2. The nurse will provide, if available, a product kit for the treatment of head lice. The student may not ride the bus back to school until he/she has been assessed by the nurse after use of treatment.
3. The day the student returns to school, he/she will again be assessed by the nurse. If no live head lice are observed (not including nits), he/she will be permitted back to class and allowed to ride the bus.
4. If the student still has live head lice following treatment, his/her parents will be contacted and the steps above will be repeated.

## **VISION/HEARING/SPEECH SCREENINGS**

- All Special Education students are screened for vision and hearing difficulties each school year.
- All other students are screened as determined by the Will County Health Department or if the student is referred by either the teacher or parent. Parents are notified if a child does not pass either screening.
- All new students who transfer from any school and any student referred by either a teacher or parent will receive a brief speech and language screening test at the beginning of the school year.
- If it appears that further testing is required, the parents will be notified.

## **MEDICAL EMERGENCY**

In the event of a medical emergency, medical services will be called and the recommendation of the emergency medical team will be followed. This applies to all school activities both at home or out of town.

## **MEDICAL EXEMPTION**

A parent note will be accepted allowing a student to be excused from physical education activities for up to two days. If it is necessary for a student to be excused for longer than two days, a physician's note is required stating the dates that the student is exempt from participation.

## **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 play or practice until cleared to do so by a physician licensed to practice medicine in all its branches in Illinois, or a certified athletic trainer.

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## STUDENT MEDICATION

- The administration of medication during regular school hours and during school related activities is discouraged unless absolutely necessary for the critical health and well-being of the student. Prescription or over-the-counter medications with instructions to be taken “3 times a day” are not to be taken at school. Please arrange your child’s schedule for at-home administration.
- All medication given in school, including non-prescription, shall be prescribed by a licensed prescriber. Parent and Prescribers need to complete and return a Medication Authorization form.
- Cough Drops are allowed with a written note from parent/guardian dated and signed.
- All medication, prescription, and over-the-counter, must be brought to the school office by parent/guardian. Prescription medication must be brought to school in original container labeled appropriately by Pharmacist or licensed prescriber. Over-the-counter or non-prescription medication shall be brought to school with the manufacturer’s original label, list of ingredients and student’s name. No medication is to be kept in a student’s locker/desk or on their person unless deemed necessary by a physician.
- No medications are allowed on the bus, with the exception of an inhaler, Epi pen, or Diabetic meds, which student may carry as deemed necessary by prescriber/guardian/parent to assist in a medical condition.
- If it is deemed necessary by a physician for a student to carry an inhaler or Epi-Pen on their person, a second inhaler or Epi-Pen should be kept in the school office. Unless it is an emergency, use of the inhaler should be done in the office under adult supervision. Any misuse of inhalers/medications shall be subject to appropriate disciplinary action.

## SELF-ADMINISTRATION OF MEDICATION

- A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler 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 and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student’s self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel.
- A student’s parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student’s self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

## STUDENTS WITH 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 Main Office at (708) 946-2202.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities. Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

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## **CARE OF STUDENTS WITH DISABILITIES**

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

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

For further information, please contact the Building Principal.

## **COMMUNICABLE DISEASES**

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 or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease. This letter will excuse the student's absences for the purposes of truancy.

If at any time during the school year there is a confirmed case (by a physician) of an infectious communicable disease for which a vaccination exists, any student who has not been immunized against said disease because of religious exemption or medical contraindication, will be excluded from school until acceptable proof of immunity is received from a physician or re-admittance to school is permitted by the Illinois Department of Public Health. Parents are asked to report cases of infectious communicable diseases as soon as possible.

## **SAFETY DRILL PROCEDURES & CONDUCT**

Safety drills will occur at times established by the administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of four (4) safety drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, a minimum of one (1) fire drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. At times, drills will not be preceded by a warning to the students, and other times students will know about the drill.

## **FIRE DRILLS**

Fire exit signs are posted in each room. When the fire bell sounds, the following instructions must be carried out immediately without exception. It is necessary to be prepared for all possible disastrous situations.

Any student involved in causing a false fire alarm will be suspended from school for up to 10 days, may be referred to the Board for possible expulsion and the police will be notified.

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## TORNADO DRILLS

Tornado drills will be designated by intermittent sounds over the classroom speakers. Signs are posted in each classroom as to where students are to go when the alarm sounds.

## CRISIS MANAGEMENT WARNING CODES

Please be advised of the following information concerning our colored warning codes. If the following announcements are made, we expect the following actions by our faculty and student body. In the event of a power outage, please stay in the classroom. Building evacuations to designated staging areas (e.g. fire drills) or safe areas (e.g. bomb threats) will be announced over the public address system and/or signaled by alarm.

<b>Code</b>	<b>Situation</b>	<b>Action</b>
Lockdown	Serious/dangerous situation	Locked in room away from windows and doors.
Shelter In Place	Situation has occurred in the building	Stay in the room until further notice. Continue instruction.
Remain Indoors	The danger exists in the community	Secure outside doors & windows. Normal procedures.

## SECTION 6: DISCIPLINE & CONDUCT

### RIGHTS & RESPONSIBILITIES

Students, as citizens of the United States, are guaranteed certain individual rights and have corresponding individual responsibilities. Parents, teachers, and administrators have a responsibility to provide an atmosphere conducive to the teaching and learning process. The concept of balancing the rights of the individual with the rights of society is as valid in the educational community as in the larger community. There are certain special responsibilities required of a citizen who is a student in school:

1. To become informed of and adhere to reasonable rules and regulations established by local boards of education and implemented by school administrators and teachers.
2. To respect the rights and individuality of other students and school administrators and teachers.
3. To refrain from libel, slanderous remarks, and unnecessary obscenity in verbal and written expression.
4. To dress and groom in a manner that meets reasonable standards of health, cleanliness and safety.
5. To be punctual and present in the regular or assigned school program to the best of one's ability.
6. To refrain from gross disobedience or misconduct or behavior that materially and substantially disrupts the educational process.
7. To maintain the best possible level of academic achievement.
8. To respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and at school sponsored activities.

### DISTRICT DRESS CODE / STUDENT APPEARANCE

State educational authorities and court decisions have determined that hair and dress styles should enhance, not detract from the educational process as well as comply with state health and safety standards. Many national studies concerning schools list a positive school climate as a major characteristic of effective schools. Student dress is one of the factors that influence the school climate. District 200U encourages students to dress in a manner that reflects positive character, taste,

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and self-image. Parents and guardians are expected to monitor students' dress before their son(s)/daughter(s) leave home each day. Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school-sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment. The following rules apply to all but will be strictly enforced for 4<sup>th</sup> and 5<sup>th</sup> grade students. **This dress code shall be in effect at all times during school hours.**

- Shorts/skirts must be appropriate for the school environment & should be no shorter than mid-thigh. Skin and/or undergarments cannot be visible above mid-thigh, including exposure due to transparent and/or torn clothing.
- Shirts or tops that don't extend past the waist or cover the back, must have appropriate clothing underneath, cannot show cleavage, and are not allowed to show skin and/or undergarments beneath the arms. No tube tops allowed.
- Clothing with excessive holes or tears is not permitted. Pants, capris, and other garments with designed tears and/or holes must not show excessive skin, and the tears and/or holes must be mid-thigh length on the leg. Otherwise other clothing must be worn under the student's pants, that cover the holes or tears.
- No student may wear any article of clothing or display any insignia or sign which shows disrespect for any race, creed, color, sex, nationality or display lewd, vulgar, obscene, occult, offensive language or symbols, including gang symbols.
- Clothing that displays anti-social, immoral, or illegal behavior, including pictures of alcoholic beverages, tobacco, narcotics, illegal drugs, drug paraphernalia, violent behavior, is not permitted.
- Hats, coats, bandannas, sweatbands, sunglasses, or inappropriate headgear such as hoods may not be worn in the building. All overcoats are to be kept in the student's locker. Hats should be removed immediately upon entering the building and should not be put on until exiting through the doors outside the building. Sunglasses may be worn if medically prescribed or approved by the school nurse.
- Hairstyles, dress, and accessories that pose a safety or health hazard are not permitted in laboratories, during physical education, or if the learning situation is impaired. Unusual hair colors are discouraged, as they are a distraction to the educational climate.
- Garments made of sheer, lace, or other transparent material must have appropriate clothing underneath. Students can be disciplined for visible bra straps. Low riding pants are not to be worn. Pants must be worn at the hips.
- Form-fitting spandex leggings are at the discretion of the administrator unless covered by shorts, skirts, pants, long shirts, or other garments that extend past the buttocks.
- For reasons of health and safety, appropriate footwear must be worn at all times. Slippers are not acceptable. Roller skate shoes (heelies) and shoes with heels of excessive height. Flip flops/slides are discouraged for outdoor activities. Gym shoes must be worn for all outdoor activities, including P.E. and recess.
- Chains that present a hazard or that could be used as a weapon may not be worn in school. This includes but is not limited to chains attached to keys or a wallet.
- **If there is any doubt about dress and appearance, the administration will make the final decision.**

Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff, or others may be subject to discipline. The teacher and/or administration will deal with violations. Students will be unable to attend class until the violation is corrected. Disciplinary detentions and/or suspensions may be issued for offenders. Any student not attending their regularly scheduled classes may be ineligible for any extra-curricular activity that day.

### STUDENT BEHAVIOR

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

### STUDENT CONDUCT

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To maintain a safe, orderly, learning environment all students are expected to be respectful, attentive, and courteous. Each teacher will establish a clear set of classroom rules, consequences, and rewards as a part of the classroom discipline plan. Students should walk at all times. Running, pushing, shoving, and general roughhousing are not acceptable conduct and will not be tolerated. District 200U believes all students are capable of behaving appropriately in the classroom. No teacher will tolerate any student stopping him/her from teaching and/or other students from learning.

### **PROHIBITED STUDENT CONDUCT**

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following: Flagrant disrespect of school personnel or gross misbehavior.

1. Behavior which disrupts the educational climate and organizational health of the school.
2. Initiating or participating in any unacceptable physical contact.
3. Vulgar or inappropriate language.
4. Threats to school personnel and/or other students, including sexual harassment and bullying.
5. Making an explicit threat against a school employee, a student, or any school-related personnel on an Internet website if the website used is a site that was accessible within the school at the time the threat was made.
6. Engaging in academic dishonesty.
7. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
8. Possession or use of a weapon, or weapon-like item, in or on school grounds, or threatening to bring such to school.
9. Possession and/or use of alcoholic beverages, drugs, pills, cigarette electronic cigarettes, or tobacco in school or on school grounds.
10. Any student who, in the opinion of school personnel, is under the influence of alcohol or drugs.
11. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
12. Chronic truancy.

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

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

### **WHEN AND WHERE CONDUCT RULES APPLY**

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

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

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## DISCIPLINARY MEASURES

The building principal shall limit the number & duration of expulsions & out-of-school suspensions to the greatest extent possible & where practicable & reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. Potential disciplinary measures include, without limitation, any of the following measures:

- Disciplinary conference.
- A letter of apology.
- Notifying parents/guardians.
- Withholding of privileges.
- Temporary removal from the classroom.
- Seizure of items of a disruptive nature.
- Suspension of bus riding privileges.
- Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
- In-school suspension for a period not to exceed five school days.
- Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), “look-alikes”, alcohol, or weapons.
- Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed two calendar years. An expelled student is prohibited from being on school grounds.

### **Self defense will be considered a factor in determining discipline.**

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

## LUNCHROOM REGULATIONS

The lunch periods are 20 to 30 minutes in length. It is important that students use each minute wisely. The following list of rules will assist you, your classmates, and your school to operate efficiently during each lunch period.

1. Students are to report to the lunchrooms promptly at the beginning of each lunch period.
2. All food/drinks purchased in the lunchroom must be consumed in the lunchroom. There will be no pop or energy drinks allowed in the lunchroom.
3. Students should remain seated. Tables/seats will be assigned and rotated on a regular basis.
4. Throwing food, paper, etc., and spitting will not be tolerated.
5. Students should conduct themselves appropriately and talk at **conversational** levels.
6. Students are to use the waste containers placed around the room for their garbage.
7. Students are to obey directions given by any supervising personnel.
8. A “quiet period” may be deemed necessary should the noise level become excessive.

Any student causing a disruption will be subject to disciplinary action. Eating in the lunchroom is a privilege – not a right. Lunchroom suspensions are accumulated for the year – not quarter or semester.

- 1st offense – Warning/Referral maybe sent home
- 2nd offense – 1-day lunchroom suspension
- 3rd offense – 2-day lunchroom suspension



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4th offense – disciplinary action at the discretion of the principal  
Major offenses will be at the discretion of the principal.

Students suspended from the lunchroom will be assigned to a designated area/room to eat.

## **PLAYGROUND/RECESS CONDUCT AND RULES**

All students will go outdoors when the wind-chill temperature is 20 degrees or higher. Wind chill and heat index are monitored to determine appropriateness of outdoor play and P.E. activities. Please dress your children accordingly. A doctor's excuse is necessary for any student not taking recess for an extended period of time.

Recess is to be a time to play and enjoy one another. Each student is expected to:

1. Treat others as they would like to be treated.
2. Remain in the assigned area unless given permission to leave.
3. Leave stones, sticks, snow, and dirt on the ground.
4. Refrain from wrestling, tackling, or playing rough.
5. Use play equipment properly.
6. Remain in view of playground supervisors and follow all instructions of the supervisors.
7. Stay away from the buses, garbage containers, and boiler room door.

## **ITEMS OF DISRUPTIVE NATURE**

The following items are not allowed at school, on the bus, or at school activities, due to their disruptive nature.

1. Skateboards/Scooters
2. Laser devices
3. Handheld electronic games
4. Any "look-alike" devices
5. All trading cards

Small toys, dolls, etc. at school will be at the discretion of the homeroom teacher and at the owner's risk.

Disruptive items, including undesignated money, will be turned in the office to be claimed at the end of the day or returned to a parent. Any item can be taken away if causing a distraction.

## **CORPORAL PUNISHMENT**

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

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

Students who are suspended out-of-school, expelled, and/or returning from an alternative school setting will be provided transition services upon returning to Beecher Elementary School. These may include but are not limited to: conferences with the student, parent/guardian, and school staff; counseling and social work sessions; transferring and continuing accommodations from academic and behavioral education programs; locker, and instructional delivery modifications; shadowing and staff supervision; and involvement of local law enforcement agencies. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

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## DETENTIONS

- Detentions are assigned on an as needed basis & will either be assigned by the classroom teacher or the principal.
- The student will be given at least one day to make arrangements to serve a detention.
- Detentions are not assigned to be convenient for the student and scheduling should take priority over most conflicts. It is the student's responsibility to serve detentions on the day assigned.
- Most detentions that are assigned for discipline reasons will run until 4:00. Students must report to the teacher's classroom or the Main Office immediately after school and be prepared with enough material to work until 4:00.

## DANGEROUS WEAPONS & ACTIONS USED OR ATTEMPTED TO CAUSE HARM

A student who is determined to have brought one of the following weapons to school, school-sponsored activity or event, or any activity/event that bears a reasonable relationship to school shall be expelled for a period of not to exceed 2 years:

1. A firearm. For the purposes of this Section, "firearm" means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. This policy is inclusive of firearms purchased legally and/or concealed pursuant to 430 ILCS 66/65. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

2. A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alike" of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

For purposes of this section, the term "weapon" means possession, use, control or transfer of any object which may cause bodily harm, including but not limited to a weapon as defined under applicable legal codes, knives, any guns or firearms, brass knuckles, clubs or "look-a-likes" thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils and pens may be considered weapons if used or attempted to be used to cause bodily harm. A student who is subject to suspension or expulsion as provided in this section may be eligible for a transfer to an alternative school program in accordance with the School Code. Students involved in arson, extortion/intimidation, bullying, acts of gross disrespect, verbal or physical assault and/or battery shall be considered for immediate suspension, and/or may be referred to the Board of Education for Expulsion. The Board shall consider filing criminal charges in all matters where dangerous devices are used to injure, endanger or threaten any person on school premises, on school transportation, or at a school-sponsored activity.

## GANG ACTIVITY

Any public school secret society or gang is contrary to the best interests of Beecher High School. The Board of Education has determined that the presence of gangs and gang related activities substantially disrupts and materially interferes with the District's educational process and programs. "Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. It shall be deemed an act of gross disobedience or misconduct for any student to join, become pledged to join or to solicit any student to join, promise to join or become a member of a public school secret society or gang and may result in suspension from school and possible assignment to the Regional Alternative Safe School Program (RASSP) or referral to the Board of Education for possible expulsion from school.

No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission

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in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

### **ABUSIVE LANGUAGE**

Demeaning, intimidating, racial or ethnic slurs, obscene, profane, or vulgar language will not be tolerated whether written, oral or expressed by symbols.

### **ACADEMIC DISHONESTY (CHEATING)**

The School Board and staff of Beecher District 200U expect academic honesty from all students at all times. Staff, students, and parents must understand what academic dishonesty is and what the results may be. Academic dishonesty by students degrades their character and reputation, and interferes with the learning process. Any action to obtain credit for work that is not one's own is considered academic dishonesty. Such actions may include but not be limited to the following:

1. Turning in someone else's work as your own.
2. Obtaining or receiving a copy of a test or scoring device.
3. Plagiarizing. (Copying from another's work or the Internet and passing it off as your own.)
4. Impersonating another student, falsely claiming illness to avoid a test, or changing grades in gradebook.

If you do something, which is academically dishonest, you can expect:

1. The teacher will have a conference with you regarding the problem.
2. The teacher will notify your parents, and the Principal. The student will receive an alternative assignment that is the equivalent difficulty, relevance, and point total. The teacher will set a realistic due date for the alternative assignment.
3. Violating the academic dishonesty policy will result in disciplinary action, ranging from detention(s) to suspension from school.
4. The school also reserves the right to assign the student a grade of a zero, if cheating becomes an ongoing issue with a student.

### **ALCOHOL AND OTHER DRUGS**

It is the policy of the Beecher Elementary School Board that all District workplaces shall be free from drugs and alcohol. All students and employees shall be prohibited from:

1. the unlawful manufacture, distribution, dispensing, possession, use or being under the influence of a controlled substance while on District premises, busses or while performing work for the District.
2. the distribution, consumption, possession of or being under the influence of alcohol while on District premises, busses or while performing work for the District.

Any student who has consumed, is under the influence, distributes, or is in possession of alcohol or drugs while on school grounds, busses, or at a school-sponsored event may be suspended from school for a period of 10 days and the police will be notified. During the suspension the parents may be required to accompany the student for a conference with the administration to discuss additional consequences, which may include:

1. Require the student to appear before the Board of Education for possible expulsion, OR
2. Place the student on Social Probation.

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This section includes counterfeit or “look alike” drugs as well as any drug related paraphernalia, unapproved medicines, inhalants, and the distribution/misuse of commercially available drugs, dietary supplements, and non-prescription medication. Students who possess drug graffiti may also be considered for suspension.

### **ASSEMBLIES**

Students are to conduct themselves in a manner considered proper for elementary school students. Proper applause, complete attention during the entire program and remaining in the seating area until the completion of the program are expected of all students. Those students not observing these rules of common courtesy will be barred from assemblies and required to stay in the main office.

### **AUTHORITY OF STAFF**

Students are advised that any administrator, any faculty member, or any auxiliary staff has the responsibility and the authority to direct the action of the students at any place or time on school property or at any school activity. Disrespect, defiance or directing abusive language toward any staff member will be grounds for suspension from school, removal from class with a loss of credit or possible expulsion.

### **BREACHES OF DISCIPLINE**

By the nature of schools and today’s educational programs, school discipline extends beyond the school day’s hours and beyond the school building’s doors. Misconduct during school, occurring on the school campus or behavior that is directly related to school will not be tolerated. This includes but is not limited to misconduct on busses, at school sponsored activities or misconduct directed toward an elected school official, teacher, administrator or other staff member or school volunteer.

Breaches of discipline are of a varied nature; consequently, much has to be left to the judgment of the administration. When determining the actual consequence for a violation, the administration will consider the seriousness of the conduct, the student’s past record of conduct, the effect of the conduct on the delivery of educational services to other students, the severity of the punishment and the interests of the student involved. While the following consequences meet the needs of the school and the student for the majority of situations, alternate arrangements may be used when deemed appropriate.

- a. Minor infractions of school rules will be taken care of by the classroom teacher - unexcused tardies, lack of materials, small disturbances, etc.
- b. In cases of more severe infractions of rules or when a student is sent from class by a teacher, the student will be referred to the Principal’s Office. Note: Students should only be sent from the class in extreme cases.
- c. Students who are sent from the class for minor offenses will be dealt with and sent back the same hour.

### **FIGHTING**

Fighting in the building, on school property, on property approximate to the school, on the way to school or on the way home from school will not be condoned and will be dealt with severely. Students involved in a fight for the first time may be suspended out of school for up to five days. Students who have been involved in more than one fight may be suspended out of school for up to 10 days. Depending on the situation and the severity of the problem, additional consequences may also be imposed (e.g. charges through the police department).

### **FORGERY**

Forgery may result in:

1st Offense – Multiple Day Lunch/Recess Detention

2nd Offense – One Hour After School Detention

3rd Offense – 2-One Hour After School Detentions

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This includes students who forge or alter parental correspondence, doctor excuses, and/or alter school documents. Unauthorized possession of school documents may result in a 5-day out-of-school suspension with a parent conference required before the student is admitted to school.

### **SCHOOL INTERRUPTIONS**

Any student causing an interruption of school due to a sit-in, walkout, mass defiance, or demonstration is subject to suspension and/or expulsion.

### **SUSPENSION FROM SCHOOL**

The Principal is authorized to suspend students guilty of gross disobedience or misconduct from school, or in school in the detention quarters, (and from all school functions) for a period not to exceed ten (10) school days. The student and/or parent(s)/guardian are due the following procedural protections:

1. Prior to suspension, the student shall be provided oral or written notice of the charges. If the charges are denied the student shall be given an explanation of the evidence against him/her and an opportunity to present his/her version of the incident.
2. Prior notice and hearing as stated above may not be required and the student immediately suspended, when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the necessary notice and hearing shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the parent(s)/guardian of the student. Such report shall contain a full statement of the reasons for the suspension and a notice to the parent(s)/guardian of their right to review.
4. Upon request of the parent(s)/guardian, a hearing shall be conducted to review the suspension. At the hearing, the parent(s)/guardian of the student may appear and discuss the suspension with the Board's hearing officer. The hearing officer shall report to the Board a written summary of the evidence heard at the meeting. After the hearing, or upon receipt of the report of the hearing officer, the Board may take such action as it finds appropriate.

Students assigned an out-of-school suspension are not allowed on the school grounds or immediate vicinity during the suspension period. Suspended students are not permitted to attend any school functions or participate in any school activity during the time of suspension. Any violation may result in additional disciplinary action. A parent conference will be necessary when the student returns to school. Students may be required to sign a trespassing agreement which could result in charges by local law enforcement agencies for criminal trespassing if found on school property during suspension period.

### **EXPULSION**

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

1. Prior to expulsion, the student shall be provided written notice of the charges and the time and place of hearing. If the charges are denied, the student shall have an opportunity for a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he/she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
2. The Board shall provide written notice to the parent(s)/guardian of the time, place and purpose of the hearing by registered or certified mail and request the appearance of the parent(s)/guardian at the expulsion hearing.

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3. During the expulsion hearing the student and the parent(s)/guardian may be represented by counsel, present witnesses and other evidence on his/her behalf and cross-examine adverse witnesses. The expulsion hearing shall be a bifurcated proceeding. First, the Board or hearing officer shall hear evidence on the issue of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilty. If the Board finds the student guilty of the gross disobedience or misconduct as charged, it shall then hear evidence on the appropriate level of discipline to be meted out. After presentation of the evidence, or receipt of the hearing officer's report, the Board shall decide whether expulsion, or some lesser form of discipline, shall be imposed upon the student.

The policy for discipline of special education students shall supersede local district suspension and expulsion policy in the event that special education becomes an issue.

### **SUSPENSION AND/OR EXPULSION HEARING**

A procedure is available through the Elementary School Office for hearing and appeal of all suspensions and expulsions. Students and parents have the right to appeal any suspension by submitting that appeal in writing to the Principal within ten days of the suspension. If there is no resolution at that point the appeal may be directed to the school's hearing officer.

### **TOBACCO VIOLATION**

Students are not allowed to smoke or carry cigarettes, electronic cigarettes or e-cigarettes, other tobacco products, lighters, or matches in the building, on the school grounds, or at school-sponsored events. The same rules apply during extracurricular activities that occur during non-school hours. Students will be disciplined if caught smoking on school property. Any confiscated articles referenced above will be destroyed. Law enforcement may also issue local tobacco ordinance citations to those minors caught smoking on or off school zones before, during, and/or after school.

### **VANDALISM**

Vandalism is the willful or malicious destruction or defacement of property or of personal effects on school property. Any act of vandalism should be immediately reported to an administrator. Any person who commits such an act is subject to suspension/expulsion & prosecution to the full extent of the law. Students and their parents will be held financially liable.

### **DAMAGE TO DISTRICT PROPERTY**

Students may be required to reimburse the district due to intentional damage or neglect of district property. This may include repair and/or replacement of items.

### **PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT**

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

It is the policy of Beecher Elementary School to maintain a learning and work environment that is safe, nondisruptive, and free from bullying, intimidation, teen dating violence, and (sexual) harassment – activities that diminish a student's ability to learn and a school's ability to educate. It is an important school goal to prevent these disruptive behaviors, which are not acceptable in any form and will not be tolerated. It shall be a violation of this policy for any student, employee, or representative of District 200U to harass a student, employee, or representative of District 200U through conduct or communication of an intimidating or sexual nature and may result in suspension, expulsion and/or criminal charges.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, 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

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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, school buses/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, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

**Bullying** includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student 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.

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the 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 by phone call or in writing.

### **Nondiscrimination Coordinator**

Mr. K. Bradley Cox, Superintendent of Schools  
Beecher Community Unit School District 200U  
538 Miller Street  
Beecher, IL 60401  
(708) 946-2266 x1400

### **Complaint Managers**

Mrs. Nicole Black, Principal  
Beecher Elementary School  
629 Penfield Street  
Beecher, IL 60401  
(708) 946-2202

Special Education Coordinator  
Beecher Community Unit School District 200U  
629 Penfield Road  
Beecher, IL 60401  
(708) 946-2202 x1107

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

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

### **ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS & WEBSITES**

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

## **SECTION 7: INTERNET, TECHNOLOGY, & PUBLICATIONS**

### **COMPUTER ACCEPTABLE USE**

We have the ability to enhance student's education through the use of computers, networks within the school and through an Internet connection. With this educational opportunity also comes responsibility. Access to the computer systems is a privilege designed for educational use only and the school reserves the right to monitor the use of the computer system. Any and all files and contents therein are subject to review by the district. Using the systems for any illegal activity; for personal financial gain; wastefully using resources; gaining unauthorized access to resources; invading the privacy of individuals; using another user's account; and electronic communications that are obscene, defamatory, threatening, sexually oriented, or in other ways harassing are examples of misuse that may result in the loss of computer access and school disciplinary action.

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

**Acceptable Use** - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

**Privileges** - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

**Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;



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- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.
- n. Downloading and installing software of any kind unless specifically directed by a teacher to do so.
- o. Attempting to access a blocked website or access proxy avoidance systems.

### **NETWORK ETIQUETTE**

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

- a. Use appropriate language. Do not use abusive language, swear, or vulgarities or any other inappropriate language.
- b. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- c. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- d. Do not use the network in any way that would disrupt its use by other users.
- e. Consider all communications and information accessible via the network to be 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 the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own 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 School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures. **Security** – Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account. 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 the 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.

### **FOOD & DRINK**

Students may not have food or beverages in the computer labs or when using electronic devices owned by the District, including desktops, laptops, Chromebooks, and iPads. Students may receive disciplinary consequences and parents will be held financially liable for damages to school property as a result of food or drink.

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## **COPYRIGHT WEB PUBLISHING RULES**

Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of “public domain” documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

## **USE OF EMAIL**

The District’s email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the School District’s Internet gateway carry with them an identification of the user’s Internet *domain*. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.
- e. Use of the School District’s email system constitutes consent to these regulations.

## **STUDENT USE OF ELECTRONIC DEVICES**

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to: cell phone, smart phone, smart watch, audio or video recording device, personal digital assistant (PDA), iPod, iPad, laptop computer, tablet computer, or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the principal.

At all times, electronic devices must be kept silent and out-of-sight unless:

- (a) permission is granted by an administrator, teacher or school staff member;
- (b) use of the device is provided in a student’s individualized education program (IEP); or
- (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Electronic devices may never be used in any manner that disrupts the educational environment or violates student conduct rules, the rights of others, or any applicable laws. This includes, but is not limited to, the following:

- (1) using the device to take photographs or videos, especially in locker rooms and bathrooms;
- (2) cheating;
- (3) accessing any unfiltered, unprotected internet or data network connections; and

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- (4) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting). Students must use the Main Office phone to call their parents and may not contact them using a personal electronic device without permission from school staff.

Students who violate this policy will be subject to disciplinary consequences. The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school. Students may be required to reimburse the district due to intentional damage or neglect of district property. This may include repair and/or replacement of items.

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.

### **SECTION 8: SEARCH & SEIZURE**

#### **SEARCH & SEIZURE**

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

#### **SCHOOL PROPERTY AND EQUIPMENT AS WELL AS PERSONAL EFFECTS LEFT 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 administrator or designee may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

#### **STUDENTS**

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

School officials may 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 the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

#### **SEIZURE OF PROPERTY**

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

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## **SECTION 9: ATHLETICS & EXTRACURRICULAR ACTIVITIES**

### **ACADEMIC ELIGIBILITY**

The requirements shall include all students in the following activities: Public appearances in vocal and instrumental music, theater, drama and speech.

1. Students must be failing no more than one (1) academic course per week. Those who are failing two or more classes when eligibility is determined will be considered ineligible per I.E.S.A. regulations.
2. A student who appears on the ineligible list during a season will be required to successfully complete academic tutoring. Failure to repeatedly satisfy this requirement may result in removal from the team.

The eligibility requirements shall be met on a weekly basis. If a student is ineligible to participate in an activity outside of regular class time that is considered an integral and required part of the course, the student shall not be penalized for not participating in the activity.

### **ILLNESS AND ATHLETIC PARTICIPATION**

1. The school authorities do not want the health of any student jeopardized by a student taking part in extra-curricular activities, contests, or practices when such participation would be detrimental to his or her health.
2. No student is to be allowed to participate in an extra-curricular activities, practice, or contest that has not been in school one half day on the day of practice or the contest. An exception would be in the event permission has been granted in advance for visitations, travel, bereavement, or other school related activities.
3. Saturday contests - In the event a student is absent on the Friday before a Saturday contest, the following rules are to be observed:
  - a. Before being allowed to dress for the contest, the athlete is to present the coach a note signed by his or her parent stating the reason for the absence and giving permission to take part in the game or meet.
  - b. In the event the absence was due to illness or injury, the student should not be allowed to play unless approval is received from the parents and/or family physician.
4. Coaches should make the squad members of their sport aware of these regulations early in the season.

## **SECTION 10: EXTRACURRICULAR CODE OF CONDUCT**

### **OBJECTIVES OF PARTICIPATION**

Extracurricular activities serve as an extension of the classroom and provide an environment in which every willing participant can improve his/her talents to the best of his/her abilities. These activities cultivate the development of positive qualities that are highly valued by classroom teachers, by institutions of higher learning, and by employers.

As a result of their participation in extracurricular activities, students will be able to

- develop their physical talents and desirable personal health habits
- exemplify good sportsmanship as a means for learning good citizenship
- work with others who share common goals and objectives
- experience both winning and losing
- respect the integrity and judgment of officials, coaches and school personnel
- engage in activities with students whose backgrounds are dissimilar from their own
- develop the ability to use and manage their time effectively
- experience a feeling of self-worth and self-confidence
- observe adherence to the Code of Conduct, including academic standards, substance use, and appropriate behavior
- learn from experience that consequences follow the violation of rules

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- enjoy the involvement and participation in extracurricular activities

### **CODE OF CONDUCT**

Beecher Community Unit School District 200U encourages all students to become involved in extracurricular activities. However, participation in extracurricular activities is a privilege and not a right. This privilege may be suspended or revoked when a student's actions or behavior violates this Code of Conduct. By participating in any extracurricular activity, the student agrees and promises to abide by all of the requirements of this Code of Conduct, and with the understanding that violation of this Code of Conduct shall cause the student's in-eligibility to participate in extracurricular activities to the extent explained hereafter.

The Code of Conduct applies year round (365 or 366 days) beginning the first day of practice allowed by the IHSA/IESA for fall sports, and any violations shall accumulate during the years of attendance at Beecher Elementary School independently. Incoming and transfer students will also comply with this Code of Conduct.

It is to be understood that the consequences listed below are the minimum consequences a student may expect.

Consequences will be issued based upon the collective judgment of the respective head coach/sponsor and administrative team (Superintendent, Principal, and Athletic Director) in the best overall interest of the student, the activity and the school. All accusations or allegations of serious violations will be investigated thoroughly. Hearsay information may lead to further investigation of code violation, but it will not be used as the sole basis for establishment of guilt.

Students who violate the Code of Conduct may not earn individual or team awards for the season during which the violation occurs or during the period of any suspension. Students will be encouraged to practice and travel with their team to athletic contests, but will remain in either street clothes or team warmups. On returning from a suspension, the student has no guarantee that he/she will have the same position or role on the team as before.

Documentation of offenses that occur on school grounds and/or during school activities could be either through a police report, appropriate school personnel or student admission. Documentation of offenses that occur off school grounds and/or during non-school activities could be either through a police report or student admission.

Consequences involving students participating in IHSA/IESA sanctioned activities must be served in that activity or another IHSA/IESA sanctioned activity if the offense occurs in the off-season or if the consequence goes beyond the length of the season in which the offense occurs.

Each discipline situation is unique and will be dealt with on an individual basis. There is an established procedure which provides for the appeal of disciplinary action as follows:

1. The complaint shall first be brought to the coach/sponsor.
2. If the problem cannot be resolved, it should be brought to attention of the Athletic Director.
3. If the problem still cannot be resolved, it should be brought to the attention of the Principal.
4. The complainant may refer the issue to the Superintendent by requesting an appointment for review and decision.
5. If the above steps do not resolve the concern of the complainant, he/she may request a review by the board appointed hearing officer, or by the Board of Education if necessary.

### **OUT OF SCHOOL SUSPENSIONS**

Students serving out of school suspensions will not be allowed to participate in extracurricular activities (games/meets/practices) during the duration of the suspension.

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## **COACH/SPONSOR'S AUTHORITY AND RULES**

A coach/sponsor will have rules for his/her specific sport/activity which will be in effect during that particular season. Student/Athletes must comply with these rules as well as the District Code of Conduct.

## **PARENT/COACH RELATIONSHIP**

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefits to children. When your child becomes involved in our program, you, as parents, have the right to understand what expectations are placed on your child. This begins with clear communication from the coaching staff.

### **Communications You Should Expect From Your Child's Coach/Sponsor**

1. Expectations the coach/sponsor has for your child as well as for all of the members on the squad
2. Locations and times of all practices and games
3. Team requirements (fees, special equipment, dates, etc.)
4. Procedures should your child become injured during participation
5. Discipline action resulting in the denial of your child's participation

### **Communications Coaches Expect From Parents**

1. Concerns expressed directly to the coach/sponsor
2. Notice of any schedule conflicts well in advance
3. Specific concerns regarding the coach/sponsor's expectations

### **Appropriate Concerns To Discuss With Coach/Sponsor**

1. The treatment of your child, physically and mentally
2. Ways to help your child improve
3. Concerns about your child's behavior

It is very difficult to accept your child not playing as much as you may hope. Coaches are professionals. They make decisions based on what they may believe to be the best for all student-athletes involved. As evident from the previous list, certain topics can be and should be discussed with your child's coach. Other issues, such as those that follow, must be left to the discretion of the coach.

## **EXTRACURRICULAR ELIGIBILITY**

### **Attendance**

1. You must represent only the school you attend.
2. Students must be in attendance at school for at least 1/2 day to be eligible to compete in a practice, contest, or event. Students must be in attendance during the afternoon hours; time at school must run concurrently with the extracurricular activity. If a doctor appointment is in the afternoon the athlete must submit a note to their coach and/or the Main Office in order to be cleared to play that day.

## **SCHOOL SPIRIT**

School spirit may be divided into three categories:

- |                |   |
|----------------|---|
| Sportsmanship: | the ability to win and lose graciously.                                     |
| Courtesy:      | toward educators, fellow students, and officials of school athletic events. |
| Pride:         | in everything our school endeavors to accomplish and has accomplished.      |

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## **STUDENT ATHLETE CONCUSSIONS & HEAD INJURIES**

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association (IHSA) before being allowed to participate in any athletic activity, including practice or competition. A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

## **SECTION 11: SPECIAL EDUCATION**

### **SPECIAL SERVICES- Provision of Information**

Specific special services are available to identified Special Populations Students enrolled in targeted programs in our school and the regional career center. These services are structured to promote the success of these students in their targeted vocational courses. Certain criteria must be met to be eligible for these services which could include (but are not limited to), tutorial services, financial assistance, resources, materials, counseling and assessments. Special Population Students should contact their counselor for specific information concerning special services available for them while enrolled in targeted programs.

### **NON-DISCRIMINATORY STATEMENT**

Beecher Elementary School does not discriminate on the basis of age, color, race, national origin, sex, religion or disability.

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

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22<sup>nd</sup> birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

### **DISCIPLINE OF STUDENTS WITH DISABILITIES Discipline of Special Education Students**

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 (IDEA) and the Illinois State Board of Education (ISBE)'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.

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## **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.

## **REQUEST TO OBSERVE SPECIAL EDUCATION CLASSROOM OR PERSONNEL**

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

For further information, please contact the school principal.

## **PHYSICAL EDUCATION EXEMPTIONS FOR STUDENTS WITH DISABILITIES**

A special education student may be excused from physical education courses for any of the following reasons:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program (IEP).

## **SECTION 12: STUDENT RECORDS & PRIVACY**

### **SURVEYS BY THIRD PARTIES**

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

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

### **SURVEYS REQUESTING PERSONAL INFORMATION**

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

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

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



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## STUDENT RECORDS

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student. The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

**1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.** The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

**2. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.**

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

**3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

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Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

#### **4. The right to a copy of any school student record proposed to be destroyed or deleted.**

The school maintains the following two types of records about each student:

#### **Permanent Records**

The law requires permanent records to contain basic information (students' and parents' names and addresses, birth date and place, and gender), the academic transcript (grades, class rank, graduation date, grade level achieved, and score on college entrance examinations), attendance records, accident reports and health records, and a record of release of permanent record information. The law also permits but does not require that the permanent records contain honors and awards received, information concerning participation in school-sponsored activities and athletics, or offices held in school-sponsored organizations. No other information shall be placed in the student's permanent record.

#### **Temporary Records**

These consist of all information not required to be in the permanent record and may include the following: family background information, individual or group intelligence test scores, aptitude test scores, reports of psychological evaluations including information on intelligence, personality, and academic information obtained through test administration, observations 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, disciplinary information, special education files (including the report of the multidisciplinary staffing on which placement or non placement was based, and all records and tape recordings relating to special education placement hearings and appeals), verified reports or information from non-educational persons, agencies or organizations, other verified information of clear relevance to the education of the student, and a record of release of temporary record information.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

**5. The right to prohibit the release of directory information.** Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers

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- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

**6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**

**7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington DC 20202-4605

## **SECTION 13: PARENTAL RIGHTS, LEGAL INFORMATION & NOTIFICATIONS**

### **FREE EDUCATION**

A student has the right to a free and appropriate education through secondary school in Illinois from age 5 through 20 unless he/she graduates before that age. A student is required by law to regularly attend an approved educational institution until he/she is 17. A student may not be asked to leave school merely because he/she has reached 17 years of age if the student is fulfilling his/her responsibilities as a student. Those responsibilities also require a student to follow and attempt to complete the course of study prescribed by the school or a student may be subject to punishment. It is the policy of the Beecher Community Unit School District 200U to provide a free and appropriate public education to all students with disabilities within its jurisdiction, regardless of the type of disability or its severity.

- Students shall have the right to counsel and due process procedures in the manners of suspension and expulsion.
- Academic performance shall be the only criteria for academic grades.
- Students shall not be subjected to unreasonable or excessive punishment.
- Students have the right to respect from teachers and administrators that would exclude being subjected to cruel and unusual punishments, especially those which are derogatory or which diminish their self-esteem or exclude them from their peers.
- Students have the right to a meaningful curriculum and to voice their opinion in the development of such a curriculum.
- Students have the right to physical safety, the protection of personal property, safe buildings, and sanitary facilities.

### **EQUALITY & SEX EQUITY**

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

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No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student or parent/guardian with a sex equity or equal opportunity concern should contact the Superintendent at the District Office.

In light of the creation of these orderly procedures of dealing with student concerns, no students shall disrupt the educational process within Beecher Elementary School.

### **TITLE IX**

In an effort to comply with education amendments in 1977 (Title IX), Beecher Community Unit School District 200U affirms that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity.

In a further effort to comply with Title IX, Beecher Community Unit School District 200U, has appointed the District Superintendent, to coordinate its Title IX effort.

### **ANNUAL ASBESTOS MANAGEMENT PLAN NOTICE**

This is to inform you of the status of the Beecher School District 200U asbestos management plan. It has been determined by the Illinois Department of Public Health and the Federal Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials. As required, our buildings were initially inspected for asbestos in 1988. The AHERA law requires that a visual surveillance of asbestos containing areas be completed every six months, and an inspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the Management Plan as required. The Inspection/Management Plan is available for public review in the District Office. Should you wish to review the plans, please call to make an appointment between the hours of 8 a.m. and 4 p.m., Monday through Friday.

### **RESIDENCY REQUIREMENTS**

Residency is verified each year during registration. Beecher District 200U requires that all students attending school be legal residents. 105 ILCS 5/10-20.12b provides that legal residence and legal custody be defined by any of the following:

1. Custody exercised by a natural or adoptive parent with whom the pupil resides.
2. Custody granted by order of a court of competent jurisdiction to a person with whom the pupil resides for reasons other than to have access to the educational programs of the district.
3. Custody exercised under a statutory short-term guardianship, provided that within 60 days of the pupil's enrollment a court order is entered that establishes a permanent guardianship and grants custody to a person with whom the pupil resides for reasons other than to have access to the educational programs of the district.
4. Custody exercised by an adult caretaker relative who is receiving aid under the Illinois Public aid Code [305 ILCS 5/1-1 et seq.] for the pupil who resides with that adult caretaker relative for the purposes other than to have access to the educational programs of the district.
5. Custody exercised by an adult who demonstrates that, in fact, he or she has assumed and exercises legal responsibility for the pupil and provides the pupil with a regular fixed night time abode for purposes other than to have access to the educational programs of the district.

### **TEACHER QUALIFICATIONS**

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

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

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

### **PARENT NOTICES REQUIRED BY THE EVERY STUDENT SUCCEEDS ACT**

#### **ANNUAL REPORT CARD**

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at [www.beecher200u.org](http://www.beecher200u.org).

#### **UNSAFE SCHOOL CHOICE OPTION**

The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because each grade is in only one attendance center. A student, who would otherwise have qualified for the choice option, or the student's parent/guardian, may request special accommodations from the building principal.

#### **STUDENT PRIVACY**

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

#### **HOMELESS CHILD'S RIGHT TO EDUCATION**

The Beecher School District 200U shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have equal access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and youth not living with a parent or guardian, applies to all services, programs, and activities provided or made available, as prescribed in the McKinney-Vento Homeless Assistance Act. Homeless students will not be denied the benefits of, or be subject to, discrimination under any educational program or activity as students who are not homeless.

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

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

Assistance and support for homeless families includes educational organizations and schools, food bank and meal programs, local service organizations (Goodwill, Salvation Army, etc.), family shelters, and medical services. For additional information, contact the homeless liaison, Mr. Steve Sarsany, at (708) 946-2266 x1308.

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## **ENGLISH LEARNERS**

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs. For questions related to this program or to express input in the school's English Learners program, contact Main Office at (708) 946-2202.

## **SCHOOL VISITATION RIGHTS**

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. The act reads in part, "An employer must grant an employee leave up to a total of 8 hours to attend school conferences or classroom activities related to the employee's child." This is applicable after the employee has exhausted all accrued vacation time. Letters verifying participation in this program are available from the school office upon request.

## **PESTICIDE APPLICATION NOTICE**

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the District Office at (708) 946-2266.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

## **MANDATED REPORTERS**

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

## **SEX OFFENDER/PREDATOR NOTIFICATION LAW**

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

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

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

A violation of this law is a Class 4 felony.

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**THE PRINCIPAL HAS FULL JURISDICTION ON ANY MATTERS NOT SPECIFICALLY COVERED IN THE HANDBOOKS.**

Board of Education Approved 2/14/77

Revisions Approved 10/10/2018