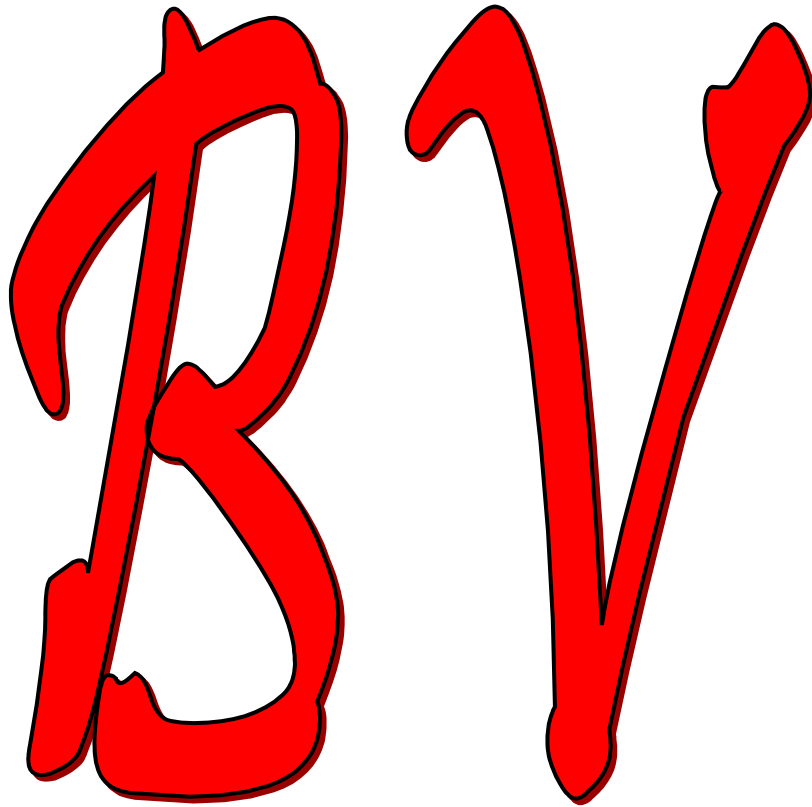


Belle Valley School District #119



Parent/Student Handbook 2010-2011

Belle Valley School District No. 119
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Phone: (618) 234-7723
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Belle Valley South School

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Belleville, Illinois 62220

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Belle Valley School District Mission Statement

It is the mission of Belle Valley School District, in partnership with the community, to provide a student-centered learning environment in which all children achieve and no dream is out of reach.

This handbook is not all-inclusive in that it cannot possibly address all the potential scenarios, which may arise and still be a convenient and understandable guide for students and parents. The Board of Education does not intend to limit its ability nor the ability of its administrators or faculty to respond to situations, which are not specifically addressed herein. District policy, as provided in district web-site, supersedes any/all information provided in this handbook.

Belle Valley School District # 119
2010-2011 School Calendar

August	
17	Teacher Institute and Open House – No School
18	First Day of School – Half Day Attendance
September	
3	Half Day Attendance (School Improvement Day)
6	Labor Day – Legal School Holiday
15	Early Dismissal – Teacher Meetings
October	
11	Columbus Day – Legal School Holiday
15	End of 1 st Reporting Period
20	Early Dismissal – Teacher Meetings
22	Report Cards go Home
28	Parent/Teacher Conferences – No School
29	Teacher Institute – No School
November	
11	Veteran’s Day – Legal School Holiday
17	Early Dismissal – Teacher Meetings
24 – 26	Thanksgiving Break – No School
December	
15	Early dismissal – Teacher Meetings
20 – 31	Winter Break – No School
January	
1 – 2	Winter Break – No School
3	Classes Resume
7	End of 2 nd Reporting Period
14	Report Cards go Home
17	Martin Luther King Jr.’s Birthday - No School
19	Early Dismissal – Teacher Meetings
27	Parent/Teacher Meetings – No School
28	Teacher Institute – No School
February	
16	Early Dismissal – Teacher Meetings
21	President’s Day – No School
28	ISAT Testing
March	
1 – 11	ISAT Testing
7	Holiday Waiver (Casimir Pulaski Day - Students in Attendance)
16	Early Dismissal – Teacher Meetings
18	End of 3 rd Reporting Period
24	Report Cards go Home
25	Teacher Institute – No School
April	
20	Half Day Attendance (School Improvement Day)
21 – 25	Spring Break
26	Classes Resume
May	
18	Early Dismissal – Teacher Meetings
30	Memorial Day
June	
1	Legal Closing of School (if 5 snow days are used)

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CHAPTER 1 SCHOOL DAY

DAILY SCHEDULE

BELLE VALLEY SOUTH: 7:55 A.M. – 2:40 P.M.

BELLE VALLEY NORTH: 8:30 A.M. – 3:15 P.M.

NORTH	SOUTH
8:00 A.M. – GYM OPEN BREAKFAST OFFERED IN THE GYM (STUDENTS NOT EATING BREAKFAST REPORT TO THEIR CLASSROOMS)	7:35 A.M. – CAFETERIA OPEN BREAKFAST OFFERED IN THE CAFETERIA (STUDENTS NOT EATING BREAKFAST MAY ENTER THE BUILDING AT 7:40 AND REPORT TO THEIR HOMEROOM)
8:10 A.M. – STUDENTS REPORT TO CLASSROOMS	7:50 A.M. – STUDENTS REPORT TO CLASSROOMS
3:15 P.M. – SCHOOL DISMISSAL Any child not picked up 10 mins. after the end of the school day will be taken to the after school program (E.S.P.), and parents will be charged accordingly.	2:40 P.M. – SCHOOL DISMISSAL

The playground area at North is closed to unsupervised students 15 minutes after dismissal time and reopened at 6:00 p.m. (after E.S.P. dismissal). The playground is closed to all individuals at dusk.

*Times are subject to change. Written notification will be distributed to parents in the event school hours change.

ATTENDANCE

Students are expected to attend school daily except when ill or when there is a death in the immediate family. We ask that you consider the following general guidelines as you schedule appointments for your child:

1. A student can miss up to 30 minutes and still be counted present for an entire school day.
2. A student can miss 31 to 180 minutes and be counted present for ½ day.
3. When a student misses 181 or more minutes he/she is counted absent for an entire day.

Students who are tardy to school in the morning must report to the office before going to class. This rule includes students eating breakfast but it does not include students who arrive on a bus that was late.

Excellent student attendance is a foundational piece of academic excellence. We know that having a student in class each day is a huge step toward substantial progress in all academic areas. While we make every effort to help students that have missed class get caught up, it is nearly impossible to replicate the excellent instruction that our teachers provide each day. Please help your child grow their sense of responsibility in the area of attendance.

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

Excessive Absences/Truancy

As a school, we realize that some absences are unavoidable. It becomes very difficult for a child to master a subject and to succeed in school when they are excessively absent or tardy. Illinois Law mandates that we report excessive absences to the Family Court. A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00.

Communication between school and home is very important for the success of our students academically, socially, as well as their attendance. The following procedures are in place in order to assist in providing each child with the best opportunity to be successful.

- Students may receive **6 excused absences**. If the student exceeds these excused absences, a note from a physician may be required for every excused absence after the first 6.
- After **3 unexcused absences**, the administration will send a letter to parent/guardian, listing the dates the student did not attend school and inform the parent/guardian that their child's attendance may be interfering with the child's academic performance.
- After **6 unexcused absences**, the student will be placed on the attendance policy and the administration will report the student to the St. Clair County Regional Office of Education (ROE). The student and parent/guardian must appear before a Local Truancy Review Board to address and correct the attendance problem.
- After **9 unexcused absences**, the administration will report the unexcused absences and any attendance concerns to the St. Clair County ROE. The St. Clair County ROE will send a letter to parent/guardian listing the dates the student missed school, and schedule a home visit with the truancy officer. Administration will conference with the parent/guardian and student, discuss the attendance report and concerns, and issue a consequence.
- After the **12th unexcused absence**, the St. Clair County Regional Office of Education may send a notice to appear at a Regional Truancy Review Board Hearing. A home visit will be conducted and assistance from the Truancy Officer will be required. The chronic truancy may be reported to the Department of Children and Family Services (DCFS).
- If the student's attendance does not improve or the truancy issues aren't resolved and the student receives **additional unexcused absences**, a petition will be filed with the St. Clair County State's Attorney. **The parent and student may have to appear in court.**

REPORTING AN ILLNESS/ABSENCE

If a student is ill/absent, parents are to call the school (press 2 from the main menu) prior to the opening of the school day to report an absence. When a phone is unavailable, the student should bring a note signed by a parent/guardian, explaining the absence, the first day he/she returns. In order for a student to be excused, a parent/guardian must call or write a note. Any student who has been ill should not return to school until his/her temperature has subsided for 24 hours.

Students must be in attendance at least a half-day to attend any after-school activity or ceremony. This includes dances, sporting events, and any celebrations.

Pre-arranged Request to be Absent

Any student, who must accompany his/her parents on a trip or miss school for any reason, must get an approved planned absence form from the office in advance of the departure date. Assignments available prior to the absence will be given to the student to complete within a timeframe designated by the classroom teacher(s). Other classroom work and tests may also be made up within a time frame designated by the teacher(s).

The form should be signed by the student's parent/guardian. After all teachers have completed the form, the student is asked to bring the form to the attendance secretary in the office before the day of absence to be copied.

IT IS THE STUDENT'S RESPONSIBILITY TO COMPLETE AND TURN IN ANY ASSIGNMENTS MISSED DUE TO AN ABSENCE.

TARDINESS

Tardiness to School and During the School Day

All students are to be in their assigned classrooms ready to work by 7:55 a.m. at South and 8:30 a.m. at North. Any student not present at this time is tardy. After these times, students are not to be admitted to class without an admit/tardy slip from the office. All students arriving late must sign in at the office to get an admit/tardy slip for excused or unexcused tardies. Any student who develops a pattern of chronic tardiness will be reported to the St. Clair County ROE Truancy Officer, and placed on the truancy policy.

When a student obtains:

- ❑ **4 Tardies** – a warning will be given.
- ❑ **5 Tardies** – a lunch/recess detention will be issued.
- ❑ **6 Tardies** - an After School Detention will be issued.
- ❑ **9 Tardies** – an After School Detention will be issued.
- ❑ **12 Tardies** – an In School Suspension will be issued.
- ❑ **15 Tardies** – an In School Suspension/Saturday Detention will be issued and a mandatory conference with the student/parent/administration.
- ❑ **18 Tardies** – an Out of School Suspension will be issued and/or a referral to the St. Clair County ROE Truancy/Alternative School will be made.

*A student who continues to develop a pattern of tardiness, may receive additional Out of School Suspension days and/or will be referred to attend the St. Clair County ROE Truancy Alternative School.

STUDENT ARRIVAL AND DEPARTURE PROCEDURES

Students riding the bus will be admitted to the building upon arrival. All other students will be allowed admittance to North at 8:00 a.m. and to South at 7:40 a.m. Students in band, chorus, or other activities may arrive ten minutes before the start of the activity. At the end of the day students not riding the bus are to be picked up promptly at dismissal time.

If it is necessary for a student to be excused early from school a parent/guardian must call or have the student bring a note signed by a parent/guardian to the office before school. All parents/guardians must sign their student out at the office when leaving the building.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year. Parents will be liable for any defacing or damage students do to the bus. 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.

*Bus transportation is a privilege and may be lost due to improper conduct.

CHANGE IN TRANSPORTATION

If a child is to go home in a manner different from his/her normal routine, the school must receive a phone call from the parent or a note that is dated and signed by the parent stating how and with whom the child is to go home.

EARLY DISMISSALS

Belle Valley North School8:30 a.m. – 11:45 a.m.
Kindergarten – 4th grade students

Belle Valley South School 7:55 a.m. – 11:10 a.m.
5th – 8th grade students

***Only breakfast** will be available on early dismissal days.

NO lunch program will be offered.

***ESP (Latchkey) will be** available on early dismissal days at Belle Valley North.

School Improvement Dates (Early Dismissal):

September 3

April 20

Teacher Meetings (Early Dismissal):

September 15

October 20

November 17

December 15

January 19

February 16

March 16

May 18

SCHOOL CLOSING

On days when school is closed, school closing information will be provided in several ways:

1. Television Channel 5, KSDK, will broadcast the school closing on the bottom of the TV screen. The information will be broadcast as soon as it is received by the station.
2. The opening recorded message on the phone lines of Belle Valley North (234-7750) or Belle Valley South (234-7723) will have information regarding school closings.
3. The Belle Valley School District website www.bv119.org will show a link to school closing information on the opening page.
4. Alert Now – Message sent by superintendent or designee to main phone number listed in school office.

CHAPTER 2

GENERAL INFORMATION

ENTRANCE REQUIREMENTS

ENTRANCE AGE: Children who will attain the age of 5 on or before September 1 of any school year will be eligible to attend kindergarten for that school year. Children who will attain the age of 6 on or before December 31 shall be allowed to attend first grade for that school year as specified in Article 10-20.12 of the Illinois School Code.

PHYSICAL EXAM: Students enrolling from out of state, students enrolling in kindergarten, and students enrolling in grade 6, must present a physical exam form completed within the prior 12 months.

IMMUNIZATIONS: Please refer to page 13 for immunization entrance requirements.

DENTAL: A dental exam is required by May 15 of the school year for all students in kindergarten, 2nd, and 6th grade.

BIRTH CERTIFICATES

Students enrolling in the district for the first time must present a certified birth certificate. If a certified copy of the child's birth certificate is not produced within 30 days, the building principal must notify the local law enforcement authority for investigation as specified in the Missing Children's Act.

ASSIGNMENT BOOKS

Every student in grades 2-8 will be provided a daily assignment notebook. Classroom teachers may require the notebook to be signed nightly by a parent. We are hopeful that the use of this tool will assist with your child's academic success by increasing communication and collaboration between school and home.

BREAKFAST/LUNCH PROGRAM

Breakfast is available at both Belle Valley schools. Bus riders who plan to eat breakfast at school will be served upon their arrival. All students who plan to eat breakfast at school should go directly to the cafeteria upon arrival.

Hot lunch is available at both Belle Valley schools. Students bringing a sack lunch may purchase a carton of milk for \$0.50. Students may purchase individually priced a la carte items or a second breakfast or lunch at the regular price.

School menus are sent home every month. The menu includes daily breakfast/lunch menus as well as special announcements and school information. Students and parents are encouraged to work together to determine the student's meal plans each day.

Free and reduced breakfast and lunch applications may be obtained from the office. Those who qualify will be notified in writing.

	<u>Breakfast</u>	<u>Lunch</u>
Regular Price	\$1.25	\$1.75
Reduced Price	\$0.30	\$0.40

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table. Students shall remain seated until the lunch tone rings, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch.

STUDENT FEES

A fee of \$50 for supplies and supplemental materials will be assessed to all students in early childhood (EC) through grade 8. Payment should be made at registration. A late payment fee of \$5 will be added to all amounts not paid within 60 days.

ID's are issued in grades 5th-8th, at the beginning of the school year. Lost or missing ID's need to be replaced at a cost of \$5.00 (\$1.00 for a lanyard).

WAIVER OF STUDENT FEES

A student shall be eligible for a fee waiver when the student is currently eligible for free breakfast and lunch.

LEAVING THE SCHOOL CAMPUS DURING THE SCHOOL DAY

A student may not leave school at any time during the school day unless he/she is picked up at the school by a parent or individual designated on registration forms as an emergency contact. Parents or designees need to be prepared to have their driver's license or ID scanned at each visit for student safety purposes when picking up children from the school. Students must be signed out in the school office. When a student is picked up during the school day, the parent should send a note to school indicating the approximate time and reason.

MAKE-UP WORK

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted one day to complete make-up work for each day of absence. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school will not be allowed to make up missed work.

SNACKS AT SCHOOL

In accordance with the recommendation made by the Illinois Department of Public Health, ALL refreshments brought to school must be pre-packaged and purchased from a licensed food facility. This applies to all classroom snacks for parties and birthdays.

FIELD TRIPS

Teachers at each grade level may plan a field trip for their students during the school day. The teachers must receive written approval from the administration before notifying students and parents of the field trip. Parents will receive notification of field trips and will have the right to approve or disprove their child's attendance.

Some field trips are classified as BTCW Action Activities (Beyond the Classroom Window). Participation in these trips is subject to student performance; thus, the student(s) must earn the right to attend. Decisions pertaining to participants in the BTCW trips are strictly up to the district teachers/administration. Parents will receive notification of BTCW action activities and will have the right to approve or disprove their child's attendance.

SCHOOL PARTIES AND DANCES

Attendance at school sponsored parties/dances is a privilege. Only parties and dances sponsored by Belle Valley Schools are permitted. Only students who attend the school may attend school-sponsored dances. All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. Students who violate the school's discipline code of conduct will be required to leave the dance and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code of conduct.

Grades K – 6 Christmas
 Valentine's Day

Grades 7 and 8 Fall Dance
 Spring Dance

*Personal invitations for parties outside of school may not be distributed at school.

ATHLETIC RULES AND CODE OF CONDUCT

The Code of Conduct applies to all students who want to participate in athletics. Athletics includes competitive sports, extracurricular activities, and cheerleading. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders.

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of the code.

To retain athletic eligibility, an athlete must meet all requirements outlined in the Athlete's Handbook. Any athlete not meeting the requirements will be ineligible to participate and may be dismissed from the team/program. Handbook's are given to all participants and are available upon request in the school office.

STUDENT RECORDS

School student records are confidential and information from them shall not be released other than as provided by law. State and federal laws grant students and parents/guardians certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The district may release directory information as permitted by law, but parents/guardians shall have the right to object to the release of information regarding their child (see below).

Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's educational records within 45 days of the day the district receives a request for access.

2. The right to request the amendment of the student's education records that the parent/guardian believes is inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records except to the extent that FERPA authorizes disclosure without consent.
One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. Upon request, the district discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. 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.

Family Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

Directory information may be disclosed without prior notice or consent unless the parent/guardian notifies the principal in writing before October of the current school year, that he/she does not want any or all of the directory information disclosed. Directory information includes the student's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, and most recent previous educational agency attended.

USAGE OF THE INTERNET

Authorization for Internet Access

Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised access. Please read this information carefully before signing the Internet Acceptable Use Policy.

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *Authorization* does not attempt to state all required or prescribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the Authorization for Electronic Network Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Terms and Conditions

1. Acceptable Use - Access to the District's electronic network must be (a) for the purpose of education or research, and be consistent with the educational objectives of the District, or (b) for a legitimate business use.
2. Privileges - The use of the District's electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated this *Authorization* and may deny, revoke, or suspend access at any time; his or her decision is final.

3. Unacceptable Use - You are responsible for your 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 U.S. or State law;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
 - c. Downloading 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. Gaining unauthorized access to resources or entities;
 - g. Invading the privacy of individuals;
 - h. Using another users' 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;
 - 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.

4. Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. Be polite. Do not become abusive in your messages to others.
 - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
 - c. Do not reveal the personal addresses or telephone numbers of students or colleagues.
 - d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in any way that would disrupt its use by other users.

- f. Consider all communications and information accessible via the network to be private property.
5. 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 you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. 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 this Authorization.
7. Security - Network security is a high priority. If you can identify a security problem on the Internet, you 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 without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to network.
8. 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.
9. Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
10. Copyright Web Publishing Rules - Copyright law and District policy prohibit the republishing of text or graphics found on the Web or on District Web sites or file servers, without explicit written permission.
 - a. For each re-publication (on a Web site 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.
 - a. Student and staff engaged in producing Webpages must provide library media specialist or technology director with e-mail or hard copy permission before the Webpages are published. Printed evidence of the status of "public domain" documents must be provided.
 - b. 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 Web site displaying the material may not be considered a source of permission.
 - c. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
 - d. Student work may only be published if there is written permission from both the parent/guardian and student.

11. Use of Electronic Mail

- a. The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.
- b. 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 or staff member to an electronic mail account is strictly prohibited.
- c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- d. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the School District or county. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- e. 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 that message's authenticity and the nature of the file is so transmitted.
- f. Use of the School District's electronic mail system constitutes consent to these regulations.

Students and parent(s)/guardian(s), need only sign this Authorization for Electronic Access once while enrolled by the School District or when the policy is updated.

UNIFORM GRIEVANCE PROCEDURE

1. Filing a Complaint

A person (Complainant) who wishes to file a complaint should contact one of the building Principals who both serve as District Complaint Managers. The Principal may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student.

2. Investigation

The Principal will investigate the complaint and file a written report of his or her findings with the Superintendent.

3. Decision and Appeal

The Superintendent will mail a written decision to the Complainant, as well as the Principal.

Within 5 school days after receiving the Superintendent's decision, the Complainant may appeal the decision to the School Board by making a written request to the Principal. The School Board shall affirm, reverse, or amend the Superintendent's decision. The Complainant may appeal the School Board's decision to the Regional Superintendent pursuant to Section 3-10 of The School Code and, thereafter, to the State Superintendent pursuant to Section 2-3.8 of The School Code.

Uniform Grievance Policy

If you feel that you have been discriminated against for the above reasons, you have rights under our uniform grievance policy. Please contact one of the following individuals:

Belle Valley School District #119
Dr. Louis Obernuefemann, Superintendent
1901 Mascoutah Road
Belleville, IL 62220
(618) 234-7723 ext. 11

Belle Valley School District #119
Dr. Tamara Leib, Principal
1901 Mascoutah Road
Belleville, IL 62220
(618) 234-7723 ext. 12

Belle Valley School District #119
Mrs. Kathleen Goetter, Principal
100 Andora Drive
Belleville, IL 62221
(618) 234-7750 ext. 10

Belle Valley School District #119
Dr. Trenese Dancy, Assistant Principal
1901 Mascoutah Road
Belleville, IL 62220
(618) 234-7723 ext. 10

CHAPTER 3

STUDENT HEALTH AND MEDICAL INFORMATION

PHYSICAL

The State of Illinois requires all students to receive a physical examination within one year of entering **Kindergarten**, again before entering **6th grade** and any **new student** to the district coming from out of state regardless of grade.

ALL STUDENTS TRYING OUT FOR A SPORT MUST HAVE A NEW PHYSICAL EVERY YEAR.

IMMUNIZATIONS

DTaP (Diphtheria, Pertussis, and Tetanus)

1. Pre-K and Early Childhood: Four or more doses with the third and fourth dose being no less than 6 months apart.
2. Kindergarten and Up: Four or more doses of DTap with the last dose being a booster and received ON OR AFTER THE 4TH BIRTHDAY.
3. DT booster must be received every 10 years thereafter.

Polio

1. Pre-K and Early Childhood: Basic series of three.
2. Kindergarten and Up: Basic series of three with booster given ON OR AFTER THE 4th birthday.

Measles

1. Pre-K and Early Childhood: One dose of vaccine given ON OR AFTER the 1st birthday.
2. Kindergarten and Up: Two doses vaccine with first dose ON OR AFTER the 1st birthday and the second dose NO SOONER THAN one month after the first dose.

Mumps

One dose of vaccine given ON OR AFTER the 1st birthday or written certification of disease by a physician.

Rubella

One dose of vaccine given ON OR AFTER the 1st birthday. Proof of disease is acceptable by laboratory evidence of rubella immunity only.

***These last three vaccines are usually combined as an MMR vaccine.

Hib (Haemophilus influenzae type B)

Pre-K and Early Childhood: One dose required at 15 months or older.

Hepatitis B

Pre-K, Early Childhood and 5th grade: Series of three vaccinations with the third dose given ON OR AFTER 6 months of age.

Varicella (Chicken pox)

One doses of vaccine given ON OR AFTER the 1st birthday or written certification of disease by a physician.

If the above is not received within 30days of entry to school, your child will be excluded from school until requirements are met.

DENTAL EXAMINATIONS

The State of Illinois requires all children in Kindergarten, Second, and Sixth grades to have a dental exam by a licensed dentist who will sign proof of examination. **The deadline for this exam is May 15th of each school year.** The exams must have been completed within 18 months prior to May 15th.

A dental waiver may be submitted by parents if:

- The child is enrolled in free-reduced lunch program and is not eligible or covered by private or public insurance (Medicaid/All kids).
- The child does not have any type of dental insurance, and there are no low-cost dental clinics in the community.

If dental exam is not received by May 15th the school will hold your child's report card.

VISION EXAMINATIONS

The State of Illinois requires all children in Kindergarten and any new student to the district coming from out of state to receive a comprehensive eye exam by a licensed optometrist or ophthalmologist. **The deadline for this exam is October 15th of each school year. Those students entering during the school year have 30 days to comply.**

A eye exam waiver may be submitted by parents if:

- The child is enrolled in free-reduced lunch program and is not eligible or covered by private or public insurance (Medicaid/All kids).
- The child does not have any type of dental insurance, and there are no low-cost dental clinics in the community.

If eye exam is not received by October 15th the school will hold your child's report card.

VISION AND HEARING SCREENINGS

Vision screening will be done, as mandated, for the following: pre-school, kindergarten, second grade, eighth grade, special education students, transfer students, and teacher referrals. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school.

Hearing screening will be done for: pre-school, kindergarten thru 3rd grade, special education students, transfer students and teacher referrals.

This notice is not a permission to test. Screening is not an option.

ILLNESS

According to Illinois Department of Public Health (IDPH) guidelines, students who have a fever, rash, vomiting, diarrhea, or contagious disease should stay home from school until the symptoms have been gone for 24 hours. Students may return sooner if a doctor provides a written statement indicating it is safe to do so. After a communicable disease, the parent must obtain written permission from the family physician before the child may return to school.

Students will be sent home if they develop a fever of 100° or higher, vomiting, diarrhea, a suspicious rash, pink eye and/or possible contagious disease. Students may return if they are fever free for 24 hours without

medication and are symptom free for 24 hours. Any student with a possible contagious disease (i.e. pink eye, strep throat, and chicken pox) must follow the IDPH guidelines.

ACCIDENTS

The school personnel will notify you in the event of a serious accident. If you are unavailable, the school personnel will call the alternate phone numbers on the student's emergency card. All accidents occurring on the school premises will be reported immediately to a person in charge such as the teacher, playground supervisor school nurse, or principal. An accident report form will be completed and kept on file for each accident that occurs and is reported at school.

RECESS AND PHYSICAL EDUCATION

Students can stay indoors for recess up to 2 days with a written note by a parent. Any more than 2 days and the school must have a note from a physician. A physician's note is required for a student to be excluded from PE.

HEAD LICE

Students may be included in routine head lice checks by the school nurse or designee. If live lice are found in the hair, parents will be immediately contacted to take the student home for treatment. Children will be re-admitted to school only after being treated and checked by the school nurse or designee and determined to be lice free. The following procedures should be followed:

- An adult must accompany the child to the school nurse's office (or other school office if directed) with box or bottle of medication for proof that lice were treated.
- Re-admittance checks will be conducted each morning by the school nurse.
- A student may not be sent to school on the bus until he/she has been checked and cleared to return to school by the school nurse or designee.
- A student will be allowed up to 2 consecutive excused absence days after being identified with head lice. The third day and any day thereafter will be recorded as an unexcused absence day.
- The truancy officer may be contacted after the third unexcused absence day.

MEDICATION POLICY

Prescription medications may be administered during the school day only when it is medically necessary to help the child maintain an optimal state of health that may enhance his/her education. If a child needs to take medication due to an illness, a schedule should be worked out with the doctor to give the child's medication at home before and after school, if at all possible, parents are welcome to come to school to administer medications to their own student.

When dispensing a prescription at school is deemed necessary the following guidelines must be met:

1. All medications dispensed at school must be prescribed by an Illinois or Missouri licensed practitioner.
2. A medical authorization form must be obtained, completed fully and signed by the prescribing physician and parent and returned to the healthcare office. **A new form must be obtained each year.**
3. All medications must be brought to school by an adult.

4. Prescription medications must be brought to the school in the original package or pharmacy labeled container.
5. Over-the-counter or nonprescription medications also fall under the same guidelines and only if it is prescribed by a physician, with the same forms filed in the health office.
6. **Only one-month** supply at a time of the prescribed medication will be accepted in the health office.
7. The first two doses of each prescription medication must be given at home before Belle Valley nurses accept responsibility to dispense.
8. The parent will be responsible at the end of the treatment regime for removing from the school any unused medication that was prescribed for their child. If the medication is not removed by the expiration date or by the close of the school year it will be disposed of and documented properly.
9. **NO** medication will be dispensed that has not met these requirements. In all cases the school retains the discretion to reject or administer medication.
10. **Changes made by the physician in his orders regarding the medication of the child, requires a new fully completed form filed in the nurse's office.**

Medications that require parental consent:

These medications will not be administered at school without the written consent of a parent/guardian:

*allergy eye drops

*Tums

*Tylenol

*sinus/allergy medicine

*Midol

All medication will be dispensed by the school nurse or designee when the school nurse is unavailable.

The school and district shall incur no liability, except for willful and wanton conduct, as a result of 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.

Storage of Medication- All medication will be stored in a locked cabinet in the health office. Any medication requiring refrigeration will be refrigerated as such. Students are not allowed to keep over-the-counter and/or prescription medications in lockers, backpacks, or lunch boxes. One exception is the asthmatic prescription inhaler. Refer to asthma section.

Documentation – Each dose of medication dispensed will be documented in the student's health record. Documentation includes the date, time of dosage, route, if student refuses to take medication and signature of the nurse dispensing the medication. The school will not be held responsible for the child's refusal to take the prescribed medication or any reaction the child may have.

Field Trips - The school nurse will prepare one dose of medication by packaging it in a sealed envelope with the child's name on the front. Each envelope will also be labeled with the name of the medication and the time to be taken. The teacher will open the envelope at the designated time, hand it to the student and observe the student taking the medication. All asthmatic prescription inhalers will be sent with the teachers in their original packaging with written instruction on dispensing.

Asthmatic Prescription Inhalers – Asthmatic prescription inhalers are the only medication allowed to be carried to and from school by the students. **Students in grade PreK – 4th grade**, inhalers will be kept in the school nurse’s office and only dispensed by the school nurse. If the inhaler needs to go home everyday then the student is required to bring the inhaler to the school nurse every morning and pick it up at the end of the school day. All the medication guidelines do apply. **Students in 5th – 8th grades** are allowed to self-carry asthmatic prescription inhalers only if the following requirements are met:

- The medical authorization form states the student may self-carry
- The student has a physical exam that is no older than one year stating the student is an asthmatic and may self-carry their inhaler.

The student must demonstrate adequate responsibility to be entitled to self-administer. The school and district shall incur no liability, except for willful and wanton conduct, as a result of 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.

CHILD ABUSE AND NEGLECT

A certified district employee who has reasonable cause to suspect that a student may be an abused or neglected child is required by law to report such a case to the Illinois Department of Children and Family Services.

GUIDANCE AND COUNSELING

The school provides a guidance and counseling program for students. The school’s counselors are available to those students who require additional assistance. Please call the school office or the social worker if you believe your child is in need of a service.

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.

CHAPTER 4

CURRICULUM, EDUCATIONAL PROGRAMS AND TESTING

CURRICULUM

Belle Valley curriculum for pre-kindergarten to 8th grade students is based upon locally determined goals and objectives along with Illinois Learning Standards. The core content areas include: reading, language arts, math, science, and social studies. In addition, the curriculum includes fine arts, physical education/health education, and technology.

INSTRUCTION

Students will not be required to take or participate in any classes when concepts on Family Life, Instruction on Diseases and AIDS, and Sex Education are being taught if his or her parent/guardian submits a written objection.

Textbooks and instructional materials, both print and non-print, are selected based upon their quality and educational value. Parents or guardians may examine the instructional materials to be used in any district classes; particularly health and life science. Parents may contact the teacher to request

ASSESSMENT

Belle Valley has a comprehensive local assessment program. Informal reading inventories are used with kindergarten through second grade students and locally developed assessments are given at every grade level

Each spring, schools in Illinois are required to administer Illinois Standards Achievement Tests (ISAT) at predetermined grade levels. These tests cover reading and math for grades 3 through 8 and science for grades 4 and 7.

All of this information is used in two ways. The first is to help teachers develop an individual picture of your child's ability and achievement and to better meet his/her personal learning needs. The second use of the assessment information is to develop school improvement plans that will improve the academic achievement of all students.

Some Special Education students will be exempt from the Illinois Standards Achievement Test (ISAT), and will take the Illinois Alternate Assessment (IAA), per the requirements in their Individualized Education Plan (IEP).

RESPONSE to INTERVENTION (RtI)

Response to Intervention (RTI) is a mandatory process schools must now use to identify and help students who are struggling at school academically and behaviorally. At-risk students are identified through multiple measures and closely monitored. Research-based interventions are then put in place to help the student become more successful. Response to Intervention refers to a process that emphasizes how well students respond to changes in instruction. The essential elements of RTI are:

*Universal (school-wide or district-wide) screening or testing of all students to establish current levels of learning—to take place three times per year in reading and in math (2010-2011)

*Using the screening results to provide scientific, research-based instruction and interventions that are matched to student needs

*Continuous monitoring of student progress during the interventions, using objective information to determine if students are meeting goals

*Follow-up measures providing information that the intervention was implemented as intended and with appropriate consistency

AUTOSKILL PROGRAM

Belle Valley Schools offer supplemental instruction to students through the Auto Skills program. It is computer and research based assessment and instruction that is designed to help improve student's skills in reading and math.

Academy of Reading

A structured and sequential training program that targets skills essential for proficient reading:

- phonemic awareness
- sound – symbol association
- phonics and decoding
- comprehension

Academy of Math

The program supplements math instruction by helping students build foundation skills in ten (10) areas that align to National Council of Teachers of Mathematics (NCTM) Standards.

With the Academy of Math, students have multiple opportunities to master concepts through extensive tutorial and practice sessions in a number of skill areas and question types including terms, operations, and word problems.

TITLE I SUPPLEMENTAL PROGRAM

Belle Valley North School receives Title I funds for supplemental reading instruction from the Federal government. According to Title I regulations, parents of students attending Belle Valley North, a Title I school, may request information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

- Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

This information will be collected and disseminated in a manner that protects the privacy of individuals.

SPECIAL EDUCATION PROGRAM

Belle Valley offers a continuum of services to meet the needs of children with disabilities. The special education program complies with the Individuals with Disabilities Education Act (IDEA). These federal regulations require that children eligible for special education and related services be provided a free appropriate public education (FAPE) in the least restrictive environment (LRE).

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 term “children with disabilities” means children between ages 3 and the day before their 22nd 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.

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 administration.

HONOR ROLL

Eligibility for the Honor Roll

- Eligibility for the honor roll in grades 3 - 8 is computed using the following subjects: literature, language arts, math, science, and social studies.
- The honor roll may be attained by achieving at least a 4.6 grade point average in the subjects considered. However, a grade of F in any subject does not qualify a student to be on the honor roll even if enough points have been acquired.

REPORT OF PROGRESS

The report card, which is issued quarterly to all students, is one way of informing parents of the child’s progress in school. It is a combination of the teacher’s best professional judgment, daily classwork, and testing.

The early elementary report card is designed to show the child’s progress toward stated district objectives and goals and the Illinois State Learning Standards. The report card shows the child’s level of progress in reading and math with the following indicators:

- G – Very good progress
- S – Satisfactory progress
- N – Need improvement
- X – Experiencing difficulty

The report card for grades 3 through 8 shows the child's level of progress with the following indicators:

A	(92-100)	Superior
B	(85-91)	Good
C	(75-84)	Average
D	(70-74)	Below Average
F	69 or below	Failure
G		Good progress
S		Satisfactory progress
U		Unsatisfactory progress
ME		Medical Excuse
INC		Incomplete

Report cards are issued approximately one week following the end of the grading period. The final report card will be issued on the last day of school.

GRADE PLACEMENT

The district may reassign students to the same grade level for the next school year under the following conditions:

K – 2 Grades – Students who fail to show satisfactory educational progress

3 – 8 Grades – Students who fail to maintain a D average or better in one or more core content areas

Other factors to be considered in the final decision concerning grade placement shall be the child's achievement level and ability level. A student shall not be promoted based solely upon age or any other social reason not related to academic performance. In all cases the decision will be rendered in the best interest of the student and his/her educational future.

RETENTION POLICY

The Belle Valley retention policy requires the Academic Review Team (ART) to formally review and examine all evidence of the child's records to assure that any child being proposed for retention has been afforded all the educational support interventions that are available to help improve the child's deficiencies.

GRADUATION REQUIREMENTS

All student fees must be paid a week prior to the promotion ceremony in order to the student to participate in the promotion ceremony. All students must also be academically eligible to be promoted to the next grade level by earning passing grades. Students who fail to maintain a D average or better in one or more core content areas may not be promoted or participate in the promotion ceremony.

EQUITY POLICY

Belle Valley School District #119 is an equal opportunity institution, in which equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin,

sex, sexual orientation, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or prenatal status, including pregnancy.

CHAPTER 5

CODE OF CONDUCT

It is necessary for schools to establish certain rules and regulations that foster an orderly learning atmosphere. The policies and procedures dealing with student conduct at Belle Valley Schools were established to insure that the school can function in an orderly manner, are justifiable, and will be implemented fairly and consistently. Students are prohibited from engaging in behavior that will endanger – or threaten to endanger – the safety of others, that will damage property, or that will impede the orderly operation of the school program.

Participation in School Activities

If a student receives an In School Suspension or Out of School Suspension for one or more days, he/she is not allowed to participate in any school activity for the duration of the consequence.

Code of Conduct to and from School

Belle Valley School District is concerned about the health, safety, and welfare of students as they go to and from school. It is our goal that our students are fear free as they go from home to school and school to home. The school takes on an active role in maintaining discipline to and from school, particularly if the matter may have an impact on proper school conduct.

We also depend on **parents** to help the school maintain proper conduct of the students as they travel to and from school.

It is the responsibility of the **students** to be aware of the rules and regulations, which govern them while at Belle Valley South School.

The **teacher** is the person who has the primary responsibility for student control and discipline in the classroom. The student may also be referred to the principal's office for disciplinary action.

Listed below are some of the more frequent concerns in which students become involved, the policies regarding these concerns, and the disciplinary actions taken. This list is not to be considered all-inclusive.

While general guidelines have been established for communication to students, parents, and teachers such factors as the nature of the infraction, the severity of the offense, the student's previous discipline record, the age of the student, and other extenuating circumstances may be considered to determine the severity of the disciplinary action.

It should be noted that, effective January 1, 1994, corporal punishment is not a disciplinary option and is considered a violation of State law and the policy of Belle Valley Public School District #119. However, school officials are allowed to use reasonable force to protect other persons, for self-defense, or to protect property.

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

- On, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group
- Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school

- Traveling to or from school or a school activity, function or event
- On the bus or at a bus stop
- Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function.

LEVEL I - ACTS OF MISCONDUCT

1. Disruptive Behavior in the Classroom

Any action by the student that interferes with the rights of others to peacefully pursue their studies at Belle Valley School.

2. General Misconduct

Students are expected to conduct themselves in a manner that is not disruptive in the classrooms, playground, bus stops, buses, cafeteria, halls, or other areas of the school.

3. Lying

Students are expected to be truthful in dealing with school issues and school personnel.

4. Writing, Reading or Passing Notes

Students writing, reading or passing notes while at school in any manner.

5. Failure to Carry Out Directions

Students are expected to follow instructions of school personnel.

6. The Presence of Students in Restricted Areas

State law makes the school responsible for students; their whereabouts must be known at all times during the school day. Students are expected to be in their normally assigned area except during passing periods or while carrying a hall pass. Students not involved in an after school activity are expected to leave the building within 10 minutes of the dismissal bell.

7. Littering

Students are to have respect for the school and its property.

8. Improper Bus Conduct

The school bus routes and procedures are considered an extension of the school day.

9. Dress Code Violation

Students are to dress appropriately for the learning situation. Inappropriate dress is that which causes a disruption to the learning environment. Students are to adhere to the dress code at school or school functions. Students not willing to change or unable to contact parents/guardians, will be isolated from the student population.

10. Hands-On, Pushing, Shoving, Etc.

Students are expected to keep their hands and feet to themselves at all times.

11. Chewing Gum

Students may not chew gum on campus. It is a choking hazard and ruins students' clothing and school property.

12. Tardies

Students are expected to arrive to school and to classes during the school day on time. Chronic tardiness will result in consequences.

13. Violation of School Rules

Students are expected to adhere to all school rules. Consequences will result if school rules are broken.

14. ID's

Students must wear IDs visible on their lanyards, around their necks, and on the outside of their clothing during the school day. Students may not deface or decorate ID's. The ID's may not have IDs are for safety and identification purposes, required to check out books in the library, for the cafeteria when getting a lunch, and for school functions. Students receive temporary ID's if they do not have theirs. After 3 or more temporary ID's, the students will receive a consequence. ID's may be purchased Monday - Friday, before school at a cost of \$5.00; lanyards \$1.00.

CONSEQUENCES

Different options may be taken in response to Level I - Acts of Misconduct by authorized school personnel. In no way should these options be deemed in rank order or all inclusive.

- Verbal reprimands
- Conference with student
- Conference with parents
- Counseling
- Teacher Intervention
- Detention - Lunch or Lunch/Recess, After School until 4:00 p.m.
- Saturday Detention 8:00 a.m. to 11:00 a.m.
- Temporary removal from class
- Temporary removal from extracurricular activities
- In-School Suspension (ISS) (Students are responsible for satisfactorily completing assignments and turning assignments in the In School Supervisor, by the end of the suspension. If work is not completed, another ISS will be added to the consequence.)
- Suspension of bus privileges
- Other appropriate action deemed necessary to match the infraction

LEVEL II - ACTS OF MISCONDUCT

1. Forgery

Forging a parent name or other name on parent notes, passes, school documents, etc.

2. Verbal/Non-Verbal Abuse/Gestures

Students are to refrain from name calling/teasing, profanity, or other derogatory statements or gestures. The use of inappropriate or profane language will not be tolerated.

3. Failure to Serve Lunch/Recess Detention, After-School Detention, Saturday Detention

Students are expected to serve detentions as directed by the administration. Failure to do so will be considered a serious breach of the discipline policy.

4. Stealing of School/Personal Property

No student may take personal or public property. The district will work with the police to recover any damages incurred.

5. Cheating/Academic Dishonesty

Students caught stealing a test, worksheet, text or any item which will be used for purposes of cheating. No student may take any property from a teacher or the school for the expressed purpose of cheating in a course. This also includes intentionally plagiarizing and wrongfully giving or receiving help during an academic examination

6. Insubordination/ Disrespect of School Personnel

Refusal to follow justifiable or reasonable orders or instructions of authorized school personnel is not permitted. Courteous behavior is expected of students as well as of school personnel handling students. Profanity, vulgarity, physical and verbal behavior threatening to school personnel is not permitted.

7. Leaving School Grounds Without Proper Authorization

Once students have arrived onto school property, they may not leave school property other than regular dismissal without permission from the office.

8. Skipping Class(es)

Students are not to leave school without having someone of authority properly sign out the student at the office. Students are required to be in class unless their absence falls under excused absence policies. During school hours, students are to be in the assigned designated areas.

9. Threatening/Bullying/Intimidating

Students are prohibited from bullying, making threats to harm, or verbally/non-verbally intimidating others. Bullying may be done by exhibiting aggressive behavior, using written words, body posturing, verbal phrases, intimidation, physical violence, threats, stalking, public humiliation, theft, social exclusion, etc. This includes Cyber-bullying, and cyber-stalking, email messages, instant messaging, text messaging, cell phone communication, internet blogs, social websites, internet chat rooms, internet postings, digital pictures/images, and defamatory websites to engage in acts of bullying and harassment, etc.

10. Leaving Class Without Permission

No student may leave a class without the teacher's authorization.

11. Possession/Distribution of Inappropriate Items or Printed Material

Students shall not bring inappropriate materials on school property or have inappropriate material printed on t-shirts, book bags, folders, or body. This includes sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting." The term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

12. Gambling

No gambling and/or gambling paraphernalia is permitted at school.

13. Acts of Aggression

Students who display violent acts of aggression must have a conference with the administration, social worker, and parent before returning to school. This conference will reinforce the importance of self-discipline and appropriate problem-solving strategies.

14. Cell Phone Violation or Similar Electronic Devices

Cell phone usage is prohibited on the school buses to and from school, during the school day, and before extra-curricular activities. Cell phones should be turned off and left in lockers. If a cell phone is ringing in a locker, it will be confiscated. Cell phones can be used after extra-curricular activities. Cell phones are prohibited at all times for PreK – 4th grade students. If a cell phone is found on a student, it will be confiscated.

15. Repeated Violation of a Level I - Acts of Misconduct

Acts of misconduct will automatically move the infraction to Level II and the consequences, which follow will be appropriate to that level.

16. Other Acts of Misconduct

Other acts of misconduct, which are seriously disruptive and/or destructive to the educational process or school property, may be considered a Level II violation of the Code of Conduct.

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

CONSEQUENCES

Different options may be taken in response to Level II Acts of Misconduct by authorized members of the building faculty and/or staff. In no way should these options be deemed in rank order or all inclusive.

- Conference with parents
- Conference with student
- Counseling
- Teacher Intervention
- Detention - Lunch or Lunch/Recess After School until 4:00 pm or Saturday Detention
- Financial restitution
- In-School Suspension (ISS) (Students are responsible for satisfactorily completing assignments and turning assignments in the In School Supervisor, by the end of the suspension. If work is not completed, another ISS will be added to the consequence.)
- Out-of-School suspension (1-10 days are issued depending on the nature of the violation.) (Parents/students are responsible for inquiring/obtaining all assignments during the suspension period.)
- Referral to outside agency or school district support service
- Suspension of bus privileges
- Temporary or permanent removal from extracurricular activities
- Temporary removal from class
- Withdrawal of privileges
- Expulsion
- Police Contact
- Other appropriate action deemed necessary to match the infraction

LEVEL III - ACTS OF MISCONDUCT

1. Possession of a Weapon

A student who uses, possesses, controls, or transfers a weapon, or any other object that can reasonably be considered, or looks like, as weapon, shall be expelled for at least one calendar year, but no more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent's determination, on a case-by-case basis. A "weapon" means possession, use, control, or transfer of: (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code; (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs; or (3) "look-alikes" of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm. Police may be contacted.

1 or More Offenses:

- Referral for expulsion

2. Under the Influence of or in Possession of Alcohol/Drugs or Substances Portrayed as Alcohol/Drugs-Illegal

Students under the influence or in possession of alcohol/drugs or any "look a like" drugs/alcohol on school grounds or at an approved school activity will not be permitted. This includes prescription/counterfeit drugs, anabolic steroids/performance-enhancing substances, drug paraphernalia, inhalants, or any substance that represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system.

1 or More Offenses:

- Up to 10 days of suspension and/or
- Referral for expulsion

3. Smoking/Possession of Tobacco or Tobacco Products

Smoking tobacco, using tobacco products and/or possessing tobacco materials by students is not permitted on school buses, at bus stops, in school buildings, on school grounds, or to and from school at any time. Possession of a lighter or matches will also apply into this category.

1 or More Offenses:

- Up to 10 days of suspension and/or
- Referral for expulsion

4. Selling or Distributing Alcohol /Drugs or Substances Portrayed as Alcohol/Drugs or Paraphernalia

Students may not possess alcohol/drugs/paraphernalia. Selling or distribution of any drug or alcohol substance is prohibited. Police will be contacted.

1 or More Offenses:

- Up to 10 days of suspension and/or
- Referral for expulsion

5. Fighting

Fighting, inflictions of bodily harm, and having altercations are prohibited. The district has a zero tolerance policy regarding fighting

1 or More Offenses:

- ❑ 1 to 5 days of suspension

2 or More Offenses:

- ❑ 5 to 10 days of suspension and/or
- ❑ Referral for expulsion

6. Damaging of School/Personal Property (Vandalism)

No student may destroy personal or public property. The district will work with the police to recover any damages incurred. Police may be contacted.

1 or More Offenses:

- ❑ 1 to 5 days of suspension (ISS/OSS) and/or
- ❑ Referral for expulsion
- ❑ Financial restitution

2 or More Offenses:

- ❑ 5 to 10 days of suspension (OSS) and/or
- ❑ Referral for expulsion
- ❑ Financial restitution

7. Racial/ Sexual Harassment

There shall be no inappropriate conduct, inappropriate sexual misconduct, or comments toward an individual based on race, ethnicity, gender, or any other reason. Police may be contacted.

1 or More Offenses:

- ❑ 1 to 5 days of suspension and/or
- ❑ Referral for expulsion

2 or More Offenses:

- ❑ 5 to 10 days of suspension and/or
- ❑ Referral for expulsion

8. Gang Activity

Students are prohibited from engaging in gang activity. This may include wearing gang colors, symbols, tattoos, etc. Based on the severity of the rule violation, an act of gang activity may be considered a Level III Act of Misconduct. Police may be contacted.

1 or More Offenses:

- ❑ 1 to 5 days of suspension and/or
- ❑ Referral for expulsion

2 or More Offenses:

- ❑ 5 to 10 days of suspension and/or
- ❑ Referral for expulsion

9. Bomb Threats

Students shall not make a bomb threat or initiate a pending bomb threat. Police may be contacted.

1 or More Offenses:

- ❑ Up to 10 days of suspension and/or
- ❑ Referral for expulsion

10. Striking School Personnel

Students shall not strike school personnel. Police will be contacted if the action is determined intentional.

1 or More Offenses:

- Up to 10 days of suspension and/or
- Referral for expulsion

11. Threats of Violence

Violence against any student or staff member, which includes verbal threats, written threats, implied threats, threatening gestures, or objects/weapons used in a threatening manner.

1 or More Offenses:

- Up to 10 days of suspension and/or
- Referral for expulsion

12. Extortion or Intimidation

Students shall not attempt to take any money or things of value from a person at school; nor shall any form of intimidation be tolerated. Police may be contacted.

1 or More Offenses:

- 1 to 5 days of suspension and/or
- Referral for expulsion

2 or More Offenses:

- 5 to 10 days of suspension and/or
- Referral for expulsion

13. Arson

Students shall not attempt to burn of any building or property of Belle Valley School District #119. Police may be contacted.

1 or More Offenses:

- Up to 10 days of suspension and/or
- Referral for expulsion
- Financial restitution

14. Falsely Pulling Fire Alarm Boxes/Calling 911

No student shall tamper with the fire alarm boxes or falsely call 911.

1 or More Offenses:

- 1 to 5 days of suspension and/or
- Referral for expulsion

2 or More Offenses:

- 5 to 10 days of suspension and/or
- Referral for expulsion

15. Acts of Aggression

Students who display violent acts of aggression must have a conference with the administration, social worker, and parent before returning to school. This conference will reinforce the importance of self-discipline and appropriate problem-solving strategies.

1 or More Offenses:

- 1 to 5 days of suspension and/or
- Referral for expulsion

2 or More Offenses:

- 5 to 10 days of suspension and/or
- Referral for expulsion

16. Repeated Violations of a Level II – Acts of Misconduct

Acts of Misconduct will automatically move the infraction to Level III and the consequences, which follow will be appropriate to that level.

1 or More Offenses:

- ❑ 1 to 5 days of suspension and/or
- ❑ Referral for expulsion

2 or More Offenses:

- ❑ 5 to 10 days of suspension and/or
- ❑ Referral for expulsion

17. Other Acts of Misconduct

Other acts of misconduct, which are seriously disruptive and/or destructive to the educational process or school property, may be considered a Level III violation of the Code of Conduct.

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

CONSEQUENCES

Different options may be taken in response to Level III - Acts of Misconduct by the administration or designee. In no way should these options be deemed in rank order or all inclusive.

- Out-of-School Suspension
- Temporary or permanent removal from extracurricular activities
- Expulsion
- Police contacted
- Financial restitution

This list of offenses and consequences are not all-inclusive in this policy, and administration has the right to make adjustments based on the situation.

EXPECTED BEHAVIOR

Students Responsible for their Behaviors

Students involved in serious acts of misconduct may be required to participate in some level of pro-social skills training. Pro-social skills training is teaching students how to understand and replace aggression and/or anti social behavior with positive alternatives.

Prohibited Behaviors

Students engaging in any activity, on or off campus, including without limitation, the use of any computer or other device whether such computer or other device is located on or off campus, that: (a) poses a threat or danger to the safety of the other students, staff or school property; (b) constitutes an interference with school purposes or an educational function; or (c) is disruptive to the school environment. Student's off-campus conduct of any type that results in material and/or substantial disruption or poses a true threat to students, staff, or the school and interferes with the school's educational functions may result in disciplinary consequences.

Positive Behaviors

Students engaged in random acts of kindness or who demonstrate academic achievement will be recognized. Said recognition may come in a variety of forms i.e. verbal compliments, written notes, letters sent home, treats, action adventures, etc.

Student Dress

Students are expected to be clean, neat, and decently dressed. Clothing and accessories shall not be hazardous to the health and safety of the students or disruptive to the educational program of the school.

Clothing and other accessories displaying a reference to tobacco, gang affiliation, alcohol, drugs, sex, violence, or anything else deemed inappropriate by the administration, are not permitted. Extra “big” t-shirts, saggy or low rider pants, hair picks/brushes/combs, jeans with holes on the upper thigh, and coats and jackets are not to be worn during school hours. Hats and other head coverings shall not be worn in the school building during the school day or extra-curricular activities. Tennis shoes are to be worn for physical education class. Heelies or any shoe with built-in wheels or other apparatus, are prohibited.

Unauthorized Items

The following items are not permitted in classrooms or on school property and are subject to confiscation when found:

1. Knives
2. Firearms
3. Firecrackers
4. Ordinary items that have been altered in such a way as to become weapons
5. Obscene literature or items
6. Unauthorized drugs or medication
7. Alcoholic substances
8. Cigarettes or tobacco products (including matches)
9. Games, toys, dice, cards, etc.
10. Electronic devices
11. Cell phones (Cell phones must be turned off or on vibrate and in the locker.)
12. Drawings of gang symbols
13. Anything that could cause injury or disrupt the educational process

Student Searches

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.

Students must keep in mind that student lockers are school district property. Officials of the school district have the right to conduct searches of the locker assigned to the student at any time. Additionally, student’s personal property (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) may be searched if school authorities have a reasonable suspicion that the safety or well being of the student or other students may be endangered by any dangerous item or substance suspected of being in a student’s possession, and if the 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.

The building administration 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.

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.

Behavior On The Bus

Bus drivers have the primary responsibility in dealing with student discipline problems on the school bus. In cases where students repeatedly create problems or when flagrant violations occur, the bus driver will report the student or students to the school principal. Video cameras may be used on school buses as necessary in order to monitor conduct and maintain a safe environment for students and employees.

Parental support is needed to help eliminate problems on the school bus – if parents have questions or concerns, they should contact the bus company or the principal. It is hoped that parents, bus drivers, and principals can work together to correct student misconduct prior to the need for the withholding of bus privileges for any student. Bus transportation is a privilege and not a requirement.

Behavior At The Bus Stop

Parents have the primary responsibility for behavior of their children at the bus stop. Appropriate conduct is expected. Students must show respect for others at the bus stop and for the owner's property around the bus stop. Any violation of desired conduct may lead to loss of the privilege to ride the bus.

Bullying Policy

Belle Valley School District #119 will not condone bullying. Bullying/Harassment is defined as intentionally attempting to verbally or emotionally intimidate, threaten, or hurt another student or students repeatedly. Bullying may be done by exhibiting aggressive behavior, using written words, body posturing, verbal phrases, intimidation, physical violence, threats, stalking, public humiliation, theft, social exclusion, etc. Cyber-bullying and cyber-stalking is defined as the use of electronic communication or technological devices to harass an individual. Cyber-bullying and cyber-stalking includes email messages, instant messaging, text messaging, cell phone communication, internet blogs, social websites, internet chat rooms, internet postings, digital pictures/images, defamatory websites to engage in acts of bullying and harassment, etc. The location or time of access of electronic devices used as tools to bully/intimidate/harass a student or students, cannot be raised as a defense in any disciplinary action. Students may report incidents to the principal or assistant principal verbally, in a written report, or anonymously. The following actions will take place if a bully is identified:

1. The principal or assistant principal will send a letter home to the parent of the student identified as a bully. The letter will identify the student as a bully, list the incidents that have led the student to be identified as a bully, and the interventions that will be implemented.
2. A referral will be made to the social worker or to outside agencies on an as need basis.
3. The student will be reprimanded in accordance with the Belle Valley discipline policy.

Sexual Harassment Policy

Belle Valley School District #119 has established a policy, including a uniform grievance policy, to protect individuals who experience harassment situations that are of a sexual nature.

GANG ACTIVITY POLICY

Gang Activity Prohibited

Students are prohibited from engaging in gang activity. A “gang” is any group of two or more persons whose purpose includes the commission of illegal acts.

No student on or about school grounds, on school buses, or off school grounds at a school activity shall engage in any gang activity, including, but not limited to:

- Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, tattoo, badge, symbol, sign, or other thing that is evidence of membership or affiliation in any gang
- Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or hand-shakes) showing membership or affiliation in a gang
- Using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to: (a) soliciting others for membership in any gangs, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school district policies, (d) inciting other students to act with physical violence upon any other person.

Students engaging in any gang-related activity will be subject to guidelines established by the District’s Code of Conduct.

EXPLANATION OF CONSEQUENCES

Detention – Lunch/Recess and After School

1. The only disciplinary justification for a student’s presence in school beyond the normal school day is the active solution of educational or behavioral problems.
2. When a student is detained at school beyond the normal time, the teacher/principal shall give appropriate consideration to factors of student transportation, weather, safety, and any other extenuating circumstances.
3. After School Detention is scheduled for 2:35 – 4:00 P.M. Children who receive and serve an After-School Detention (ASD) must be picked up at 4:00 p.m. in the parking lot near the gym entrance. If a student in ASD has a sibling in an extracurricular activity, he/she may not wait to be picked up with that sibling. Student(s) not picked up by 4:15 p.m. may be sent to Belle Valley North to the after-school ESP program, and parents will be charged for the ESP supervision services. The parent will be notified if the student has to be transported to ESP program.

Detention - Saturday

1. Saturday Detention is one of the discipline techniques the school uses to prevent in-school and out-of-school suspension.

2. Saturday Detention is scheduled from 8 a.m. to 11 a.m. Failure of a student to attend Saturday detention will lead to a more stringent disciplinary consequence.

In-School Suspension

In-School Suspension – The student is isolated from the peer groups within the school. The student is prohibited from all school-sponsored activities and events during this time and must not be on the school campus after school hours. The suspension is in effect the day the incident occurred. The student is expected to make up all work that is assigned during this period.

In-school suspension is another technique where the school is making an effort to keep a student in school. In this situation, the student is removed from regular classroom activities to a specific location and placed under the direct supervision of a non-certified staff member to work on classroom curriculum and educational assignments.

Parents or legal guardians are responsible to the Board of Education for damages as a result of the willful or malicious act of the unemancipated minor child.

Out-of-School Suspension

Out-of-School Suspension – The student is excluded from school, school sponsored activities, and school property for the duration of the suspension. The suspension is in effect the day the incident occurred. The student is expected to make up all work that is assigned during this period.

The following are out-of-school suspension procedures:

1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be 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 notice and conference shall follow as soon as practicable.
3. Whenever an incident occurs that may lead to an out-of-school suspension, the administration shall investigate the nature of the alleged offense. Unless the student is unavailable or unwilling to discuss the incident with the administration, this investigation shall include a discussion with the student so that the student may be given an opportunity to be heard with respect to the alleged offense.
4. If the administration determines that grounds for out-of-school suspension exists, the administration shall proceed in the following manner:
 - a. Immediately remove a student whose conduct disrupts the academic atmosphere of the school, endangers fellow students, school personnel, or damages property. Except in cases of disruption where circumstances make it vital that one or several students be removed from the school property immediately, no student shall be released from school during the school day without notifying the parent/guardian.
 - b. Within twenty-four (24) hours, give written notice to the student and parents of the reason(s) for the removal from school and the proposed out-of-school suspension. For students not removed from school, only the reasons for proposed out-of-school suspension need be given in the notice.

- c. Within seventy-two (72) hours after the actual removal of the student from school, or the notification of a proposed out-of-school suspension, the student and parents must be given an opportunity to be present at a hearing before a school administrator who will determine if an out-of-school suspension should be imposed. Such hearing, which is not a judicial proceeding, must provide for a minimum:
 1. Statements in support of the charge(s) for which the hearing is conducted.
 2. An opportunity for the student or parent/guardian to contest the charge(s) and/or to mitigate or explain the student's conduct
 3. The administrator is not required to permit the presence of counsel or follow any prescribed judicial rules in conducting the hearing.
- d. Within 24 hours after the hearing, a letter shall be sent to the parent/guardian, which shall include the administrator's decision. If the decision of the administrator is to suspend out-of-school, the letter will state the reasons for out-of-school suspension and the number of days of such suspension. A copy of this letter, together with relevant information regarding the out-of-school suspension, shall be sent to the Superintendent.

5. The administration may suspend a student out-of-school for not more than ten days at any one time for any one incident.

6. It is the responsibility of the administration to see that the student and parent/guardian are informed when the out-of-school suspension is terminated and the student is eligible to return to school.

Levels of Appeal:

- | | | |
|---------------|---|----------------------------|
| First Appeal | - | Principal or designee |
| Second Appeal | - | Superintendent or designee |
| Third Appeal | - | Board of Education |

Student Expulsion

Expulsion – The Board of Education takes action to exclude a student from the educational setting for a period of time not to exceed 2 calendar years.

The same procedures will be followed in expulsion cases as in suspension cases, except for the following:

1. The Board has the authority to expel a student.
2. A student may not be expelled until after a hearing.
3. A student may be suspended, but not for more than ten (10) days, while waiting for the Board hearing.
4. No expulsion will occur unless recommended by the Superintendent or designee and ordered in resolution by the Board.

Inspection for Drugs

As per 105 ILCS 5/10-22.10a, the Belle Valley District #119 Board does hereby authorize school officials to request the assistance of law enforcement officials for the purpose of conducting reasonable searches of school grounds and lockers for illegal substances, including searches conducted through the use of specially trained dogs.

LEGAL REF.: Gun-Free Schools Act, 20 U.S.C. § 3351 et seq.
 20 U.S.C. § 6081.
 105 ILCS 5/10-20.14, 5/10-21.10, 5/10-22.6, 5/10-22.6(a), 5/24-24, and 5/31-3.
 23 Ill. Admin. Code § 1.210 and 1.280.
 Goss v. Lopez 95 S.Ct. 729 (1975).
 720 ILCS 570/102 et seq.

At any time a parent disagrees with a suspension or expulsion, the parent may request a hearing with the next highest authority. (See *Uniform Grievance Procedure in the parent/student handbook.*)

CHAPTER 6

PARENTS

BELLE VALLEY PARENT/TEACHER ORGANIZATION (PTO)

The PTO is an active parent group that supports our students. The PTO organizes different activities and raises money to improve our programs. All parents and guardians in the district are encouraged to attend and become members of this organization. Meetings are held at 7:00 p.m. on the second Tuesday of every month beginning in September. The meetings are held in the cafeteria at Belle Valley North and last approximately 1 hour. More information can be found in the PTO packet available in the school offices or on the website.

BV WEBPAGE

The Belle Valley School District maintains a webpage throughout the school year. The webpage provides the Belle Valley Community and others with current information regarding student and school activities at www.bv119.org.

SCHOOL VOLUNTEERS

All school volunteers must complete the “Volunteer Information Form” and be approved by the school principal prior to assisting at the school. Forms are available in the school office. All volunteers are subject to security checks leading up to criminal and child abuse background checks. In doing these checks, office personnel are required to scan the volunteer’s driver’s license or identification card. Once approved, volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination. The badge must be worn and visible at all times.

Some teachers utilize parent volunteers in the classroom or for lesson or activity preparation. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the school office.

FIELD TRIP CHAPERONES

Performing as a field trip chaperone is a significant responsibility and all chaperones are to follow the school volunteer procedures (see above). Field trip chaperones must provide their undivided attention to the students in their charge. In order to assure this attention is given, siblings and other relatives are not permitted to attend field trips with the chaperone. The appropriate number of chaperones and procedures for filling these positions will be determined by the teachers at each grade. Parents wishing to serve as a field trip chaperone must follow the guidelines set forth by each grade level.

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

subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission.

Some field trips are classified as BTCW Action Activities (Beyond the Classroom Window). Participation in these trips is subject to student performance; thus, the student(s) must earn the right to attend. Decisions pertaining to participants in the BTCW trips are strictly up to the district teachers/administration. Parents will receive notification of BTCW action activities and will have the right to approve or disprove their child's attendance.

PARTNERS IN EDUCATION

The Partners In Education program provides our parents and community members an opportunity to positively impact the education of our students. Volunteers are needed to complete a variety of tasks. Whether you have minutes or hundreds of hours to volunteer, we are certain that we can find a rewarding way for you to share in the lives of our students. Additional information regarding the Partners in Education program is available in both school offices. Partners in Education are to follow the school volunteer procedures (see above).

DISTRIBUTION OF MATERIALS

The distribution of materials that are not directly a part of Belle Valley School District #119's program shall be approved by the building principal before they are distributed to the students, teachers, or staff members. This includes brochures, announcements, schedules, questionnaires, registration forms, or any other literature not directly produced by the school district.

VISITORS ON SCHOOL GROUNDS

Visitors are welcome in Belle Valley School District #119 provided their presence will not be disruptive and they have pre-approval from the building principal or the superintendent. District #119 asks that visitors notify the office or classroom teacher in advance of their visit. Once prior approval has been granted, the visitor should report to the school office and sign in each time they visit. Identification tags should then be obtained from the school secretary or principal. Visitors need to be prepared to have their driver's license or ID scanned at each visit for student safety purposes when visiting the school.

Anyone wishing to confer with a staff member shall contact that staff member by telephone to make an appointment. Conferences with teachers are held outside school hours or during the teacher's conference/preparation period.

The administration and faculty recognizes that kindergarten parents wish to make their child's transition to school as smooth as possible. Therefore, parents are invited to visit their child's room during the first day of school. After the first day, kindergarten parents are asked not to remain in the classroom unless they have arranged to volunteer.

Student visitors are not permitted in Belle Valley School District #119 unless special permission is granted by the principal.

TEACHER QUALIFICATIONS

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

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

VIOLENT OFFENDER COMMUNITY NOTIFICATION

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>. You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

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):

- a. To attend a conference at the school with school personnel to discuss the progress of their child.
- b. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
- c. To attend conferences to discuss issues concerning their child, such as retention or promotion.
- d. 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 for any reason – 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. Violation of this law is a Class 4 felony.

MANDATED REPORTER

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.

CHAPTER 7 - EXTENDED SCHOOL PROGRAM (E.S.P.)

PURPOSE AND GOAL OF PROGRAM

The purpose of *E.S.P.* is to provide Belle Valley families a quality before and/or after school program for children in kindergarten through eighth grades. The goal of the program is to provide adult-supervised after school activities that are safe, fun and educational. Belle Valley South doesn't conduct a program. However, students in grades 5 through 8 may attend the *E.S.P.* program at North. Bus transportation will be provided to transport 5 through 8 grade students to North to attend the program.

DAILY PROGRAM

E.S.P. at Belle Valley North emphasizes learning experiences through art, dramatic play, investigation, games, puzzles, coloring activities, study time, music, videos, and field trips.

OPERATING POLICIES

Belle Valley North - The program is in operation Monday through Friday from 6:00 A.M. – 6:00 P.M. on regular school days. On an early dismissal schedule, the after school program begins at 11:45 A.M. and ends at 6:00 P.M. Students are required to bring a sack lunch on days when students are dismissed before lunch.

No *E.S.P.* services will be provided on any teacher institute, school holiday, snow day, emergency dismissal day, during school vacations, or the first and last days of student attendance. If there is an early dismissal due to weather or other emergency, the program will not operate.

ADMISSION AND DISCHARGE

Students eligible for enrollment must be in kindergarten through eighth grade. To formally enroll a student, a \$25 non-refundable deposit per child is required. This fee is due when enrollment papers are returned to the building principal or *E.S.P.* director.

A student may be discharged from the program if severe or continuous disruptive behavior occurs or if the child(ren) are habitually signed out after 6:00 P.M. The reasons for removal of a child will be communicated to the parent by the *E.S.P.* director or the principal during a parent conference and/or in writing.

FEES AND PAYMENT PLAN

Returned checks must be redeemed with cash and a returned check fee will be charged. Cash will be required for future payment if a second returned check occurs.

PICK-UP PROCEDURES

If someone other than a parent or guardian is to pick up a student, the *E.S.P.* supervisor must have on record the name and phone number of that person. This is a procedure to help ensure the safety of the students enrolled in the program. Photo identification may also be requested.

On occasion, emergencies will arise when parents need childcare on days not previously scheduled. If this situation occurs, parents are asked to call their child's school so that a message may be left for the *E.S.P.* supervisor to expect the child.

STUDENT SNACKS

A after school snack will be provided for each student by the *E.S.P.* program.

STUDENT DISCIPLINE

The *E.S.P.* program is an extension of the educational program of District #119. Therefore, students enrolled in the *E.S.P.* program are expected to follow the school rules outlined in this handbook.

CHAPTER 8 - FACILITIES

ASBESTOS NOTIFICATION

The following notification is being released for compliance with the regulations of the Federal AHERA guidelines for the management of asbestos containing materials (ACM). The Inspection Report and Management Plan is on file for review at the District Office.

This notice is to inform building occupants and parents/legal guardians of the locations of (ACM). It has been determined by the United States Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any ACM.

Inspections are conducted to determine any change in the condition of the known or assumed asbestos. Any evidence of disturbance or change in conditions will be documented as required by law.

Cleaning and maintenance personnel who recognize the danger of asbestos are taking special precautions during their work to properly guard against disturbance of the ACM. Additional measures will be taken when needed to protect the health of building occupants.

The inspection reports and management plans for the above listed buildings are available for review during the business hours of 8:00 a.m. – 4:00 p.m., at 1901 Mascoutah Avenue, Belleville, IL 62220.

NOTIFICATION OF PESTICIDE APPLICATION

Illinois law requires schools to maintain a registry of parents and guardians of students and employees who have registered to receive written notification prior to application of pesticides to school property. Written notification will be included in newsletters, bulletins, calendars, or other correspondence currently published by the school district. The written notification must be given at least two business days before application of the pesticide and should identify the intended date of application, and the name and telephone contact number for the school personnel responsible for the pesticide application program. Prior written notice shall be required if there is an imminent threat to health or property.

The district has determined the use of the Parent/Student Handbook to inform parents. This publication is distributed to all families of district students, and is published annually with information for district parents and students. This proposed notification will inform students, staff, parents, and guardians that an application of pesticides will occur after school on the fourth Friday of each calendar month. Parents and guardians who wish to register to receive notification should contact the principal's office of the building that their children attend.

ANIMALS ON THE PROPERTY

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

SAFETY DRILL PROCEDURES AND CONDUCT

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

CHAPTER 9 – Voice Mail/Phone EXTENSIONS

Belle Valley North

		EXT
PRINCIPAL	Mrs. Kathleen Goetter	12
SECRETARIES	Mrs. Nancy Rosborg	11
	Mrs. Gayle O'Brien	10
SOCIAL WORKER	Mrs. Neeley Curtis	19
NURSE	Mrs. Kristen Shepard	14
ESP	Extended Day Program	23
PRE-KINDERGARTEN	Ms. Susan Aebsicher	51
KINDERGARTEN	Mrs. Carey Chandler	32
	Mrs. Jennifer Kazmierczak	63
	Mrs. Lana Kunz	59
	Mrs. Lori Zeiter	67
GRADE 1	Mrs. April Albers	35
	Ms. Heather Haare	37
	Mr. Joshua Strausbaugh	41
	Ms. Kristen Lehde	43
GRADE 2	Ms. Sonia Arnold	53
	Mrs. Margaret Colliflower	34
	Mrs. Traci Horton	45
	Mrs. Julie Gulley	49
GRADE 3	Mrs. Deborah Carter	55
	Mrs. Jean Keen	47
	Mrs. Joni Robinson	54
	Mr. Matthew Vollmar	36
GRADE 4	Mrs. Mary Ferguson	46
	Mr. Jason Shea	65
	Mrs. Marrill Myers	60
	Mr. Josh Winkeler	40
TECHNOLOGY LAB	Mrs. Marge Schaefer	62
SPECIAL EDUCATION	Mrs. Dianne Gallo	48
	Mrs. Mary Lu Arterburn-Haas	30
	Lindsay Jorns	42
	Mrs. Marsha Lauko	66
MATH	Mrs. Anne Naylor	57
TITLE I READING	Mrs. Jennifer Wieseman	69
READING COACH	Ms. Yvonne Barker	58
LIBRARY	Mrs. Krystina Kelley	18
SPEECH	Mrs. Elaine Ramsay	39
	Mrs. Mikala Wilder	31
MUSIC	Mrs. Jennifer Haas	64
PHYSICAL EDUCATION	Mrs. Pam Kniepkamp	52
	Mr. Chad Willard	68

Belle Valley South

		EXT
PRINCIPAL	Dr. Tamara Leib	12
ASST. PRINCIPAL	Dr. Trenese Dancy	10
SECRETARIES	Mrs. Barb Brandmeyer	10
	Mrs. Mary Volkmar	12
SOCIAL WORKER	Miss Marge Belt	22
NURSE	Mrs. Julia Scoggins	14
DETENTION / SUSPENSION ROOM		28
GRADE 5	Miss Lindsey Adams	34
	Mrs. Rebecca Cusumano	35
	Mrs. Alycia Obernuefemann	55
	Mrs. Toni Richter	56
GRADE 6	Miss Julia Ehret	61
	Miss Yvonne Martinich	42
	Mrs. Jennifer McCracken	57
	Mr. Todd Volkmar	63
GRADE 7	Mr. John Forness	43
	Mrs. Peggy Gasparich	44
	Miss Rhonda Hatridge	65
	Mrs. Laura Yarber	62
GRADE 8	Miss Rebecca Brombolich	54
	Mr. John Brueggeman	40
	Mrs. Judi Herzog	46
	Mrs. Lisa Kowalski	41
PHYSICAL EDUCATION	Mrs. Amy Evans	58
	Mr. Brandon Musso	24
TECHNOLOGY LAB	Mr. Tim Schueler	66
BAND	Ms. Melissa Underwood	49
MUSIC	Mrs. Sara McGinthy	36
SPECIAL EDUCATION	Mrs. Megan Bayless	38
	Ms. Kourtne Boose	52
	Mrs. Elizabeth David	50
	Mrs. Erin Jbour	59
	Mrs. Tricia Meissner	60
	Mrs. Evon Taylor	37
AUTO SKILL	Mrs. Barb Hoercher	47
LIBRARIAN	Mrs. Krystina Kelley	20
TECHNOLOGY FACILITATOR	Mr. Doug Sawyer	15

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