

*Rights and Responsibility
Family Handbook
2021-2022*



*Bradford Community Unit School District #1
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Facebook Bradford CUSD #1

DISTRICT MISSION STATEMENT

The focus of Bradford CUSD #1 is to maximize student achievement through meeting the educational needs as well as the physical, mental, social, and personal developmental needs of all our students.

District Goals

- Provide a safe and positive learning atmosphere.
- Establish clear expectations and consequences for inappropriate behavior.
- Provide a diverse set of activities and recognition for all students.
- Develop students' higher level thinking and problem solving skills.
- Provide activities that involve all stakeholders.

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ITEMS NECESSARY FOR ENROLLMENT

- Certified birth certificate is necessary for students entering the first time in the district.
- Emergency Information sheet must be completed. In order to keep this information up to date, parents should report any changes to the office immediately.
- Evidence of a physical examination as required by the state law.
- Evidence of required immunization as required by the state law.
- Students not in compliance with Illinois physical examination and immunization requirements will not be allowed to attend school beginning October 15th until such time as they are in compliance.
- All Illinois children in kindergarten and Grades 2 and 6 are required to have an oral health examination.
- All Illinois children in kindergarten are required to have an eye examination or entering public school for the first time.
- All students attending Bradford schools are expected to be toilet trained. If a student has either a medical or toileting concern, the parent/guardian must be available to come to the school to change their child. The staff is not equipped to handle changing of a student.
- Students entering from a non-public situation will be required to be tested to access student ability levels and class placement.
- Independent school insurance is available at registration. This insurance has nothing to do with the district; we only provide a form for your use if requested. The School is not responsible if your child is hurt on school property. State of Illinois provides child care insurance which information can be located in the office.
- Read, sign and return to the office
 - Internet Acceptable Use Policy; Medical releases; Bus Expectations sign-off.

Physical Examination

- Immunizations are to be up-to-date for Pre-K, Kindergarten and 6th grade physicals.
- Eye exams are required by the State of Illinois for all students entering Kindergarten and all children entering public school for the 1st time. Examination forms, to be completed by an eye doctor, may be obtained from the school office.
- In Compliance with Illinois State School Law, physical examinations are required of all students entering school for the first time and all students entering Pre-K, Kindergarten, sixth grade, and ninth grade.
- All students participating in sports must have a current sports physical.

Dental Examination

- Examinations must be performed by a licensed dentist, and he/she shall sign the proof of school dental examination form. Exams are required for Kindergarten, 2nd grade and 6th grade.
- Each child is required to present proof of examination by a dentist prior to May 15 of the school year. School dental examinations must have been completed within 18 months of the May 15 deadline.
- Each school must give notice of the dental examination requirement to the parents or guardians of children at least 60 days prior to May 15 of each school year. If a child in Grade 2 or 6 fails to present proof by May 15, the school may hold the child's report card until parents contact the school nurse to fill out possible waivers forms.

Attendance

- State of Illinois Law requires all children between the ages of 6 and 17 to attend school on a regular basis. The school district relies upon parents or guardians to have the child at school regularly and punctually, except in cases of illness, disability, or death in the family. Students whose absenteeism records meet the State of Illinois guidelines on excessive truancy shall be referred to the Regional Office of Education for remediation.
- Students who do not ride buses should not arrive at school before 7:45 am. A supervisor will be on duty unless previous arrangements have been made with school personnel.
- Regular attendance is the responsibility of the parent (or guardian) and the student. Irregular attendance jeopardizes the student's chance for successful academic achievement.
- When necessary for a child to be absent, the parent or guardian is requested to call the school in the morning before 8:15 a.m. When calling, please provide the name of the person calling, the student's name and grade, the reason for the absence, and approximate length of absence. Current Illinois Law requires the district to call parents/guardians within two hours of the start of school if a child is absent without the cause being known to the school district.

- If a student is absent two or three days in succession, a call is necessary for each day absent unless we are informed of an extended absence.
- Everyone must attend at least half the school day to attend or participate in after-school, extra-curricular events, promotion, sporting events and field trips, except in verified emergencies.
- If the child goes home in the afternoon ill, the student will not be permitted to participate in that evening's activities.
- Eighth graders are expected to attend school on promotion day and remain until 11:00 am. This allows time for practice for that evening's ceremony. If a student does not attend or leaves early for appointments, they may not participate in the evening ceremony.

Absences

- Students who have been absent from class are not to be readmitted to class without an excuse from the office. Upon returning to school, a student must present a written note or have had a phone call from the parent or guardian to the office.
- Any student absent because of a contagious disease or communicable illness may require a note from a physician before returning to school.
- After five consecutive school days of absences due to illness, students must have a note from a doctor to re-enter school.
- After 4 unexcused absences for the year, a letter will be sent to the parent, which may require a parent conference to discuss chronic absences. (Also see: eligibility for athletic and co-curricular activities.) It should be noted that repeated truancies and/or unexcused absences could impose penalties on both the students and the parents/guardians (i.e. truant officer).
- Any student having 5 or more days absent will be required to have a doctor's excuse on the 6th absence and for each absence thereafter, unless the doctor's excuse covers an extended period of time.
- Unexcused absences include, but are not limited to: lack of parent notification to the school of the absence, overslept, missed bus or ride, more than one day for head lice, non-notification of vacations.
- A record of all work missed by a student will be maintained by the subject area teacher and classroom teacher. Homework assignments will be sent home with another student or the parents will pick up the work after school.
- Students are responsible for all work assignments and/or tests missed while absent. Students are allowed one day for each day absent in order to make up class work missed. Prolonged illness will be dealt with on an individual basis and a reasonable amount of time will be given each child with the approval of administration. Work that is missed during a planned vacation or missed days for a planned family situation will be due when the student returns. If additional work was given during absence, then the student has 3 school days to make up the work. School work not made up is recorded as a failing grade. All vacations are to be prearranged by a note to the teachers.
- Absentees returning on a day when a test is being given may be sent to another class for the duration of the test. If they are to make up a test, it will be on their own free time and not during a class period. If the test was announced prior to the student's absence, and that absence was excused, the test missed should be made up the day the student returns.
- Please make every effort to make regular Doctor appointments outside of the normal school day.
- A lice policy is in place in the district. Students may finish the school day if nits or live lice are present on a child. They will be instructed to begin a treatment regimen as soon as possible. The school nurse or secretary will notify the family and check students before being readmitted. The students will not be allowed back in school or school activities until treatment has been administered. If live lice are found after treatment the child will be sent home to continue treatment.
- Students leaving during the day are to communicate with their teachers concerning that day's work and check out of the office by a parent or guardian.
- All students who are tardy to school must report to the office before going to class when they return to school. Tardies are always unexcused even if a parent calls in. The student will be given a tardy admittance slip that is to be returned to the office by the classroom teacher. Students who accrue 5 unexcused tardies will be given one unexcused absence and one after school detention. Each unexcused absence over 2 will be reported to the ROE Truant Officer. Being tardy is arriving to school after the second bell. A half day absence is considered to be no less than 120-239 minutes of instruction for K-1st. For 2nd-8th, 300 minutes of instruction is considered a full day. A ½ day is no less than 150 minutes of instruction.

- Eighth graders are expected to attend school on promotion day and remain until 11:00 am. This allows time for practice for that evening's ceremony. If a student does not attend or leaves early for appointments, they may not participate in the evening ceremony.

Request for Excusing Students from School

- All requests for excusing students from school should be made in writing by the parent or guardian and sent to the homeroom teacher.
- Parents are discouraged from withdrawing children for vacations during the school year. The school office must be notified in writing at least 1 week in advance of the family vacation that occurs during the school year. If this notification isn't at least 1 week in advance, the absences will be considered unexcused. The student must assume the responsibility for all assignments and tests that will be covered during their absence.
- Medical and dental appointments should be made after school hours, except in cases of emergency.
- Students who leave during the school day need to obtain their assignments before they leave.
- Students who are excused are recorded as absent, under state law, if the time of absence exceeds 50% of the school day.
- Eighth graders are expected to attend school on promotion day and remain until 11:00 am. This allows time for practice for that evening's ceremony. If a student does not attend or leaves early for appointments, they may not participate in the evening ceremony.

Medication in School

- Any student who is to take medication, including over the counter medication, during the regular school day must pick up a form at the office to be filled out and comply with the following regulations:
- Written order from a physician detailing the name of the drug, dosage, and time interval that medication is to be taken. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician, and be kept in the office. A locked cabinet or storage area will be provided for the storage of the medication. Opportunities must be provided for communication with the pupil, parent and physician regarding the efficacy of the medication administered during school hours.
- It is the responsibility of the parent or guardian and /or the physician to make involved staff members aware of any side effects of the medication. See Appendix A for additional information and permission sheets.

Illness/Injuries

- If a child becomes sick or injured at school, the teacher or supervisor will administer any required first aid. If the condition warrants, parents will be contacted to come for the child.
- Keep the school office informed of a change in family doctors and a change of phone numbers while school is in session.
- If a student needs to stay in at recess/PE time, a parental note is valid for one day only. A doctor's excuse is needed for that child to stay inside additional days.
- A doctor's note is needed not to participate in PE or recess for more than 1 day due to illness or injury. The note from the doctor will list the length of the withdrawal.

Accidents

- Students are responsible for reporting all injuries or illness to their teachers or supervisors.
- In the event of a serious injury or illness: emergency care and/or first aid will be administered until either parents or medical authorities assume responsibility; the child's parents or another responsible person designated by the parents will be notified; if warranted, transport the child to the hospital.

Assignment Notebooks

- Assignment notebooks may be used by students in grades 4-8 to record homework daily assignments/reminders. Completing daily work is essential to the learning process, and for developing proper work habits.
- Parents may check for homework by asking to see their child's Assignment Notebook on a daily basis. In grades 4-5, depending on the teacher, if requested, they will initial the homework assignment if it has been completed in class and the parent will know that the work was not completed at school. At grades 6-7-8, students will be using the assignment notebooks to keep track of their assignments.
- We are assigning more responsibility to students at these grade levels for completion of their work. Parents are urged to check to see that assignments are completed. If problems arise in the completion of daily assignments, parents will be asked to initial the notebooks to verify that they have checked their children's work.

School Closings

- School may be called off by the Superintendent.
- The School Messenger alert will be sent in the event of a delayed start or if school will be closed due to inclement weather (snow, ice, cold, etc.) Please make sure we have all the phone numbers necessary to reach your family in case of any emergency notification.

Bus Information

- They will not wait for students who are not ready to board the bus at the time of its arrival.
- If students are not riding, call the bus driver to notify them.
- Bus drivers are not authorized to drop a student off at a place different than scheduled pick-up/drop-off points. Parents wishing to have their child dropped off at a different place on the bus route must provide the school office with a phone call or written note, signed and dated, indicating where the child is to be dropped off. The office will contact the bus drivers.
- In the event that regular bus routes are not accessible to the drivers, parents may be notified of alternative locations for the buses to pick up your child.
See Appendix C for additional bus regulation and behavior consequences for both grade school and high school students.

Parent/Student Transportation Notice

- Each parent has the right to file transportation claims to the State of Illinois if the district does not supply transportation to school if the student lives more than a mile from the school or has to cross a State approved unsafe crossing on their way to school.

Books

- Textbooks and workbooks are the property of the school district. They must be returned in good condition to the school at the close of the school year, or when a student transfers to another school district.
- Students will be expected to pay for lost/damaged textbooks at current replacement prices. Students will be charged current replacement cost for books that they abuse or excessively damage (cannot be used by another student). In cases of unnecessary wear or damage, students will be charged in accordance with the following guideline. Twenty percent of the card catalog price will be deducted for each full year the book has already been used (minimum charge is 20% of card catalog price).
- Book rental fees will be established by the Board of Education.

Behavior

Parents, teachers, and administrators have a responsibility to protect the rights of students, while maintaining an educational atmosphere conducive to the teaching and learning process. The concept of balancing the rights of individuals with the rights of society is as valid in the educational community as in the larger community. There are certain special responsibilities required of a citizen who is a student in school:

- To become informed of all and adhere to rules and regulations established by the local Board of Education as implemented by school administrators and teachers.
- To respect the rights of individuality of other students and school administrators and teachers.
- Students' rights and responsibilities will prevent any form of hazing, initiation, degrading acts, or sexual harassment against other students or adults.
- To refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
- To dress and groom in a manner that meets standards of health and safety.
- To be punctual and present in the regular or assigned school program to the best of one's ability.
- To refrain from disobedience, misconduct, or behavior that materially and substantially disrupt the educational process.
- To maintain the best possible level of academic achievement.
- To respect the exercise of authority by school administrators and teachers, in maintaining discipline in the school and at school-sponsored activities.

Dress Information

- Clothing that advertises violence, hate speech, drugs, alcohol, tobacco or contains profanity or vulgarity will not be allowed.
- Clothing must be suitable for all scheduled classroom activities including recess and physical education.

- Approved physical education clothing will be worn in the physical education classes only, unless authorized/instructed by school personnel.
- Only pierced ears will be allowed in school. Other areas of body piercing with earrings, rings, posts must be removed during the school day.
- All students are required to wear footwear appropriate for school activities including classroom activities and recess in which physical movement such as skipping or running is required. Tennis shoes must be worn in PE for all grade levels. Junior high students are expected to dress in the required uniform and participate. Only non-aerosol deodorant, body sprays, or hair sprays may be used in the building. All gym lockers should be locked at all times. Only the students' first and last name may be written on the PE shirt, any other writing, pictures or marks will result in the student having to purchase an additional shirt.

Cell phone/ Telephone Usage & Other Electronic Devices

- Students may not use cell phones and other electronic devices on school property during school hours, unless the Building Principal specifically grants permission. The possession and use of such devices within the school day will result in discipline consequences including the devices being taken to the office.
- If a student uses a cell phone during the day without permission, the phone will be held in the office until picked up by a parent or guardian during school hours.
- Anyone who uses cell phones or other electronic devices to transfer inappropriate text or pictures during the school day or extra-curricular activity shall be subject to suspension and/or expulsion.
- The School District is not responsible for the loss or theft of any electronic device brought to school.
- Parents are urged not to call their children during school hours unless it is an emergency.
- Students will not be permitted to use the phone unless there is an emergency where the parent or guardian must be notified. Students must ask permission to use the school phone from their classroom teacher. They may not call from the office phone without teacher permission.
- Certain activities have individual rules and regulations.
- Students may not have cell phones on their person during bus trips during the day or afterschool activities. Students will be asked to place their cell phones in a basket with the sponsor while on the bus and attending the activities. The students will receive them back at the end of the trip to phone parents.

Bullies

- During the school day and during extracurricular activities we will have a zero tolerance for bullies. A bully is an individual who repeatedly torments others, either through verbal harassment or physical assaults, or through more subtle methods of coercion.
- This also includes cyber-bullying. Cyber-bullying is defined as bullying through the use of technology or any electronic communication including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by an electronic mail, instant messages, Internet communications, etc.

Discipline Procedures and Consequences

- Positive behavior will be reinforced on a daily basis. Students who fail to uphold the Code of Conduct will be held accountable for their actions by teachers and administrators through the application of appropriate and consistent consequences, which may be formal or informal contingent upon the nature of the misbehavior.
- An administrative referral with subsequent action and follow-up will be made in situations when the level or frequency of misbehavior warrants.
- A framework of meaningful and enforceable consequences has been established to ensure leveled, differentiated and fair responses for misbehavior. Parent contact is expected in conjunction with all formal consequences.
- Suspension and expulsion are serious consequences governed by the Illinois School Code and apply to incidents of gross disobedience or misconduct. Gross disobedience or misconduct shall include any activity or behavior, which might reasonably lead school authorities to forecast substantial disruption or material interference with school activities, whether these activities take place in the school, on the school grounds, or at a school-sponsored function. Examples of such prohibited conduct include but are not limited to: insubordination or serious verbal abuse of another student or staff member, fighting, destroying school property, use or possession of drugs including tobacco, alcohol or weapons, smoking, false fire alarm, assault, bullying, threats or intimidation to students or staff and theft.

Eligibility for Athletic and Extra -Curricular Activities

To participate in an extra-curricular activity, the student has to be eligible at the end of the previous 9 weeks and also during the length of the season. For example, eligibility for volleyball means the student athlete has to be eligible at the end of the last nine weeks of the previous school year. For boys' basketball, the student would have to be eligible at the end of the first nine weeks of the school year.

- All students participating in interscholastic and/or co-curricular activities must maintain minimum scholastic standards. A minimum scholastic standard means doing passing work in all subjects. Passing work is defined as work of such a grade that, on a given date, the student could transfer to another school and passing grades would be immediately certified to the school he/she transfers to.
- Students to be eligible to participate must be eligible at the end of the previous 9 weeks to each sport season.
- Eligibility shall be based on the grades earned at the end of the week. Weekly ineligibility means that the student may not participate in interscholastic competition or co-curricular activities for one week - Monday to Monday. Eligibility runs Monday through Sunday. For example: Grades for the week of 4/7 through 4/11 are turned in on 4/11. The Eligibility Week is the following week, 4/14 through 4/20.
- If students are not receiving passing grades, then they are not eligible to participate in Athletic or Extra Curricular Activities. A passing grade is a "D" or higher.
- Students will be notified, if possible, of ineligibility by the end of the school day on Friday privately. Students are expected to practice and attend the activities with the group unless parental notification is given to the sponsor. The reason for not attending must be related to the ineligibility. Ineligible students will not be dismissed early to attend after school away activities.
- Students who are assigned an in-school suspension or are suspended from school shall be determined to be ineligible for the duration of the season.
- For the first violation, the student may not participate in Athletic games or Extra Curricular activities during that week.
- If a student is receiving an "F" two weeks in a row, (it does not have to be in the same subject), then the student may not practice with the team or attend any games/extra-curricular activity during that week. The student will also not be eligible for the next extra-curricular activity.
- If a student is receiving an "F" three weeks in a row, (it does not have to be in the same subject), the student will be removed from the Athletic team or Extra Curricular activity.
- Students who are ineligible will be not allowed to leave school early when the team is dismissed early for an away contest.
- Teachers will turn into the Athletic Director by 8:00 a.m. on the first student attendance day of the week grade sheets indicating those students who are receiving a "D" or "F".
- The Athletic Director will then put together an Eligibility List, distributed to the Teachers by Noon on the first school day of the following week. This list will also be distributed to the coaches, teachers and principal.
- All students participating in interscholastic and/or co-curricular activities must maintain minimum scholastic standards. A minimum scholastic standard means doing passing work in all subjects. Passing work is defined as work of such a grade that, on a given date, the student could transfer to another school and passing grades would be immediately certified to the school he/she transfers to.
- Students to be eligible to participate must be eligible the 9 weeks prior to each sport season.
- Eligibility shall be based on the grades earned at the end of the week. Weekly ineligibility means that the student may not participate in interscholastic competition or co-curricular activities for one week - Monday to Monday.
- Students will be notified of ineligibility in the morning of the first student attendance day of the week. Students are expected to practice and attend the activities with the group unless parental notification is given to the sponsor. The reason for not attending must be related to the ineligibility. Ineligible students will not be dismissed early to attend after school away activities.
- Students who are assigned an in-school suspension or are suspended from school shall be determined to be ineligible for the duration of the season.
- If students are not receiving passing grades, then they are not eligible to participate in athletic or extra-curricular activities. A passing grade is a "D" or higher.
- For the first violation, the student may not participate in athletic games or extra-curricular activities during that week.
- If a student is receiving an "F" two weeks in a row, (it does not have to be in the same subject), then the student may not practice with the team or attend any games/extra-curricular activity during that week.
- If a student is receiving an "F" three weeks in a row, (it does not have to be in the same subject), the student will be removed from the athletic team or extra-curricular activity.

- Students who are ineligible will be not allowed to leave school early when the team is dismissed early for an away contest.

Code of Conduct provides the framework of behavioral expectations for all children

- The Code of Conduct identifies the four cornerstone behaviors Respect, Responsibility, Honesty and Kindness along with related rules and examples of practice.
- All students are expected to practice these cornerstone behaviors with the support of teachers, parents and administrators.
- Support for the Code of Conduct is expected and parents and students are asked to acknowledge their commitment in writing on the Acknowledgement of Receipt and Review of Code of Conduct form.
- The Code of Conduct promotes citizenship and ethical behavior, which provide a foundation for enhanced learning and social development for all.

Detention Procedures and Rules

- Detentions will be served on Tuesday or Thursday from 3:20 p.m. until 5:00 p.m. in the teacher's classroom or study hall. The time may be lengthened at the discretion of the principal. If school is not in session on the day of the assigned detention, it will be served on the next day that detention study hall meets. No one is exempt from detentions, including athletes.
- Failure to serve a detention on the assigned day will result an automatic additional detention or in-school suspension at the discretion of administration.
- Detentions and in-school suspensions are not subject to any grievance procedures.
- Students need to be aware that detentions will be cumulative per 9 weeks and semester. Any student that receives 6 or more detentions in a 9 weeks, or 12 in a semester will result in a hearing before the Board of Education. This hearing may result in suspension and/or expulsion by the Board.
- Students in detention must report after school at 3:20 in the detention room and remain until 5:00 p.m.
- Students should arrive having used the restroom and brought enough work to keep them busy. If a student has to leave to use the restroom during that time they will have to remain until 5:05 pm. Students who finish with their homework must have a book to read, or the supervisor will supply them with one. Students will come to detention study hall prepared to do academic work the entire time.
- Being late will result in an in-school suspension being assigned at the discretion of the administration. Late is after 3:25 pm.
- Students on internal suspension will report to the office at 8:00 a.m. on the days assigned.
- Students will be required to remain seated, quiet, working or reading school material during entire detention. Students are not to talk or make other noises.
- Parents are expected to arrange for the child's transportation home at the end of detention.
- Student will be informed of his/her detention. A copy of the detention will be sent by mail within 24 hours.
- If a student knows they have a detention and has not officially received the notice by mail, they may serve the detention at an earlier date by notifying the office.
- The staff member who assigns the detention will contact the parent or guardian by phone or email as soon as possible regarding the detention or if not contacted, the parent should follow chain of command and contact the person that issued the detention for further questions. .
- Detentions are served every Tuesday and Thursday night after school. In the event a student who is involved in an Athletic or Extra Curricular activity is to serve a detention and has a game or activity that evening they may not participate. If a student receives 2 detentions and/or a suspension, in or out of school, during the season, he/she will be removed from the team or extra-curricular activity. For Student Council and NJHS, if a student receives 2 detentions during a given 9 weeks, he/she will be removed for the nine weeks.

Suspensions and Expulsion

- Suspension deprives the student of the privilege of attending school, being on school property, or attending any school activities.
- Suspension may be either in-school or out-of-school, depending upon the incident. A copy of the discipline report will be sent within 24 hours with the student and/or certified mail. All school privileges are lost during the dates of suspension inclusive of any non-school days falling within the suspension. The student is also ineligible for extra-curricular activities the following 9 weeks. This includes all school-related activities both home and away.
- All assignments missed must still be completed during the period of the suspension and must be turned in to the teacher on the day the student returns from the suspension. Students are responsible for obtaining their assignments and for material covered during their absence. A record of all work missed by a student will be maintained by the subject area

teacher and classroom teacher. Homework assignments will be sent home with another student or the parents will pick up the work after school. Students are responsible for all work assignments and or tests missed while absent. Work not made up is recorded as a failing grade.

- On the third out of school suspension, the student and parents will be requested in writing to appear before the Board of Education for possible expulsion.
- Expulsion is the most severe form of disciplinary action. Expulsion of a student guilty of gross insubordination, disobedience, or misconduct will take place only after the parents have been requested to appear at a meeting of the Board of Education to discuss the student's behavior.

Restorative Justice

- Restorative Justice (RJ) is a set of principles and practices employed by BCUSD #1 to build community and respond to student misconduct, with the goals of repairing harm and restoring relationships between those impacted. Both the theory and practice of RJ emphasize the importance of:

- (1) identifying the harm,
 - (2) involving all stakeholders to their desired comfort level, and
 - (3) true accountability—taking steps to repair the harm and address its causes to the degree possible
- The RJ program works to lower the rate of suspension/expulsion and to foster a positive school climate.

Appealing Suspensions and Expulsions

- Anyone wishing to contest any suspension action taken by the Bradford Schools should first contact the Superintendent as soon as possible. This appeal is a right, and the Superintendent will protect this right.

Video Camera Usage on School Buses and School Grounds

- Video recordings are viewed to investigate an incident reported by a bus driver, administrator, supervisor, student, or other person. They are also viewed at random.
- Viewing of video recordings is limited to individuals having a legitimate educational or administrative purpose. In most instances, individuals with a legitimate educational or administrative purpose will be the Superintendent, administrator (including the Building Principal), transportation director, bus driver, and sponsor, coach, or other supervisor.
- A video recording may be reused or erased after 14 days unless it is needed for an educational or administrative purpose.

Trespassing

- Students found in the school building or upon its property for any purpose other than as related to school activities shall be considered as trespassers.
- School property includes all properties owned and/or maintained by the Board of Education. Law enforcement will be contacted and charges filed if any damage or vandalism is done to the facilities.

Search and Seizure

- In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.
- "School authorities" includes school liaison police officers. School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student.
- Students have no reasonable expectation of privacy in these places or areas or in their personal effects at the school or school property. The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.
- School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violation of the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.
- When feasible, the search should be conducted as follows:
 - Outside the view of others, including students, in the presence of a school administrator or adult witness, and by a certificated employee or liaison police officer of the same sex as the student.
 - Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

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

Lunch Room Rules

- Stay seated correctly at the table using table manners.
- Use inside voices and be polite to your classmates around you.
- Everyone eats their food only.

Homework Grades

- For all grades, assignments are to be turned in on the due dates unless previously arranged with the teacher.
- Assignments not turned in on time will be accepted one day late, without penalty, if it is the first occurrence during a 9 weeks grading period. The second time an assignment is turned in late, the grade shall be dropped 10 % points. The third time an assignment is turned in late, the grade is to be dropped 20% points. Additional assignments turned in late, or not turned in, shall be assigned no credit.
- The pattern of failure to complete homework will require a parent conference.

Report Cards/Progress Reports

- Report cards are issued every nine weeks.
- Academic Progress Reports for Junior High students are available daily on website. Teachers will be continually updating the student's achievements weekly, if not more often. Academic Progress Reports may indicate that a student is excelling, failing, near failure, or not working up to his or her capabilities. If you need a password to get on the program, which is an internet based system, please call the office. If you do not have access to internet, please let the office know and paper copies will be sent home at your request.
- We encourage parent/teacher conferences, and if a conference is necessary, it should preferably be held after school or at 7:30 a.m.

Grading System and Procedures

Standards-based grading and reporting practices will continue from Kindergarten through 4th grade.
Kindergarten and 4th grade

- 4 Exemplary
- 3 Proficient
- 2 Developing
- 1 Emerging

Letter Grades 5-8

The grading scale for art (6th-8th), music (instrumental and vocal), and physical education are letter grades.

- A Superior 92%-100%
- B Above Average 83%-91%
- C Average 73%-82%
- D Below Average 63%-72%
- F Failure 62%-0
- I Incomplete

The grade for each grading period may contain either a "+" or a "-" mark to indicate the relationship of the grade to the extreme ends of each grade's percentage scale.

Letter Grades 5-8

- In order to maintain uniformity, the following break points will be used when averaging grade point averages.
- A = 4.00
- B = 3.00
- C = 2.0
- D = 1.0
- F = 0

An "I" grade signifies that the work for a particular subject is incomplete. An "I" grade not made up within the time specified by the teacher will be recorded a failure (F).

GPA for Honor Roll

- Reading, English, Math, Science and Social studies are each worth 4 points of credit.
- Computer, Art, Health, Physical Education, Band and Chorus are each worth 2 points of credit.
- Grades are awarded points as follows- A=4 points, B=3 points, C= 2 points, D= 1 point, F= 0 points towards GPA. (It does not matter if it's a + or – grade).
- Multiply the number value of the letter grade by the points of credit assigned to that subject (A grade of a C in Math would be calculated by multiplying 2 which is the grade point value by 4 which is the subject point value. Thus that would worth 8 points toward the GPA.).
- After all of the subjects have been assigned GPA points, the total number of points has to be divided by the total possible number of credit points for each student. 81 % of the points must be attained to be promoted.

Honor Roll

- Bradford Community Unit School District has always maintained a high standard of academic scholarship. At the end of each nine week grading period, students in the sixth, seventh and eighth grades who have earned outstanding academic records will have public mention made of their attainments.
- The grade point average for an individual student is calculated by dividing the total number of grade points by the number of subjects taken, including P.E., Band, Art, Chorus and Health. All subjects will be considered academic and count towards Grade Point Averages.
- Students will be required to attain a 3.5 grade point average for High Honors and a 3.0 average for Honors. Students are recognized for maintaining all A's with Straight A Honor Roll.

Promotion/Retention

Kindergarten:

- Students who demonstrate a low mastery of skills and/or concepts and who, in the professional opinion of the Kindergarten teacher, will not be successful in first grade may be retained for one school year providing:
 - Parents will be contacted and planning meetings will be held with the student's parents or guardians to discuss the child's progress and plan strategies for remediation.
 - For academic success in first grade, children leaving kindergarten must meet the exit goals and criteria for Kindergarten.
 - Children who achieve these goals and show the necessary maturity will be promoted to first grade.

Grading and Promotion

Grades 1st-8th

- The Superintendent and Board of Education shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion and graduation requirements are met.
- The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, local district testing, or other assessments.
- The administration and staff shall determine remedial assistance for a student who is not promoted. Students will be referred to interventions through the RTI Program.
- Every teacher shall maintain an evaluation record for each student in the teacher's classroom.
- A District administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student's final grade include:
 - A miscalculation of test scores,
 - A technical error in assigning a particular grade or score,
 - The teacher agrees to allow the student to do extra work that may impact the grade,
 - An inappropriate grading system used to determine the grade,
 - An inappropriate grade based on an appropriate grading system.
 - Should a grade change be made, the administrator making the change must sign the changed record.
- The standards will be reviewed by the teachers at the parent/teacher conferences or upon request.
- Teachers still reserve the right to consider student situations on a case-by-case basis.

- Students must meet the exit goals and criteria to be promoted to the next grade level.
- Parents are to be notified as early as possible of student difficulty. Recommendation and parent conferences are to be scheduled to give parents as much advanced information on student status as possible.
- Student retention will be handled on a case-by-case basis and Special Education Services/Summer School Credit Recovery Classes will be considered as other options.

Chain of Command - Suggestions, Complaints and Grievances

- When a parent or student has a question, suggestion, complaint, and/grievance it needs to be directed first to the staff member that it involves. If it is not properly resolved in a meeting with the staff member, it shall then be brought to the attention of the principal/Superintendent for possible resolution before being brought to the attention of the Board of Education.
- Suggestions, complaints and/or grievances from persons other than employees and/or students of Bradford Grade Schools shall first be brought to the attention of the classroom teacher, if the suggestion, complaint, and/or grievance is pertaining to that person.
- Contact with staff members should be made during school hours only, unless in the case of an absolute emergency.
- Appointments should be made with the appropriate staff member in advance to expedite concerns or suggestions.

Field Trips

- A field trip is a "faculty supervised" trip that takes a group of students off the school's premises and away from their daily schedule of classes.
- Written permission must be given by the parents before any child is allowed to go on a field trip.
- For liability reasons, the student will be overseen by district staff during field trips. Teachers may select parent chaperones and orient them as to expectations with regards to discipline and duties.
- If you would like to attend a field trip, it will be at the approval of the teacher organizing the event. We are requiring that siblings not be included.
- Students, per cell phone usage guidelines, may not bring cell phones on field trips. The sponsor will collect the phones when the students get on the bus and hold them until the students need to call for rides at the end of the trip. Unfortunately, the abuse of cell phones on the buses has led to this decision. Cameras will be allowed on field trip at the discretion of the teacher organizing the event.

Title 1 Program

- Title 1 reading is a supplementary program offered to students who qualify because of a specific reading difficulty and /or need additional assistance in a content subject area requiring reading skills.
- Title 1 is a federally funded program available to students Kindergarten through 5th grade depending on funding.
- Criteria used for selection are all school achievement test scores, teacher referral, report cards, and previous placement. Students are continually evaluated during the year to see if services remain necessary.
- A letter from Title 1 staff is mailed to parents of children who qualify.

MTSS Program

- The goal of the Multi-Tiered System of Supports Program is to identify and assist students whose behavior, attendance, health, and/or academic performance indicate that they may have problems that are threatening their success in school.
- Through the MTSS process, the students are directed to appropriate school or community based services. Working cooperatively, the school based core team and community services assist the student and his/her family to receive the necessary help to increase his/her chances of success within the school setting.
- Our pledge to you is that we, the MTSS Team, will give the students 100%, but to do that, we will need your help. Together we can be successful.
- Parents will be notified if the student is included Tier II or Tier III level of services.

Pre-Kindergarten Program

- The Bradford Grade School Pre-Kindergarten Program is available to all children in the district or surrounding areas who are 3-4 years of age by September 1. Students outside of the district will need to provide their own transportation.
- The children will attend 5 days a week from 8:00 – 10:45 or 12:15-3:00. Depending on student numbers, the district may only have 1 section of preschool during a given year.
- The major focus of the preschool curriculum is developmental progress. Students are pre-post evaluated in the areas of language development, cognitive skills, and gross/fine motor skills. Large and small group activities are incorporated in the curriculum as well as individual learning centers and free playtime.
- Parent involvement is encouraged.

Band/ Jr. High Chorus

- At the beginning of the 4th grade year, there will be a meeting where the parents, students, band instructor, and a music company representative discuss the possibility of an instrument for the child.
- If the child then enrolls in band, he/she will start with lessons during the scheduled band period.
- If a student enrolled in Band or Junior High Chorus wishes to drop band or Jr. High Chorus, he/she can do it at the end of the first semester without penalty.
- To add band/chorus after the start of the school year permission of the teacher is necessary.

Library

- Each class, K-8, visits the library regularly to check out books and magazines. During their visits, the students learn library and reference skills.
- The lower grades also have a story time during their visits.
- Pre-K thru 4th do not have fines unless the book is lost or damaged. Junior high students will be assessed fines for books that exceed a 2-week check-out, unless approved by the librarian.

Social Worker

- Social Work services are furnished as a part of the Special Education Cooperative for those students that indicate a need.
- The social worker is shared between several schools as needed, but all services are furnished at the local school.
- A time that the social worker can meet with a student and not affect the regular learning program is arranged with the regular classroom teacher.

Special Education Services

- Many other services are available through the Henry-Stark Counties Special Education Cooperative. Among these are: psychological testing, physical therapy, occupational therapy, trainable mentally handicapped classes, educable mentally handicapped classes, multiple handicapped classes, and behaviorally disordered classes.
- Arrangements for using these services are made with the parents of the child. In all cases, the child must meet certain qualifications that can be established through psychological testing.
- The Bradford Community Unit School District No. 1 Board of Education adopted in January 1996, "Behavioral Interventions in Schools, Guidelines for Development of District Policies for Students with Disabilities." Any students and/or their parents/guardians may view this at the Superintendent's Office, 115 High Street, Bradford, IL.

Speech

- All Kindergarten students and new students to the district are checked each year for speech concerns.
- Also, any students that have previously shown speech problems are reevaluated for possible needs.
- If a student shows a need for special therapy, then the speech therapist will contact the parents/guardians and makes arrangements for the child to get therapy during the regular school day.
- This service is furnished as a part of public education through the special education cooperative of Henry-Stark Counties.

Equal Educational Opportunities

- Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical and mental handicap or disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

- The District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board policy 8:20, Community Use of School Facilities.
- Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

Sex Equity

- No student shall, based on sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.
- Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the School Board's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of The School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

Character Education

- To meet the social and emotional development requirements of the Illinois School Code for the students. Each grade level will use character development curriculum to instruct students on a Code of Conduct. See section on Code of Conduct.

Recognition Assemblies

- An all-school Recognition Assembly shall be held at the end of the 1st and 3rd quarters.
- During the assembly, individual teachers will be called upon to identify and congratulate the students they are recognizing. A variety of awards will be given at each assembly.
 - Honors as described below:

▪ Straight A Honors	▪ Semester Straight A Honors
▪ High Honors	▪ Semester High Honors
▪ Honors	

See earlier descriptions in this Handbook for complete grade point requirements.

Behavior Program K-5th

We strive to reward students who show positive behavior above and beyond our expectations. While we expect that children will show positive behavior during each school day, some actions exceed our expectations. These actions may include, but are not limited to, showing extra kindness to another person, going out of one's way to help another person, and standing up for a friend, telling an adult about a mistake you made, and modeling positive behavior to other students.

“Paw Power” Behavior Rewards 6th – 8th

- The students making good choices and showing character developing attitudes above and beyond the minimum expectations may be rewarded with a "Character Rewards".
- Weekly “Paw” parties are held on Friday's study hall period. Good Behavior Parties will be held at the end of each 9 weeks.
- In order to participate in the activities students will be required to have a 3.00 for behavior.
- A student that has had a suspension that nine weeks is also ineligible for the activities and/or prizes.
- Two detentions during the nine weeks will disqualify a student from attending.

National Jr. Honor Society

- The National Jr. Honor Society is an organization that recognizes and fosters academic achievement and scholarship while developing character, leadership, and service as ideals for citizens in a democracy.
- To be eligible for selection and retention in N.J.H.S., a 7th or 8th grade student must maintain a minimum cumulative grade point average of 3.0 in the five core academic subjects recognized nationwide. (Reading, English, Math, Science, and Social Studies). Behavior grades for each nine weeks have to be at 3.0 or above. A student not meeting these requirements will be warned in writing. A student not meeting these requirements will be placed on probation and cannot participate in NJHS activities for that nine weeks and until requirements are met.
- In order to stay a member in good standing and in participate in the NJHS activities, including the Six Flags fieldtrip, students will be required to have a 3.0 for both academics and behavior and have no suspensions or more than 2 detentions for the second semester for Six Flags field trip .

- A faculty council of teachers, administrators and a Board of Education representative will then evaluate eligible students for scholarship, leadership, character, and service.

Lock Down Procedure

- The district has a crisis plan in place to ensure student safety. When a building lockdown is necessary, the students are to move to a corner of the room they are in that is blocked from windows and doors. All teachers have instruction to let the administration know that the room is secured. In the event that a K-9 dog is necessary, they will be used to search the premises for security reasons.

Weather Related Situations

- The district has in place a crisis plan that details procedures for all weather situations.
- The plan is on file in the office and each classroom has a list of procedures.
- Student drills will be held for all types of emergencies each year.

Tornado

- In the case of a tornado, the following procedures will be followed:
- Tornado Watch: Both schools will immediately be alerted and, should nothing further develop in the weather condition, students will be released at their regular time.
- Tornado Warning: All schools will immediately be notified and children will remain at school and be placed in a designated shelter area that will offer maximum possible safety for them.
- PARENTS SHOULD NOT COME TO SCHOOL FOR THEIR CHILDREN unless they receive a call to do so. This causes congestion, not only on the road but also at the school and could possibly endanger parents' lives and the lives of their children. Finally, it is important to note that children will NOT be released during a warning condition! If a parent insists on coming to school, we will release children to their parents only, providing the parent signs a release for the child. Children will NOT be released to another adult, either friend or relative, only the legal guardian,

Fire Drills

- The teacher in each classroom will post a list of updated fire drill regulations.
- The principal will hold periodic drills.
- Teachers walk their classes out of the classroom.
- Students are to move out in an orderly manner with the last person out of the room closing the door.
- When all students are outside the building, attendance will be taken.
- Any pupil missing will be reported to the principal.

Visitors

- Anyone who enters the school must report to the office first.
- All doors are locked in each building.
- We ask that you sign in at the office and pick up a visitor's badge. This action is for the security of our students and staff.
- Parents are always welcome to visit our school facilities. The school is for our children, and we appreciate your visits. However, we request that parents call for an appointment to be assured that the person they wish to see is available.
- We ask that parents do not bring preschool children with them if they are going to make classroom visitations.
- We respectfully request that all parents or residents schedule their visits with a staff member in advance of a visitation. This will avoid possible conflicts with tests, staff members' being absent, etc.
- Students from other school districts are not permitted to visit with members of our student body unless it is a part of an approved academic program. Requests by students to have friends or relatives come to school with them will be denied.
- If parents, guardians, visitors wish to eat in the cafeteria during lunch hours, prior approval from the principal is necessary for security reasons and reservations for lunch need to be made with the office.

Internet/Curriculum

- The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of the privilege. The use of the Internet shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students.
- A separate internet use policy will be given to each student. It requires the signature of both students and parent for students to use school computers. Level three consequences may be assigned for violations.

FERPA General Guidance for Parents

Student Records

- Under FERPA, schools must generally afford parents; - access to their children’s education records- and opportunity to seek to have the records amended- some control over disclosure of information from the records.
- Parents may access, seek to amend, or consent to disclosures of their children’s educational records, unless there is a court order or other legal document specifically stating otherwise. When a student turns 18 years of age or attends a postsecondary institution, the student, and not the parent, may access, seek to amend, and consent to disclosures of his or her education records.
- The parents/guardians of a child under eighteen (18) or a designee of such parents/guardians shall be entitled to inspect and copy information in the student’s school records. A student shall have the right to inspect and copy his or her school student permanent record. When the student reaches eighteen (18) years of age or graduates from high school, marries, or enters military service, all rights and privileges accorded to a parent under the Illinois School Student Records Act, shall become exclusively those of the student. In case of divorce or separation, both parents shall be permitted to inspect and copy the student’s school student records unless a court order indicates otherwise. The District may charge the actual cost, provided that the costs not exceed \$.35 per page, for copying information in the student’s records. However, no individual shall be precluded from copying information because of financial hardship.
- The school shall continue to preserve the confidentiality of communications, which are protected under law as privileged or confidential, and communications by the student or parents/guardians made in confidence to school personnel.
- Under no circumstances may a school official or staff member provide a student’s personal information without written parental information except for “legitimate educational interest”. The district will release school health records to teachers and other school personnel without written parental authorization if the information is deemed “legitimate educational interest”.
- Permanent student records are kept for sixty (60) years and temporary records for at least five (5) years after the student has graduated, moved, or withdrawn. A request for access to the records shall be made in writing and directed to the superintendent or his/her designee. Access to the records shall be granted with fifteen (15) days of the District’s receipt of such request. The handbook may be amended during the year without notice and is only a summary of board policies governing the district and the board policies are available to the public through the district office. Disability accommodation is available at all school events.

Student and Family Privacy Rights Surveys

- All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students must advance or relate to the District’s educational objectives as identified in Board policy 6:10, Educational Philosophy and Objectives, or assist students’ career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Surveys Created by a Third Party

- Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student’s parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section applies to every survey:

- (1) that is created by a person or entity other than a District official, staff member, or student,
- (2) regardless of whether the student answering the questions can be identified, and
- (3) regardless of the subject matter of the questions.

Surveys

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

- Political affiliations or beliefs of the student or the student’s parent/guardian.
- Mental or psychological problems of the student or the student’s family.
- Behavior or attitudes about sex.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of other individuals with whom students have close family relationships.
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or the student’s parent/guardian.
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

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

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

Instructional Material

- A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child/ward's educational curriculum within a reasonable time of their request.
- The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Physical Exams or Screenings

- No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.
- The above paragraph does not apply to any physical examination or screening that:
 - Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.). Is otherwise authorized by Board policy.

Students' Records

- No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose).
- Under no circumstances may a school official or staff member provide a student's personal information without written parental information except to "legitimate educational interest" and school officials which include teachers within the agency or institution who the agency has determined to have legitimate educational interest.
- The term "personal information" means individually identifiable information including:
 - a student or parent's first and last name.
 - a home or other physical address (including street name and the name of the city or town).
 - a telephone number.
 - a Social Security identification number.
 - a driver's license number or State identification card.
- The above paragraph does not apply:
 - if the student's parent(s)/guardian(s) have consented
 - to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:
 - College or other postsecondary education recruitment, or military recruitment.
 - Book clubs, magazines, and programs providing access to low-cost literary products.
 - Curriculum and instructional materials used by elementary schools
 - Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
 - The sale by students of products or services to raise funds for school-related or education-related activities.
 - to a business organization or financial institution that issues credit or debit cards.

Notification of Rights and Procedures

The Superintendent or designee shall notify students' parents/guardians of:

- This policy as well as its availability upon request from the general administration office.
- How to remove their child or ward out of participation in activities as provided in this policy.
- The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled. How to request access to any survey or other material described in this policy.

- This notification shall be given parents/guardians at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy. The rights provided to parents/guardians in this policy transfer to the student when the student turns 18 years old, or is an emancipated minor.

Ethics and Gift Ban

- Board policy 2:105, Ethics and Gift Ban, applies to all District employees.
- Students shall not be used in any manner for promoting a political candidate or issue.

Communicable and Chronic Infectious Disease

- A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the Board's policies.
- The School Nurse will develop procedures to safeguard these rights while managing health and safety concerns.

Asbestos

- This notice is to inform you of the status of the Bradford Community Unit District # 1 Asbestos Management Plan. As required by law, our buildings were initially inspected for asbestos on March 5 and 7, 1988.
- The AHERA law requires that a visual surveillance of asbestos containing areas is completed every six months, and a re-inspection conducted every three years.
- The inspection/management plan is available for public review in the district office at 115 High Street.

Sexual Harassment

- It is illegal and against Board of Education policy for any employee, student or other person, male or female, to sexually harass an employee or student while that employee or student is on school property or engaging in school activities or school business.
- Unwelcome sexual advances, teen dating violence, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
 - submission to such conduct is made either explicitly or implicitly a term or condition of an employee's continued employment or a student's academic status
 - submission to or rejections of such conduct by an employee or student is used as the basis for employment or academic decisions affecting that employee or student
 - Such conduct has the purpose or effect of substantially interfering with an employee's professional performance or a student's academic performance, or creating an intimidating, hostile or offensive working or educational environment.

Sexual Offender Notification

- In the interest of student safety, we would like to make you aware of a new legislation that affects our children. Effective January 1, 2007, the Sex Offender Notification Requirements has been revised. The Sex Offender Community Notification Law, 730 ILCS 152/120 has been amended to include a new notification requirement for all Illinois public or secondary schools.
- Effective January 1, 2007, a principal or teacher is required to notify, once a year, to the parents of children attending the school that information about sex offenders is available to the public. This information is available at the Illinois State Police Sex Offender Database, which is accessible via the Department's home page. <http://www.isp.state.il.us/sor/>
- We will annually have this information available at our registration and parent teacher conferences. Thank you in helping keep our students safe at school and in the community. Please feel free to call if you have any questions.

Rights of Homeless Students

- The school district shall provide an educational environment that treats all students with dignity and respect.
- Every homeless student shall have equal access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth and youth not living with a parent or guardian, applies to all services, programs and activities provided or made available.
- A student is considered "homeless" if he or she is presently living:
 - In a shelter, sharing housing with relatives or others due to lack of housing
 - In a motel/hotel camping ground, or similar situation due to lack of alternative, adequate housing

- At a train or bus station, or in a car, in an abandoned building
- Temporarily housed while awaiting DCFS foster care placement
- All homeless students have the rights to immediate school enrollment. A school must immediately enroll students even if they lack health immunization or school records, proof of guardianship, or proof of residency.
 - Enroll in:
 - The school he or she attended when permanently housed (school of origin)
 - The school in which he or she was last enrolled (school of origin)
 - Any school that non-homeless students living in the same attendance area in which the homeless child or youth is actually living are eligible to attend.
 - Remain enrolled in his/her selected school for as long as he/she remains homeless or, if the student becomes permanently housed, until the end of the academic year.
- Priority is given to pre-school programs.
- Participate in a tutorial-instructional support program, school-related activities, and/or receive other support services.
- Obtain information regarding how to get fee waivers, free uniforms, and low cost of free medical referrals.
- Transportation services: A homeless student attending his/her school of origin has a right to transportation to go to and from the school of origin as long as (s) he is homeless or, if the student becomes permanently housed, until the end of the academic year.
- Dispute Resolution: If you disagree with school officials about enrollment, the ROE will assist you in making providing notice to any appeal process, and filing out dispute forms.
- If you have questions about enrollment in school, or want more information about the rights of homeless students in Illinois Public Schools, call the appropriate Regional Homeless Education Liaison from the listings below or call the Illinois State Board of Education at 800-215-6379. Area 2 815/652-2054 Boone, Bureau, Carroll, De Kalb, Jo Daviess, LaSalle, Lee, Marshall, Ogle, Putnam, Rock Island, Stark, Stephenson, Whiteside, Winnebago and Woodford Counties.

Pesticide Notification

- The District maintains a policy of using non-toxic methods to control insects.
- When the school finds it necessary to use other methods, the office will notify all parents that request the dates and times of these applications. Please register in the office for this notification.

Bradford CUSD #1 Staff

Chad Gripp	Superintendent/Principal
Megan Streitmatter	Grade School Secretary/District Nurse
Kristin Atchley	Jr. High Secretary/Bookkeeper
Ryan Switzer	Technology Coordinator
MacKinley Newman	Kindergarten
Shayna Baumann	First Grade
Lisa Brown	Second Grade
Heidi Kazubowski	Third Grade
Leah Knobloch	Fourth Grade
Patricia Nelson	Fifth Grade
Brian Sepich	Junior High
Trish Brown	Junior High
Becki Hoffert	Junior High
Diane Pearson	Grade School Resource
Kristin Nanninga	Jr. High Resource
Mary Jane Thornton	Art
Kevin Boyle	Music
Tosca Krider	Pre-K /Library
Megan Lawler	Physical Education
Cheryl Endress	Paraprofessional
Stephanie Bosch	Paraprofessional
Kristina Howell	Paraprofessional
Janet Rouse	Paraprofessional

Nancy Cler	Paraprofessional
Taylor Cade	Paraprofessional
Tracy Calder	Paraprofessional
Kelly Gosch	MTSS Coordinator
Linda Bailey	Office Assistant/District Treasurer
Lana Wall	Head Cook
Brenda Holmberg	Cook
Kevin Ioder	Custodian
Randy Lewis	Head Maintenance/Custodian

Board of Education

Tanya Walker	President
John Murphy	Vice President
Jessica Peterson	Secretary
Brian Knobloch	Member
Sherri Code	Member
Brad Kieser	Member
Reyna Barto-Colvin	Member

(Board meetings take place at the Junior High on the 3rd Monday of each month.)

Appendix A**Medication Administration Policy:**

It shall be the policy of the BCUSD #1 that the administration of medication or supervision of self-medication to students during regular school hours should be discouraged unless necessary to maintain the student in school, or in the event of an emergency. The objective of any medication program is to promote self-responsibility. The school nurse or her/his designee can facilitate this process by providing information to the parent(s) or guardian and students on the process to be followed in administration of medication during school hours. The Board of Education will insure and indemnify personnel designated to administer or supervise the self-administration of medication when such personnel follow the policy and procedures put forth in this document. School personnel will not diagnose or treat illnesses. The Illinois Department of Professional Regulation (IDPR) issued a legal opinion which allows a school employee to stand in place of a parent or guardian in administration of medication or supervision of self-medication in the school setting. School employees who do not hold a valid IDPR license must receive training in the correct procedure to be used to administer medication and/or provide a specific treatment. This does not prohibit any school employee from administering emergency assistance to a student.

A certified school nurse or registered nurse must manage the medication administration program following the *Recommended Guidelines for Medication Administration in Schools* developed by the Illinois Department of Human Services (IDHS) and the Illinois State Board of Education (ISBE), September 2000. A designated administrator will be responsible for medication administration or supervision of self-medication when a nurse is not available. Teachers or other employees cannot be required to administer medication or supervise self-medication although they may volunteer to do so.

Student Medical Authorization:

No school personnel shall administer to any student, nor shall any student possess or consume any prescription or non-prescription medication unless the Authorization and Permission for Administration of Medication or the Request for Self-Administration of Medication forms has been filed with the school district which will forward it to the certified school nurse, registered nurse, or the designated administrator. This form shall be completed by the student's parents or guardian and licensed prescriber (for prescription and over-the-counter medications) and shall be on file at the school district prior to the dispensing of any medication to a student. The Authorization and Permission for Administration of Medication and the Request for Self-Administration of Medication forms must be renewed annually at the beginning of each school year. Forms are available in the school district office as well as the nurse's office.

Medication Administration/Communicable Diseases:

- A. All prescription and non-prescription medication given at school shall be prescribed by a licensed prescriber on an individual basis as determined by the student's health status. Such written documentation must be maintained in student's individual medication record.
- B. An Authorization and Permission for Administration of Medication form must be obtained from the student's licensed prescriber for prescription and over-the-counter medications. The form includes:
 - Student's Name
 - Date of birth
 - Licensed Prescriber Name, Signature and Date
 - Licensed Prescriber Phone number
 - Name of Medication
 - Dosage
 - Route of Administration
 - Frequency and Time of Administration
 - Diagnosis or Health Problem
 - Intended Effect or the Medication/Possible Side Effects
 - Parents or Guardian's Signature
1. The Request for Self-Administration of Medication form needs to be completed for any student who carries an inhaler (asthma), insulin(diabetic), or epi-pen(severe allergic reactions). Illinois state law allows students to carry medication for the aforementioned medical conditions. The Request for Self-Administration of Medication form needs to be signed by the parent/guardian and the student's licensed prescriber. The parents/guardians must provide a copy of the prescription label. The School District reserves the right to withdraw the privilege if the student shows signs of irresponsible behavior or there is a safety risk. The parents or guardians will be contacted as soon as possible in this event.

2. If a student requires an inhaler to be at school, the parents or guardians must provide the school with the prescription label, which must contain the name of the asthma medication, the prescribed dosage, and the time at which or circumstances under which the asthma medication is to be administered.
- C. Over the counter medication may be brought to school if an Authorization and Permission for Administration of Medication form has been signed by a parent or guardian and the physician. OTC (non-prescription) medication shall be brought in with the manufacturer's original label with the ingredients listed and the child's name affixed to the container. With prescription medications, ask the pharmacist for two properly labeled containers. All medications need to be up-to-date. No expired medication will be allowed.
 - D. The school will maintain an undesignated Epinephrine auto injector supply in the district offices. EpiPen standing orders will be followed. Training to staff will occur annually.
 - E. No aspirin products will be given to any student under the age of 18, due to the possibility of Reye's syndrome.
 - F. The very first dose of any medication will not be given at school.
 - G. Medication will be stored in a locked safe in the school office. Medications requiring refrigeration will be kept in a separate locked refrigerator in the nurse's office.
 - H. All medication must be brought into the school district office by a parent, guardian or designated adult.
 - I. All medication administration will be documented on a Daily Medication Log.
 - J. At the end of the school year or the end of the treatment regime, the student's parent(s) or guardian will be responsible for removing from the school any unused medication. If the parent(s) or guardian does not pick up the medication by the end of the school year, the certified school nurse or registered nurse will dispose of the medication(s) and document that it was discarded. Medication must be discarded in the presence of a witness, and documentation signed by both parties.
 - K. The use of medical marijuana will not be allowed on school property.
 - L. Accepted nursing practice allows that nurses are responsible for their own actions regardless of the healthcare provider's written order. It is the nurse's responsibility to clarify any medication order which is deemed inappropriate or ambiguous. Nurses have the right and responsibility to decline to administer a medication if they feel it jeopardizes student safety. In such instances, the nurse must notify the parent or guardian and student's physician.
 - M. A student has a right to refuse medication, and in some instances may do so. In such instances, it is the nurse's responsibility to explain to the student as fully and clearly as possible the importance of taking the medication. If the student continues to refuse to comply, the parent(s) or guardian and the student's physician must be notified.
 - N. Reportable Communicable Diseases: A list of reportable communicable diseases is kept by the Illinois Department of Public Health. If the school becomes aware that a student has a reportable disease, a report will be made to the local Health Department after written permission is received from the parent/guardian.

Authorization and Permission for Administration of Medication

Student Name (First, Middle, Last)

Birthdate

School

Date

School medications and health care services are administered following these guidelines:
Physician/Prescriber signed dated authorization to administer the medications
Parent signed dated authorization to administer the medication.
The medication is in the original labeled container as dispensed or the manufacturer’s labeled container.
The medication labeled contains the student name, name of the medication, directions for use and date.
Annual review of authorization and immediate notification, in writing, of changes.

Physician Authorization:

Medication/Health Care Treatment

Dosage

Time to be administered

Intended effect of this medication

Expected side effects, if any

Other medications student is taking

May student self-administer medication under supervision of Health Service personnel or designate?
(A student self-administration form must be completed) Please circle: YES NO

Administration Instructions:

Discontinue/Re-Evaluate/Follow-Up Date (circle one)

Prescriber’s Signature

Date

Prescriber’s Emergency Phone #

Prescriber’s Address

Request for Self-Administration of Medication

Name of Student: _____ Birthdate: _____

City: _____

Telephone Number: _____

TO:
Principal: _____

School: _____

The above pupil has _____
(Name of disease or syndrome)

I am requesting that the above named student take the following medication during school hours.

Name of Medication	Type of Medication (tablet, liquid, capsule)
Dosage	Times to be given
Possible Sides Effects	

I certify that _____ has been instructed in the use and self
(name of student)

administration of _____
(name of medication)

*He/she understands the need for medication, and the necessity to report to school personnel and unusual side effects.
He/she is capable of using this medication independently.*

I may be reached at the following phone # in the event of a reaction to the medication or an emergency:

Phone Number of Physician

Signature of Physician

Date

Address of Physician

Printed Name of Physician

Appendix B**BRADFORD COMMUNITY UNIT SCHOOL DISTRICT #1
Technology and Internet Acceptable Use Policy**

Bradford CUSD #1's technology and internet system has a limited educational purpose. Only classroom-related activities are allowed during regular school hours. You may not use the district's technology resources for entertainment or personal uses except for those times the district has designated as "open access."

The Bradford School District reserves the right to place reasonable restrictions on the material you access or post through the system, log network use, and monitor network resources (such as fileserver utilization and printer use).

The district shall not be responsible for any information lost, damaged, or unavailable when using the district's network. The use of the Internet is a privilege, not a right. All users are expected to behave in a courteous, ethical, and legal manner when using the system. Inappropriate use may result in a suspension or cancellation of this privilege.

Individual accounts may be issued to students for independent work provided that they abide by the acceptable use conditions described here-in, sign the attached contract, and, for students under the age of 18, attach the required signature of a parent or guardian. The user agrees to refrain from unacceptable uses of the network including but not limited to the following:

- Using the network for any illegal activity, including plagiarism, violation of copyright, trade secret, or other contracts;
- Using the network for personal, financial, or commercial gain, product advertisement, or political lobbying;
- Degrading or disrupting equipment, software, or system performance;
- Vandalizing equipment or data of another user;
- Wastefully using finite resources;
- Gaining unauthorized access (hacking) to resources or invading the privacy of individuals;
- Posting anonymous messages or unauthorized communication with others outside of school;
- Downloading, posting, storing, or printing files or messages that are profane, obscene, threatening, or use of profane, obscene, or threatening language;
- Accessing, creating, or using child pornography, hate literature, or material for dangerous or illegal acts;
- Posting personal information such as home telephone number, address, or information regarding the specific location of any student at any given time.
- Using the technology for non-educational purposes during school hours.

The network user shall be responsible for damages to equipment, systems, software, and data resulting from deliberate or willful misuse. Any willful misuse of the district's resources may result in suspension or loss of privileges, financial recompense, or other disciplinary actions.

CONTRACT

Students: I have read this document and understand the importance of responsible and appropriate use of the Bradford Community Unit School District #1 network and Internet connection. I understand that it is a privilege, not a right, and that inappropriate use could cause me to be subject to serious discipline and/or financial consequences, including immediate loss of computer use and in the worst case, criminal legal action. I agree to comply with the provisions of the Bradford Community Unit District #1 Internet Acceptable Use Policy.

Student Signature _____ Date _____

Parents: My signature verifies the fact that I have read the Bradford Community Unit School District #1 Internet Acceptable Use Policy and understand that should my child violate its provisions, he/she could be subject to serious disciplinary action including immediate loss of computer use and in the worst case, criminal legal action. I understand that I may be held financially responsible for any expenses incurred through my son or daughter's misuse of the school's network.

I give my permission for _____ (son/daughter) to have access to the Internet through a school district account.

Parent Signature _____ Date _____

Appendix C**Bus Conduct**

While students are on the bus, they are under the supervision of the bus driver. Please discuss the following bus rules and regulation so your child understands the behavior expected on the bus.

- Refer to the Code of Conduct (Respect, Responsibility, Honesty and Kindness). The student will show respect to the bus driver and other riders by not diverting attention away from the driver so everyone can arrive safely to the destination.
- Students will remain in one seat, out of the aisle while maintaining a quiet voice.
- Students will refrain from eating food, using inappropriate language, bringing weapons, damaging equipment or giving a harmful material.
- Students will show kindness to other riders by keeping their hands and feet to themselves during the ride.

In the case of a student engaging in gross disobedience or misconduct it will result in a suspension (a minimum of three days or forfeiting your right to ride the bus.) If a student is suspended or has forfeited their riding privileges due to board actions, all bus privileges will be suspended for all activities.

Special trips are made for extracurricular activities at the high schools. These arrangements must be made in advance; the students need to make sure they are at the assigned locations at the time requested. If a student requests a ride and does not wait for the driver, a \$50 fine will be issued and extracurricular rides are discontinued for that student until the fine is paid.

Violations

- General discipline procedures, which the bus drivers will follow:
- 1st violation- Warning
- Bus conduct report filled out by the driver and sent home. A copy will be provided to the office.
- 2nd violation- May result in a one three day suspension from riding the school bus. Parent/guardian would be responsible for transporting the student to and from school.
- 3rd violation- May result in a ten day suspension from riding the school bus. Parent/guardian would be responsible for transporting the student to and from school.
- 4th violation- May result in a recommendation for expulsion from riding the school bus for the remainder of the school year. Parent/guardian would be responsible for transporting the student to and from school.
- If a high school student is suspended, they are suspended from all involved districts as well. Parent/guardian would be responsible for transporting the student to and from school.
- High school students may only be dropped off at their regular site and get on the district's bus at change over sites. Students must have a note signed by the parent for any changes to the regular routes.

The building principal maintains the authority to modify a penalty depending on the circumstances involved or to immediately implement bus suspension or recommendation for expulsion from the school bus, if the severity of the incidents warrants. Smoking, gross misconduct, vulgar language, weapons, etc.; is zero tolerance.

Bus Notification of Rules Sign-off

I have read the Bus Rules and Regulations and agree to follow them. I have reviewed them with my child(ren)

Parent Signature _____ Date _____