

BEACH PARK SCHOOL DISTRICT #3

PARENT-STUDENT HANDBOOK



Table of Contents

GENERAL INFORMATION

Superintendent’s Welcome	5
Academic Calendar	6
Board of Education	8
District Mission Statement	8
Vision Statement	9
Athletics	9
Attendance	10
Building Security	11
Bullying	11
Child Abuse or Neglect	15
Corporal Punishment	15
Dress Code	16
Emergency Drills	16
Equipment and Materials	17
Electronic Devices	17
Emergency Contact Information	18
FERPA	18
Fees	24
Field Trips	24
Homeless Child	25
Lockers	25
Lost and Found	25
Lunch Program	25
Placement, Promotion, Retention	26
PTSO	26
Personal Items	27
Report Cards	27
Residency	27
School Closings	28
School Hours	28
School Improvement Plans	29
School Visitor Policy	29
School Visitation Rights	29
Sexual Equity, Discrimination and Harassment	29
Smoking	32
Social Networking Investigation	32
Student Records	32
Suicide and Depression Awareness	33
Teacher Communication	34
Technology Code of Conduct	34
Textbooks	35
Transfers	35

STUDENT HEALTH AND WELLNESS

Accident and Emergency Procedure	38
Allergies	38
Chronic Infection Diseases	39
Communicable Diseases	39
Lice	39
Medical Alert	39
Medication	40
Physical Exam and Immunization	42
Eye Examination	43
Dental Examination	43

SUPPORT SERVICES

Behavior Intervention	44
English Learners	44
Gifted, Accelerated, Talented, and Enrichment Program	45
Social Work	45
Special Education Services	45
Staff Qualification	46

CODE OF CONDUCT

Introduction	47
Student Rights	47
Parent Rights	47
Staff Rights	48
Student Discipline	48
Level 1 Behavior	50
Level 2 Behavior	55
Level 3 Behavior	57
Definition of Discipline Interventions	59
Restorative Justice	62
Parent Signature Page	63

SUPERINTENDENT'S WELCOME

Dear Parents and Students:

The start of the school year is always an exciting time. It is a new beginning and an opportunity to make new friends, learn exciting things and do things for the first time. I hope all of the students share my excitement for a new year of possibilities.

This handbook is the first communication of the school year. We know that each one of our students is unique and brings their own gifts and talents with them to school every day. We use this handbook to share school expectations that are consistent for all of our students, in order to communicate clearly and provide an environment where all students learn. We recommend you read through this handbook with your child to help him/her to understand and take responsibility for his/her actions, attitudes and habits.

Although there are formal opportunities for parents to be involved in school activities, such as open house and conferences, parents are encouraged to initiate communication with the school whenever they have questions or concerns. School staff will welcome your communication and will contact you when necessary. We also highly encourage you to become involved in school activities.

We encourage input from students, parents and community members. We want to hear from you in order to continuously improve our school district and provide the most effective instructional programs for our students. Please contact me at 847-599-5070 or at nwagner@bpd3.org.

Our combined efforts will help to ensure the children of Beach Park School District 3 have a successful school year. I am committed to our partnership and look forward to working with you during this school year and in the future.

Sincerely,

Nancy L. Wagner, Ed.D.
Superintendent

BEACH PARK SCHOOL DISTRICT # 3 CALENDAR FOR ACADEMIC YEAR 2016-2017

Monday	August 22	Teacher Institute Day – Students Not In Attendance
Tuesday	August 23	First Full-Day for Students
Monday	September 5	Labor Day - Observed
Tuesday	September 6	School Improvement Day – Two-Hour Early Dismissal for Students
Friday	September 23	Progress Reports Sent Home
Tuesday	October 4	School Improvement Day – Two-Hour Early Dismissal for Students
Monday	October 10	Columbus Day - Observed
Tuesday	November 1	School Improvement Day – Two-Hour Early Dismissal for Students
Tuesday	November 8	Teacher Institute Day - Students Not in Attendance
Thursday	November 10	End of 1 st Trimester
Friday	November 11	Veterans Day - Observed
Friday	November 18	Report Cards Sent Home
Monday	November 21	Parent/Teacher Conferences in evening
Tuesday	November 22	Parent/Teacher Conferences in evening (One-Hour Early Dismissal for Students)
Wed.-Fri.	November 23-25	Thanksgiving Break – School Not In Session
Tuesday	December 6	School Improvement Day – Two-Hour Early Dismissal for Students
Mon.-Fri.	Dec. 19-Jan. 1	Winter Break – School Not In Session
Monday	January 2	Classes Resume
Tuesday	January 3	School Improvement Day – Two-Hour Early Dismissal for Students
Friday	January 13	Progress Reports Sent Home
Monday	January 16	Martin Luther King Day - Observed
Tuesday	January 17	Teacher Institute Day – Students Not in Attendance
Tuesday	February 7	School Improvement Day – Two-Hour Early Dismissal for Students
Monday	February 20	President’s Day - Observed
Friday	March 3	End of 2 nd Trimester
Monday	March 6*	Casimir Pulaski Day – Observed
Tuesday	March 7	School Improvement Day – Two-Hour Early Dismissal for Students
Friday	March 10	Report Cards Sent Home
Wednesday	March 22	Parent/Teacher Conferences in evening
Thursday	March 23	Parent/Teacher Conferences – (One-Hour Early Dismissal for Students)
Friday	March 24	Not In Attendance Day
Mon.-Fri.	March 27-31	Spring Break – School Not In Session
Monday	April 3	Classes Resume
Tuesday	April 4	School Improvement Day – Two-Hour Early Dismissal for Students
Friday	April 14	Not In Attendance Day
Monday	April 17	Teacher Institute Day – Students Not in Attendance
Friday	April 21	Progress Reports Sent Home
Tuesday	May 2	School Improvement Day – Two-Hour Early Dismissal for Students
Monday	May 29	Memorial Day – Observed
Thursday	June 1	8 th Grade Graduation, Beach Park Middle School
Friday	June 2*	Last Day of School if <u>Up to Two</u> Emergency Days are Used
		End of 3 rd Trimester – Report Cards Go Home
Wednesday	June 7	Last Day of School if <u>All</u> Emergency Days are Used

End of 3rd Trimester – Report Cards Go Home

The district will use Presidents' Day and Casimir Pulaski Day as emergency days, if needed.

BOARD OF EDUCATION

Board of Education meetings are open to the public. The Board generally meets the 2nd Monday of each month at 6:30 p.m. Notice of meeting times, dates, locations and an agenda are posted at the Beach Park District Office (Kenneth Murphy School) and the district website 48 hours prior to meetings.

A copy of all Board of Education policies are available on our district web page. For more information, go to www.bpd3.org.

MEMBERS OF THE BOARD OF EDUCATION

Mr. Andy Luther, President
Mr. Steve Lenzi, Vice-President
Ms. Cindy Bowen, Secretary
Mr. Jose Olvera
Mr. Steve Garris
Mr. Jorge Nieto
Ms. Marcia White
Ms. Adams, Secretary of Record

DISTRICT MISSION STATEMENT

Beach Park School District #3 Mission Statement:

In partnership with the community we are committed to developing lifelong learners and productive citizens.

In Beach Park School District 3, We Believe:

1. Students are most engaged in their learning when they are actively involved in learning as well as setting and monitoring their goals.
2. All students should expect to be college and career ready.
3. All students deserve a safe, warm, respectful environment to meet educational and social needs.
 - a. Students learn best when they feel safe and are treated with respect.
 - b. All students are unique and can learn in different ways.
4. All teachers should be highly qualified and should be supported through continuing education and best practices.
5. Teachers teach best when they feel safe and are treated with respect.
6. The diversity of the Beach Park School District community is a great strength.
7. The community and the school district should be mutually invested in the education of the children.
8. Community involvement is a team effort of all stakeholders, parents, staff, students, residents, government, social agencies and businesses.

9. In partnership with families, we encourage social and civic engagement.

VISION STATEMENT

To be a nationally recognized district focused on continuous improvement.

GENERAL INFORMATION

State and federal law require that all school districts provide parents/guardians with certain relative to the operation of our local public school system. Throughout the year you will receive additional important information from your child's school. Questions concerning the content of the Parent-Student Handbook should be directed to the principal of the student's school of attendance. We encourage you to visit your child's school and to communicate frequently with the teachers and other staff members.

ATHLETICS - BEACH PARK MIDDLE SCHOOL

Participation in interscholastic sports is a privilege. Academics and citizenship in school is of the utmost importance, and this is reflected in our eligibility policy. In addition, sportsmanship continues to be a major focus in the athletic arena. Students and parents are representing our school at all home and away matches, and we must continue to model appropriate sportsmanship.

Participation in sports, and any other activity at Beach Park Middle School, is not only a privilege, but also an extension of the classroom. We want our students to learn how to work as individuals and as a team. We also want students to learn how to be respectful citizens in their community, even in challenging circumstances.

It is our job as parents, coaches, athletic directors, and administrative staff to hold our students to a high level of sportsmanship and citizenship. Students and parents agree to this code of conduct by signing up for an extra-curricular activity.

Eligibility

All students participating in interscholastic sports (Cross Country, Soccer, Softball, Basketball, Cheerleading, Volleyball, and Track & Field) must meet weekly eligibility requirements. Eligibility will be collected electronically by the Athletic Directors using grades that are on-line by the end of the day each Friday afternoon.

- Students may not have 2 or more Ds
- Students may not have 1 or more Fs

- Students may not be on social probation*

If a student is ineligible, the following action will take place:

- 1st week of ineligibility: Student may not dress/participate in game or match, nor will the student be allowed to ride the bus to away games, or sit with the team on the bench. However, student will be allowed to practice with his/her team at the coaches' discretion.
- 2nd consecutive week of ineligibility: Student may not participate in practice or games. Student will not be allowed to ride the bus to away games or sit with the team on the bench.
- 3rd consecutive week of ineligibility: Student will be removed from the team. No costs will be refunded.

Students will be ineligible from Monday – Sunday of that week. This includes weekend tournaments. Students will be re-evaluated the following Monday for the next week's participation.

Note: Questions regarding your child's grades should be directed to that teacher. The coaches and athletic director do not have access to that information other than passing/failing status.

For more information, please refer to the Athletics Handbook at <http://bpmsathletics.weebly.com>

ATTENDANCE

Compulsory School Attendance is Board Policy 7:70. It applies to individuals who have custody or guardianship of a child. The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, and other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health.

Please notify the school of an absence before the start of each day your child is absent. If the school does not receive notification of a child's absence, Illinois law requires us to make a reasonable effort to telephone the parent, legal guardian, or other person having legal custody of the child within the first two hours of school to verify the absence. Absences longer than three days require a physician's note.

Tardiness is considered an absence from school. Students are expected to be in their classrooms and ready to begin instruction when the bell rings. Parents will be notified if their student has excessive tardies. If you know your child will be late to school, please call the absence line or send a note with your child on the day preceding late arrival. A student who arrives at school late must obtain a pass from the school office before going to the classroom.

If it is necessary to pick up your child before the end of the school day, please send a note to school stating the reason for early dismissal, time he/she will be picked up and by whom. The parent/guardian or his/her designee must come to the school office to pick up the child and sign him/her out. Please be prepared to show identification when picking up the child. Students may only be released early for a valid cause.

Absences for Religious Purposes

Pupils with the written consent of their parent or guardian may be excused from school in order to participate in religious exercises or to receive moral and religious instruction.

Such absences are considered excused absences. Pupils so absent must accept responsibility for making up work missed. Teachers are requested to make every effort not to schedule work on these days, such as tests or field trips, which are of such nature as to cause difficulty to pupils making up the work.

BUILDING SECURITY

The safety of your children while at school is our top priority. For that reason every building has its individual security plan because of their unique building configurations. Parents and visitors are expected to comply with these building security procedures and with the district school visitor policy.

Security Cameras

Beach Park Middle School has security cameras installed throughout the building for the safety and security of the students and staff. The security camera footage will be reviewed periodically by the administration of the school, or when circumstances dictate. The school will follow all appropriate laws in the event there is a need for third parties, including law enforcement, requesting access to the security footage. By accepting this handbook, parents and students acknowledge their awareness of cameras on campus and express their understanding and consent for administration to use video footage to maintain the health and safety of the students and staff.

BULLYING

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals. Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non school related location, activity, function, or program or from the use of technology or an electronic device that is

not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non school-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

According to Board of Education policy 7-180 *bullying* includes *cyber-bullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

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

Bully Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of bullying as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.

3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

Complaint Manager: - School Principal

Beach Park Middle School - 847-596-5860

Oak Crest Elementary School - 847-599-5519

Newport Elementary School - 847-599-5330

Kenneth Murphy Elementary School - 847-599-5052

Howe Elementary School - 847-599-5362

4. Consistent with Federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following
 - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - b. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law
 - c. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
 - d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 - e. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).

- f. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
 - g. 7:190, *Student Discipline*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
 - h. 7:310, *Restrictions on Publications*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
13. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
- a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
 - b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
 - c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
 - d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying. 7:180

Students and parents are asked to contact school personnel immediately if a bullying incident occurs. You can report bullying incidents from our website at <http://www.bpd3.org/reportbullying.htm>. The student's teacher should be consulted first. If the problem is not resolved between the parent and teacher, then the building administration should be contacted.

CHILD ABUSE OR NEGLECT

It is the philosophy of the district that students must be afforded the utmost protection in all suspected cases of child abuse and neglect. Illinois law requires that any school employee who knows or suspects that a child's health or welfare has been or appears to have been harmed as a result of child abuse or neglect must report the case. School personnel are not obligated by law to inform parents when they report suspected child abuse or neglect.

Once the suspected child abuse or neglect is reported, the school employee should refrain from further investigation. All questions about reports must be directed to The Department of Children and Family Services, not the school. The Department of Children and Family Services, not the school will determine if abuse or neglect has occurred.

CORPORAL PUNISHMENT

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property. (Board Policy 7:190)

DRESS CODE

1. Dress, grooming, and cleanliness must meet reasonable standards of health, safety, modesty and decency, and must be appropriate to the school setting, and must not be disturbing or disruptive to the educational atmosphere of the school. Examples of unacceptable dress include but are not limited to: clothing with alcohol, tobacco, drugs, gang, cults, obscenities, sex or violence in its message or graphics, lewd, vulgar, obscene, or offensive language or symbols, including gang symbols. Head covering will not be worn, for other than religious purposes, and should be locked in a student's hall locker upon arrival to school. Students must be recognizable at all times. No head covering will be worn tilted or turned while on school grounds.
2. No chain wallet, studded clothing, dog collar chains, masks, hoods, or other forms of head-cover, hair picks or combs in the hair or sunglasses are allowed. Shoes must be worn at all times, Heely's (shoes with wheels) are not allowed. Halters, or other tops exposing the midriff, transparent blouses without adequate undercover, low cut tops exposing cleavage, tops with spaghetti straps (straps must be a minimum of 1 inch wide), extremely low cut trousers, studded belts, pajamas, slippers/house shoes, tank tops and muscle shirts are examples of inappropriate dress. Students who ignore this regulation will be sent to the office to call home for appropriate dress attire or will change into PE clothes until the end of the school day.
3. Pants, trousers, shorts, skirts, etc. must cover the student's respective undergarments and tops must cover the student's respective undergarments. Shorts and skirts should extend below the fingertips when the arms are extended down. Pants/ trousers must be fitted properly for safety and worn at the waist.
4. Clothing that is so tightly fitted or sheer that it reveals undergarments is not permitted. This includes holes in clothing.
5. For safety reasons, shoes must have backs. Flip-flops, slides, and slippers are not allowed.
6. ID Policy - Beach Park Middle School
 - a. Students must always wear a current Beach Park Middle School ID card. IDs must be visible and worn around neck on the top layer of clothing.
 - b. The first ID card is free of charge.
 - c. Any student defacing their ID will be billed for the replacement cost.
 - d. Students may not give their ID to any other person (unless requested by a staff member).
 - e. No student may be in possession of any other student's ID.
 - f. If an ID card is lost, a student must purchase a replacement for a cost of \$5.

- g. Students are responsible for getting a temporary ID sticker from the ID room at the beginning of the day if they do not have an ID to wear.
- h. The lanyard used needs to be of breakaway material in order to insure student safety. (Lanyards can be purchased at the school store for \$3).
- i. Students will be required to show IDs in order to use the library and to attend school sponsored activities (field trips, dances, sporting events, etc).

EMERGENCY DRILLS

The district is prepared to effectively and efficiently respond to emergency situations that may impact students and staff. The district crisis plan is continually reviewed and updated as needed to ensure that best practices are being utilized. Each year schools review and update their emergency operations plan as needed. These plans align with the system wide plan and assist schools to effectively manage emergency situations.

If you are at school during an emergency or emergency drill, you are expected to participate and follow the directions provided by school staff and/or emergency personnel present.

- Bus evacuation drills are held once a year as practice for emergency conditions on a school bus. Children are instructed in safety procedures for the bus and while waiting at bus stops. Reinforcement of these safety rules occurs throughout the school year.
- Lockdown drills are held at least once a year and attended by law enforcement as practice for emergency conditions that may require sheltering in place. Children are instructed in safety procedures to maintain an orderly and safe environment in the event of a security threat.
- Fire drills are held a minimum of three times a year to provide building evacuation practice. Students are expected to follow their teachers' directions and quietly exit the building. Exit directions are posted in every classroom.
- Severe weather drill will be held a minimum of once a year to provide building shelter practice. Students are expected to follow their teachers' directions and quietly proceed to their designated area within the building.

EQUIPMENT AND MATERIALS

The equipment in our schools is for the use of every student. Each student should make every effort to take good care of all school equipment. Students may be required to pay for any damage they cause to books, lockers, desks and other school equipment. Students will be expected to replace lost books and/or materials.

ELECTRONIC DEVICES

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

Upon arrival to school, all electronic devices (cell phones, iPod/mp3, any other media playing devices, electronic game, or any accessories) not issued by the school district shall be turned off and placed in students' lockers until the end of the academic school day.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: using the device to take photographs in locker rooms or bathrooms, cheating, creating, sending, viewing, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e. sexting).

Students in violation of this procedure are subject to the confiscation of their device. The student's parent/guardian will be required to pick up the device in the school office.

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

School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Administrators are not under the obligation to investigate the loss any personal items brought to school. The school is not responsible for any items that a student may lend to other students/nor is the school responsible for tracking/finding any lost items. Also, the school will not be responsible for any unsecure items students leave around.

EMERGENCY CONTACT INFORMATION

Emergency information must be filled out and at the beginning of the school year during registration. Parents are asked to provide work numbers and at least two local telephone numbers of people who will be responsible for the child when the parent is not available. Please do not list persons who are working, unable to drive, or are unavailable during school hours. In case of emergency we must have someone to contact at all times.

PLEASE NOTIFY THE SCHOOL IMMEDIATELY OF ANY CHANGES TO EMERGENCY CONTACT INFORMATION.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Exhibit Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records

Upon the initial enrollment or transfer of a student to the school, the school must notify the student and the student's parent(s)/guardian(s) of their rights concerning school student records. This notification may be distributed by any means likely to reach parents/guardians.

The contact information for each School's Official Records Custodian follows: District Office 847-599-5005

This notice contains a description of your and your student's rights concerning school student records. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses. The District maintains two types of school records for each student: *permanent* record and *temporary* record.

The permanent record includes:

1. Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s)
2. Evidence required under the Missing Children's Records Act (325 ILCS 50/5(b)(1))
3. Academic transcripts, including grades, class rank, graduation date, grade level achieved, scores on college entrance examinations (except that a parent/guardian or eligible student may request, in writing, the removal from the academic transcript of any score received on college entrance examinations), the unique student identifier assigned and used by the Illinois State Board of Education's Student Information System; as applicable, designation of the student's achievement of the State Seal of Biliteracy, awarded in accordance with the School Code Section 5/23.157 and as applicable, designation of the student's achievement of the State Commendation Toward Biliteracy.
4. Attendance record
5. Health record defined by the Illinois State Board of Education as "medical documentation necessary for enrollment and proof of dental examinations, as may be required under Section 278.1 of the School Code"
6. Record of release of permanent record information that includes each of the following:
 - a. The nature and substance of the information released
 - b. The name and signature of the official records custodian releasing such
 - c. The name and capacity of the requesting person and the purpose for the request
 - d. The date of release
 - e. A copy of any consent to a release
7. Scores received on all State assessment tests administered at the high school level (that is, grades 9 through 12) (105 ILCS 5/23.64a5)

The *permanent* record may include:

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

All information not required to be kept in the student permanent record is kept in the student *temporary record* and must include:

1. Record of release of temporary record information that includes the same information as listed above for the record of release of permanent records

2. Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8)
3. Completed home language survey
4. Information regarding serious disciplinary infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction
5. Any final finding report received from a Child Protective Service Unit provided to the school under the Abused and Neglected Child Reporting Act: no report other than what is required under Section 8.6 of that Act shall be placed in the student record
6. Health-related information, defined by the Illinois State Board of Education as “current documentation of a student's health information, not otherwise governed by the Mental Health and Developmental Disabilities Confidentiality Act or other privacy laws, which includes identifying information, health history, results of mandated testing and screenings, medication dispensation records and logs (e.g., glucose readings), long-term medications administered during school hours, and other health-related information that is relevant to school participation, e.g., nursing services plan, failed screenings, yearly sports physical exams, interim health histories for sports”
7. Accident report, defined by the Illinois State Board of Education as “documentation of any reportable student accident that results in an injury to a student, occurring on the way to or from school or on school grounds, at a school athletic event or when a student is participating in a school program or school-sponsored activity or on a school bus and that is severe enough to cause the student not to be in attendance for one-half day or more or requires medical treatment other than first aid. The accident report shall include identifying information, nature of injury, days lost, cause of injury, location of accident, medical treatment given to the student at the time of the accident, or whether the school nurse has referred the student for a medical evaluation, regardless of whether the parent, guardian or student (if 18 years or older) or an unaccompanied homeless youth ... has followed through on that request.”
8. Any documentation of a student’s transfer, including records indicating the school or school district to which the student transferred
9. Completed course substitution form for any student who, when under the age of 18, is enrolled in vocational and technical course as a substitute for a high school or graduation

The temporary record may include:

1. Family background information
2. Intelligence test scores, group and individual
3. Aptitude test scores
4. Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews
5. Elementary and secondary achievement level test results
6. Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
7. Honors and awards received
8. Teacher anecdotal records
9. Other disciplinary information
10. Special education records
11. Records associated with plans developed under section 504 of the Rehabilitation Act of 1973

12. Verified reports or information from non-educational persons, agencies, or organizations of clear relevance to the student's education

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

- 1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. Parents/guardians or students should submit to the Building Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent(s)/guardian(s) or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/1022.3c and 10/5a, and 750 ILCS 60/214(b)(15)).

- 2. The right to have one or more scores received on college entrance examinations removed from the student's academic transcript.**

Parents/guardians or eligible students may have one or more scores on college entrance exams deleted from their student's academic transcript. Students often take college entrance examinations multiple times to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in the academic transcript having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. The District will remove scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.

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

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, irrelevant, or improper. They should write the Building Principal or the Official Records Custodian, clearly identify the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parents/guardians or eligible student, the District will notify the parents/guardians or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information

regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Individual board members do not have a right to see student records merely by virtue of their office unless they have a current demonstrable educational or administrative interest in the student and seeing his or her record(s) would be in furtherance of the interest.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge: (1) academic grades, or (2) references to expulsions or out-of-school suspensions.

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

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

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent(s)/guardian(s) or to the student, if the student has succeeded to the rights

of the parent(s)/guardian(s). Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

6. The right to prohibit the release of directory information concerning the parent's/ guardian's child.

Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Gender
- Grade level
- Birth date and place
- Parent(s)/guardian(s)' names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes whether by a media outlet or by the school) of a student participating in school or school sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period, unless the parents/guardians or eligible student is specifically informed otherwise.

No photograph highlighting individual faces is allowed for commercial purposes, including solicitation, advertising, promotion or fundraising without the prior, specific, dated and written consent of the parent or student, as applicable ; and no image on a school security video recording shall be designated as directory information.

7. The right to request that military recruiters or institutions of higher learning not be granted access to your secondary school student's name, address, and telephone numbers without your prior written consent.

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parents/guardians, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the Building Principal where your student is enrolled for further instructions.

8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing

by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

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

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students".

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31): School officials with legitimate educational interest; other schools to which a student is transferring; specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid to a student; organizations conducting certain studies for or on behalf of the school; accrediting organizations; to comply with a judicial order or lawfully issued subpoena; appropriate officials in cases of health and safety emergencies; and state and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

FEES

School fees will be charged in accordance with school policy. Fees may be waived on request for children of families who qualify financially under the guidelines established. Please contact Betty Melton, Registrar at 847-599-5005 for those guidelines. All payments made through PaySchools that are returned by the bank

will incur a processing fee of \$25.00. Please contact Monika Jankovics, PaySchools Administrative Assistant, at 847-599-5067.

FIELD TRIPS

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

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

- Failure to receive appropriate permission from parent/guardian or teacher.
- Behavioral or safety concerns.
- Denial of permission from administration.
- Other reasons as determined by the school.

HOMELESS CHILD

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. School Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

LOCKERS

All students will receive a locker assignment and combination on the first day of school. It is important to keep lockers locked. Keep your combination private. Students may not share or store belongings in another student's locker. Misuse or tampering with a locker may result in loss of locker privileges.

Backpacks/book bags/gym bags are not allowed in the classroom and must be stored in lockers. Book bags with wheels and oversized purses will not fit in the lockers.

LOST AND FOUND

Each school has a lost and found location. Please check it for items that your student may have left at school. Unclaimed items will be donated to local agencies. Administration is not responsible to locate or replace any lost items.

LUNCH PROGRAM

Every child needs nourishment during the school day. Many students do not eat a balanced breakfast in the morning, and may be hungry when they arrive at school. Research has shown that children with empty stomachs are lethargic, irritable, and unable to participate fully in learning experiences. Good nutrition is

critical to student achievement. Free meals (breakfast and lunch) are provided at school to enable all students to achieve their highest potential.

LUNCH PROGRAM DISCRIMINATION

The District shall avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payments that prevent identification of children receiving assistance.

MEDICAL ALERT: The Beach Park School District Hot Lunch Program is NOT peanut and tree nut-free. Our meal provider, Preferred Meal Systems, Inc. **does not guarantee** that any of its products are produced in a plant that is peanut or tree nut-free. Most items do not contain nuts of any kind; however, the production facility does process peanuts from time to time. If your student is allergic to peanuts or tree nuts, purchasing lunch is not advised. If your child has **ANY** food allergies, please review each day's menu items and decide if it is safe for your child to purchase lunch for that day. If you, as the parent/guardian decide that the menu item is safe for your child, that decision is solely your responsibility. Alternative food items will be provided to students who have a completed Physician's Statement for Food Substitution on file in the health office, which states the allergy is **life threatening**. Please contact Monika Jankovics, Food Service Administrative Assistant for more information. Her telephone number is 847-599-5067.

Lunch Rules

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

For more information about the school lunch program and menus, please visit the district website at www.bpd3.org

PLACEMENT, PROMOTION OR RETENTION

Placement, promotion, or retention shall be made in the best interest of the student. Parental input is important before a decision is made. The final decision in regard to all placements or retentions shall rest with the administration.

Eighth grade promotion occurs when students have satisfactorily completed the prescribed courses of study within their respective abilities to achieve.

Eighth Grade Promotion Requirements:

- A. 2.0 GPA and higher or grade level proficiency on standardized test: grade promotion or graduation with reward trips, dance, and ceremony.
- B. 1.9-1.5 GPA: promotion or graduation ceremony. No reward trip or dance.
- C. 1.49 GPA or lower: No graduation ceremony.

PTSO

The goal of Beach Park PTSO is to encourage parent, teacher, student and community involvement in the education, health and welfare of our students. We are not only about raising money – we are about parents and caregivers who have an interest in the success of our children’s educational, emotional and social experiences while at Beach Park School District. Beach Park School District takes great pride in its tremendous parent volunteer support and is always looking for new members to join the PTSO.

Your support and involvement is the only way we can accomplish these goals. You can really make a difference!

PARENT-TEACHER ASSOCIATION

We have Parent-Teacher Association (PTA) at each elementary school to provide parents with opportunities to volunteer and to support school programs. Schedules for P.T.A. board meetings and events will be determined at each school. To join the P.T.A. contact your child's school.

PERSONAL ITEMS

Toys, electronic equipment, trading cards and memorabilia, pets or any other items that may cause a distraction or disruption to the classroom or school environment are not allowed without the consent of the administration. For safety reasons, Heelys, skateboards, rollerblades, etc. are not allowed in school or on school property. Items will be held in the office until parents pick them up at school. **The school takes no responsibility for any of these items that are lost, stolen, or damaged at school.**

REPORT CARDS

Report cards are issued three times a year. Report cards must be signed and returned to the classroom teacher. Progress reports are sent home by the middle of the grading period. In addition, conference days give parents and teachers an opportunity to share information about student progress and needs. The PowerSchool Parent Portal can be used to access student academic data at any time.

RESIDENCY

Only students who are residents of the Beach Park School District may attend a District school without tuition charge, except as otherwise provided below or in State law. A student’s residence is the same as the person who has legal custody of the student.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition when transportation is provided by parent/guardian.

Challenging a Student’s Residence Status

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a non-resident of the District for whom tuition is required to be charged, he or she on behalf of the School Board shall notify the person who enrolled the student of the tuition amount that is due. The notice shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by The School Code, 105 ILCS 5/10-20.12b.

Homeless

Homeless children may attend District schools when: (a) they resided in the District's attendance area when permanently housed or last enrolled in school; or (b) they are currently living within the District's attendance area. A homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency.

SCHOOL CLOSINGS

Your child's safety is the major concern when determining whether we should close schools. We consider several variables prior to making this decision including; current and projected weather conditions (combined temperature and wind which exceeds 25° to 30° below zero), road conditions (main roads and side streets), location of bus stops (where can students stand while waiting for the bus?), availability of buses and drivers, approximate route times anticipated (how long will students be waiting outside?), and status of school buildings (heat, electricity, water, having sidewalks open, and parking lots cleared, etc...)

We recognize that most parents in our communities are working during the day and that children are best served by being in school. It is the policy of Beach Park School District #3 to keep schools open during inclement weather if at all possible. When our schools are in session during inclement weather, the district encourages each parent to determine the best approach for your child, i.e. wait at the bus stop with child dressed for the cold, transport child to school by car, or keep child home for the day. Again, your child's safety is our primary concern, and as a parent, you are in the best position to determine how to best meet your child's needs.

In the event of a school closing, district officials will notify the following:

- District website – www.bpd3.org or our Facebook Page <https://www.facebook.com/pages/BPD-3-On-The-Horizon-District-Announcement-Page/570894759610441>
- <http://www.emergencyclosingcenter.com>
- Email notification to everyone that provided an email address at registration
- Area radio stations. Most announcements start at 6:00 a.m. Tune to any of the following:
 - FM stations: WILL 95FM, WLS 94.7FM, WBBM 96FM, and WXLC 102.3, WEXT 104.7FM
 - AM stations: WLS 890AM, WGN 720AM, WKRS 1220 AM, WMAQ 67 AM, WBBM 780 AM, and WLIP 1050AM
- TV stations: CBS (Channel 2), WMAQ TV (Channel 5), ABC (Channel 7), WGN TV (Channel 9), CLTV (Channel 10), FOX (Channel 32).

IF SCHOOL IS IN SESSION AND YOUR CHILD WILL NOT BE ATTENDING, PLEASE ADVISE YOUR CHILD'S SCHOOL PURSUANT TO THE DISTRICT'S ABSENCE NOTIFICATION PROCEDURES.

SCHOOL HOURS

7:30 a.m. – 1:55 p.m.	Beach Park Middle School
8:20 a.m. – 2:45 p.m.	Kenneth Murphy School, Newport School
9:05 a.m. – 3:30 p.m.	Howe School, Oak Crest School

Students may enter the building ten minutes before the school day begins. Please do not drop your child off before this time since supervision is not available to monitor your child. Your child's well-being is our priority and we want to ensure that your child is adequately supervised at all times.

SCHOOL IMPROVEMENT PLANS

Each of the Beach Park Schools provides regular communication to staff, students, parents and the community about the progress of students in meeting standards for various curriculum areas. The School Improvement Plan (SIP) for each building is reported to the community at public board meetings. For more information, contact the building principal.

SCHOOL VISITOR POLICY

Parents and visitors are always welcome in our schools. In order to maintain building security, all school doors are locked at all times. Parents and visitors must enter and exit the building through the main office to sign in and out. Visitors should also be prepared to show personal identification. As a courtesy to the teachers and students, visitors are required to make an appointment by contacting the building principal. **Once approved by the office**, parents who want to visit their child's classroom should speak to the teacher 24 hours prior to the day they wish to visit. If the teacher is ill on the arranged day, the visit will be rescheduled. No preschool children will be allowed to visit in the classroom.

All visitors must report to the main office and secure a visitor's pass. Visitors are required to wear a visitor's badge at all times. Each school determines the length of visits. While adult visitors are welcome in our schools, any individual whose presence is questionable or is disruptive to the educational process will be asked to leave.

SCHOOL VISITATION RIGHTS

As a parent/guardian of a student enrolled in Beach Park District 3, Illinois law (820 ILCS 147/15, Sec. 15) requires that your employer grant you unpaid leave up to a total of eight (8) hours (no more than four hours of which may be taken on a single day) to attend school conferences and classroom activities related to your child if you cannot schedule the conferences or classroom activities during non-work hours.

Your employer is not required to grant you such leave unless you have exhausted all accrued vacation and/or personal leave benefits. When such leave is taken, your employer is required to make every reasonable effort to permit you to make up the time taken on a different date. You are not, however,

required to make up the time taken for such leave. Your employer is not required to schedule make-up time in a manner that would require the payment of your wages on an overtime basis.

The Illinois Department of Labor, in cooperation with the State Superintendent of Education, has prepared a verification of attendance form for the parent or guardian to take to his employer verifying his/her attendance at the conference or meeting. Your school is required to provide such form upon request.

SEXUAL EQUITY, DISCRIMINATION AND HARASSMENT

No person, including a District employee or agent, or student, shall harass, intimidate or bully another student based upon a student's race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment, intimidation or bullying are handled according to the provisions on sexual harassment below. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, intimidation or bullying by including this policy in the appropriate handbooks.

Equal Education Opportunity

Beach Park School District # 3 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following people have been designated to handle inquiries regarding the non-discrimination policies:

Patrick Palbicki - Business Manager
11315 West Wadsworth Road
847-599-5064

Rosemary Betz - Director of Student Services
11315 West Wadsworth Road
847-599-5056

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or

2. Has the purpose or effect of:
 - a. Substantially interfering with a student’s educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment;
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms “intimidating,” “hostile,” and “offensive” include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the Building Principal, Assistant Building Principal, or a Complaint Manager. Students may choose to report to a person of the student’s same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal or Assistant Building Principal for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District’s current Nondiscrimination Coordinator and Complaint Managers. **At least one of these individuals will be female, and at least one will be male.**

Nondiscrimination Coordinator:

Mr. Patrick Palbicke
11315 West Wadsworth Road
Beach Park, IL 60099
847-599-5064

Complaint Managers:

Mr. Patrick Palbicke
11315 West Wadsworth Road
Beach Park, IL 60099
847-599-5064

--AND--

Ms. Rosemary Betz
11315 West Wadsworth Road
Beach Park, IL 60099
847-599-5055

The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate sexual harassment, such as by including this policy in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

SMOKING

According to Illinois law, smoking is prohibited on a school property at all times. This law not only applies to the school building but to the parking lots, sports fields and sidewalks surrounding the school.

SOCIAL NETWORKING INVESTIGATION

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

STUDENT RECORDS

A student record is the written history about performance and activities of any child enrolled in school. This record will contain all of the state and federal mandated information and any other information necessary to evaluate a student's progress.

Access to Records by Parents and Students

The right to inspect and copy student educational records (both permanent and temporary) at a minimal fee is allowed to parents or guardians of students under age 18. Any student also has the right to read, review and copy his or her permanent educational records.

Parent or student requests for review of records must be made in writing to the school principal. The principal will arrange an appointment within two weeks for the review.

Non-Custodial Parents

In families where parents are separated or divorced, the granting of custody to one parent does not alter the rights of the other, unless there is a court order specifically on this point. Any parent may have access to his or her child's records for the purpose of reviewing them. A non-custodial parent should submit a letter to the principal requesting all information about his/her child.

Permanent Records

Permanent Records are kept a minimum of 60 years. These records include: basic identifying information, academic transcript, attendance record, accident reports and health record, records of release of permanent record information, honors and awards received, information about participation in school-sponsored activities or offices held.

No other information shall be placed in the student's permanent record.

Release of Student Records

Parents and any person designated a representative by a parent have rights of access, inspection and copying with regard to both permanent and temporary student records. Students have a right to access, inspect, and copy their permanent records and may be permitted access to their temporary records.

The following categories of persons are also permitted access: employees or officials of the school district or the State Board of Education who have a current educational or administrative interest in the student, the records custodian of another school in which the student has enrolled or will enroll, any person for research, statistical reporting or planning purposes, provided no student or parent can be identified from the records, persons designated by court order and persons required by state or federal law.

The official records custodian must grant access within a reasonable time, but in no case later than 15 school days after the date of receipt of the request.

A parent or student may be denied access to confidential letters and statements of recommendation furnished in connection with applications. Communications otherwise protected by law as privileged or confidential, including but not limited to information communicated in confidence to a physician, psychologist or other psychotherapist, or information, which is communicated, by a student or parent in confidence to school personnel may also be withheld. Please contact the superintendent, if you have questions.

Each school keeps a log of all agencies or persons who request or obtain access to information from a student's record. Parents, guardians, or eligible students have a right to request a copy of information released.

The records custodian of a school shall transfer the records of a student to the school in which the student has enrolled or intends to enroll upon request of the records custodian of the other school. The parent shall have a right to inspect, copy, and challenge such information. Release of information other than specified above requires prior, specific, dated, and written consent of the parent designating the person, to whom such records may be released, reason for release, and specific records to be released.

A nominal fee may be charged to copy records.

Temporary Records

Temporary Records are destroyed five years after the date of graduation, transfer or permanent withdrawal of the student from the district. These records may include: family background information, intelligence and aptitude test scores, reports of psychological evaluations, elementary and secondary achievement level test results, copies of student's work, participation in extracurricular activities, including offices held, honors and

awards received, teacher anecdotal records, disciplinary information, special education files, any certified reports of information from non-educational persons, agencies or organizations, other verified information of clear relevance to the student's education and record of release of temporary record information.

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

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

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

TEACHER COMMUNICATION

Communication among administration, teachers, and parents is very important. Parents are encouraged to contact the teacher if they have a question or comment via email or phone call before or after regular school hours. The teacher will return the call or set up a conference within 24 hours. Teachers are available twenty minutes before and after school and during their daily preparation time. To avoid interruptions to instructional time, please do not call the classroom during the school day.

TECHNOLOGY CODE OF CONDUCT

Network and internet access is a privilege. Each student must agree to the following set of rules in order to use the Internet. If these rules are violated in any manner, student access will be terminated and disciplinary actions may follow. Remember that students must act responsibly when using the Internet.

Students using the Beach Park Schools Network and Internet must agree to the following:

- I will be polite and act responsibly while using the school network and the Internet.
- I will use appropriate language. Swearing, vulgarity, ethnic or racial slurs, harassment, and any other type of defamatory language is prohibited.
- I will respect the privacy of others. I will not pretend to be someone else when sending or receiving message. This behavior is considered inappropriate.
- I will use the Internet to access only educationally relevant materials.
- I will not transmit obscene messages or pictures.
- I will respect people's right to private property. I will not trespass in or copy the contents of other people's folders.
- I will not damage computers or alter the computer network in any manner.
- I will not give out my name, address or phone number.
- I will not use the Internet for commercial purposes.

Failing to comply with these rules will result in loss of access in addition to other disciplinary or legal actions by the school district.

Computer resources are provided for students to conduct research and communicate with others. Their use is limited to class assignments, and they are not to be used for non-school related activities. Access to computer resources is provided to students who agree to act in a considerate and responsible manner. Permission is required from a teacher or staff member. Access is a privilege not a right. Access implies responsibility.

A teacher or staff member may review files and communications to maintain system integrity and ensure that students are using the system responsibly.

As much as possible, access to district computer resources will be designed in ways, which point students to those resources, which have been reviewed and evaluated prior to use. Computer use will be monitored, but students are responsible for following the district's guidelines for appropriate use and bearing the consequences for misuse.

Rules

- Students will use appropriate language on the computers.
- Students will not reveal personal information such as addresses and telephone numbers.
- Students will treat equipment and software with care and respect.

Violations

The following consequences will result from inappropriate use:

- Violations will result in a restriction of computer privileges.
- Violators will be referred to their respective teacher or staff member for appropriate disciplinary action. Students will be responsible for full restitution for any physical damage/vandalism to equipment or for any software.
- When necessary, the appropriate law enforcement agency will be notified.

Agreement Form (To be signed before a student uses computers at his or her school) "I have read the terms and conditions as set out in the Beach Park Schools' Technology Code of Conduct and agree to abide by them. I understand that my failure to do so may result in my being denied access to the Internet and computer resources as well as any other disciplinary action as deemed appropriate by a teacher, staff member, or administrator. I further agree that, should this occur, I will not attempt to use any Beach Park computer or network until my access is restored."

TEXTBOOKS

The Beach Park District provides textbooks to students. Students are responsible for all textbooks, library books and materials issued to them. In the case of damage or loss, parents will be responsible for the repair and/or replacement costs.

TRANSFERS

Please notify the main office as soon as possible if you plan to move. Health records and transfer cards must be prepared and sent to your child's new school. In Illinois, student records must contain a completed School Transfer Form signed by the building principal. Student records are mailed directly to the new school district upon their request.

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent. The Superintendent is delegated all authority granted to the School Board in order to implement this policy, subject to specific Board action to the contrary. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted to the School District.

TRANSPORTATION - BUS

All students attending the district must be transported to school and may ride school buses free of charge to and from school. Riders are under the supervision of the bus driver unless the Board of Education designates another adult to supervise the riders. ***A five-day written notice is required when requesting a permanent change in transportation. Special requests will be granted on a space and route availability basis.***

School Bus Safety Guidelines

Student safety is the primary concern of the Beach Park School District. Misbehavior on school vehicles poses a serious threat to the safety of everyone on the roadway. Laws and regulations have been established to ensure the safety of students and drivers on school transportation.

All standards of conduct as outlined in this section will apply while students are on the school bus, regardless of time or location. Any behavior on a bus that would endanger the wellbeing of the students, the bus driver or the general public may result in a loss of bus riding privileges. Behaviors that distract the driver from watching the road cause an unsafe bus ride and increase the possibility of accidents. Any distracting behavior is dangerous on the school bus.

The bus driver is responsible for assigning every student a seat and making sure the students sit in their assigned seats. Bus drivers communicate behaviors to the school administration for interventions.

Bus Conduct

All students must follow the District's School Bus Safety Guidelines. The Superintendent, or any designee as permitted in [The School Code](#), is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in School Board policy, 7:190, *Student Discipline*.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.

4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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

Electronic Recordings on School Buses

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

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

TRUANCY

- **Tuant** - a child who is absent without valid cause from school.
- **Chronic Tuant**- a child who is absent without valid cause from school for 5% or more of the previous 180 regular attendance days.
- **Tuant Minor** - a chronic truant to whom supportive services, including prevention, diagnostic, intervention and remedial services that have been provided and have failed to result in decrease in chronic truancy.

Truancy can affect students' grades and learning. Students must be present in order to successfully learn skills, take tests, and keep up with required class work. If a student is found to be a chronic truant the school will offer support services which may include but not limited to: parent phone call, interview with the student, letter home to the parent/guardian, social work services and parent conference to provide information about existing services in the community that may be of assistance to the student. The Illinois Compulsory Attendance Law (Article 26 Illinois School Code) holds parents responsible for the enrollment and regular school attendance of children between the ages of seven and seventeen.

WHOM TO CONTACT IF YOU HAVE AN ISSUE

Do you have a question or concern about your schools, your child's progress, or a problem that has arisen? Parents often do, and they are not sure to whom they should turn to for answers or advice.

In Beach Park District 3, our procedure is to contact the person closest to the situation. If the concern pertains to your child, see the teacher first. If your concern is not responded to within 24 hours, you have recourse by contacting administration.

STUDENT HEALTH AND WELLNESS

ACCIDENT AND EMERGENCY PROCEDURES

In the event a student becomes ill or is injured at school, the teacher or person supervising shall send or take the student to the office and report any needed information. School personnel shall examine the child, and administer first aid as appropriate and notify the parent of the problem.

If a parent cannot be reached in the event of an emergency, the emergency numbers shall be used. **Please be certain your emergency contact information is kept up to date.** If these efforts are unsuccessful, the principal or designee will determine a course of action, which may include calling 911 for emergency treatment and/or transportation.

Children who are injured or ill should not remain in school. Parents must be prepared to make arrangements to take a sick child home and not compromise his or her well being at school or on the school bus.

ALLERGIES

There is increasing frequency and intensity of allergic reactions that impact students in the educational environment. Parents of a student with a life-threatening allergy must provide the school with documentation from a licensed healthcare provider. This information should include the specific allergy and medical requirements needed for the student.

Staff who will work in partnership with the parents to develop a medical plan may include but are not limited to the principal, school-based public health nurse, student's teachers, after school care coordinator, and the cafeteria manager if appropriate. The goal is to increase awareness & communication, to prevent possible exposure to identified allergens, and to create an emergency procedure for allergic reactions.

Snacks - Beach Park Middle School

Please provide your student with a healthy snack and/or a water bottle. These are acceptable, but if the water or snack become a distraction from learning, it will be taken away.

Snacks - Elementary School

The tradition of sweet birthday treats in school has been around for a long time, but there are many healthier options parents and teachers can use to celebrate. We all know that obesity is becoming an epidemic among our children and food allergies make some treats dangerous for our students. We want children to be able to have their special day recognized. The school and classroom teachers do this in a variety of ways including having students wear a crown, reading birthday names during announcements, having the birthday child be line leader or go first for an activity and many other ways. If parents choose to send something to school to celebrate, it should not be an edible treat. Here are some ideas:

1. Key chains
2. Pencils/pens
3. Bubbles
4. Stickers
5. Temporary tattoos
6. Rubber bracelets
7. Donate a book to the class/school library

Animals

Animals (e.g. pets) are only allowed in the building with permission from administration.

CHRONIC INFECTIOUS DISEASES

Children with chronic infectious diseases are entitled to a free appropriate public education in the least restrictive environment. They may or may not require special education or adaptive programming which will be determined on an individual basis.

The individual right of privacy determines that the knowledge of the disease should be confined to a need-to-know basis (e.g. the infectious disease team of the principal, health clerk and student's teacher).

COMMUNICABLE DISEASES

When calling to report an absence due to illness, please inform the school of any communicable disease or condition such as chicken pox, strep throat, impetigo, head lice, or pink eye. A note, signed by the attending physician, is required before a student may return. A student with a rash is excluded from school until the nature of the rash is determined.

A student with an elevated temperature of approximately 100 or greater will be sent home from school. The student must be fever free without medications for one school day before returning to school. A doctor's note may be requested after any absence due to illness or symptoms of a contagious nature.

Students sent home for vomiting and diarrhea must be "vomiting-free and diarrhea-free" for a full school day before returning to school.

In the event of illness, it is recommended that parents make arrangements for sibling or friend to obtain and deliver school work. If this is not possible, parents are asked to call school to make arrangements.

LICE

A child exhibiting symptoms of head lice will be excluded from school until all nits have been removed from the hair and formulated shampoo has been used to kill head lice and their eggs. Upon returning to school after treatment for head lice, the students must report to the office for re-examination by the health clerk or nurse.

MEDICAL ALERT

Please provide information about any outstanding medical condition or change in condition such as allergies, heart problems, hyperactivity, epilepsy, and asthma. Also, inform us of medications that are taken either at home or at school to treat these conditions.

MEDICATION

Parents/Guardians

Ask the child's physician, dentist, or other health care provider who has authority to prescribe medications if a medication, either prescription or non-prescription, must be administered during the school day. Medication includes an epinephrine auto-injector (EpiPen®) and asthma inhaler medication (105 ILCS 5/22-30(a), amended by P.A. 98-795).

For a student with diabetes: The parent(s)/guardian(s) are responsible to share the health care provider's instructions. When the student is at school, the student's diabetes will be managed according to a diabetes care plan, if one exists, and not this Procedure. See Care of Students with Diabetes Act, 105 ILCS 5/10-22.21b. Last, the Public Self-Care of Diabetes Act allows a person with diabetes (or a parent/guardian of a person with diabetes) to self-administer insulin (or administer insulin) in any location, public or private, where the person is authorized to be irrespective of whether the injection site is uncovered during or incidental to the administration of insulin (410 ILCS 135/, added by P.A. 98-844).

If so, ask the health care provider to complete a "School Medicine Authorization Form." **This form must be completed and given to the school before the school will store or dispense any medication and before your child may possess asthma medication or an epinephrine auto-injector.**

If a student is on a medication indefinitely, the parent/guardian must file a new "School Medication Authorization Form" every year.

Bring the medication to the school office. If the medicine is for asthma or is an epinephrine auto-injector, a student may keep possession of it for immediate use at the student's discretion: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or

after normal school activities, such as while in before-school or after-school care on school-operated property (105 ILCS 5/22-30€, amended by P.A. 98-795).

For asthma inhalers, provide the prescription label. Bring other prescription medications to the school in the original package or appropriately labeled container. The container shall display:

- Student's name
- Prescription number
- Medication name and dosage
- Administration route and/or other direction
- Dates to be taken
- Licensed prescriber's name
- Pharmacy name, address, and phone number

Bring non-prescription medications to school in the manufacturer's original container with the label indicating the ingredients and the student's name affixed. At the end of the treatment regime, remove any unused medication from the school.

School Office Personnel

Provide a copy of these procedures, as well as a "School Medication Authorization Form," to inquiring parents/guardians. Whenever a parent/guardian brings medication for a student to the office, summon the school nurse. If the school nurse is unavailable, accept the medication, provided the parent/guardian submits a completed "School Medication Authorization Form" and the medication is packaged in the appropriate container. Put the medication in the appropriate locked drawer or cabinet. Tell the school nurse about the medication as soon as possible.

School Nurse (certificated school nurse or non-certified registered professional nurse)

Ensure that a parent/guardian who brings medication for his or her child has complied with the parent/guardian's responsibilities as described in this administrative procedure. In conjunction with the licensed prescriber and parent/guardian, identify circumstances, if any, in which the student may self-administer the medication and/or carry the medication. A student will be permitted to carry and self-administer medication for asthma or an epinephrine auto-injector. Store the medication in a locked drawer or cabinet. A student may keep possession of medication for asthma or an epinephrine auto-injector. Medications requiring refrigeration should be refrigerated in a secure area. Plan with the student the time(s) the student should come to the nurse's office to receive medications. Document each dose of the medication in the student's individual health record. Documentation shall include date, time, dosage, route, and the signature of the person administering the medication or supervising the student in self-administration. Assess effectiveness and side effects as required by the licensed prescriber. Provide written feedback to the licensed prescriber and the parent/guardian as requested by the licensed prescriber. Document whenever the medication is not administered as ordered along with the reasons. If the parent/guardian does not pick up the medication by the end of the school year, discard the medication in the presence of a witness

Building Principal

Supervise the use of these procedures. Perform any duties described for school office personnel, as needed. Perform any duties described for school nurses, as needed, or delegate those duties to appropriate staff members. No staff member shall be required to administer medications to students, except school nurses, non-certificated and registered professional nurses, and administrators. Make arrangements, in conjunction with the parent/guardian, supervising teachers, and/or bus drivers for the student to receive needed medication while on a field trip.

The purpose of administering medications in school is to help each child maintain an optimal state of health. Only those medications which are necessary and must be given during school hours shall be administered. School personnel shall not administer any prescription or nonprescription medication to students without written authorization from a licensed prescriber and a parent or guardian.

In all cases, the school district retains the discretion to reject any request for administering medication, in which case a parent or guardian can come to school to do so.

All medications, including inhalers, must come to school in an original container. Prescriptions must be clearly marked with prescription number, date, name of doctor, name and strength of drug, and name of student. Over-the-counter medications must also be in the original container and will only be administered at the direction of a physician (e.g. ibuprofen, cough syrup, Tylenol). No medications may be kept in the student's classroom, locker, teacher's or student's desk. All drugs will be kept in a locked container. Principals will assume responsibility for dispensing and recording all administration of medications at school.

PHYSICAL EXAMINATIONS, IMMUNIZATIONS, AND EXCLUSION OF STUDENTS

Required Health Examinations and Immunizations

A student's parent(s)/guardian(s) shall present proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, within one year prior to:

1. Entering kindergarten;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Upon entering kindergarten, proof of health examinations/immunizations will again have to be provided per requirements stated above.

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.

2. A diabetes screening must be included as a required part of each health examination; diabetes testing is not required.
3. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of 6 months and 6 years must provide a statement from a physician that their child was “risk-assessed” or screened for lead poisoning.
4. The Department of Public Health will provide all female students entering sixth grade and their parents/guardians information about the link between human papilloma virus (HPV) and cervical cancer and the availability of the HPV vaccine.

Unless the student is homeless, failure to comply with the above requirements by October 15 of the current school year will result in the student’s exclusion from school until the required health forms are presented to the District. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

Early Childhood Program (Elementary School)

A student’s parent(s)/guardian(s) shall present proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, upon becoming eligible for the Early Childhood Program.

Upon entering kindergarten, proof of health examinations/immunizations will again have to be provided per requirements stated above.

Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

Students must present proof by October 15: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the Department of Public Health. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examination

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the Illinois Department of Public Health.

Children in the second or sixth grade must present proof by May 15: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions

In accordance with rules adopted by the Illinois Department of Public Health, a student will be exempted from this policy's requirements for:

1. Religious grounds if the student's parents/guardians present to the Superintendent a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification.
3. Eye examination requirement if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parents/guardians show an undue burden or a lack of access to a dentist.

SUPPORT SERVICES

Beach Park District #3 provides a comprehensive continuum of support services and programs to meet the needs of students. The information provided below is an overview of those services.

BEHAVIORAL INTERVENTION FOR STUDENTS WITH DISABILITIES

Beach Park #3 Board of Education has adopted policy and procedures related to the use of behavior interventions for students with disabilities as required by Public Arts 89-1103 and 98-0191. A fundamental principle of the policy is that positive behavioral interventions should be used to the maximum extent possible and preferable to the use of aversive or restrictive interventions. The use of restrictive interventions should maintain respect for the individual student's dignity and adhere to professionally accepted educational practices. All of the procedural safeguards available to students with disabilities and their parents/guardian under the Individuals with Disabilities Education Act (IDEA), including notice and consent, opportunity for participation in meetings, and rights to appeal, must be observed when developing and /or implementing behavioral interventions.

ENGLISH LEARNERS (EL)

Philosophy Statement

At Beach Park School District # 3, we believe all students are lifelong learners. We facilitate the acquisition of English by Limited English Proficient Students in a natural, effective manner while acquiring grade level appropriate academic content. This will be achieved in a linguistically and culturally supportive environment that best fits the learner's needs.

Programs

Transitional Program of Instruction (TPI) and the Transitional Bilingual Education (TBE) Program

The school district must, no later than 30 days after the beginning of the school year, or 14 days after the enrollment of any child in the TBE or TPI program during the middle of the school year, notify the parent or legal guardian of an eligible child that enrollment in the English Language Learners Program is being recommended. Notice must be given in English and in the student's home language:

Parent/Legal Guardian Notification of Student Eligibility

- At the time of registration, all students new to the district complete a Home Language Survey (HLS).
- Once a student is identified as having a language background other than English, district personnel explains to the parent/legal guardian that the state requires the district to administer the W-APT ACCESS screener, or if kindergarten age, the MODEL test.
- Parent/legal guardians are notified of test results.
- District personnel explain the district's scoring criteria for eligibility into either the TBE or TPI program.

Exit Criteria

In order to better align measurements of academic achievement with English language acquisition, the Illinois State Board of Education has adopted a modified definition of English language proficiency for students in Illinois schools. **Effective January 1, 2014, a student must obtain an overall composite proficiency level of 5.0 as well as a reading proficiency level of 4.2 and a writing proficiency level of 4.2 on the ACCESS for ELLs to be considered English language proficient.** Any student that does not achieve the minimum composite, reading, and writing criteria is considered an English learner (EL) student and remains eligible for TBE/TPI services. Students who meet or exceed these proficiency levels may be transitioned from the TBE/TPI program as allowed under Part 228 of the Illinois Administrative Code.

GIFTED, ACCELERATED, TALENTED AND ENRICHMENT PROGRAM (GATE)

Beach Park District #3 recognizes "truly gifted" children as students who consistently excel or show the potential to consistently excel above average in one or more of the defined areas of giftedness defined by the state.

The GATE program is in place for students in grades 3-8. The program provides units of study where students develop the ability to think critically and creatively, while evaluating their own talents and interests.

SOCIAL WORK

The Beach Park District #3 Social Work Program serves to improve the social-emotional component of a student's education. Social workers provide consultation, crisis intervention and direct services at each school. Emphasis with students individually and in groups is on improving relationships, building self-esteem, coping with stress and developing problem solving skills within the educational context. Social workers assist parents in effectively participating in their children's education and helping them utilize school and community resources.

SPECIAL EDUCATION SERVICES

Beach Park District #3 ensures that a free appropriate public education (FAPE) is available to each child with a disability who is between the ages of three and fifteen (or graduation) who resides and is enrolled in the district and requires special education and related services to address the adverse effects of the disability on his or her education.

Nondiscriminatory screening and identification procedures are used to identify all children three to fifteen with disabilities who reside in District #3.

Each school in the district has a Student Support Team which meets on a regular basis to review concerns about individual students and develop interventions which assist the student to be successful in the educational environment.

Eligibility for special education services is based on a full and individual evaluation and shall be determined at one or more conference(s). Once eligibility has been determined, the provision of a child's special education will be based upon an individualized education program (IEP) developed at an IEP meeting, involving a child's parents/guardian. The IEP is reviewed annually or upon request of parents or school personnel.

The district provides a continuum of placement options to address the educational needs of students with disabilities. They include: consultative, resource, instructional and preschool special education. Related services are also provided to address the adverse effect of a child's disability on his/her education. In addition, services and programs are available through Special Education District of Lake County (SEDOL).

STAFF QUALIFICATIONS

All parents may request, and the district will provide upon request, information regarding the qualifications of the student's classroom teacher and/or qualifications of the paraprofessional serving their child as required.

CODE OF CONDUCT

Our school strives to be safe, respectful and responsible to align with PBIS. Responsible citizenship is the result of responsible choices and conduct. In an effort to prepare our students, parents and staff with the skills to achieve their goals and participate as responsible and respectful members of our community, Beach Park District 3 provides these guidelines. The school retains authority over every students as prescribed by law (In loco parentis, N.J.S.A 18A: 25-3). In other words, the school stands “in place of the parent” while students are under the care of the school.

This Code of Conduct will guide all members of our school community in realizing that they have choices and in understanding that there are consequences (favorable and unfavorable) for those choices.

- Everyone is entitled to a safe, secure and orderly environment in which to learn and work.
- Positive and successful school experiences lead to student achievement.
- Discipline is a shared responsibility. Both students and adults are responsible for maintaining a safe and healthy learning environment.
- High expectations and courteous, respectful behavior creates a climate of achievement.

Student Rights

- To be treated with honesty, respect and trust
- To be informed of student responsibilities, rights and discipline policies
- To be given the opportunity to be heard as well as have witnesses speak on one’s behalf
- To be challenged academically and to pursue a successful education without disruption
- To be transported in a safe manner
- To receive fair and equitable treatment without discrimination
- To expect cultural respect and understanding

Student Responsibilities

- To demonstrate honesty, respect and trust
- To be an active listener and participating learner
- To be culturally sensitive and respect cultural diversity
- To resolve problems while providing dignity for all
- To attend school regularly, arrive on time and bring supplies
- To follow discipline guidelines adopted by the District as well as one’s school

Parent Rights

- To be treated with honesty, respect and trust
- To be informed of the Code of Conduct and appeal process
- To be informed and receive explanations of academic progress and behavior
- To be consulted as soon as possible when decisions are made that affect one’s child
- To expect school to be a safe place of learning
- To expect children to be challenged academically and to learn
- To expect cultural respect and understanding

- To request and be granted conferences with school personnel
- To express feelings constructively and with respect

Parent Responsibilities

- To demonstrate honesty, respect and trust
- To assist children in learning how to make choices and deal with consequences
- To praise children for effort, improvement and achievement
- To act as partners with school staff for improving student learning and behavior
- To act in a courteous and responsible manner in all school-related activities
- To abide by state laws regarding attendance
- To provide the school with accurate home and emergency phone numbers
- To be an active listener and participating learner
- To follow discipline guidelines adopted by the district

Staff Rights

- To be treated with honesty, respect and trust
- To be supported by other staff and parents/guardians
- To be informed of and/or present at student/parent/administrator conferences
- To work in a safe and positive atmosphere for learning and teaching
- To expect cultural respect and understanding
- To work in an atmosphere free from verbal or physical threats
- To be informed of the Code of Conduct and appeal process

Staff Responsibilities

- To demonstrate honesty, respect and trust
- To academically challenge students and to provide learning for students in an equitable manner
- To respect the rights, dignity and confidentiality of students, parents and other staff members
- To be culturally sensitive and respect cultural diversity
- To inform and consult parents/guardians on the progress of students
- To be fair, equitable and consistent in all interactions
- To be proactive in resolving issues and to initiate parent contact regularly
- To develop and enforce clear behavioral and learning expectations

Student Discipline

Fair and equitable discipline is intended to protect the rights and privileges of all persons, in all matters relating to the conduct of school. Principals, teachers, bus drivers and school staff stand in loco parentis, that is, in the supervision of students while children are in the care of the school. Expectations governing student behavior stem from state and federal laws, school board policies, and administrative regulations. Cooperation among parents, teachers, and administrators is desirable and necessary.

Discipline is intended to be fair and constructive, not arbitrary or excessive. It is intended to help the child learn consideration for the rights of others and their property. The ultimate goal is for each child to be **actively engaged** in learning and to exhibit appropriate behavior.

The teaching of self-discipline, or the responsibility for a person's own actions, is a goal of the Beach Park School District 3 Code of Conduct. The school is responsible for implementing a program for teaching rules and to administer fair and constructive corrective measures. Should corrective action be necessary, the following will be considered:

- Student's age
- Ability-functioning level of student
- Seriousness of offense
- Frequency of inappropriate behavior
- Circumstances and intent
- Potential effect of misconduct on the school environment
- Relationship of the behavior to any disabling condition
- Other mitigating factors

Efforts shall be made to prevent students from engaging in aggressive behavior that may reasonably cause physical or psychological harm to someone else. These efforts may include early intervention and progressive discipline. The Superintendent or designee shall ensure that the parents/guardians of a student who engages in aggressive behavior are notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

STUDENTS

This policy becomes effective and replaces the current policy on *Student Discipline* on the first student attendance day of the 2016-2017 school year.

STUDENT BEHAVIOR

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or

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

LEVEL 1 BEHAVIOR

Level 1 behavior is primarily the responsibility of teachers, school personnel and parents/guardians. Notification of parent/guardian may occur. Administrative and parental assistance can be initiated without engaging the formal referral process. Level 1 behavior includes, but is not limited to the following:

Cafeteria Rules

Students shall not save seats for other students

Loud talking, yelling, screaming, and other disruptions are prohibited

Students shall not throw food or drinks

Students shall not trade food

Vending machines are provided for student's convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machine, and must wait in line to use the machines.

Students may not save spots in line, cut in line, or otherwise cheat or intimidate their way into line.

Students shall not leave the cafeteria until after dismissal or otherwise directed by staff.

Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.

Students shall immediately become silent when staff or presenters make announcement in the cafeteria.

Students shall report spills and broken containers to cafeteria staff immediately.

Disrespect

Examples of disrespect (it is understood that these are not the only examples) include the following: name calling, yelling at students or staff, inappropriate language used toward any other student or staff, inappropriate gestures (non-sexual), etc.

Dress Code

Violations to the dress code policy referenced on pages 9 and 10.

Misconduct

Examples/Not limited to –Misconduct:

1. Moving through the corridors, lobbies, etc, without a pass except during passing time
2. Running in the hallways
3. Chewing gum
4. Cheating
5. Lying or attempts to deceive
6. Inappropriate Language/ Classroom/Hallway
7. Unauthorized selling/exchange of money for food, drinks, or any other item
8. Skateboards, Roller Blades, Heelys, may not be used on school property
9. Backpacks, purses, or any bags are not allowed to be carried from class to class

Non-Compliance

Definition: Non-compliance is defined as the refusal to submit to the authority of school personnel in the exercise of their duties or responsibilities.

1. Students and/or a group of students who are non-compliant or disrespectful **toward a school employee** will be disciplined. Gross or chronic misbehavior of this type may result in referral to the Superintendent.
2. Examples of non-compliance or disrespect (it is understood that these are not the only examples):
 - a. Students are expected to identify themselves and others upon request. Students are to present a school ID. Students are expected to surrender identification to a staff member upon request. (Beach Park Middle School)
 - b. Students are expected to follow instructions as given by a school employee.
 - c. Students are expected to leave a classroom or other area immediately when so instructed by a school employee and must report immediately to the administration.
 - d. Students are expected not to interfere with or prevent staff members from the performance of their responsibilities.
 - e. Students are expected not to act as “look-out” for students who are breaking school rules, or warning them when a staff member approaches.

Physical Contact

Level 1- No Intent, No Injury

Public Displays of Affection (PDA) (Beach Park Middle School)

Public displays of affection are not appropriate in school. This includes embracing, kissing, and body contact. Standards for acceptable behavior are the same as those for acceptable behavior at a place of work. Students who are unable or unwilling to accept this “time and place” concept of appropriate behavior will receive disciplinary action.

Misconduct at School Activities

Any form of misconduct or unsportsmanlike behavior at school sanctioned activities, on or off campus, may result in exclusion from participation in and/or attendance at all athletic and extracurricular activities. Appropriate school disciplinary action will be taken.

Parental Responsibilities

We encourage our student parents to pick up students immediately after the end of any school activity due to safety concerns. Students that are not picked up on time may not be allowed to participate in any after school activities (dances, sporting events, after school clubs, etc.). If this becomes chronic, the police could be contacted.

Tardy to School - Beach Park Middle School

Definition: Not present in class when is the time for the start of the school day. All students are expected to arrive at school on time.

If students are not in school at 7:30 a.m. they are required to sign in at the office. You will be given a **tardy to school pass (blue slip)** allowing three minutes to get to your locker and to class. Failure to sign in immediately upon arrival will result in an after school detention. The student should use the **blue slip as a pass** to show to their 1st period teacher. Students who are exceedingly and deliberately tardy to school may receive further disciplinary action.

Tardy to Class - Beach Park Middle School

Definition: Not present in class after the three minute passing period for the start of a class period. If a student has been with a teacher or other staff member, **a pass must be presented.** Students who continue to arrive tardy to class will be subject to further disciplinary action.

Tardiness may result in the following consequences: (Beach Park Middle School)

- Blue slip issued
- Lunch Detention to make-up time missed
- After School Detention (ASD)
- ASD and parent conference scheduled
- Chronic tardiness will be issued a Level 2 consequence

Tardy count will be reset at the beginning of each trimester.

Unlawful Use/Possession

Energy Drinks/Coffee

Students may not possess any energy drinks or stimulant beverages including, but not limited to, Red Bull, Five hours energy, Monster, coffee etc. while in school.

Glass Containers

Documented evidence of recurrent behaviors, appropriate interventions and administrative approval may move the matter to Level 2.

Level 1 Intervention

The following interventions may be used to address Level 1 behaviors. Other interventions may be used as appropriate. The use of multiple interventions should include parent contact.

- Verbal/Written Warning
- Parent contact: written or phone call
- Confiscation of articles
- Time-out in classroom
- Teacher/student/parent conference
- After-school detention
- Time-out out of the classroom
- Student referred to administration
- Peer mediation
- Withdrawal of privileges
- Incident reflection acknowledging responsibility
- Assigned community service within the school
- Behavioral contracts or management plans
- Student conference
- Consultation with other school personnel/Social Work
- Incentives and positive reinforcement

LEVEL 2 BEHAVIOR

Level 2 behavior is the responsibility of school-based administration, with assistance from teachers, school personnel and parents. One or more interventions may be used. Level 2 behavior includes, but is not limited to the following:

Bus Regulations

1. State statute requires that bus transportation be provided if you live 1 1/2 or more miles from school. Currently all students may ride the bus. A copy of the bus schedule will be available upon the opening of school.
2. Only Beach Park students may ride the school bus. No other persons will be allowed on the bus.
3. **In all cases, our first concern is to maintain the safety of school bus transportation. The privilege of a student to ride the school bus must be placed second.** For student welfare and safety these rules must be followed:
 - a. Wearing of school IDs is required. (Beach Park Middle School)
 - b. Board bus in an orderly fashion.
 - c. No smoking on the bus.
 - d. Remain seated. No standing while the bus is in motion.
 - e. Emergency doors are not to be opened or tampered with except for emergencies.
 - f. Loud or rowdy behavior is not acceptable.
 - g. Language must be acceptable.
 - h. No objects are to be thrown while on the bus.

4. **If these guidelines are not followed, or students fail to accept the driver's authority and follow instructions, the privilege to ride the bus may be suspended.**
5. School rules and regulations are in effect for all bus students. Appropriate school consequences will be applied.
6. Bus evacuation drills will be held yearly. All students are required to participate.
7. An activity bus or busses will be available Monday through Friday. Check with school personnel for specific times and locations.

Gross Disrespect

To act in an insulting way towards others, including the use of abusive language.

Attempted Intimidation, Harassment, Threats

Harassment, attempted intimidation (either verbal or physical threats) to or about students or staff may result in a suspension. Appropriate law enforcement agency will be notified, and may result in a hearing with the Superintendent. **Harassment that takes place after school hours, including through the use of electronic devices, is not the responsibility of the school unless it interferes with the education process.**

Sexual Harassment

Violation of the Sexual Harassment policy as documented on pages 19 and 20.

Note: Offenses are dealt with discretion of school staff and consequences are subject to change.

Note: Authorities may be called for any physical sexual harassment case.

Consequences for sexual harassment of a staff member may be more severe based on circumstance and deemed appropriate by administration.

Any sexual harassment infractions may result in notice to Superintendent and recommendation for expulsion.

False Fire Alarms/Unauthorized Use of the Fire Safety Equipment

Students involved may receive 1-10 days out of school suspension plus any fines deemed by the fire department.

Gambling

Any kind of gambling and all gambling paraphernalia will be confiscated.

Physical Confrontation

Disputes between students in school should be resolved by immediately contacting a teacher, social worker or administrator. Physical confrontation is pushing, shoving, wrestling, play fighting, etc. Any incidences of physical aggression and/or disorderly conduct may cause arrest by the appropriate law enforcement agency.

Level 2 – No Intent but Injury

Including, but not limited to, any activity that results in bodily harm.

Physical Aggression

A physical attack or assault, or agitation for a physical attack or assault on any person authorized to be on BPMS property or protected by BPMS will cause administrative attention and may cause notice to Superintendent. The appropriate law enforcement agency could be notified.

Agitation/Aggression

Agitation is defined as any verbal or physical instigation toward students and/or staff member.

Examples: pushing, shoving, violation of personal space to staff/student.

NOTE: Refusal to obey a staff member's request to stop or if a staff member needs to step in to stop the agitation, will result in additional administrative action.

Fighting

1. Fighting could result in suspension. A student's first fight may result in up to a 5-day OSS and possible arrest.
2. Refusal to obey a staff member's request to stop fighting could result in a longer suspension or an additional suspension.
3. If any additional physical fights occur, further disciplinary action may be taken.

Fighting among older students represents a greater risk of harm to bystanders and school personnel as well as the fight participants. School administration may elevate a fight occurrence to a Level 3 offense.

Spectator/Group Disorder that Compromises Safety

1. In the event of a student confrontation, students are expected to immediately clear the area and report the incident to a staff member. Spectators of a student confrontation may receive consequences for group disorder.
2. If a student is considered to be a part of a group, disciplinary action for that student may be based on the actions of that group.
3. Verbally or physically agitating before, during or after a group disorder or precipitating in a group disorder may result in a hearing with Superintendent.
4. Participation in a group disorder may result in a suspension, arrest and a hearing with Superintendent.

Threats and Injury to Staff Members

Physical or verbal threats to or about any staff member will result in a consequence deemed appropriate by administration. This includes the making of threats toward family members and/or personal property. Any physical act against a school employee causing injury (intentional or unintentional) will result in a consequence deemed appropriate by administration, may cause arrest, and an expulsion hearing.

Possession of Stolen Property

Repeated Misconduct

Any other forms of disobedience and/or gross misconduct not specifically included in this policy or in the current Student-Parent Handbook will result in disciplinary action as determined by the Administration.

1. **Gross Misconduct** - Is defined as any flagrant or aggressive action that causes or could potentially cause harm as determined by BPMS staff.
2. **Chronic Behaviors** - excessive disciplinary occurrences within BPMS policies. These include but are not limited to parent contacts, detentions, and suspensions upon the discretion of administration.
3. **Multiple Infractions in a Single Day** - If a student receives multiple infractions in a single day, the student may be placed in school suspension for the remainder of that day and the entire next day.

School Safety

Regulations and Policies for School Sponsored Dances, Social Events and Banquets - (Beach Park Middle School)

1. In order to purchase a ticket to the event and attend that event, the student **must have** a valid Beach Park Student ID card.
2. Participants choosing to ignore BPMS expectations and/or who demonstrate inappropriate behavior will be asked to leave the event. Parents/guardian will be contacted and expected to pick up the student immediately. **Consequences will follow the student handbook, in addition to exclusion to the next comparable school event.**
3. Participants choosing to leave an event early for any reason will not be allowed to re-enter.

Skipping Class - (Beach Park Middle School)

Absence of a student from class without permission.

Solicitation - (Beach Park Middle School)

Sales of any unauthorized product or service.

Technology Use/Internet Use Violation

Theft and/or Vandalism – Damage to Property – Alteration of Educational Setting

Level 2 Intervention - Level 1 Interventions may also be used

The following interventions may be used to address Level 2 behaviors, but are not limited to the following:

- After-school detention(s)
- In-School Suspension for the rest of the day/class
- In-school suspension Full day
- Social Probation for 5 or more days
- Out-of-school suspension - up to 10 days*
- Recommendation for transfer to an alternative program off-site

- Peer mediation
- Parent/guardian conference with school personnel
- Restitution
- Consultation/referral to police agency
- Citation and possible arrest
- Recommendation for expulsion and referral to outside agency
- Circle and Restorative Practices

LEVEL 3 BEHAVIOR

Level 3 behavior is the responsibility of school-based administration and central office personnel, with assistance from teachers, school personnel and parents. One or more interventions may be used. Level 3 behavior includes, but is not limited to the following:

Cigarettes/Tobacco

Students may not possess or use tobacco products, e-cigarettes, and/or paraphernalia while on or near school property or while in attendance at school sanctioned activities (on or off campus).

These guidelines apply to tobacco/substance look-alike products and lighting materials.

Alcohol and Other Drugs – Controlled Substances

1. Being under the influence of, possessing, using, transferring or distributing any **controlled substance**, including marijuana, at school, on or near school property, or at any school sponsored activity is strictly prohibited. This same prohibition applies to counterfeit drugs and look-alike substances.

The Board of Education of Beach Park CCSD, District #3, affirms our support for a **no tolerance policy towards controlled substances**. Therefore, any student under the influence, possessing, using or transferring any controlled substance at school, on school grounds, or at a school activity will be referred to the Superintendent for a disciplinary hearing. It is our intention that our school be a “drug-free zone”.

Evidence may include actions by the student and/or odor of the substance, which causes reasonable suspicion on the part of school personnel. Quantities greater than personal use will deem the student as being guilty of possessing the substance for the purpose of sale, transfer or distribution to others.

Any violation of this policy will result in an out of school suspension of up to 10 days, notice to Superintendent, a referral to the appropriate law enforcement agency, and possible expulsion hearing.

*Possession of Drug Paraphernalia (Examples include, but are not limited to: papers, roach clips, syringes, etc.): Confiscation of the material and suspension up to 10 days.

This same prohibition applies to counterfeit drugs, look-alike substances and the misuse or abuse of prescription drugs, nonprescription drugs and inhalants.

2. Being under the influence of, possessing, using, transferring or distributing **alcohol** at school, on or near school property, or at any school sponsored activity is strictly prohibited. Evidence may include actions of the student and/or odor, which cause reasonable suspicion by school personnel.

Any student who causes reasonable suspicion to exist that he/she is under the influence of alcohol, or some other drug, and if the student denies that he/she is under the influence, that student can prove innocence by having a drug test at a certified laboratory facility. Any cost incurred will be the responsibility of the student and his/her family.

3. **Self-referral**-The use of illegal drugs and the unlawful possession and use of alcohol is wrong, harmful and against the law. Assistance and information for drug/alcohol counseling and treatment may be obtained by self-reporting, contacting teachers, administrators, Health Office or any BPMS staff member.

Students who self-report, thereby seeking assistance, will have disciplinary penalties held in abeyance as long as they commit and successfully participate in a school or community based student assistance program approved by school social worker, psychologist, and/or Director of Student Services.

105 ILCS 5/34-18.12 Inspection of Drugs

The Board of Education is empowered to authorize school officials to request the assistance of an appropriate law enforcement agency for the purpose of conducting reasonable searches of school grounds and lockers for illegal drugs.

105 ILCS 5/10-22.6 (e) *“School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.”*

Dangerous Materials/Items

Weapons

Definition: A ‘weapon’ means possession, use, control, or transfer of any object which may be used to cause bodily harm, including, but not limited to, firearms, knives, guns. Other items such as baseball bats, pipes, bottles, locks, sticks, pencils, pens, and scissors may be considered weapons if used or attempted to be used to cause bodily harm.

1. It is the sense of the administration that in the ordinary case any student who brings or is in possession of a firearm, other deadly weapon, or look-a-like weapon onto or about school premises will be subject to arrest and expulsion, absent extenuating circumstances.*
2. Use of any weapons, or any dangerous device which is interpreted to be a weapon (potential weapon) to threaten, to intimidate, or to attack another person will result in a suspension and the appropriate law enforcement agency will be notified.

Weapons violation will result in OSS from 1 to 10 days, notice to Superintendent, and recommendation for expulsion.

Explosive Devices, Chemicals or Incendiary Devices

Possession or use of an explosive device, chemicals, or incendiary device will result in an OSS from 1 to 10 days and mandatory parent conference. Examples not limited to: fireworks, smoke bomb, stink bomb, lighter, M-80, etc. The appropriate law enforcement agency may be notified, notice will be given to the Superintendent, and recommendation for expulsion.

*According to IL code 105 ILCS 5/10-22.6: A student who is attending a school sponsored activity or event which bears a reasonable relationship to school shall be expelled for a period of not less than one year.

Gangs and Gang Activity

The visibility of gang and gang-related activities in the school setting can cause a substantial disruption to the learning process and activities in any school. Gangs and gang-related activities are prohibited on school property and all school affiliated activities.

No student on school property or at any school activity: shall wear, possess, use, distribute, display and/or draw or sell any clothing, jewelry, emblem, badge, symbol, sign, head cover, coats (outdoor jackets/coats designed for outdoor temperatures) or other items which is evidence of membership or affiliation in any gang or flash gang signs.

No student shall become a member of or join, or promise to join, or become pledged to become a member of, solicit any other person to join, promise to join, or be pledged to become a member of any public school fraternity, sorority or secret society.

The appropriate law enforcement agency may be notified.

Persistent Level 2 Behaviors

LEVEL 3 INTERVENTION - Level 1 & 2 Interventions may also be used

The following interventions may be used to address Level 3 behaviors, but are not limited to the following:

- Parent/guardian conference with school administration/school personnel
- Up to 10 days of out of school suspension
- Referral to outside agency or authority
- Restitution
- Recommendation for transfer to an alternative program off-site
- Recommendation for expulsion (Beach Park Middle School)
- Consultation or referral to police agency, citation and possible arrest

The guidelines are in effect for **all school** and **school related** activities such as interscholastic, intramural sports and all sporting events during the 12 months of the year. These guidelines also apply to **out of school** activities such as **plays, dances, practices, promotion and or all graduation activities including the graduation ceremony, sporting events and field trips.**

DEFINITION OF DISCIPLINE INTERVENTIONS

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavior or academic difficulties. **In some circumstances it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available and the practical way to resolve the threat and/or address the disruption is a suspension or expulsion.**

It is understood that the PBIS Committee, Administration, and Board of Education have the discretion to use any consequence appropriate for Code of Conduct violations.

I. After School Detention (ASD)

- A. Detention can be assigned by a teacher, team or administration. Detention meets on Tuesdays, Wednesdays and Thursdays after school from 2:00-3:30 PM. Transportation and job problems are the responsibility of the students to resolve. These will not excuse students from serving detentions. If students are absent from school on the day they are assigned to ASD, they shall serve their detention on the next day that they are in school. If students are assigned to more than one detention on the same day, the detentions will automatically be assigned to be served on consecutive days.
- B. Failure to serve ASD may result in an In- school suspension (ISS).
- C. Students should return parent signed detention form.

II. Social Probation

- A. Social Probation is a penalty issued by administration.
- B. For every one day of suspension, a student will be restricted from participating in or attending social activities for five (5) school days. Social probation will begin on the student's return to school. Social activities include but are not limited to field trips, interscholastic/intramural sports, dances, graduation dance, /graduation ceremony, end of year trip, reward trips, clubs or any other extracurricular activities.

III. In-School Suspension (ISS)

- A. ISS is a major penalty.
- B. ISS is a suspension that is served by the student in school. If students are assigned to ISS, they will spend the entire day in the room including their scheduled lunch period. Students must ask their teachers for missed assignments. School work done in ISS will be accepted for credit and students will be counted as being present in class and present in school. If students are absent from school, they must serve their ISS immediately upon return to school. Refusal to attend or truancy from ISS may result in out of school suspension (OSS) or assignment of additional days in ISS.
- C. An assignment reflecting on student's behavior(s) resulting in the consequence with corrective action plan will be completed in ISS.

- D. If students are assigned to ISS, they will receive a list of instructions. If students fail to follow these instructions, they may be assigned an additional ISS or out of school (OSS).
- E. At any time during the school year when a student receives a major infraction, the administration has the right to deny privileges to attend any school-related activities if necessary. These activities may include but are not limited to: field trips, dances, 8th grade end of the year field trips, dance, or the graduation ceremony.

SUSPENSION

[Senate Bill 100](#) eliminates automatic "zero tolerance" suspensions and expulsions, and requires that schools exhaust all other means of intervention before expelling students or suspending them for more than three days. The bill also prohibits fines and fees for misbehavior, and requires schools to communicate with parents about why certain disciplinary measures are being used.

Under the new law, which goes into effect in September of 2016, students returning from suspension will be allowed to make up the school work they missed, and students suspended for more than four days will be offered access to support services, like academic counseling and mental health professionals.

IV. Out of School Suspension (OSS)

- A. Suspension is a major penalty.
- B. Students who are suspended out of school, OSS, will not come to school, be on or around school property at any time, or attend school sanctioned activities, on or off campus. Bus privileges will be revoked for the duration of the suspension. Violations of suspension regulations will cause another suspension or arrest for trespass or both.
- C. Students are allowed to make up work missed while on suspension. Students have one day for each day out of school for completion of assignments which were made and were due while the student is on suspension. Assignments, which were made prior to the suspension and are due during the suspension, must be turned in to the teacher on the first day back in class. Exceptions to this policy may be made by the administration. Parents of students may request homework for suspended students by contacting the teachers.
- D. At any time during the school year when a student receives a major infraction, the administration has the right to deny privileges to attend any school-related activities if necessary. These activities may include but are not limited to: field trips, dances, 8th grade end of the year field trips, dance, or the graduation ceremony.
- E. A parent conference is required for readmission to school anytime a student is suspended (OSS). Once the parent conference is concluded, bus transportation will be reinstated.
- F. An assignment reflecting on student's behavior(s) resulting in the consequence with corrective action plan will be completed during OSS. Student reflection must be turned in at the reinstatement conference. If reflection is not complete, student will complete the reflection in ISS.

V. RE-ENGAGEMENT OF RETURNING STUDENTS

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity

for students who have been suspended to complete or make-up missed work for equivalent academic credit.

VI. TEEN COURT

Teen Court is a program that gives first-time offenders between the ages of 10 and 17 a second chance, yet holds them accountable for their actions. The defendant must stand before a jury of their peers, plead guilty and accept the sanctions they impose. Teen volunteers, aged 13 to 17, act as Defense Attorney, Prosecuting Attorney, Bailiff, Clerk and Jury. The only participating adult in the courtroom is the judge.

Teen Court is based on the philosophy that a youthful law violator is less likely to continue to be an offender when a jury of their peers decides the punishment. It is anticipated that Teen Court will interrupt developing patterns of criminal behavior by promoting feelings of self-esteem, motivation for self-improvement, and a healthy attitude toward authority. Teen court challenges the offenders, as well as the volunteer teens, to perform at their highest level of ability.

VII. Exclusion

- A. Students are restricted from school attendance because concerns exist for health, safety or welfare pertaining to the individual student.
- B. Exclusion may occur if a student is pending placement to an appropriate educational program. The behavior intervention consultant will be notified.

VIII. Expulsion - (Beach Park Middle School)

- A. The Administration can suspend students for one to ten consecutive school days. Only the Board of Education can remove students from school for a longer period. This is termed *expulsion*.
- B. If a student has received five out of school suspensions, ten cumulative out of school suspension days, or is charged with gross misconduct and/or gross disobedience during one year, there may be an administrative review and the student may be referred to the Board of Education for a disciplinary hearing. This may result in the student's expulsion from school.
- C. The Board of Education can expel students for up to two calendar years from the hearing date.
- D. All recommendations for disciplinary hearings with the Board of Education will be made by the administration to the Superintendent.

Restorative Justice

Beach Park Middle School practices Restorative Justice.

Restorative Justice is an alternative to using punishment to manage misbehavior. School discipline has for the most part taken its cue from the criminal justice system. The focus is on punishing wrongdoers with the aim of reinforcing behaviors that are safe and non-disruptive. When punishment does not work, misbehaving students may be excluded through suspension or expulsion, with possibly serious long-term harmful consequences to them and society. There is little or no opportunity for social and emotional learning.

Restorative practices in schools are based on restorative justice principles instead of punishment. They aim first to build classroom communities that are supported by clear agreements, authentic communication, and specific tools to bring issues and conflicts forward in a helpful way. They provide specific pathways to repair harms by bringing together those who are affected by misbehavior in a dialogue to address concerns, achieve understanding, and come to agreement about setting things right. In addition to serving the cause of fairness and justice, restorative approaches make safer schools and contribute to social and emotional learning.

Beach Park Middle School
Recognition of Discipline Policy
40667 N. Green Bay Road
Beach Park, Illinois 60099
Ph. 847-731-6330
Fax 847-731-2402

Dear Parent/Guardian,

Please review the discipline policy and procedures for Beach Park Schools. This discipline policy has been designed to ensure a learning environment that supports academics and safety for all students.

After discussing the policy and procedures with your child, please sign, date and have your child return **only this sheet** to his/her homeroom teacher by _____.

This is your copy of the policy and procedures that can be used for further reference.

Parent Name _____ **Date** _____
(Please Print)

Parent Signature _____

Student Name _____
(Please Print) **Student Signature** _____

Return to your child's homeroom teacher.