



**2024-2025**  
**Parent-Student**  
**Handbook**



## **Vision Statement**

The Bushnell-Prairie City School District will facilitate and challenge every student to be college and career ready by achieving his/her highest academic, social, and emotional potential.

## **Mission Statement**

The Bushnell-Prairie City School District will educate students to become lifelong learners and responsible, productive citizens. In partnership with families, communities, and businesses, the staff will foster an innovative, safe, and caring educational environment.

## **Board of Education**

John McCleery, President

Jonathan Miller, Vice President

Nathan Webb

Alan Thompson

Holly Spangler

Rod McGrew

Brad Beekman

The Board of Education represents and serves the residents of our community in an effort to provide the best educational program possible for our young people.

The Board of Education determines policy and long-range performance goals, employs personnel to administer the District, gives direction to curriculum, adopts and oversees a yearly budget and maintains facilities.

Regular meetings of the Board of Education are generally conducted on the third Wednesday of each month.

## **District Office**

Bob Gound, Superintendent  
845 North Walnut Street Bushnell, Illinois 61422  
(309) 772-9461 | Fax (309) 772-9462  
www.bpcschoools.org

Sarah Shepard, Coordinator, Student Programs and Services  
Chad Sharp, Director, Grounds and Maintenance  
Lisa Webb, Director, Technology  
Nate Zaehring, Athletic Director  
Amy Struhs, District Psychologist  
Ken VanTine, Director, Transportation  
Kristi White, District Nurse

## **Bushnell-Prairie City Elementary School**

Michelle Rodeffer, Principal  
Kim Havens, Assistant to the Principal  
(309) 772-9464 | Fax (309) 772-9466  
Grades PreKindergarten-5

## **Bushnell-Prairie City Junior High School**

Bill Knowles, Principal  
Kelsey Kelso, Assistant Principal  
Lauren Settles, Student Advisor  
(309) 772-3123 | Fax (309) 772-2666  
Grades 6-8

## **Bushnell-Prairie City High School**

Jerry Butcher, Principal  
Kelsey Kelso, Assistant Principal  
Lauren Settles, Student Advisor  
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Grades 9-12

## Table of Contents

<a href="#">Vision Statement</a>	2
<a href="#">Mission Statement</a>	2
<a href="#">Board of Education</a>	2
<a href="#">District Office</a>	3
<a href="#">Bushnell-Prairie City Elementary School</a>	3
<a href="#">Bushnell-Prairie City Junior High School</a>	3
<a href="#">Bushnell-Prairie City High School</a>	3
<a href="#">Section 1 – Introduction &amp; General Notices</a>	7
<a href="#">Student Operations During a Pandemic or Other Health Emergency</a>	7
<a href="#">Parent and Student Handbook Acknowledgement</a>	8
<a href="#">General Information</a>	8
<a href="#">Visitors</a>	9
<a href="#">Emergency School Closing</a>	10
<a href="#">Video and Audio Monitoring Systems</a>	10
<a href="#">Equal Opportunity and Sex Equity</a>	10
<a href="#">Wellness</a>	10
<a href="#">Suicide and Depression Awareness and Prevention</a>	10
<a href="#">Animals on School Property</a>	11
<a href="#">School Volunteers</a>	11
<a href="#">Facilities Usage and Fundraising</a>	11
<a href="#">Invitations and Gifts</a>	11
<a href="#">Special Activities</a>	11
<a href="#">Accommodating Individuals with Disabilities</a>	12
<a href="#">Students with Food Allergies</a>	12
<a href="#">Care of Students with Diabetes</a>	12
<a href="#">Accommodating Breastfeeding Students</a>	13
<a href="#">Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations</a>	13
<a href="#">Prevention of Anaphylaxis</a>	15
<a href="#">Section 2 – Attendance, Promotion &amp; Graduation</a>	15
<a href="#">Attendance</a>	15
<a href="#">Student Absences</a>	16
<a href="#">Truancy</a>	17
<a href="#">Adult Student Attendance Policy (High School Only)</a>	17
<a href="#">Returning to School After an Absence (High School and Junior High)</a>	18
<a href="#">Leaving School – Sign Out Procedures (High School Only)</a>	18
<a href="#">Make-Up Work</a>	18
<a href="#">Release Time for Religious Instruction and Observance</a>	18
<a href="#">Grading and Promotion</a>	18
<a href="#">Graduation Requirements (High School)</a>	19
<a href="#">Free Application for Federal Student Aid (FAFSA) Graduation Requirement</a>	19

<a href="#">Grading System (Elementary)</a>	<a href="#">20</a>
<a href="#">Grading System (Junior High and High School)</a>	<a href="#">20</a>
<a href="#">Weighted Grades</a>	<a href="#">20</a>
<a href="#">Classification of Students (High School Only)</a>	<a href="#">21</a>
<a href="#">Online Grades</a>	<a href="#">21</a>
<a href="#">Honor Roll (Junior High)</a>	<a href="#">21</a>
<a href="#">Graduation Honors (High School)</a>	<a href="#">21</a>
<a href="#">Top Ten Graduation Honors (High School Only)</a>	<a href="#">21</a>
<a href="#">Credit for Proficiency, Non-District Experiences, Course Substitutions and Accelerated Placement</a>	<a href="#">22</a>
<a href="#">Dual Credit (High School Only)</a>	<a href="#">22</a>
<a href="#">Credit Earned in a Vocational Academy</a>	<a href="#">22</a>
<a href="#">Recovery Credit (High School Only)</a>	<a href="#">23</a>
<a href="#">Vocational School (High School Only)</a>	<a href="#">23</a>
<a href="#">Alternative School (High School Only)</a>	<a href="#">23</a>
<a href="#">Exemption from PE Requirement</a>	<a href="#">24</a>
<a href="#">Homework</a>	<a href="#">24</a>
<a href="#">Home and Hospital Instruction</a>	<a href="#">24</a>
<a href="#">Kindergarten Screening and Registration (Elementary Only)</a>	<a href="#">25</a>
<a href="#">Preschool Screening and Registration (Elementary Only)</a>	<a href="#">25</a>
<a href="#">Registration</a>	<a href="#">25</a>
<a href="#">Multi-Tier System of Support (MTSS)</a>	<a href="#">25</a>
<a href="#">Section 3 – Student Fees &amp; Meal Costs</a>	<a href="#">26</a>
<a href="#">Fees, Fines &amp; Charges; Waiver of Student Fees</a>	<a href="#">26</a>
<a href="#">School Lunch Program</a>	<a href="#">26</a>
<a href="#">Section 4 – Transportation &amp; Parking</a>	<a href="#">26</a>
<a href="#">Bus Transportation</a>	<a href="#">26</a>
<a href="#">Bicycle/Scooter</a>	<a href="#">28</a>
<a href="#">Parking</a>	<a href="#">28</a>
<a href="#">Parking (High School)</a>	<a href="#">28</a>
<a href="#">Parking (Elementary)</a>	<a href="#">29</a>
<a href="#">Section 5 – Health &amp; Safety</a>	<a href="#">29</a>
<a href="#">Immunization, Health, Eye and Dental Examination</a>	<a href="#">29</a>
<a href="#">Student Medication</a>	<a href="#">30</a>
<a href="#">Counseling</a>	<a href="#">31</a>
<a href="#">Safety Drill Procedures</a>	<a href="#">32</a>
<a href="#">Communicable Diseases</a>	<a href="#">32</a>
<a href="#">Head Lice</a>	<a href="#">32</a>
<a href="#">Section 6 – Discipline &amp; Conduct</a>	<a href="#">32</a>
<a href="#">General Building Conduct</a>	<a href="#">32</a>
<a href="#">Field Trips</a>	<a href="#">33</a>
<a href="#">School Dress Code</a>	<a href="#">33</a>
<a href="#">Student Discipline</a>	<a href="#">33</a>
<a href="#">Bullying, Intimidation and Harassment</a>	<a href="#">38</a>

Sexual Harassment and Teen Dating Violence Prohibited.....	39
Access to Student Social Networking Passwords and Websites.....	40
Section 7 – Internet, Technology & Publications.....	40
Acceptable Use of the District’s Electronic Networks.....	42
Authorization for Electronic Network Access and Internet Safety.....	44
Google Workspace for Education Notice to Parents and Guardians.....	46
Artificial Intelligence Usage.....	49
Guidelines for School-Sponsored Publications, Productions and Websites.....	50
Bushnell-Prairie City CUSD #170 Online Community Posting Guidelines.....	51
Student Distribution of Non-School Publications.....	51
Access to Non-School Sponsored Publications.....	52
Device Agreement.....	53
Section 8 – Search & Seizure.....	54
Search and Seizure.....	54
Section 9 – Special Education.....	55
Education of Children with Disabilities.....	55
Discipline of Students with Disabilities.....	56
Exemption From Physical Education Requirement.....	56
Certificate of High School Completion.....	56
Request to Access Classroom or Personnel for Special Education Evaluation or Observation.....	56
Related Service Logs.....	56
Section 10 – Student Records and Privacy.....	57
Surveys.....	57
Student Records.....	57
Student Biometric Information.....	59
Section 11 – Parental Right Notifications.....	60
Teacher Qualifications.....	60
Standardized Testing.....	60
Homeless Child’s Right to Education.....	60
Family Life and Sex Education Classes.....	61
English Learners.....	61
School Visitation Rights.....	61
Pesticide Application Notice.....	61
Coal Tar Sealant.....	62
Mandated Reporter.....	62
Unsafe School Choice Option.....	62
Student Privacy.....	62
Sex Offender Notification Law.....	62
Violent Offender Community Notification.....	62
2023-2024 School Fees.....	63
Course Fees.....	63
Athletic Admissions.....	63
Athletic Season Passes.....	64

## **Section 1 – Introduction & General Notices**

### **Student Operations During a Pandemic or Other Health Emergency**

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child’s school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public’s health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.

12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

### **Parent and Student Handbook Acknowledgement**

We are pleased to be able to provide you with the Bushnell-Prairie City School District #170 Student/Parent Handbook for all grades and schools. We sincerely hope you will find this information valuable. The Board of Education, administration and staff of our school district are dedicated to providing every student the best possible instructional program. The more parents and students are aware of the goals, aspirations and operations of their schools, the greater the possibility for mutual cooperation and positive support for one another. It is with a sincere desire to sustain this cooperation and support that this handbook is prepared.

Within the following pages you will find a general overview of district regulations, an explanation of various services we provide as well as our expectations for the education of your child. This handbook serves as a general summary of board policies governing the district and may be amended during the year without notice. This handbook is not intended to serve as a comprehensive guide that addresses all aspects of the educational setting, but instead provides a framework for consistent school operations and governance.

We look forward to serving you and your children throughout the coming year. If we can be of assistance, please do not hesitate to contact us.

### **General Information**

The Bushnell-Prairie City Board of Education has adopted policies that may be of public interest and are available at the District Office, 845 North Walnut Street, Bushnell, Illinois. These policies include, but are not limited to, Board policy 7:190 Student Discipline, 7:10 Equal Educational Opportunities, 8:170, 6:170 Title I, and 7:60 Residence.

If you have a question or a concern about your schools, your child's progress, or a problem that has arisen, it is beneficial to turn to the person closest to the situation. If the concern pertains to your child, see the teacher first. If your concern is not responded to adequately, you have recourse to the principal, superintendent, and Board of Education in that order. Of course, if the concern is of a general nature and pertains to the school's operation, please approach the principal.

The superintendent's responsibilities lie in administering the entire school district, and he should be approached with matters pertaining to the district.

The Board of Education's responsibilities are twofold: first, to establish policy for the entire district. If you have a question of policy, please check with your principal or superintendent first. He/she will advise you of the current policy and, if you have a concern about it, how to go about bringing your concern before the Board. The Board of Education's second role is to review decisions of the administration that may be appealed.

Practice has proven that your schools can be most responsive to your concerns when you follow these procedures. When you have a question or a concern, remember:

*Teacher*  *Principal*  *Superintendent*  *Board of Education*



Bushnell-Prairie City School District 170 provides comprehensive information on the district website, with all school buildings also maintaining websites. Using these sites is a great way to gather information and communicate with your child's teacher(s).

The schedule of classes may vary slightly among the buildings in the district. Please pay special attention to the student hours listed below. Students should arrive early enough to be seated in the classroom prior to the start time, but are not to arrive before 7:45 a.m. Occasional variations in school hours are necessitated by the requirement of our bus schedule.

School	Student Hours*	Office Hours
Bushnell-Prairie City Elementary School	K-5, 8:20 a.m. – 3:10 p.m.* AM Preschool, 8:30 a.m. – 11:00 a.m. PM Preschool, 12:30 p.m. – 3:00 p.m.	7:30 a.m. – 4:00 p.m.
Bushnell-Prairie City Junior High School	8:00 a.m. – 3:05 p.m.*	7:30 a.m. – 4:00 p.m.
Bushnell-Prairie City High School	8:00 a.m. – 2:58 p.m.*	7:30 a.m. – 4:00 p.m.

\*Wednesday release is 1 hour early

### Visitors

Parents are welcome and encouraged to visit school at any time. Visits to the classroom enable parents to get first-hand knowledge of children's learning activities. Visitors must report to the school office to sign in and receive a visitor's pass, which is to be displayed while in the building. Visitors must also report to the school office to sign out, prior to leaving. To avoid disruptions that negatively impact instructional time, visits should be pre-arranged with the classroom teacher. The principal will provide appropriate information about any special activities such as testing which may detract from the parents' visit and hinder the children's activity.

Visitors, while in the school building, become a visible member of that community and are expected to conduct themselves in a manner that is conducive to the school setting. Visitors who fail to conduct themselves in an appropriate manner may be asked to leave, and in extreme circumstances forfeit the opportunity to visit and/or be subject to criminal penalties for trespass and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.

9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

### **Emergency School Closing**

In the event of an emergency or weather-related announcement, parents will be notified via automated calls and messaging. This will be families' primary source for emergency and weather-related announcements. Contact information is gathered from our online student information system, Skyward. Parents are responsible for keeping their contact information current in Skyward. School Closings will also be announced via local radio and TV stations.

### **Video and Audio Monitoring Systems**

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

### **Equal Opportunity and Sex Equity**

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

No student shall, based on sex, sexual orientation, or gender identity, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Bob Gound, Superintendent, 845 North Walnut Street, Bushnell, Illinois (309) 762-9461.

### **Wellness**

The Board of Education of Bushnell-Prairie City School District is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition and regular physical activity.

## **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 the school district's policy, is posted on the school district website. Information can be obtained from the school office and can also be found online at [www.safe2helpillinois.com](http://www.safe2helpillinois.com).

## **Animals on School Property**

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

## **School Volunteers**

Our schools are proud to have enthusiastic and committed volunteers. All school volunteers must complete the "Volunteer Information Form" and be approved by the school principal prior to assisting at school. Forms are available in the school office and within the forms section of this handbook. Volunteer assistance in the classroom is at the discretion of the classroom teacher. The building principal will solicit volunteers when needed for school-wide activities. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

## **Facilities Usage and Fundraising**

School district facilities are available for after-school use with prior approval from the school principal. Groups may be charged a facilities usage fee and must present proof of insurance. Please see the building principal to discuss building usage, obtain a schedule of fees and a copy of the "Application and Procedures for Use of School Facilities" form.

We are fortunate to have many groups who engage in fundraising to support school activities and events. To avoid an overabundance of fundraising and create undue stress on our school community, those who wish to engage in fundraising activities that will benefit students or student programming, must seek prior approval from the building principal.

## **Invitations and Gifts**

Parents are encouraged to mail invitations to students. Students will be allowed to distribute invitations at school as long as an invitation is given to every student in their homeroom at a time designated by the teacher. In an effort to avoid interruptions to classroom instruction, students will not be allowed to receive floral or balloon gifts or deliveries to the classroom.

## **Special Activities**

Elementary children benefit in many ways from classroom parties. They share with their peers the goodies that room parents have brought in and there is the recognition of special days and accepted customs of the larger society in which the children live. Elementary students participate in three class parties annually: Halloween\*, Christmas and Valentine's Day.

Individual student parties may not be held at school during class hours or lunchtime. Prepackaged treats or fruit to share with the class are welcome with the teacher's permission, however the District encourages providing healthy treats when possible. Prior approval by the teacher in all District 170 school buildings is a necessary safeguard to protect students with food related

allergies. Planning and communication will minimize disappointments and will allow you to provide a positive experience for your child.

\*Halloween costumes should be appropriate for the elementary school setting and faces may not be covered. Costumes or disguises depicting violence, weapons, alcohol and /or tobacco are not permitted.

Attendance at school-sponsored dances is a privilege. Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as 20 years of age or under and at least in the 9th grade for high school, 6th grade to 8th grade for junior high.

All school rules, including the school's discipline code are in effect during school-sponsored dances. Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

### **Accommodating Individuals with Disabilities**

Pursuant to Board policy 8:170 "Accommodating Individuals with Disabilities", individuals with disabilities shall be provided an opportunity to fully participate in school-related programs, parent/teacher conferences and school board meetings.

### **Students with Food Allergies**

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

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

It is our goal to provide a safe educational environment and remain aware of the special needs of students with food related allergies. We believe that the risk of accidental exposure to foods can be reduced in the school setting if administration, the school nurse and parents work together. With that in mind, the following recommendations are provided for parents:

- Notify the school nurse of the child's allergy;
- Provide written medical documentation, instructions and medications as directed by a physician;
- Provide properly labeled medications with a physician's prescription and replace promptly as needed;
- Maintain current emergency contact information in the school office; and
- Continue educating the child in allergy awareness and self-management

### **Care of Students with Diabetes**

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

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

For further information, please contact the Building Principal.

### **Accommodating Breastfeeding Students**

Students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed her infant.

Reasonable accommodations include, but are not limited to:

1. Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.
2. Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
3. Access to a power source for a breast pump or any other equipment used to express breast milk.
4. Access to a place to store expressed breast milk safely.
5. Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child.
6. The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

Complaints regarding violations of this procedure should be made to the District's Complaint Manager or Non-Discrimination Coordinator.

### **Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations**

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

#### Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling “down”
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

### Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students’ ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says “no”
- Engaging in touching that a student or student’s parents/guardians have indicated is unwanted
- Trying to be a student’s friend rather than filling an adult role in the student’s life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student’s life or making up excuses to be alone with a student
- Expressing unusual interest in a student’s sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student’s access to other adults

### Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student’s health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to “hang out” or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a

professional role

- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comment
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

National Sexual Assault Hotline at 800-656-HOPE (4673)

National Sexual Abuse Chatline at [online.rainn.org](http://online.rainn.org)

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

### **Prevention of Anaphylaxis**

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

## **Section 2 – Attendance, Promotion & Graduation**

### **Attendance**

Illinois law requires that whoever has custody or control of any child between six (by September 1<sup>st</sup>) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program. Attendance guidelines are established by the Illinois State Board of Education and are as follows:

Grades	Full day credit	Half day credit
K-1	≥4 clock hours	≥2 clock hours
2-12	≥5 clock hours	≥2.5 clock hours

The most common cause of academic failure is absence. Not only is daily attendance required by the School Code of Illinois, the unexcused absence of a student from a teacher's class or lesson is never truly made up; once lost, the teacher's presentation is never repeated in the same context. Absences such as these also present interruptions for teachers and their remaining students, which impact the delivery of educational programs.

Students should be in attendance for the duration of the school day unless a partial absence or early departure is medically necessary. Decreased attendance due to persistent late arrivals and/or early departures will result in accumulated absence.

### **Student Absences**

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

There are two types of absences: excused and unexcused.

Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, attending a military honors funeral to sound TAPS, attending a civic event (1 day per year), or other reason as approved by the principal. Students are also permitted by law to utilize 5 mental health days per year.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal. The school may require documentation explaining the reason for the student's absence. Students who are absent for a significant portion of the day are not allowed to participate in evening or after school activities.



In the event of any absence, a parent/guardian must contact the school office prior to 9:00 a.m. to explain the reason for the absence. A phone call is required each day of absence. Since we sincerely want all students to succeed, we will respond to every unauthorized absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

Students who are absent without prior approval from the principal for more than 1/2 day are not allowed to participate in or attend evening or after school activities.

There are approximately fourteen weeks during the year when students are not in school. Families are encouraged to use that time for vacation to minimize the impact on instruction. Teachers are not required to gather homework in advance of a vacation within the school year. The student is responsible for completing and submitting all assignments immediately upon their return.

Tardiness due to oversleeping, missing the bus or car problems will not be excused. Students are expected to be in class on time so they may maximize their learning opportunities. Interruptions and late arrivals to class disrupt the learning environment and hinder learning for all students. A Tardy is issued when a student is late arriving after the bell for the start of school and the start of individual classes throughout the day. Teachers and the Administration will monitor the students' tardiness. Consequences may be applied for excessive tardiness patterns.

## **Truancy**

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students  
State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of the school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

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

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

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

### **Adult Student Attendance Policy (High School Only)**

Students 18 years of age or older may apply for Adult Student status in the High School Office.

1. An Adult Student is required to call the High School Office by 9:00 a.m. and state a reason for absence for each day they are absent.
2. An Adult Student must call the High School Office when he/she will be late arriving for school.
3. Notes and telephone calls from parents/guardians are no longer acceptable.

### **Returning to School After an Absence (High School and Junior High)**

The faculty and administration are concerned about each and every absence. Any student who has not been called in by a parent/guardian or who has a prearranged absence must report to the school office prior to his/her first class of the returning day when returning to school. If the parent has not called, a note will be required from the parent in order to return to classes. This is also the time to turn in notes from doctors, court, etc. The student is responsible for contacting the teacher for make-up work and missed assignments immediately upon returning to school. The classroom teacher should clearly define or designate a reasonable time limit in which to make up work or assignments (ex: one make-up day for each day of absence.)

### **Leaving School – Sign Out Procedures (High School Only)**

Before leaving school during school hours a student must report to the office for sign-out purposes under the following conditions:

1. You are too ill to remain in the class or study hall. Parents or guardians will be contacted by phone, whenever possible.
2. Students who expect to leave the school building during the school day should present written evidence, signed by the parent, guardian, doctor, etc., to the attendance office.
3. If an emergency exists during the school day, the student is to report directly to the office.
4. Students will be discouraged from signing out to return home or to their cars for items they have forgotten to bring to the school.
5. Students who have attended classes prior to lunch and do not return in the afternoon are required to notify the office prior to their absence. Failure to do so may result in disciplinary action.

### **Make-Up Work**

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work. Arrangements must be made with the classroom teacher(s) to obtain homework assignments for excused absences. Students are expected to complete and submit missed assignments within a time equal to the number of days missed. Parents may call and request homework for their child after their 2<sup>nd</sup> day of absence. Requests that are made prior to 9:00 a.m. may be picked up at the conclusion of the school day. Requests made after 9:00 a.m. will be processed the following day.

### **Release Time for Religious Instruction and Observance**

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

### **Grading and Promotion**

School report cards are issued in Skyward to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

Midterm reports will be available via Skyward and all parents of students not making adequate progress toward meeting grade level expectations will be contacted by their classroom teacher and/or building principal.

Teachers will notify parents in writing if a student is at risk of failure.

It is the practice of our school District that a formal evaluative conference be conducted with the parents of each child annually. Some conferences are conducted during the school day while others are scheduled immediately before and/or after school and during the evening. Through such conferences, teachers may reach an understanding of the home and needs of the student while parents will more fully understand the goals and functions of the school. Informal conferences at the request of the teacher or parent may occur at any time and as frequently as deemed necessary.

It is recommended that parents and teachers establish working relationships as early as possible based on the notion that the student's successful learning can occur only when the home and school are in accord and communicating.

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

### **Graduation Requirements (High School)**

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all State mandated graduation requirements listed below.
2. Completing all District graduation requirements that are in addition to State graduation requirements.
3. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
4. Participating in State Assessments.

#### 2024-2025: 24 Credits

1. Four units of English must be completed.
2. Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
3. Three units of credit must be earned in Social Studies. One unit must be in U. S. History, which will include the state and federal constitutions. Civics is a requirement for graduation.
4. Three units of Mathematics must be completed.
5. Three units of Science must be completed.
6. One unit in the Humanities must be completed. (Art, Music or Foreign Language)
7. Four units of Physical Education must be completed (unless participation is exempted).
8. One-half unit of Health must be completed.
9. One unit of Elective must be completed (Vocational, Art, Music or Foreign Language, Family and Consumer Science).
10. One-semester unit of Consumer Education must be completed.
11. One year of a course that includes intensive instruction in computer literacy, which may be English, social studies, or any other subject and which may be counted toward the fulfillment of other graduation requirements.

\*It is recommended that students select, in addition to state and school requirements, at least one of the following:

1. Complete 16 or more classes from English, Mathematics, Science, Social Studies and Foreign Language.

2. Complete a four-year sequence in Agriculture, Business, Art, or Family and Consumer Science.

### **Free Application for Federal Student Aid (FAFSA) Graduation Requirement**

As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:

1. File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid.
2. File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application.

Upon request, the school will provide a student and his or her parent or guardian any support or assistance necessary to comply with this requirement

A school district may award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (i) the student has met all other graduation requirements, and (ii) the principal attests that the school district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver.

### **Grading System (Elementary)**

In effort to monitor students' progress obtaining skills and demonstrate understanding of concepts, a Standards- Based Grading system is used in grades K-5. The following performance descriptors are used to report student progress:

- Exemplary
- Proficient
- Developing
- Beginning

Students in preschool will receive developmentally based report cards and progress notes.

### **Grading System (Junior High and High School)**

The letter system is used to notify students and parents regarding achievement in subject areas, and is used to calculate honor roll and graduation honors at the High School.

- A -- Exceptionally good work (4.0) 90-100%
- B -- Above average in achievement (3.0) 80-89%
- C -- Average (2.0) 70-79%
- D -- Below Average - Student not working with degree effectiveness (1.0) 60-69%
- F -- Failing – Absenteeism – failure to complete work assigned (0.0- No Credit) 1-59%
- Inc. -- Work not completed must be made up before grade is issued.

### **Weighted Grades**

The intent of weighted grades is to encourage students to enroll in our most rigorous academic courses in order to maximize preparation for their post-secondary work and education. In addition, with a weighted GPA, students can potentially be more competitive when applying for college scholarships and admission.

### **Classification of Students (High School Only)**

Activities that are intended for specific class participation are a privilege (ie. Senior Trip, Prom, etc.) are limited to those students who are on track for graduation with their classmates based upon the needed number of credit hours to graduate.

The decision to promote a student to the next grade level is based on successful completion of the curriculum. A student will not be promoted for any reason unrelated to academic performance.

### **Online Grades**

Online Grades can be accessed through Skyward Family Access. Students need to know their ID numbers and passwords to get into the site. The Skyward password can be changed by contacting the school office.

### **Honor Roll (Junior High)**

The Junior High Honor Roll will be calculated using 9-week grades and is as follows:

- Top Honors: 4.00 - 3.75 GPA
- Honors: 3.74 - 3.50 GPA
- Honorable Mention: 3.49 - 3.00 GPA

### **Graduation Honors (High School)**

Course selection should be based on a reasonable career expectation and not solely on a wish to attain Honor or achieve a high-Class Ranking. Academic excellence is encouraged for all students regardless of their individual schedules. Honor recognition is given to students for superior scholarship. All courses count toward Honors. Seniors who have earned a GPA of 3.25 or above will be recognized as Honors Graduates during the Graduation Ceremony.

### **Valedictorian, Salutatorian, and Top Ten Graduation Honors (High School Only)**

In order to be considered for Valedictorian, Salutatorian, and Top Ten Honors, as a senior, a student must have completed sixteen (16) courses from the listings below. Any student who has a qualifying GPA for Top Ten but has not completed 16 of these courses will be listed with the Honor students (#11 or below).

English 1-4	World History	Math 1-3	Biology 1 or 2
World Languages 1-4	U.S. History	Pre-calculus	Chemistry
Holocaust Studies	Civics		Physics
WACS	Psychology*		Lab Sciences
CEO Program	Sociology*		Anatomy/Physiology
Approved dual credit courses*	World Geography*		Environmental Science*
			Ecology*
		Ag Science	Earth Science

\*Semester course for ½ a credit

Final class rank, as recorded on student records, is based on all courses completed.

Those recognized as top ten and honor students are based on grades submitted at the conclusion of the first full week of May and/or the earliest date that all dual-credit grades are available. Those grades are based on work done from the beginning of the semester through that week and are subject to change as students complete the school year. Students whose home school of attendance is not Bushnell-Prairie City High School are not eligible for top ten or graduation honors. Eligibility for top ten, honor status, and designation of valedictorian and/or salutatorian requires attendance at Bushnell-Prairie City High School for a minimum of 2 full school years.

## **Credit for Proficiency, Non-District Experiences, Course Substitutions and Accelerated Placement**

### Credit for Non-District Experiences

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course.
2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College or high school courses offering dual credit at both the college and high school level.
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.

### Accelerated Placement

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

### **Dual Credit (High School Only)**

Students have the opportunity to take classes for dual credit if their schedules can be so arranged. Dual courses are offered through Western Illinois University, Carl Sandburg College, and Spoon River College. Placement tests for enrollment are offered during the second semester of any grade level. Students seeking dual credit enrollment under the age of 16 require principal approval to enroll in dual credit opportunities. Students are responsible for all expenses incurred for enrollment.

### **Credit Earned in a Vocational Academy**

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested.

The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

### Proficiency Credit

Proficiency credit is available in limited subjects where a student demonstrates competency. Contact the building principal for details.

### Substitutions for Required Courses

(Vocational or technical education; Registered Apprenticeship Program)

A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses or a registered apprenticeship program if:

1. The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

### Advanced Placement Computer Science

The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

### Volunteer Service Credit

A student participating in the District's Volunteer Service Credit Program, if any, may earn credit toward graduation for the performance of community service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies.

### **Recovery Credit (High School Only)**

Credits earned through extension and correspondence study will be accepted toward meeting high school graduation requirements providing the following requirements are met:

1. The pupil taking correspondence courses for credit has had the course approved by the high school principal in advance of enrollment in the course.
2. Such credit shall be earned through the satisfactory completion of courses offered by a college or university extension division accredited by the North Central Association or some other regional accrediting association.
3. The credits earned must meet the requirements for school graduation of the Bushnell-Prairie City High School.

### **Vocational School (High School Only)**

Juniors or Seniors choosing to attend a Western Area Career program (when offered) must have a history of good attendance and behavior. Participation is at the discretion of the high school principal.

### **Alternative School (Junior High School and High School Only)**

The Regional Office of Education provides students who have dropped out of area high schools the opportunity to complete their high school diploma requirements. In order to enroll at ROYALS Academy, students must have permission from their home school district. Bushnell-Prairie City will adhere to following guidelines concerning Alternative School:

1. After completing graduation requirements at the Academy, a student may not participate in a graduation ceremony prior to the standard 4-year progression.

### **Exemption from PE Requirement**

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

A student in grades 9-12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below.

1. Enrollment in a marching band program for credit;
2. Enrollment in Reserve Officers Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic athletic program;
4. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade). Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in handbook section: Special Education.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course. State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above or in Handbook Procedure 10.30.

### **Homework**

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

While parental assistance and monitoring is acceptable if needed, students are encouraged to complete homework independently. If you have concerns regarding the nature of your child's homework please speak directly to the teacher. Additional measures may be utilized for students who have a chronic problem completing class assignments.

### **Home and Hospital Instruction**

A student who is absent from school, or whose physician, physician assistant or advanced practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.



Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact the district Superintendent.

### **Kindergarten Screening and Registration (Elementary Only)**

It is recommended all students entering Kindergarten schedule an appointment to participate in a screening process, which is held in the spring each year. The student must turn 5 years of age on or before September 1 to be eligible to attend kindergarten. We hold a formal registration at the same time as screening in order to plan for class sizes in the fall. The student's parent is required to submit a valid certified copy of the child's birth certificate at registration (state law requirement) or within 30 days after school begins.

### **Preschool Screening and Registration (Elementary Only)**

Screenings by appointment are held throughout the school year for children 0-5 years of age. Screening dates are in August, January, and May. Students 3 years of age and not yet 5 years of age, who meet at-risk criteria will be contacted to discuss preschool participation.

Completion of the registration process is required for preschool participation. Early Beginnings screens students from birth through 3 years of age every spring.

### **Registration**

Students are required to register for the upcoming school year by using Skyward. For instructions and/or assistance in registering, parents are encouraged to contact their school office.

### **Multi-Tier System of Support (MTSS)**

MTSS is a practice providing:

- High quality instruction/intervention matched to student needs
- Using learning rate over time and level of performance (in comparison to peers)
- Make educational decisions (including special education entitlement)

This means using differentiated curriculum-based instructional strategies for all learners; providing all learners with scientific research-based interventions; continuously measuring student performance using scientifically research-based progress monitoring instruments for all learners; and making educational decisions based upon a student's response to interventions. This model applies to academic and behavioral issues.

MTSS is typically depicted as a three-tier model that utilizes increasingly more intense interventions:

- Tier 1: Consists of scientific, research-based CORE instructional practices and behavioral methodologies, practices and supports designed for all students in general curriculum.
- Tier 2: Supplemental instruction and short-term interventions are provided in addition to core instruction to those

students who display poor response to Tier 1 group instructional procedures.

- Tier 3: Intensive instructional interventions provided in addition to core and Tier 2 interventions to increase an individual student’s rate of progress. Students who do not display meaningful progress in response to Tier 2 interventions or those that display progress but continue to need supports would be considered for more intensive interventions at Tier 3.

Benchmarking to determine academic progress and/or achievement occurs 3 times per year. Activities that promote social emotional learning address the behavioral component of MTSS.

## **Section 3 – Student Fees & Meal Costs**

### **Fees, Fines & Charges; Waiver of Student Fees**

Registration fees are determined annually and approved by the Bushnell-Prairie City School District 170 Board of Education. For the 2024-2025 school year, registration and lunch fees have been waived. Please refer to the “School Fees” section of this Handbook for a complete listing of fees. It is the expectation of the Board of Education that fees are paid when due unless a payment arrangement has been approved by the building principal. Fees should be paid in full at the conclusion of the school year. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, chromebooks, locks, materials, supplies, and/or equipment. Questions regarding the fee waiver application process should be addressed to the building principal.

Pursuant to the Hunger-Free Students’ Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

### **School Lunch Program**

Breakfast and lunch are served every day at school. Students in grades preK-9 eat in the school lunchroom. Students in 10-12 may participate in “open lunch”. Students who eat their lunch at school may also bring a sack lunch and buy milk.

Students are expected to conduct themselves in a manner appropriate to the lunchroom setting and once in the lunchroom, may not leave without a pass or permission from a supervisor. Food items delivered by outside vendors may not be consumed in the lunchroom and birthday treats are not allowed in the lunchroom.

## **Section 4 – Transportation & Parking**

### **Bus Transportation**

Bus transportation is provided for children who live more than one and one-half miles from school. In addition, children living closer than one and one-half miles may be transported if their normal route to school has been declared a hazardous area. Designated bus stops are published and parents must select one pick-up location and one drop-off location. Students may ride **only** the bus to which they have been assigned unless prior arrangements have been approved by the building principal. Please do not ask that your child be allowed to go home with a friend since our buses are authorized to transport only those students whose names appear on the route sheet. Parents are responsible for transporting their children other than

the regular bus route.

Students are expected to follow all school rules when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

- Violating any school rule or school district policy.
- Willful injury or threat of injury to a bus driver or to another rider.
- Willful and/or repeated defacement of the bus.
- Repeated use of profanity.
- Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

School bus riders, while in transit, are under the jurisdiction of the school bus driver. Students must obey the driver. The driver has the right to assign pupils to certain seats if necessary, to promote order on the bus. Proper behavior on buses is essential for the safety of all students. Violation of the rules of conduct on buses may result in suspension of bus riding privileges. 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 missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school. Parents will be notified by note or a phone call if a child is reported for misbehavior on the bus. A bus conduct report will be issued by the driver or school official requiring a guardian's signature and needs to be returned to the bus driver the following day. Three conduct slips may result in suspension of bus privileges for a period of time. Suspension of bus privileges may also occur at any time depending upon the severity of student behavior.

#### Instructions to School Bus Riders

1. Be on time at the designated school bus stop; help keep the bus on schedule.
2. Respect the rights of property owners.
3. Stay off the road at all times while waiting for the bus.
4. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
5. Do not leave your seat while the bus is in motion.
6. Be alert to a danger signal from the driver.
7. Remain in the bus in the event of a road emergency or until instructions are given by the driver.
8. Keep hands and head inside the bus at all times.
9. Do not throw anything out of the bus windows.
10. Remember that loud talking, laughing or unnecessary confusion diverts the driver's attention and could result in a serious accident.
11. Be absolutely quiet when approaching a railroad-crossing stop.
12. Treat bus equipment as you would valuable furniture in your own home.
13. Never tamper with the bus or any of its equipment.
14. Assist in keeping the bus safe and sanitary at all times.
15. No eating or drinking is allowed on the bus.
16. Carry no animals on the bus.
17. Keep books, packages, coats, and all other objects out of the aisles.
18. Be courteous to fellow pupils and the bus driver, and help look after the safety and comfort of small children.
19. Do not ask the driver to stop at places other than the regular bus stop. (S)he is not permitted to do this except by

- proper authorization from a school official.
20. Observe safety precautions at discharge points. If it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions, then wait for a signal from the bus driver permitting you to cross.
  21. Observe the same rules and regulations on other trips under school sponsorship just as you observe rules and regulations as you travel between home and school. Respect the wishes of any chaperon appointed by the school.
  22. Students will not be permitted to ride a bus other than their assigned bus.
  23. All school rules of conduct apply to the bus.

### **Walking/Bicycle/Scooter**

Students who walk, bike, or scooter to and/or from school must stay on school property, public sidewalks, and as a last resort public roadways or right of ways. Students should avoid walking, biking, or scooting on private property, yards, fields, etc.

Students riding bicycles/scooters (non-motorized) to school are expected to follow all safety rules and the "Rules of the Road for Bicycle Safety" published by the State.

Students, parents and siblings are to walk their bicycles/scooters on school grounds. They are encouraged to wear safety helmets. Bicycles/scooters are to be parked and locked in the bike racks provided. Students assume responsibility for their own bikes/scooters. At no time during the day may students go to the bicycle rack without permission from the office. For safety and security reasons, skateboards, roller skates, roller blades, and "heelys" are not permitted at any Bushnell-Prairie City District 170 schools.

### **Parking**

Parents and other caretakers of District 170 students are required to observe the parking restrictions and guidelines at each school. Students are never to be dropped off in a manner that requires them to exit a car toward the street or cross a street unless using a designated crosswalk. Parking is prohibited in front of dumpsters. Those observed not adhering to parking and/or student drop-off/pick-up restrictions will be referred to the Bushnell-Prairie City Police Department.

### **Parking (High School)**

Students may park their vehicles in the lot located at the north side of the high school building. Vehicles must be between the barricades, and should be driven under the speed limit of 10 miles per hour while in the lot.

Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside the barricades or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly on school property or engaging in prohibited activities in a vehicle may be subject to disciplinary action, including loss of driving privileges on school property and/or loss of open lunch.

The lots designated for school staff, personnel, and others designated by administration should not be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. Students park their vehicles on or near school property at their own risk. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are

subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

Bus lanes and fire lanes are clearly marked. Vehicles should not be parked or located in the bus lanes or fire lanes at any time. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

### **Parking (Elementary)**

The school has the east parking lot available for school visitor parking.

Those dropping off and picking up children may do so in the east parking lot before and after school. Parents and visitors are asked to refrain from using the staff (west) parking lot.

Vehicles may not be parked or located in the bus lanes or fire lanes at any time or handicap spaces without decals displayed. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

## **Section 5 – Health & Safety**

Bushnell-Prairie School District 170 has a school nurse available for all three buildings. Children who are attending school should feel well enough to participate fully in the activities of the school day including physical education and recess.

- A Physician's note is required to excuse your child from participating in physical education.
- Children who have a temperature above 99.6 degrees will be sent home from school.
- After being ill with a fever or vomiting, a child must have a normal temperature without medication for 24 hours before returning to school.
- If your child has been diagnosed with strep throat or pink eye, they will need to be on an antibiotic for a minimum of 24 hours before returning back to school.

If your child will not be in school, it is the responsibility of the parent to call immediately to inform the school of your child's absence and the reason thereof. If your child has a communicable disease, please call the school nurse to discuss requirements for re-entry into school.

In the event of an accident at school, parents may be asked to come and pick-up a student. If a parent is unavailable, the emergency contact designated by the parents will be contacted. It is important to make sure Emergency and Health information in Skyward is current and accurate.

### **Immunization, Health, Eye and Dental Examination**

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

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was “risk- assessed” or screened for lead poisoning.

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 school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### Eye Examination

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

### Dental Examination

All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child’s report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

A student will be exempted from the above requirements for:

1. Medical grounds if the student’s parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student’s parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student’s parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student’s parent/guardian shows an undue burden or a lack of access to a dentist.

### **Student Medication**

It is the belief of the Board of Education that medication should be administered at home whenever possible. Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student’s health and well-being. When a student’s licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a “Student Medication Authorization Form,” which may be obtained in the school office.

No school or district employee is allowed to administer to any student, or supervise a student’s self- administration of, any prescription or non-prescription medication until a completed and signed Student Medication Authorization Form is submitted by the student’s parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure. Prescription or non-prescription medications discovered on school grounds or at a school-related function will be confiscated and held in the school office until retrieved by a parent or guardian.

The student's parent shall remove any unused medication from the school at the end of therapy or the end of the school year. If the parent fails to remove the unused medication, the school nurse will appropriately dispose of it in the presence of a witness. Please contact the nurse if there are changes in your child's medical status, or emergency contact person during the school year.

### Self-Administration of Medication

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

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Designated Caregiver Administration of Medical Cannabis The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District
3. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form - Medical Cannabis.

*Medical cannabis infused product* (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

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

### **Counseling**

School psychologists and social workers provide services for students at each school. The program focuses on the everyday developmental needs and problems that all children have while maturing. Children who require individualized assistance are served, in addition to services designed to better help children know and understand themselves and to develop successful peer relationships. The social worker serves as a resource for the children and as a consultant to teachers, parents, and administrators. Services include educational/vocational guidance; individual, family and group counseling; referral to outside agencies; crisis interventions; and advocacy. All issues will be held in the strictest confidence and you are encouraged to contact the department at any time.

### **Safety Drill Procedures**

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

### **Communicable Diseases**

Bushnell-Prairie City School District 170 will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

### **Head Lice & Bed Bugs**

Bushnell-Prairie City School District 170 will observe recommendations of the Illinois Department of Public Health regarding head lice and bed bugs.

1. Parents are required to notify the school nurse if they suspect their child has head lice. Infested students will be sent home following notification of the parent or guardian.
2. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.

A student excluded because of head lice or bed bugs will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.



## **Section 6 – Discipline & Conduct**

### **General Building Conduct**

While at school, riding in school buses or at school-sponsored activities, students are required to behave in an orderly and appropriate manner in accordance with the rules and regulations of the school District. Students serving an out-of-school suspension are ineligible for any after school activity the day of the suspension. While attending interscholastic events, it is important to remember that all of us (participants and spectators) represent Bushnell-Prairie City School District 170. It is important that we adhere to the following guidelines:

1. Students are to be courteous and polite at all times.
2. Students will be respectful of peers, adults, and property.
3. Students will use appropriate language.
4. Weapons and/or toys depicting weaponry, alcohol, tobacco, and controlled substances including medical marijuana are not allowed in school buildings.
5. Physical aggression and/or incidences of bullying will not be tolerated.

### **Field Trips**

Field trips and school-sponsored excursions are designed to support district-adopted curriculum. Children are taken on educational trips and excursions only with the permission of their parents. When a trip is being planned, permission slips will be sent home, to be signed and returned by parents. All field trips or excursions are chaperoned by the classroom teacher. On occasion, teachers may request the assistance of parent chaperones. Parent chaperones are expected to comply with the directives of classroom teachers at all times during the field trip to insure a beneficial and safe experience. Other family members are not allowed on field trips. Students and adult chaperones are expected to abide by all school rules and demonstrate appropriate conduct on field trips. Students are expected to participate in field trips with their class. This experience includes riding the bus to and from the activity and/or walking with classmates on a walking field trip. Dress codes will be established prior to each field trip and if not respected, may result in denial of participation.

Students may also be prohibited from participating in field trips when, in school personnel's judgment, it is not in the best interest of the student to participate.

### **School Dress Code**

Student dress and grooming are basically the responsibility of the student and parent. While respectful of individuality, the staff and administration of District 170 feel certain guidelines are necessary for the successful operation of the school. Under the guidelines of promoting a positive educational setting, the following rules of dress and grooming have been established:

1. Students and staff are expected to dress in a way that is conducive to the pre k-12 learning environment. Decisions involving dress code will always take into consideration the developmental appropriateness of the clothing.
2. Coats, jackets and snow boots are not appropriate classroom attire.
3. Hats are not to be worn inside the building unless it has been arranged as part of a special event.
4. Articles of clothing with suggestive, inappropriate slogans or imagery associated with weaponry, and/or drugs, and/or alcohol, and/or intolerance are not allowed in school.
5. Wallet chains are not allowed.
6. Backpacks, bookbags, and purses are not to be brought into the classroom.
7. High school physical education will be required to wear gym shorts. Any B-PC spiritwear t-shirts are acceptable.

The 1st set of shorts will be provided free of charge.

## **Student Discipline**

Students are subject to appropriate disciplinary measures for unlawful or improper conduct and, upon demonstration of gross disobedience or misconduct, may be suspended and/or expelled from school. Students could be suspended and/or expelled from school for gross disobedience or misconduct whenever or wherever such action results in the disruption of the orderly conduct of the school program or the student's presence constitutes a clear and present danger to him/herself, other students or school personnel.

### Prohibited Student Conduct

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Any conduct that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
2. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
3. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
4. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
  - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled

substances.

- g. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
  - h. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
5. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
  6. Using or possessing an electronic paging device.
  7. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), smart watch, or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
  8. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
  9. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
  10. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
  11. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
  12. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
  13. Engaging in teen dating violence.
  14. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
  15. Entering school property or a school facility without proper authorization.
  16. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
  17. Being absent without a recognized excuse.
  18. Being involved with any public school fraternity, sorority, or secret society.
  19. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
  20. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
  21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school

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

22. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
23. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

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

#### When and Where Conduct Rules Apply

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

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

#### Disciplinary Measures

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 behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

- Notifying parents/guardians.
- Disciplinary conference.
- Withholding of privileges.
- Temporary removal from the classroom.

- Return of property or restitution for lost, stolen or damaged property.
- In-school suspension.
- After-school study or Saturday study provided the student’s parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
- Community service.
- Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
- Suspension of bus riding privileges.
- Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
- Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
- Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
- Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look-alikes,” alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

#### Isolated Time Out, Time Out and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student’s behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

#### Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm.

#### Weapons Prohibition

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

- (1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
- (2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alike” of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified

by the board on a case-by-case basis.

### Gang and Gang Activity Prohibited

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

### 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.

### Detention

A detention date may be assigned by a teacher or the office to be served either before school, after school, or at lunch.

Notice of the detention will be given to students and parents in advance, by telephone and/or in writing. Parent notification shall indicate the reason for the detention, the day, the date, and the time the detention is to be served. It shall be the parent’s responsibility to provide transportation after the detention period is over.

### **Bullying, Intimidation and Harassment**

Bullying, intimidation, and harassment diminish a student’s ability to learn and a school’s ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals. Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, physical appearance, 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.

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

toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Cyberbullying 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. Cyberbullying 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. Cyberbullying 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.

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing. Any instances involving accusations of bullying will be investigated and parents/guardians will be contacted immediately.

#### Complaint Managers

Michelle Rodeffer, Principal 345 E. Hess, Bushnell, IL 61422; (309) 772-9464

Jerry Butcher, Principal 845 N. Walnut, Bushnell, IL 61422; (309) 772-2113

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.

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

Students and parents/guardians are also encouraged to read the following school district policies: *7:20, Harassment of Students Prohibited* and *7:180, Prevention of and Response to Bullying, Intimidation and Harassment*.

### **Sexual Harassment and Teen Dating Violence Prohibited**

#### Harassment Prohibited

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on

the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity<sup>1</sup>; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; 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. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, 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, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

#### Sexual Harassment Prohibited

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

#### Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

#### Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

#### Nondiscrimination Coordinator

Bob Gound, Superintendent; 845 N. Walnut, Bushnell, IL 61422; (309) 772-9461

#### Complaint Managers

Michelle Rodeffer, Principal 345 E. Hess, Bushnell, IL 61422; (309) 772-9464

Jerry Butcher, Principal 845 N. Walnut, Bushnell, IL 61422; (309) 772-2113

#### **Access to Student Social Networking Passwords and Websites**

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

## **Section 7 – Internet, Technology & Publications**

District 170 maintains an open relationship with the area news media and welcomes coverage on student events and achievements. Examples include school assemblies, seasonal, school concerts and special class projects.

Recognized news media, including print newspapers and online affiliates, television and radio stations may be invited by District 170 to report on and take photos, videos and audios at various student events. At all such events, children dealing with the media are closely monitored and supervised by school staff.



District 170 also works to communicate student events and achievements through the District 170 website, individual District 170 school websites, as well as District 170-based teacher websites. Student projects, as well as student images, may be used on these sites. Only their first names and the initials of their last names identify students appearing on District 170 websites.

As technology advances and new tools to communicate are introduced, District 170 will evaluate and identify appropriate routes to take to enhance communication between District 170, parents and the community.

Information District 170 releases is not sold or given to commercial or non-profit groups. Any parent/guardian can withhold their consent for release by sending a signed letter withholding consent for the news media, along with the District 170 website and District 170 school websites, in the current school year within the first thirty (30) days of school to their building principal. Parents/guardians should understand that if they withhold consent, none of the student's information would be released. This includes such examples as information/photograph for the school yearbook, award listings such as the honor roll in the newspaper, and classroom projects on District 170-based teacher websites or links.

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.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:

- First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
- Second offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
- Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
- Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for

insubordination.

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. Students are expected to use technology resources appropriately and only for the use of school related homework/activities. Failure to follow these guidelines will result in loss of access to technology resources. Elementary and junior high students may bring a cell phone to school, provided that it is turned off and kept in their locker. High school students are allowed to use their cell phones during non-instructional times during the school day, or when requested by individual classroom teachers.

## **Acceptable Use of the District's Electronic Networks<sup>1</sup>**

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

### Terms and Conditions

The term electronic networks includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

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

**Privileges** – Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

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

1. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
2. Using the electronic networks to engage in conduct prohibited by board policy;
3. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
4. Unauthorized use of personal removable media devices (such as flash or thumb drives);
5. Downloading of copyrighted material for other than personal use;
6. Using the electronic networks for private financial or commercial gain;
7. Wastefully using resources, such as file space;
8. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
9. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information

- about anyone that is of a personal nature, such as a photograph or video;
10. Using another user's account or password;
  11. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
  12. Posting or sending material authored or created by another without his/her consent;
  13. Posting or sending anonymous messages;
  14. Creating or forwarding chain letters, spam, or other unsolicited messages;
  15. Using the electronic networks for commercial or private advertising;
  16. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
  17. Misrepresenting the user's identity or the identity of others; and
  18. Using the electronic networks while access privileges are suspended or revoked.

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

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the networks in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the electronic networks to be private property.

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

**Indemnification** – By using the District's electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

**Security** – Network security is a high priority. If the user can identify or suspects a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

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

**Telephone Charges** – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

**Copyright Web Publishing Rules** – Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

1. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
2. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of public domain documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
4. The fair use rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and student.

**Use of Email** – The District’s email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

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

### **Internet Safety**

Internet access is limited to only those acceptable uses as detailed in these procedures. Internet safety is supported if users will not engage in unacceptable uses, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

### **Authorization for Electronic Network Access and Internet Safety**

Purpose: The Bushnell-Prairie City Community Unit School District provides all students access to the Internet, local network resources, computers and mobile technologies as a means to promote achievement and to provide diverse opportunities within the educational experience. This document provides guidelines and information about the limitations that the school imposes on the use of these resources. In addition to this document, the use of any district-owned computer or mobile device also requires students to abide by any and all guidelines stated in the student handbook. This document may be updated as necessary.

Specifically, Students and Staff will adhere to these guidelines each time the Internet or local network is accessed or each time district-owned computers and mobile devices are used whether at home or at school.

### Usage

- Will keep district-owned technologies secure and damage free.
- Will use district-owned technologies and networks for school related purposes during the instructional day refraining from use related to commercial, political or other private uses.
- Will follow copyright laws and should only download/import music or other files to a district-owned technology that he/she is authorized or legally permitted to reproduce, or for which he/she owns the copyright.
- Will not make use of district-owned technologies and networks to view, listen to or locate materials that are unacceptable in a school setting. This includes, but is not limited to, illegal, pornographic, obscene, violent or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers and the school media centers. Specifically, all district-owned technologies should be free at all times of any illegal, pornographic, obscene, violent or vulgar images, sounds, music, language, video or other materials/files.
- Will not tamper with district-owned computer or mobile device hardware or software; seek to gain unauthorized entry into other computers, servers or mobile devices; and will refrain from vandalism or destruction of district-owned technologies or computer files. Damage to district-owned technologies may result in felony criminal charges.
- Will not attempt to access networks and other technologies beyond the point of authorized access. This includes attempts to use another person's account and/or password.
- Will not attempt to override, bypass or otherwise change the Internet filtering configuration or other network configurations.
- Will use appropriate language in all communications avoiding profanity, obscenity and offensive or inflammatory speech. Cyber-Bullying such as personal attacks and/or threats on/against anyone made while using district-owned technologies are to be reported to responsible school personnel. Rules of netiquette should be followed and students and staff should conduct themselves in a responsible, ethical and polite manner.
- Will back up data and other important files regularly. Bushnell-Prairie City Community Unit School District will perform routine maintenance on district-owned technologies. All files and data not backed up may be deleted during these processes. Ultimately, students and staff are responsible for backing up all personal files to their own storage media.

### Privacy/Safety

- Will not reveal identifying information, files or communications to others through email or posts to the Internet.
- Will not share passwords or attempt to discover passwords. Sharing a password may cause an individual to be liable should problems arise with the use of said password.
- Will, upon request, make available for inspection by an administrator or teacher any messages or files sent or received using district-owned technologies from any Internet location. Files stored and information accessed, downloaded or transferred using district-owned technologies are not private and should be assumed to be the property of the Bushnell-Prairie City Community Unit School District.

### Use of Electronic Mail/Social Media

- Will use the same degree of care when drafting electronic mail and/or social networking posts/messages as would be put into any written school document. Nothing should be transmitted in an e-mail or social networking post/message that would be considered inappropriate in a school document or is in violation of the student/staff handbook.
- Will exercise caution when downloading email message attachments. Attachments should only be downloaded from messages when the user knows the sender's identity and the message's authenticity can be verified.

Use of the Internet is a privilege, not a right. The school's Internet connection is provided for educational purposes only. Unauthorized and/or inappropriate use will result in a restriction or cancellation of privileges.

The Bushnell-Prairie City School District employs a CIPA (Child Internet Protection Act) compliant filter to protect against Internet access to visual displays that are obscene, pornographic and/or harmful to minors. The school also monitors online activity of students and staff in an effort to restrict access to such materials.

Nevertheless, parents and guardians are advised that a determined user may be able to gain access to information, communication and/or services on the Internet that the school has not authorized for educational purposes and/or which parents and guardians may find inappropriate, offensive, objectionable or controversial. Parents and guardians assume this risk by consenting to allow their student to participate in the use of the Internet. Students accessing the Internet through school-owned computers and/or mobile technologies assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The Bushnell-Prairie City School District has the right to monitor, review and inspect any directories, files, histories and/or messages residing on or sent using a school-owned device/network. Messages or files relating to or in support of illegal activities will be reported to the appropriate authorities.

### **Google Workspace for Education Notice to Parents and Guardians**

District 170 utilizes Google Workspace for Education (GWFE) with students, and we are seeking your permission to provide and manage a GWFE account for your child. GWFE is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At B-PC, students will use their GWFE accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st-century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the GWFE account?

Please read it carefully and contact the school with any questions. Your signature on the Parent-Student Handbook sign-off page indicates your consent to your child accessing these services. Should you not wish to consent to your student having a GWFE account, please note that special considerations will need to be made for their educational services and substantial accommodations will be needed to deliver educational materials to your student. Students who cannot use GWFE will need to use other methods and possibly other software to complete assignments and collaborate and communicate with teachers and peers. Your consent gives permission for B-PC to create/maintain/monitor a GWFE account for your child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.

## Google Workspace for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their GWFE accounts, students may access and use the following “Core Services” offered by Google (described at [https://workspace.google.com/terms/user\\_features.html](https://workspace.google.com/terms/user_features.html)):

- Assignments
- Calendar
- Classroom
- Cloud Search
- Drive and Docs
- Gmail
- Google Chrome Sync
- Google Meet
- Google Vault
- Groups for Business
- Jamboard
- Keep
- Migrate
- Sites
- Tasks

In addition, we also allow students to access certain other Google services with their GWFE accounts. Specifically, your child may have access to the following “Additional Services”:

- Google Applied Digital Skills
  - Chrome Remote Desktop
  - Chrome Webstore
  - Google Arts and Culture
  - Google Bookmarks
  - Google Books
  - Google Cloud Platform
  - Google Cloud Print
  - Google Earth
  - Google Groups
  - Google Maps
  - Google Translate
  - Managed Google Play
  - Scholar Profiles
  - YouTube\*
- \*Only applies to 6th-12th grades

Further, we allow students to access additional third-party services with their GWFE accounts. Our school Google systems administrator enables access to some third-party services with students’ GWFE accounts, and authorizes the disclosure of data, as requested by the third-party services based on the state legislation, Student Online Personal Privacy Act (SOPPA). Access is not given to apps that are not compliant with SOPPA. Additional information about these third-party services is available at [https://sdpc.a4l.org/district\\_listing.php?districtID=6157](https://sdpc.a4l.org/district_listing.php?districtID=6157). Third-party apps may be vetted, approved by school administrators and SOPPA, and added to the list of approved apps throughout each school year.

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from GWFE accounts in its GWFE Privacy Notice. You can read that notice online at [https://workspace.google.com/terms/education\\_privacy.html](https://workspace.google.com/terms/education_privacy.html) You should review this information in its entirety, but below are answers to some common questions:

### What personal information does Google collect?

When creating a student account, B-PC may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students based on their consent, such as telephone number for account recovery.

When a student uses Google core services, Google also collects information based on the use of those services.

This includes:

- account information, which includes things like name and email address.
- activity while using the core services, which includes things like viewing and interacting with content, people with whom your student communicates or shares content, and other details about their usage of the services.
- settings, apps, browsers & devices. Google collects information about your student’s settings and the apps, browsers, and devices they use to access Google services. This information includes browser and device type, settings configuration, unique identifiers, operating system, mobile network information, and application version number. Google also collects information about the interaction of your student’s apps, browsers, and devices with Google

services, including IP address, crash reports, system activity, and the date and time of a request.

- location information. Google collects information about your student's location as determined by various technologies such as IP address and GPS.
- direct communications. Google keeps records of communications when your student provides feedback, asks questions, or seeks technical support.

The Additional Services we allow students to access with their GWFE accounts may also collect the following information, as described in the Google Privacy Policy (<https://policies.google.com/privacy>).

This includes:

- activity while using additional services, which includes things like terms your student searches for, videos they watch, content and ads they view and interact with, voice and audio information when they use audio features, purchase activity, and activity on third-party sites and apps that use Google services.
- apps, browsers, and devices. Google collects the information about your student's apps, browser, and devices described above in the core services section.
- location information. Google collects info about your student's location as determined by various technologies including: GPS, IP address, sensor data from their device, and information about things near their device, such as Wi-Fi access points, cell towers, and Bluetooth-enabled devices. The types of location data we collect depend in part on your student's device and account settings.

#### How does Google use this information?

In Google Workspace for Education Core Services, Google uses student personal information primarily to provide the core services that schools and students use, but it's also used to maintain and improve the services; make recommendations to optimize the use of the services; provide and improve other services your student requests; provide support; protect Google's users, customers, the public, and Google; and comply with legal obligations. See the Google Cloud Privacy Notice (<https://cloud.google.com/terms/data-processing-addendum>) for more information.

In Google Additional Services, Google may use the information collected from all Additional Services to deliver, maintain, and improve our services; develop new services; provide personalized services; measure performance; communicate with schools or users; and protect Google, Google's users, and the public. See the Google Privacy Policy (<https://policies.google.com/privacy>) for more details.

#### Does Google use student personal information for users in K-12 schools to target advertising?

No. There are no ads shown in GWFE core services. Also, none of the personal information collected in the core services is used for advertising purposes.

Some additional services show ads; however, for users in primary and secondary (K12) schools, the ads will not be personalized ads, which means Google does not use information from your student's account or past activity to target ads. However, Google may show ads based on general factors like the student's search queries, the time of day, or the content of a page they're reading.

#### Can my child share information with others using the GWFE account?

B-PC allows some students to access Google services such as Gmail, Google Docs and Sites, which include features where users can share information with others or publicly. For example, if your student shares a photo with a friend who then makes a copy of it, or shares it again, then that photo may continue to appear in the friend's Google Account, even if your student removes it from their Google Account. When users share information publicly\*, it may become accessible through search engines, including Google Search.

\*B-PC students' accounts are not able to publish information publicly via Google Docs and Google Drive.

#### Will Google disclose my child's personal information?



Google will not share personal information with companies, organizations, and individuals outside of Google except in the following cases:

- With our school: Our school administrator (and resellers who manage your or your organization's Workspace account) will have access to your student's information. For example, they may be able to:
  - View account information, activity, and statistics;
  - Change your student's account password;
  - Suspend or terminate your student's account access;
  - Access your student's account information in order to satisfy applicable law, regulation, legal process, or enforceable governmental request;
  - Restrict your student's ability to delete or edit their information or privacy settings.
- With your consent: Google will share personal information outside of Google with parental consent.
- For external processing: Google will share personal information with Google's affiliates and other trusted third-party providers to process it for us as Google instructs them and in compliance with our Google Privacy Policy (<https://www.google.com/intl/en/policies/privacy>), and the Google Cloud Privacy Notice at (<https://cloud.google.com/terms/cloud-privacy-notice>), and any other appropriate confidentiality and security measures.
- For legal reasons: Google will share personal information outside of Google if they have a good-faith belief that access, use, preservation, or disclosure of the information is reasonably necessary for legal reasons, including complying with enforceable governmental requests and protecting you and Google.

#### What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google via this Parent-Student Handbook. If you don't provide your consent, we will not create a GWFE account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of GWFE, you can access or request deletion of your child's GWFE account by contacting B-PC's Information Technology Department. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to access personal information, limit your child's access to features or services, or delete personal information in the services or your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the GWFE account to view and manage the personal information and settings of the account.

#### What if I have more questions or would like to read further?

If you have questions about our use of Google's Google Workspace for Education accounts or the choices available to you, please contact [insert contact information for the school administrator]. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the Google Workspace for Education Privacy Center (<https://www.google.com/edu/trust>), the Google Workspace for Education Privacy Notice ([https://workspace.google.com/terms/education\\_privacy.html](https://workspace.google.com/terms/education_privacy.html)), and the Google Privacy Policy (<https://www.google.com/intl/en/policies/privacy>), and the Google Cloud Privacy Notice at (<https://cloud.google.com/terms/cloud-privacy-notice>).

The Core Google Workspace for Education services are provided to us under Google Workspace for Education Agreement ([https://www.google.com/apps/intl/en/terms/education\\_terms.html](https://www.google.com/apps/intl/en/terms/education_terms.html)) and the Cloud Data Processing Addendum (<https://cloud.google.com/terms/data-processing-addendum>).

### **Artificial Intelligence Usage**

“Artificial intelligence” (AI) is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence"

encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

Bushnell-Prairie City CUSD #170 aims to establish guidelines for the responsible and ethical use of AI technologies by students within District 170. The use of AI tools in the classroom is intended to enhance and make educational experiences relevant while ensuring the privacy, safety, and well-being of all students and upholding the District's mission and vision and academic integrity of all. By adhering to such guidelines, students, parents, and educators contribute to a positive and secure learning environment that harnesses the benefits of AI for educational advancement.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid if permitted by a teacher, administrator or Individualized Education Program (IEP). Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator.

Students may use AI as authorized in their IEP. Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic honesty, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

Student use of AI outside of this scope is not permitted in District 170.

#### Ethics, Accountability, and Academic Honesty

- Students are accountable for using AI resources in accordance with the Parent-Student Handbook, the District's Academic Honesty policies, and teachers' classroom guidelines.
- Plagiarism, acts of academic dishonesty, and unauthorized use of AI-generated content are strictly prohibited.

#### Reporting and Support

- Students who encounter challenges or concerns related to AI usage shall report them to teachers or school administrators immediately.

#### **Guidelines for School-Sponsored Publications, Productions and Websites**

School-sponsored publications, productions and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the Student/Parent handbook. Except as provided below, a student journalist has the right to exercise freedom of speech and of the press in school-sponsored media, including the right to determine the news, opinion, feature, and advertising content of school-sponsored media.

Student journalists are prohibited from using school sponsored media in a way that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwanted invasion of privacy;
3. Violates Federal or State law, including the constitutional rights of third parties; or
4. Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.

All school-sponsored media shall comply with the ethics and rules of responsible journalism. Text that fits into numbers one through four above will not be tolerated and school officials and student media advisers may edit or delete such material. The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media. No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the school, school district or an expression of school board policy.

### **Bushnell-Prairie City CUSD #170 Online Community Posting Guidelines**

Online Community refers to all students, staff, families, and community members engaging in shared digital spaces as well as the spaces themselves hosted publicly on the internet. Examples include but are not limited to the District website, Facebook, and other social media platforms. These digital spaces are intended to enrich local engagement with our school district. If community members have questions or concerns for/about the school district, they are best served by contacting the school office(s) and staff directly.

#### Guidelines

- Address others in this community as you would in real life.
- Respect the privacy, confidentiality, and personally-identifying information belonging to all students, staff, families, and community members.
- Be tolerant towards other's viewpoints and respectful when opinions do not align.
- Communicate with courtesy and respect.

#### Prohibited content

- Personal attacks on other community members
- Private, confidential, or personally identifying information about community members
- Prejudiced, defamatory, slanderous, bullying, threatening, or profane comments
- Solicitations

#### Violations of community guidelines

Violations can result in a warning or revocation of posting privileges entirely. We request that community members report behavior that violates our guidelines to district complaint managers listed in Section 6 of the Parent Student Handbook.

#### Agreement

By posting in any Bushnell-Prairie City Schools online community, users are subject to these community posting guidelines.

### **Student Distribution of Non-School Publications**

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.

The material may be distributed at times and locations determined by the building principal, such as, before the beginning or ending of classes at a central location inside the building.

The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.

Distribution must be done in an orderly and peaceful manner, and may not be coercive.

The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.

Students must not distribute material that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board Policy and Student Handbook,
4. Is reasonably viewed as promoting illegal drug use; or
5. Is primarily prepared by non-students and distributed in elementary and/or middle schools.

A student may use the School District's Uniform Grievance Procedure to resolve a complaint.

Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with the standards identified above.

## **Access to Non-School Sponsored Publications**

### Non-School Sponsored Publications Accessed or Distributed On Campus

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

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

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and the Student Handbook;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes; or
6. Incites students to violate any Board policies.

Accessing or distributing on-campus includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden

material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

### Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

## **Device Agreement**

### Kindergarten - 8th Grade Chromebooks

Full-time students may be assigned a B-PC device (Chromebook and charger) to use at school and/or at home for school-related activities. These devices are referred to as “technologies” in this document, and they are subject to the expectations outlined below.

### High School Chromebooks

Full-time students enrolled in grades 9-12 will be issued a brand-new Chromebook when they begin their freshman year. They will keep that same Chromebook until they graduate from high school, at which time they will then own the device. New enrollments in grades 10-12 will receive a pre-owned device that is the same age as the devices of the cohort they are joining. Graduating seniors are required to complete the device checkout procedure outlined by the school district before the Chromebook becomes their property. Until a student’s transcript reflects graduation from 12th grade, the Chromebook will remain the property of B-PC CUSD 170 and is subject to the expectations outlined below.

### Care & Expectations

During school use, home use, and transport, users will:

- keep B-PC technologies 100% secure, damage-free, and in proper working order.
- bring the charged B-PC device and charging cable to school each day.
  - Younger grade levels may have varying instructions depending upon circumstances; users should follow teacher instructions in this case.
- not make any physical, mechanical, or electronic (software) changes to B-PC technologies including but not limited to decals, skins, non-removable cases, hardware alterations or repairs, or software or operating system changes.
- use only B-PC-issued charging cables with devices.
- take special care with charging cables and ports.
- assume responsibility for peripheral items plugged into B-PC devices (USB devices, headphones, mice, etc.). B-PC assumes no responsibility for these items.
- keep food, drink, dirt/debris, and liquids away from B-PC technologies.
- store their B-PC Chromebook on a hard flat surface, with lid closed, powered down completely, and at room temperature.
- report technical problems with or damage to B-PC technologies to B-PC IT as soon as they occur.
  - Waiting to report such issues may result in further damage and/or a longer wait time for support/resolution.
- not attempt to execute repairs, purchase replacement parts, or authorize outside technicians to work on B-PC devices.
- apply these same guidelines and policies to any loaner technologies issued by B-PC.

### Damage & Schedule of Charges

In the event that a student’s assigned device becomes damaged or inoperable, B-PC reserves the right to charge the student and parent/guardian according to the schedule of charges listed below, to include the cost of parts for repair/replacement. However, for device issues that B-PC determines are out of the student’s control and result in a need for repair or service, students will not be charged.

In the event that a student’s issued device or charger is lost or stolen the student and parent/guardian may be billed the full cost for replacement of the equipment.

In the event that a student’s issued device is stolen, a police report must be filed and a copy produced for the school’s records

in order to waive the replacement fee.

#### Schedule of Charges

- Full replacement: \$200
- Repair: \$75
- Charger: \$30

Students may be issued a loaner device for use during repair. Loaner devices are limited. If B-PC determines that the student's assigned device and/or charger is damaged or inoperable as a result of student actions, the loaner equipment privileges may be revoked

#### Agreement

I have read, understand, and agree to these terms and I understand that I am subject to disciplinary action and/or the included schedule of charges if I violate any of the terms and conditions as stated within this policy.

This agreement can be found on B-PC's website for reference at [bpcschools.org/AUP](http://bpcschools.org/AUP)

## **Section 8 – Search & Seizure**

### **Search and Seizure**

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

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

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

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

#### Students

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

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

### Seizure of Property

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

### Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

## **Section 9 – Special Education**

### **Education of Children with Disabilities**

Article XIV of the School Code of Illinois places responsibility on local school Districts to provide and maintain appropriate and effective educational programs for students with disabilities who are residents of the District. Children may exhibit disabilities in the areas of health, vision, or hearing, or in social-emotional, achievement, motor skills, speech and language, or cognitive development.

Special education instructional programs and support services are available to all District 170 students who have disabilities and are between the ages of three and fifteen. Bushnell-Prairie City School District 170 is a member of the West Central Illinois Special Education Cooperative (WCISEC). WCISEC provides resource services to staff and instructional programs for students whose progress in the local program is seriously impeded by the nature and severity of their disabilities. Each student's team determines the appropriate goals, supports, and placement for the child.

Each school provides the services of qualified special education teachers. Classroom support is designed to assist children with disabilities and to provide specialized teaching suited to the student's individual needs.

In addition, each school provides speech language pathologists to provide direct therapy to students who have speech and/or language impairments. Itinerant services of occupational therapy and physical therapy are also provided in all of the District schools. All special education staff members, including para-educators, in District 170 meet "highly qualified" criteria.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact:

Mrs. Kelsey Kelso, 845 N. Walnut, Bushnell, IL 61422; (309) 772-9461

## **Discipline of Students with Disabilities**

### Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

### Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

### Isolated Time Out, Time Out, and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

## **Exemption From Physical Education Requirement**

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

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

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

## **Certificate of High School Completion**

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

## **Request to Access Classroom or Personnel for Special Education Evaluation or Observation**

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

For further information, please contact the school principal.

## **Related Service Logs**

For a child with an individualized education program (IEP), the school district must create related service logs that record the



type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

## **Section 10 – Student Records and Privacy**

### **Surveys**

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

#### **Surveys Requesting Personal Information**

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

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

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

#### **Instructional Materials**

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

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

They are:

1. The right to inspect and copy the student's education records within 10 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. A parent/guardian or student should submit to

the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The principal will make arrangements for access and notify the parent/guardian 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 the student.

2. The right to have one or more scores received on college entrance examinations included on the student's academic transcript.<sup>1</sup>

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include 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 included.

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

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

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

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/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

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

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

6. The right to prohibit the release of directory information.

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

- a. Name
- b. Address
- c. Grade level
- d. Birth date and place
- e. Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- f. 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
- g. Academic awards, degrees, and honors
- h. Information in relation to school-sponsored activities, organizations, and athletics
- i. Major field of study
- j. 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.*

7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent (High School Only).

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 student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

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 name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education 400 Maryland Avenue

SW Washington DC 20202-4605

### **Student Biometric Information**

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

## **Section 11 – Parental Right Notifications**

In compliance with the U.S. Environmental Protection Agency’s Asbestos Hazard Emergency Response Act, Bushnell-Prairie City School District 1170 performed thorough inspections of each of the school buildings for asbestos-containing building materials (A.C.B.M.) in 1985. The inspections’ findings and Asbestos Management Plans have been on file in each school’s administrative office since that time.

The U.S. Environmental Protection Agency requires the school district to perform re-inspections of the asbestos materials every three years, and periodic reviews of the buildings between re-inspections. Accredited asbestos inspectors have performed these re-inspections and an accredited management planner reviewed the results and recommended actions that the school district should take to safely manage or remove each A.C.B.M.

According to Federal Law, no asbestos containing building materials have been allowed to be used in the construction or renovation of any school since 1967.

### **Teacher Qualifications**

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

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher’s certification;
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

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

### **Standardized Testing**

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including any state-mandated testing in the subjects of English/Language Arts, Mathematics, and Science. Time spent on standardized tests follow the testing protocol, and results are disseminated in a timely manner once they are received by the district.

Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school’s ability to continue to prove its success in the state’s standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night’s sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day. Homeless Child’s Right to Education

### **Homeless Child’s Right to Education**

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes

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

Sonja Settles is the Bushnell-Prairie City School District 170, Homeless Liaison, and can be reached at (309) 772-9461.

### **Family Life and Sex Education Classes**

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

### **English Learners**

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

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact your building principal.

### **School Visitation Rights**

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

### **Pesticide Application Notice**

The district maintains a registry of employees and parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

Chad Sharp, Director of Grounds & Maintenance/Network Specialist  
845 North Walnut Street  
Bushnell, IL 61422  
(309) 772-9461

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property, however restricted use pesticides will not be applied on or within 500 feet of school property during normal

school hours.

### **Coal Tar Sealant**

Beginning on January 1, 2023 the district is required to notify employees and parents/guardians in writing or by telephone before coal tar-based sealant products or high polycyclic aromatic hydrocarbon sealant products are used on District premises.

### **Mandated Reporter**

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

### **Unsafe School Choice Option**

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

### **Student Privacy**

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

### **Sex Offender Notification Law**

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

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

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

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

A violation of this law is a Class 4 felony.

### **Violent Offender Community Notification**

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

## **2024-2025 School Fees**

<b>Type</b>	<b>Description</b>	<b>Amount(s)</b>
Course fees	Vocational classes (HS)	\$15.00/class
	Driver Education class (HS)	\$200.00
	Additional fees may be required in specific courses	Varies
Athletic participation fees	Fees charged per sport; individual maximum is \$90.00, family maximum is \$180.00	\$30.00/sport

<b>Type</b>	<b>Description</b>	<b>Amount</b>
Athletic admissions	Junior High student/ adult	\$2.00/ \$4.00
	High School student/ adult	\$2.00/ \$5.00
	B-PC students	FREE
Athletics season passes	Family	\$125.00
	Adult	\$50.00
	Couple	\$80.00
	Student (non-BPC)	\$30.00

<b>Type</b>	<b>Description</b>	<b>Amount</b>
Student accident insurance	School-time accident insurance	TBD
	24-hour accident coverage	TBD

**Sign-Off Sheet**

BUSHNELL-PRAIRIE CITY SCHOOL DISTRICT 170

845 North Walnut Street, Bushnell, IL 61422

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I have read and reviewed the Bushnell-Prairie City School District 170 Parent/Student Handbook with my child, including, but not limited to the following sections:

- Attendance, Promotion, and Graduation (Section 2)
- Health and Safety (Section 5)
- Student Discipline and Conduct (Section 6)
- Internet, Technology and Publications (Section 7)
- Device Agreement

\_\_\_\_\_  
Student Name (printed)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name (printed)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

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*Please complete this form for each student and return to his/her school office no later than October 1 of the current school year.*