



**Pre K & Elementary
Student Handbook
2011-12**

**Bloomington Public Schools,
District 87**

Education ... our investment in the future.

Introduction

August 2011

Dear Parents/Guardians:

On behalf of the Bloomington School District Board of Education and all of the members of our educational community, I welcome you to the 2011-12 school year.

This handbook is designed to provide information about the six elementary schools and the Sarah E. Raymond Early Education Center in our district. Information about specific buildings may be found in the supplement to this handbook.

Education is the most important function for any society. The quality of life for all of us is dependent on the quality of education we provide all children. I ask you to join us in this most important mission. You are your child's first and most important teacher and we welcome your involvement and participation in the education of your child.

I encourage you to get to know your child's teacher, to visit your child's school and attend school events, and to become an active partner in your child's education. Working together, we will provide a quality of education second to none and prepare all students for the year 2011 and beyond.

Yours in education,

Dr. Barry Reilly
Superintendent of Schools

Table of Contents

District 87 Information

- Goals and Mission Statement 6
- Board of Education 7
- Administration and Directors 8-9
- District and School Web Pages 10
- Our Schools
 - Sarah E. Raymond School of Early Education 11
 - Bent School 12
 - Irving School 13
 - Oakland School 14
 - Sheridan School 15
 - Stevenson School 16
 - Washington School 17

Student Information

- Admission/Age Requirements 18
- Homeless Children 18
- Emergency Card Information 18
- Indoor/Outdoor Temperature Guidelines 18
- Student Records 18
- Student Insurance 19
- School Meal Program 19
- Student Fees and Charges 20
- Forgotten, Lost and Found Items 20
- Celebrations 20

Academic Services

- Educational Goals 21
- Academically Talented 21
- Bilingual Education 22
- English as a Second Language (ESL) 22
- Special Education 22
- Response to Intervention (RTI) 22
- Library/Media Centers 23
- Grade Promotion and Retention 23
- Social Promotion 23

Health Related Topics

- School Nurse 24
- Medical Forms 24
- Administering Student Medicine 24
- Asthma Medication Law 24
- Transfer/New Students 25
- Special Diets 25

Immunization and Physical Examination Requirements	26-28
Dental Exams	27
Vision and Hearing Exams	28
Medical Excuses for Physical Education Classes	28
Head Lice	29
Student Welfare Services	29
Attendance and Absences	
Attendance	30
Absences	30
Participation in School Functions & School-Sponsored Events	31
Illnesses	32
Tardiness / Leaving School Early	32
After School Arrangements	32
Disciplinary Guidelines	
Student Discipline	33-35
Gross Misconduct or Disobedience	35-37
Anti Bullying Policy	37
Student Appearance	38
Cellular Phones/Messaging Devices	38
Transportation	
Introduction	39
Bus Behavior	39-40
Questions	40-41
Transportation Reimbursement	41
Early Dismissal and Cancellations	
Automated Phone System	42
Weather Related Cancellations	42
Transportation for Early Dismissal	42
Building Security, Safety, and Emergencies	
Visitors	43
Surveillance	43
Emergency Crisis Plans	43
Parent / Guardian Instructions During an Emergency	44
Lockdowns	44
Transportation	44
Emergency Drills	45
Civil Defense Tornado Drills	45
Volunteer Opportunities	
School Volunteers	46
PTA/PTO	46

Laws, Notices, Policies and Forms

Statement of Non-Discrimination and Sexual Harassment Policy	47
Access to Electronic Networks / Acceptable Use	47
Corporal Punishment Policy	48
Abused Child Law	48
Sex Offender Community Notice	48
Missing Children's Records Act	48
Asbestos Management Plan Notice	48
Integrated Pest Management Notice	49
Family Educational Rights and Privacy Act (FERPA)	49
Protection of Pupil Rights Notice	50
Parents' Right to Know Notice	51

District 87 Information

Goals and Mission Statement

The educational mission of the Bloomington Public Schools is to assist, challenge, and enable each student to develop into a productive and constructive citizen in a global society. The individual student is the emphasis of the educational program. Through a curriculum which stresses critical thinking, problem solving, and the enhancement of communication and computational skills, the District's education programs respond to varying learning styles and learning abilities while instilling within the student the notion that learning is fun, meaningful, and has a purpose.

The Bloomington Public Schools accepts as its responsibility the learning success for all students in an effective school climate characterized by:

- well defined priorities for teaching and learning;
- a building-based education program;
- a business-like atmosphere with learning as the important business;
- an environment with explicit standards for behavior where discipline, when required, is administered quickly and fairly;
- parental involvement the life of the schools;
- community and business support of, and involvement in, the life of the schools;
- a neat, attractive and well-maintained physical environment that serves the educational programs and community needs; and
- quality teachers.

Our Goals:

- Through innovations in curriculum, assessment techniques and training of our professional staff, all students will be challenged to reach their full potential.
- We will continue to provide an educational environment that promotes respect for, and an appreciation of diversity among students, staff and the community.
- All students will read proficiently at each grade level as evaluated using District assessments.
- All students will communicate clearly both verbally and in written form at each grade level as evaluated using District assessments.
- All students will acquire the mathematical skills and concepts at each grade level, as evaluated using District assessments, to ensure their successful completion of algebra and geometry by the end of tenth grade.
- We will recruit, train, support and recognize an outstanding diverse teaching staff, support staff and administration that reflect the student population of Bloomington Public Schools District 87.

Board of Education



Mr. Michael Harrison, Sr., President
510 Chelsea Drive, Bloomington, IL 61704
Phone: (309) 310-5155
Office: (309) 735-9834
harrisonm@district87.org



Mr. Joe Butcher, Vice President
1920 E. Jackson, Bloomington, IL 61701
phone: 662-7169
butcherj@district87.org



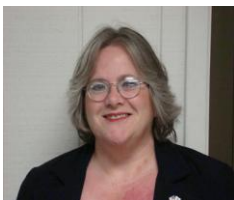
Mr. John Dirks
1122 E. Monroe Street, Bloomington, IL 61701
Phone: 828-4794
Office: 766-3532
dirksj@district87.org



Dr. Steven Perry
47 White Place, Bloomington, IL 61701
phone: 828-4893
perrys@district87.org



Mrs. Millicent Roth
1101 Broadmoor Drive, Bloomington, IL 61704
Phone: 662-9890
rothm@district87.org



Ms. Judith Webster
2 Berenz Place, Bloomington, IL 61701
phone: 287-4023
websterj@district87.org



Mrs. Mary Yount
1312 Crown Court, Bloomington, IL 61704
phone: 662-3504
yountm@district87.org

Administrators and Directors

District Office

300 E. Monroe Street
Bloomington, IL 61701
Phone: (309) 827-6031
Fax: (309) 827-5717

Dr. Barry Reilly
Superintendent of Schools
reillyb@district87.org

Mrs. Cindy Helmers
Asst. Superintendent of
Curriculum & Instruction
helmerc@district87.org

Dr. Herschel Hannah
Asst. Superintendent of Human
Resources
hannah@district87.org

Mr. David Wood
Chief Financial and Legal
Officer
woodd@district87.org

Directors

Rebecca Francois
Director of Special Education
Fax: 828-2917
francoisr@district87.org

Beverly Keller
Director of Accounting Services
kellerb@district87.org

Dr. Colin Manahan
Director of Facilities
Management
manahanc@district87.org

Julie McCoy
Director of Food Service
mccoyj@district87.org

Jim Peterson
Director of Technology
Phone: 828-7115
Fax: 828-1184
peteronj@district87.org

John Szabo
Athletic Director
Phone: 828-5201
Fax: 829-1078
szabojohn@district87.org

School Administrators

Pre-K Early Education **Sarah E. Raymond School**

1402 W. Olive Street
Phone: 827-0308
Fax: 829-2574
www.district87.org/Raymond
Danel Behrends-Harr, Principal
harrd@district87.org

Elementary K-5

Bent School
904 N. Roosevelt Avenue
Phone: 828-4315
Fax: 828-3587
www.district87.org/Bent
Jeff Geringer, Principal
geringerj@district87.org

Irving School
602 W. Jackson Street
Phone: 827-8091
Fax: 829-2295
www.district87.org/Irving
Christina Brock-Lammers,
Principal
lammerc@district87.org

Oakland School
1605 E. Oakland Street
Phone: 662-4302
Fax: 663-4385
www.district87.org/Oakland
Dr. Mary Kay Scharf, Principal
scharfm@district87.org

Sheridan School
1403 W. Walnut Street
Phone: 828-2359
Fax: 829-3209
www.district87.org/Sheridan
Jim Cooper, Principal
cooperj@district87.org

Stevenson School
2106 Arrowhead Drive
Phone: 663-2351
Fax: 827-3613
www.district87.org/Stevenson
Tina Fogal, Principal
fogalt@district87.org

Washington School
1201 E. Washington Street
Phone: 829-7034
Fax: 829-1207
www.district87.org/Washington
Jeff Lockenvitz, Principal
lockenvitzj@district87.org

Middle School 6-8
Bloomington Junior High School

901 N. Colton Avenue
Phone: 827-0086
Fax: 829-0084
www.district87.org/bjhs

Dr. Susan Silvey, Principal
silveys@district87.org

Sherri Cannon, Associate
Principal
cannons@district87.org

John Whitcomb, Associate
Principal
whitcombj@district87.org

Leslie Alappattu, Assistant
Principal
alappattul@district87.org

High School 9-12
Bloomington High School

1202 E. Locust Street
Phone: 828-5201
Fax: 829-0178
www.bhs87.org

Tim Moore, Principal
mooret@district87.org

Lisa Martinez, Associate
Principal
martinezl@district87.org

Tawn Foltz, Assistant Principal
foltzt@district87.org

David LaFrance, Assistant
Principal
lafranced@district87.org

April Hicklin, Assistant
Principal
hicklina@district87.org

Bloomington Area Career Center

1202 E. Locust Street
Phone: 829-8671
Fax: 828-3546
www.district87.org/avc

Tom Frazier, Director
fraziert@district87.org

District and School Webpages

District 87 - www.district87.org

Sarah Raymond Early Childhood Center
www.district87.org/Raymond

Bent Elementary School - www.district87.org/Bent

Irving Elementary School - www.district87.org/Irving

Oakland Elementary School - www.district87.org/Oakland

Sheridan Elementary School - www.district87.org/Sheridan

Stevenson Elementary School - www.district87.org/Stevenson

Washington Elementary School
www.district87.org/Washington

Bloomington Jr. High School - www.district87.org/BJHS

Bloomington High School - www.bhs87.org

Bloomington Area Career Center – www.district87.org/avc

Our District website contains links to over 70 district related topics. Visit www.district87.org to find recent news, breakfast and lunch menus, contact information, bus routes, Board of Education policies, district publications and more!

Our Schools

Sarah E. Raymond School of Early Education

1402 W. Olive Street
Bloomington, IL 61701
phone: 309 827 0308
fax: 309 829 2574

<http://www.district87.org/raymond>



Bloomington Public Schools serves the educational needs of our youngest students in the following programs at Sarah E. Raymond School:

- Pre-Kindergarten Program for children who may be at-risk for academic difficulty.
- Early Childhood Special Education Program for children with special needs.

School Day:

Morning Session: 8:45 to 11:15 a.m.

Afternoon Session: 12:45 to 3:15 p.m.



Mrs. Danel Behrends-Harr, Principal
harrd@district87.org

Cindy Humphrey, Administrative Assistant

Pam Madden, School Nurse

8:30 to 11:45 a.m. and on call throughout the rest of the day.

Mission: Our mission is to maximize each child's potential to be a self-directed, lifelong learner.

Bent Elementary School

904 N. Roosevelt Avenue

Bloomington, IL 61701

phone: 309 828 4315

fax: 309 828 3587

<http://www.district87.org/bent>



School Day: 9:00 a.m. to 3:15 p.m.

8:45 a.m.: Line up at designated locations

9:00 a.m.: Tardy Bell

3:15 p.m.: Dismissal

- Students who eat breakfast at school should arrive no earlier than 8:30 a.m.
- Student supervision begins at 8:45 a.m.



Mr. Jeff Geringer, Principal

geringerj@district87.org

JoAnn Ferguson, Administrative Assistant

Ana Gregory, Office Assistant

Julie Gifford, School Nurse

10:30 to 2:00 p.m. and on call throughout the rest of the day.

Mission: Education is a right, and to educate all students to their greatest capability is our mission.

Irving Elementary School

602 W. Jackson Street

Bloomington, IL 61701

phone: 309 827 8091

fax: 309 829 2295

<http://www.district87.org/irving>



School Day: 9:00 a.m. to 3:15 p.m.

8:45 a.m.: Line up at designated locations

9:00 a.m.: Tardy Bell

3:15 p.m.: Dismissal

- Students who eat breakfast at school should arrive no earlier than 8:30 a.m.
- Student supervision begins at 8:45 a.m.



Mrs. Christina Brock-Lammers, School Principal

lammersc@district87.org

Deb Crouch, Administrative Assistant

Chrisanthe McCormic, Office Assistant

Holly Beoletto, School Nurse

8:30 a.m. to 11:45 a.m. and on call throughout the rest of the day.

Mission: The Irving School community fosters a positive learning environment and is supportive of the academic, social, emotional, and physical needs of our diverse student population. It is our mission to prepare lifelong learners to be productive citizens.

Oakland Elementary School

1605 E. Oakland Avenue

Bloomington, IL 61701

phone: 309 662 4302

fax: 309 663 4385

<http://www.district87.org/oakland>



School Day: 9:00 a.m. to 3:15 p.m.

8:45 a.m.: Line up at designated locations

9:00 a.m.: Tardy Bell

3:15 p.m.: Dismissal

- Students who eat breakfast at school should arrive no earlier than 8:30 a.m.
- Student supervision begins at 8:45 a.m.



Dr. Mary Kay Scharf, Principal

scharfmk@district87.org

Kathy Lindeman, Administrative Assistant

Martha Fritcher, Office Assistant

Colleen Spaniol, School Nurse

Mission: All Oakland School students will learn and succeed.

Sheridan Elementary School

1403 W. Walnut Street

Bloomington, IL 61701

phone: 309 828 2359

fax: 309 829 3209

<http://www.district87.org/sheridan>



School Day: 9:00 a.m. to 3:15 p.m.

8:45 a.m.: Line up at designated locations

9:00 a.m.: Tardy Bell

3:15 p.m.: Dismissal

- Student supervision begins at 8:45 a.m.



Mr. Jim Cooper, School Principal

cooperj@district87.org

Teresa Fisher, Administrative Assistant

Gina Lavazza, Office Assistant

Holly Beoletto, School Nurse

12 noon to 3:30 p.m. and on call throughout the day

Mission: Sheridan School works with home and community to promote the development of each child's ability to internalize discipline, motivation, creativity, esteem and responsibility. Sheridan challenges the student to reach his/her highest academic potential to prepare for a productive life.

Stevenson Elementary School

2106 Arrowhead Drive

Bloomington, IL 61704

phone: 309 663 2351

fax: 309 827 3613

<http://www.district87.org/stevenson>



School Day: 9:00 a.m. to 3:15 p.m.

8:45 a.m.: Line up at designated locations

9:00 a.m.: Tardy Bell

3:15 p.m.: Dismissal

- Students who eat breakfast at school should arrive no earlier than 8:30 a.m.
- Student supervision begins at 8:45 a.m.



Mrs. Tina Fogal, Principal

fogalt@district87.org

Jan Jumper, Administrative Assistant

Glenda Lowry, Office Assistant

Diane Thompson, School Nurse

Mission: Building a community of lifelong learners.

Washington Elementary School

1201 E. Washington Street

Bloomington, IL 61701

phone: 309 829 7034

fax: 309 829 1207

<http://www.district87.org/washington>



School Day: 9:00 a.m. to 3:15 p.m.

8:45 a.m.: Line up at designated locations

9:00 a.m.: Tardy Bell

3:15 p.m.: Dismissal

- Students who eat breakfast at school should arrive no earlier than 8:25 a.m.
- Student supervision begins at 8:45 a.m.



Mr. Jeff Lockenvitz, School Principal

lockenvitzj@district87.org

Sharon Zwanzig, Administrative Assistant

Julie Watson, Office Assistant

Jennifer Strange, School Nurse

9:00 a.m. to 1:15 p.m. and on call throughout the day.

Mission: Working together...learning for life.

I. Student Information

Admission and Age Requirements

Any child whose fifth (5th) birthday occurs on or before September 1st may enter kindergarten at the opening of school. Any child whose sixth (6th) birthday occurs on or before December 31st may enter first grade at the opening of school provided they meet the following requirements:

- Attended pre-school and Kindergarten.
- Pre-school and Kindergarten program was taught by a certified teacher.
- Demonstrate readiness for the first grade curriculum.

Children ages 3 to 21 years with exceptional needs who qualify for special education services are eligible for admission.

Students enrolling in the District for the first time or re-enrolling must present a Certified Birth Certificate, as well as proof of residency within District 87, immunization from disease as required by state law, and the required physical examination.

Homeless Children

Each child of a homeless individual and each homeless youth have equal access to the same free and appropriate public education as provided to other children and youths, including a public pre-school education. A homeless child has the legal right to attend the school where they currently reside or where they last attended (McKinney Homeless Assistance Act, 42 U.S.C. 1143).

Emergency Card Information

Emergency information will be maintained for all students and should be filled out during the registration process. It is important to have the name and phone number of a person other than the parent/guardian to call in case of a school emergency when parents cannot be reached. Please contact the office if any changes occur during the school year.

Indoor/Outdoor Temperature Guidelines

Students should dress appropriately for the weather as they will be outside of the school building before school opens, during recess, and after school while waiting to board the bus except in extreme cases of inclement weather, including when the outside temperature considering wind chill is below 20 degrees Fahrenheit.

Student Records

District 87 maintains both permanent and temporary records on each student in the school district. The student's permanent record includes name, address, date and place of birth, birth certificate, gender, grades, and attendance record. Permanent records are kept on file for sixty (60) years. Temporary records include mental ability test scores, achievement and aptitude test scores, curriculum progress records, special education reports, and information regarding serious disciplinary infractions that resulted in suspension, expulsion or the imposition of punishment or sanction. Serious disciplinary infractions include "infractions involving drugs, weapons, or bodily harm to another." Temporary records are destroyed five (5) years after the student has transferred, graduated or otherwise withdrawn from the school district. In no event may student temporary records be disclosed other than by court order or, for inspection and copying, to the

student's parent or parent's representative. Under certain circumstances, student records may be disclosed to juvenile authorities, including judges, probation officers, court-appointed student custodians and the like, to allow the discharge of their official duties. See page 49 for information on the federal Family Education Rights to Privacy Act (FERPA).

Student Insurance

Bloomington Public Schools, District 87 does not carry medical, dental or other insurance for students injured in accidents on school premises. Parents are responsible for the costs of such accidents and any student insurance coverage. Because so many students have accidents at school, it is highly recommended that parents purchase their own insurance coverage. As a convenience for parents, District 87 annually designates an optional student accident insurance plan that parents can purchase. Information and forms for this coverage are available at the time of school registration. While District 87 takes care to select a reliable insurance company, the District does not endorse the plan or recommend it instead of other insurance plans. The contract is solely between parents and the company, and District 87 has no financial or legal responsibility for the plan or contract.

School Meal Program

All District 87 schools provide an opportunity for students to eat breakfast and lunch at school. School meals follow the Dietary Guidelines for Americans and encourage students to eat more fruits and vegetables, whole grains and low fat dairy products. Menus can be viewed at: <http://www.district87.org/esc/foodservice/menu.htm>.

Breakfast entries are offered on a rotating basis and cereal, toast, juice, and milk are offered on a daily basis. Children who eat breakfast are better able to concentrate and excel at school. Please check with the individual elementary school for times and specific procedures. A variety of lunch entries are available on a rotating basis and students may also bring sack lunches.

The following rules apply to the meal program:

- Candy, gum, and soda pop are not allowed.
- Milk is sold to those with sack lunches or to those wishing to have extra milk.
- If a student is not going to eat lunch, they must have a note from their parents.
- If a student does not have a lunch, a lunch will be provided for them, and the fee for this lunch should be paid in full the next day.
- Students who go home for lunch must have a note from their parents.
- Eating lunch and breakfast with peers in the cafeteria is a privilege and students must meet behavioral expectations to have this privilege. As a result of inappropriate behavior, students may be denied the opportunity to eat in the cafeteria with peers.
- Students may not trade or share food.

Free and reduced meal prices are available for students qualifying for these federal programs. Applications are available at each school office and the District office. If family financial situations change during the school year, a new application can be submitted.

Student Fees and Charges

The following student fees and charges are established by the Board of Education for the 2011-12 school year:

<u>Textbook Rental</u>	
Elementary Grades K through 5	\$55.00
<u>Breakfast</u>	
Elementary	\$ 1.50
Adult	\$ 2.00
Extra Milk	\$ 0.50
<u>Lunch</u>	
Elementary	\$ 2.05
Adult	\$ 3.00
Extra Milk	\$ 0.50

Registration fees shall be paid at time of enrollment. Please refer to the list of required school supplies by grade level located at the back of this book when purchasing school supplies.

Registration and meal fees will be reduced or waived for students who meet the eligibility criteria set by the federal government for the free and reduced meal program (Board Policy #4.140). Free and reduced meal program applications are available at each school office and the District office. School meals may be paid for online at <https://www.mylunchmoney.com/index.aspx>. At the end of each school year, a meal balance of less than \$10.00 will remain in the student's account and carryover to the next school year. Balances more than \$10.00 will be automatically refunded to high school seniors, and others may request a refund.

Family of students who accumulate debts to the district will be referred to collection agencies.

Students are required to take proper care of their textbooks and property of the school and other students. Students must pay for textbooks or property they damage or lose. The Principal shall determine the replacement cost and collect the payment. Payment shall be made within a week of being notified of the replacement cost unless the Principal defers payment until a later date. Failure to make such payment will be cause for suspension.

Forgotten, Lost and Found Items

Parents and/or guardians who are called by their children to bring necessary items such as eyeglasses, band instruments, etc. to school should bring the items to the office. These items will be delivered by office personnel.

Each school maintains a lost and found receptacle in the school office or other convenient location. Most items found, except eyeglasses, jewelry, watches, calculators, wallets, and purses, are placed in this receptacle.

Parents are welcome to check the lost and found items for articles belonging to their child. To insure the return of lost articles, it is requested that all items brought into the school by a student be plainly marked with his/her name.

Celebrations

Invitations to parties cannot be distributed at school.

Due to health concerns and scheduling, treats for any occasion must be arranged with the teacher in advance.

Special deliveries for students, such as flowers and balloons, should not be made to school. Deliveries that arrive at school will be held in the office for pick-up by parents.

II. Academic Services

Educational Goals

The curriculum of Bloomington Public Schools encompasses those learning experiences leading to the development of skills, knowledge, and understandings important to achieve a successful and well-rounded life potential for each student. The skills and knowledge of the language arts shall be incorporated throughout the curriculum. The curriculum is broad in scope and balanced in implementation, thus providing for the range of students' needs in terms of readiness, abilities, interests, and achievement.

Components of the curriculum shall include, but not be limited to:

- A strong program of the basic skills of language arts and mathematics.
- In language emphasis is on a balanced literacy approach which includes instructional focus on phonemic awareness, phonics, fluency, vocabulary and comprehension. Oral and written communication and spelling is also taught.
- The effective use of basic skills requires the development of communication and logical thinking skills in students, with the result that they be able to express themselves clearly, evaluate information factually, and make critical judgments affecting their lives.
- In mathematics, early emphasis is placed on the tools of learning and progresses to application of skills, which will ultimately enable students to successfully complete algebra and geometry by the end of tenth grade.

District 87 endorses the Illinois Learning Standards for students approved by the Illinois State Board of Education in the six curricular areas of language arts, mathematics, the sciences, social sciences, fine arts, and physical development/health.

Academically Talented

District 87 is committed to the excellence of all students and recognizes that students bring to school a desire to learn in exciting and challenging environments. Students with exceptional academic abilities and potential will be provided with differentiated instruction to enhance their school experience and meet their educational needs.

The term “academically talented students” applies to those who have demonstrated a specific aptitude in Language Arts or Math to the extent they need and can benefit from specially planned educational services. “Academically talented students” include students with exceptional ability in academic subjects, high level thought processes, divergent thinking, and creativity. The identification of exceptional students will be based on a specific set of criteria and may involve students, parents, teachers, and administrative staff. All educators will have the opportunity for staff development which will prepare them to differentiate instruction to meet the needs of all students.

The educational program for exceptional students will provide academic challenge. Students will have the opportunities to develop creativity, expand problem-solving skills, pursue independent study, and explore personal interests beyond the standard curriculum.

Bilingual Education

The district offers a developmental bilingual program for students in grades PreK-5 whose first language is Spanish. The program recognizes the student's primary language and culture as educational assets and seeks to develop the necessary proficiency in English to provide the student access to the regular educational program.

English as a Second Language (ESL)

The district offers an ESL program for students K-12 whose native language is not English. In this program, students spend a majority of the school day in the general classroom. Students receive supplemental instruction in English as a second language during the week.

Special Education

District 87 has a strong commitment to meeting the needs of students with disabilities. A child with a disability means a child with hearing impairments (including deafness), speech or language impairments, visual impairments (including blindness), emotional disturbance, orthopedic impairments, mental retardation, autism, traumatic brain injury, other health impairments, or specific learning disability, who, by reason thereof, needs special education and related services. For children ages three to five, a child with a disability refers to a child who is experiencing developmental delays in one or more of the following areas: physical development, cognitive development, communication development, social or emotional development, or adaptive development. To be eligible for special education services, a child must have a disability and that disability must affect the child's ability to learn and make progress in the general curriculum. District guidelines for provision of services are based on the rights afforded disabled children by the Individuals with Disabilities Education Act, operate within the framework of the Illinois Rules and Regulations to Govern Special Education, and meet the specific needs of District 87. The school district provides a comprehensive program of special education services to meet the educational needs of students with disabilities in the least restrictive environment. The intent of services is to improve educational outcomes for children with disabilities and to support the student's involvement and progress in the general curriculum. Students with disabilities are to the maximum extent appropriately educated with children who are not disabled.

Each student's education plan is individually designed by a team of qualified individuals who are knowledgeable about the child. A written Individualized Education Plan (IEP) is developed, reviewed, and revised at least annually. Parents/guardians are members of the IEP team and are involved in all decisions regarding the educational placement of their child. Students with disabilities will be disciplined in a manner consistent with non-disabled students, provided their actions are not related to the disability. The school will consider, when appropriate, strategies and supports to address the behavior when the child's behavior impedes his or her learning or that of others. Specific disciplinary procedures exist for students with an identified or suspected disability. These procedures may be obtained by contacting the office of the principal.

Response to Intervention

District 87 believes all children can succeed. Response to Intervention (RTI) is designed to evaluate all students and provide academic instruction and intervention appropriate for each student. All students are given assessments in the fall, winter and spring and a continuum of

curriculum and instructional interventions are provided to those in need of assistance. Student progress is monitored to ensure their success in the classroom.

Library/Media Centers

In each building, the Learning Center serves as a multi-media center which provides resources to students and professional staff.

The Library/Media Center program focuses on enriching the instructional program. Each building's collection of materials is of a comprehensive nature, supporting the curriculum and providing for varied individual needs, interests, abilities and maturity levels. Material is selected on the basis of encouraging the growth of knowledge and developing literacy, cultural and aesthetic appreciation and ethical standards. There are opportunities for free selection of materials based on the student's interest, as well as guided selection of materials appropriate to specific, planned learning experiences.

Grade Promotion and Retention

District 87 is dedicated to providing the best program for the continuous development of each student.

Students in Kindergarten through Grade 5 normally will progress annually from grade to grade based on satisfactory completion of required student outcomes contained in District 87 curriculum. Failure to achieve student benchmarks may result in the suggestion for supplemental educational programs outside the regular school day. Consultation with the parent/guardian throughout the school year will be maintained and documented when educational progress is not satisfactory. The final decision regarding the need for supplemental educational programs outside the regular school day and a student's promotion to the next grade shall be the responsibility of the building principal.

Social Promotion

As required by State Law, District 87 shall not promote a student to the next higher grade level based upon age or any other social reasons not related to the academic performance of the student.

III. Health Related Topics

School Nurse

School nurses are available, or are on call, at our early childhood center, each of our six elementary schools, our junior high school and our high school. Their primary responsibility is to promote student health, safety, and maintain student health records. If a student becomes ill or injured at school when the nurse is not present, another person from the office staff will provide care.

Where To Get Medical Forms

Copies of medical forms may be found in the back of this book. Forms may also be obtained from the school nurse or local healthcare providers. Students whose parents or legal guardians object to health examinations or immunization on religious grounds shall present to school authorities a signed statement of such objection on a form provided by the schools. These forms are also available in the back of this book and in the nurse's office. Dental examinations are required by law for students in grades K, 2 and 6. Students or parents who have question about physical examination and immunization requirements are encouraged to contact the school nurse. Copies of Board of Education Policy 7.100, Student Physical Examination and Immunization Requirements are available in each school's office or online at: <http://www.district87.org/esc/BoardPolicy/default.htm>.

Administering Student Medicine

It is the policy of District 87 that as a regular and normal practice, medicine should not be administered to a student at school or when the student is involved in school activities. However, under certain circumstances, medicine may be administered during school hours by the school nurse, other designated school personnel, or self-administered by a student provided the following rules are followed. These rules apply to both prescription and any over-the-counter medication.

A request to administer student medicine must be submitted in advance on a form provided by the School District. This form is available in the nurse's office, in most local doctors' offices, and is included at the back of this handbook. The completed form stating the prescribed medication should be returned to the nurse. It will then be approved by the principal. Parents are advised to have their doctor complete the request form immediately. Medication cannot be administered without a fully completed form. Medication must be brought to school in an original container, labeled appropriately by the pharmacist or licensed prescriber. Additional information about the Board of Education Policy #7.270, Administering Student Medicine, can be obtained from the school nurse.

Asthma Medication Law

On August 16, 2001, legislation was passed allowing Illinois public and private school children to carry and self-administer prescribed asthma medication. This legislation ensures that students with asthma have immediate access to life-saving asthma medications. Important facts about this law are the following:

- Asthma medications must be prescribed by a healthcare provider, healthcare provider assistant, or nurse practitioner that has prescribing privileges.
- Self-administration means a students' discretionary use of his or her prescribed asthma medications.
- The school must permit self-administration providing the parent/guardian has provided written permission from the student's healthcare provider. The healthcare provider must include the following information:
 - name and purpose of medication;
 - the prescribed dosage; and
 - the time or times at which, or the special circumstances under which, the medication is to be administered.
- The above information shall be kept on file with the school nurse and/or administrator.
- The school is not held liable for students who self-administer asthma medications unless school personnel prevent the student from obtaining and self-administering medication.
- The written permission forms from parents and healthcare providers are effective for the school year and shall be renewed each subsequent school year.
- This law pertains to students while they are in school, at a school-sponsored activity, while under the supervision of school personnel, and before-school or after-school care on school-operated property.

If you have any further questions about the Asthma Medication Law, please contact the American Lung Association at 1-800-LUNG-USA.

Transfer /New Students

Students transferring to District 87 Schools from another Illinois school must have all health and immunization requirements met in preschool, kindergarten, sixth and ninth grades. Students new to District 87 elementary schools from another school district may transfer their health records. Transfer students are required to have an Illinois State Board of Education (ISBE) Student Transfer Form. If the records of a transfer student are not received within 30 days of the request for such records, parents will be informed and an additional ten (10) school days will be allowed to show proof of meeting physical examination and immunization requirements. If proof of meeting such requirements is not provided within the above time frames, the transfer student will be excluded from school until proof is presented to school authorities.

Special Diets

Students requiring an individual diet from the school cafeteria for a related reason must have an annual order from a licensed physician and must file a Menu Modification form with the school nurse. Some diets require a student to avoid certain foods because of allergies or intolerance but do not require special preparation by the school cafeteria. Parents/guardians can obtain the Menu Modification form from the school nurse. The form must include:

- Identification of the condition requiring the menu modification or substitute;
- Explanation of the restriction to the child's diet;
- Identification of the specific food or foods that must be omitted from the child's diet; and
- Identification of the specific food or foods that must be substituted and/or modified.

The school nurse will notify the District's Food Service office of the need for a special diet and forward that office a copy of the Menu Modification form.

Information about product allergens is obtained solely from vendors and manufacturers of the product. The District does not warrant or guarantee the information provided by vendors and manufacturers or that foods are free of allergens.

Immunization and Physical Examination Requirements

Introduction

All Illinois students are required to show proof of having met the physical examination and immunization requirements prescribed by the state. Section 27-8.1 of the Illinois School Code requires school districts to exclude a child from school who has not had the required health examination and immunizations.

Documentation the child has had the required health examination and immunizations should be provided to the school at the time of registration when the student is first enrolled. Children at all grade levels will be registered without this documentation but will not be allowed to attend school until they have proof on file with the school that they have met the requirements for physical examination and immunization established by the state and District Policy 7.100. Children will be allowed to attend school without proof of the Vision Exam requirement until October 15 and the Dental Exam requirement until May 15 of the current school year.

Students transferring from another school district should transfer their health records. If these records are not received within thirty (30) days of the request for such records, parents will be allowed an additional ten (10) days to show proof of meeting the health examination and immunization requirements. After that, the student will be excluded from school until proof of meeting the requirements is given to school authorities.

Health examination forms can be obtained from the school nurse or local physician. Students and parents with questions on the health examination and immunization requirements should contact the school nurse. Parents who object to the health examination and immunization requirements on religious grounds shall provide school authorities a signed statement of such objection on a form available from the school nurse.

The dates of required immunizations must be verified by your health care provider (physician, health department, clinic, etc.). Please note that some of the immunizations are completed in a series of shots that may require several months to complete. For instance, the three Hepatitis B shots may require up to twelve (12) months to complete. It is important not to wait until the last minute to schedule an appointment with your health care provider.

Kindergarten Students and New Students Any Grade

Immunizations

1. Chicken Pox (Varicella)

All PreK-Early Childhood Education and Kindergarten students must show proof (date) of having received the VARIVAX vaccine on or after their first birthday, proof of prior varicella disease, or laboratory evidence of varicella immunity. Proof of varicella disease must be verified with:

- Date of illness signed by a physician ("had chicken pox") is not acceptable without a date of illness.

- A healthcare provider's interpretation that a parent or legal guardian's description of varicella disease history is indicative of past infection and a date is documented by the healthcare provider.
 - Laboratory evidence of varicell immunity.
2. Diphtheria, Pertussis, Tetanus (DPT)
Any child, five years of age or younger, entering school for the first time, must show proof (dates) of having received four (4) or more doses of DPT with the last dose being a booster and having been received on or after the 4th birthday. Individual doses in the series must have been received no less than four weeks apart, with the booster being received not less than six (6) months after the initial series.
 3. Polio
Any child, five years or younger, entering school for the first time, must show proof (dates) of having received three (3) or more doses of TOPV with the last dose being a booster and having been received on or after the 4th birthday. Individual doses in the series must have been received no less than four weeks apart, with the booster being received not less than six (6) months after the initial series.
 4. Measles
The school requirement is acceptable documentation of two (2) doses of live measles virus vaccine with the first dose administered at 12 months of age or older and the second dose no less than one month later for all students.
 5. Mumps/Rubella
Any child entering school in grades K-12 must show proof (date) of receiving mumps and rubella vaccine on or after the child's 1st birthday. Proof (date) of mumps, verified by a physician, may be substituted for proof of vaccination. Proof of rubella is not acceptable unless laboratory evidence is presented with blood titer of 1:16 or greater.
 6. Lead Screening
Illinois State law requires that all children entering school for the first time must show evidence of having completed a lead screening test. A test result or physician's verification are both acceptable documentation.

Physical Examination

Dental Exam

All Illinois students are required to show proof of having met the dental examinations requirements prescribed by the state. All children in Kindergarten, 2nd grade and 6th grade must have a dental examination within 18 months of the current school year. If proof of a dental examination is not provided by May 15th of the school year, the school may hold the child's report card until:

- The child presents proof of a completed dental examination; or
- The child presents proof that a dental examination will take place within 60 days after May 15th.

The state Department of Public Health has established a waiver for children who show an undue burden or a total lack of access to a dentist.

Eye Examination

All students entering Kindergarten or an Illinois school for the first time are required to show proof of having met the eye examinations requirements prescribed by the state. The exam must be completed within one year prior to entry of Kindergarten or school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required examination. If proof of an eye examination is not provided by the beginning of the current school year, the school may hold the student's report card until:

- The child resents proof of a completed eye examination; or
- The child presents proof that an eye examination will take place within 60 days after October 15 of the current school year.

Second grade

Dental Exam

Fifth grade

Immunizations

1. Hepatitis B

The Illinois School Code requires all new students and students entering 5th grade to show proof of immunity to Hepatitis B. The vaccine is given in a series of three separate shots and may require up to twelve (12) months to complete.

Sixth grade

Physical Examination

Dental Exam

Ninth grade

Immunizations

1. Tetanus (DPT)

A Td booster is required when 10 years have elapsed since the last dose.

Physical Examination

Vision and Hearing Exams

Free vision and hearing screenings are provided at state-mandated grade levels in compliance with the “Child Vision and Hearing Screening Act of 1982”, and Special Education students are provided with vision and hearing screenings on an annual basis. The free vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. If the screenings indicate a student should receive a more extensive examination by a physician, the parent will be notified by mail. Students are not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

Medical Excuses for Physical Education Classes

It is expected that all students will participate meaningfully in P.E. classes. Physical education classes, when properly studied by students, can help develop good lifelong health habits. It is important that students participate in physical education.

A student who needs to be excused from class for health reasons for up to three (3) days a year must bring a note from the parent. The note will be confirmed by telephone. The note will be submitted directly to the student’s physical education teacher. The student will attend class but will not participate.

If a student is unable to participate in P.E. for more than three (3) days due to illness or injury, the school must have a written statement from a healthcare provider describing the length of time your student must not participate, a description of the amount of time the student must not participate, and a description of the amount of physical activity which a healthcare provider is prescribing. If a student cannot participate in P.E., he or she may not participate at recess.

Head Lice

Head lice are easily transmitted from one person to another but do not transmit disease and are not related to socio-economic status. Persistent itching and scratching of the scalp may be an indication that head lice are present. Neither the District nor individual schools normally provide notice to parents about the presence of lice. If you suspect your student has head lice, please check their hair at home, particularly at the nape of the neck and behind the ears. Look for live nits and live nits attached to individual hairs. A live nit is a small silvery egg case from which a louse has not yet hatched. Live nits are located very close to the scalp (1 cm).

District 87 has a no live lice or live nit policy. If a student is found to have head lice, the student will be excluded from school until the student is treated with a head louse shampoo or conditioner and all live lice and live nits are removed from the hair. Please send proof of treatment to school with your student (i.e., a doctor's note, label, or box from shampoo). Parents of your child's friends should be notified so that their child may be checked and treated if necessary. School staff will closely monitor the situation and may conduct periodic checks.

Consult your healthcare provider if you have questions regarding diagnosis and treatment. Both non-prescription treatments such as RID™, A-200 Pyrinate™, and Nix™ and prescription treatments such as Kwell™ are available. Please follow the directions carefully, particularly the amount of time treatment should stay on the hair before rinsing.

Treatment generally works effectively to kill live lice but some nits may remain viable and lice can hatch from them in a week to ten (10) days, re-establishing the infestation. After using an anti-lice treatment, parents must be prepared for the often tedious process of removing all live nits in the child's hair. Live nits cannot be removed unless they are pulled off along the full length of the hair with a nit comb and fingernails. To be sure the treatment has been effective, parents should look for new nits on a daily basis for ten (10) days following treatment. If lice or new nits appear, re-treatment will be necessary.

The hair of the infested child and all members of the family should be treated. Since lice can be transferred onto clothing, shirts and undershirts should be removed before treatment and clean clothing should be put on afterwards. It is widely recommended that clothing and bed linens should also be washed in hot water and dried in a hot dryer. Combs and brushes should be soaked in the treatment for an hour or in very hot water. Rugs and mattresses and upholstered furniture should be vacuumed thoroughly. Spraying the furniture and rugs with an insecticide should be avoided and can be dangerous to children and pets.

Should a student have a chronic problem and be sent home three times within a 30-day period, the principal may require the student to be free from all nits before returning to school.

Student Welfare Services

The following services are provided by the School District:

- Health services supervised by qualified school nurse(s).
- Educational and psychological testing services and the services of a psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from the parents(s)/guardian(s). The results will be given to the parent(s), with interpretation, as well as the appropriate professional staff.
- The services of a social worker, provided that the parent(s)/guardians(s)' informed consent to be secured in advance.
- Guidance and counseling services directed by the building principal.

IV. Attendance and Absences

Attendance

Students need to be in school for academic learning to occur. Regular attendance is required of all students enrolled in grades Kindergarten through 12 who are between the ages of 5 and 21 years. District 87 expects parent(s), guardian(s), or other persons having custody or control of enrolled students to cause the regular attendance of students and to inform the school of all absences and the reasons for such absences. Principals will monitor student attendance and inform parent(s), guardian(s), or other persons having custody or control of enrolled students of any unapproved absence and/or attendance problems.

Understanding certain circumstances, the District may require a parent(s), guardian(s), or other persons having custody or control of an enrolled student to provide medical documentation or other proof of the cause of a student's absence.

Students who are subject to compulsory school attendance shall be considered truant if they are absent without cause for a school day or portion thereof.

It is important that we keep in good communication relative to student attendance. School personnel will attempt to be in contact with you within the first two hours of the attendance day if a call is not received on the first day of an absence. A student may return to school from an absence at any time during the day. All students must report to the school office when returning the same day that the absence occurs.

Absences

The District considers the following three categories of absences:

- Excused
- Official
- Unexcused

Excused Absences

Excused absences include make-up privileges with full credit, including a reasonable amount of help from teachers. District 87 considers the following circumstances to be valid causes for student's absence:

- Illness of the student. However, a student reported absent and seen about the community, after being reported sick, may be declared unexcused. Students may be required to present medical documentation upon return to school.
- Illness or death in the student's family.
- Early dismissal for medical appointments.
- Court appearances of student.
- Observance of a religious holiday.
- Situations which cause reasonable concern to the parent(s), guardian(s), or other persons having custody or control of an enrolled student for the safety or health of the student.
- Other situations beyond the control of the student as approved by the Board of Education, the Superintendent, or by the building's principal.

Any requests for make-up work should be made 24 hours in advance and can be picked up in the office after 3:00 p.m. the following day.

Students who are absent from school for any reason other than an official or excused (except illness) absence may not attend any school function for the remainder of the absence date.

Special request for early dismissal, such as dentist or doctor appointment, should be made in writing by the parents and/or legal guardians.

- The note should be presented to the teacher before class begins.
- Students must check-out at the main office before leaving.
- If a student returns to the building after checking out, he/she must be checked in at the main office by an adult.

Failure to follow the above procedures will result in the absence being classified as unapproved.

Official Absences

If a student is absent from school as a member of a school team, organization, or other representation of the school, arrangements for make-up procedures shall be made in advance of the absence.

Unexcused Absences

Unexcused absences will be absences not mentioned in the preceding groups. Absences for reasons that can normally be completed outside the school hours will be unapproved. Work must be made-up for all absences, and it is the student's responsibility to gather the work and hand to the teacher. The following are listed as examples of unapproved absences:

- Truancy from school or class
- Leaving school without permission from any school official
- Shopping, babysitting, being out-of-town, and/or vacations
- Leaving class without permission from the teacher
- Suspension (out-of-school)
- Missing the bus
- Parent appointments

Teachers are not expected to provide assignments in advance for anticipated absences.

Students who are absent from school for any reason other than an official or excused absence may not attend any school function or school-sponsored activity for the remainder of the absence date. Students not in attendance by noon (12:00 pm) due to illness will normally not be allowed to participate in any after-school or evening school function or school-sponsored activity the day of the absence.

Participation in School Functions and School-Sponsored Events

Participation in voluntary school functions and school-sponsored activities is a privilege and not a right and is contingent on compliance with school rules, good behavior and attendance. The Principal can limit a student's participation in such activities for failure to maintain these standards.

Illnesses

Students should bring a written note from a parent and/or guardian stating the specific reason for the absence. The student must present this note at the school office before going to class or to the teacher. Students who have been absent because of a communicable/contagious disease must have a doctor's written permission to return to school.

The following is a partial list of diseases considered to be contagious: chicken pox, diphtheria, animal bite, encephalitis, hepatitis, impetigo, influenza, measles, meningitis, mumps, pink eye, pin worms, polio, rheumatic fever, ring worm, scabies, scarlet fever, small pox, streptococcal infection (strep throat), trench mouth, typhoid, and whooping cough.

It is the parents' or guardians' responsibility to keep children home when they are ill. These are the prevalent symptoms which should tell you to keep your child at home (depending upon the severity and frequency, your family healthcare provider should be consulted):

- temperature/fever
- sore throat
- nausea/vomiting
- swollen glands
- skin rash/lesion
- chills/headache
- acute cold/earache
- dizziness/faintness
- diarrhea
- excessive sneezing/coughing
- severe pain
- watery discharge from nostrils or eyes

If the principal or school nurse decides the student is not in condition to stay at school, the parent will be contacted and will be expected to make immediate arrangements to have the child picked up at school. Children must remain out-of-school for 24 hours after fever, diarrhea, or vomiting.

Tardiness/Leaving School Early

Arriving at school late and leaving school early interrupt the instruction of students in the classroom. As a result, leaving school early will be treated the same as tardiness, and the same conditions will be used to determine whether an absence is considered excused or unexcused. Repeated occurrences of tardiness or leaving school early will result in consequences, including after or before school detentions.

Changes in After School Pick-Up Arrangement

For student safety, it is important to have consistent after-school arrangements. Any temporary or permanent changes in after-school arrangements should be communicated in writing to the teacher. Occasionally, parents may need to make a temporary change with the office. Phone calls to the office for this purpose should be made prior to 3:00 P.M.

V. Disciplinary Guidelines

Student Discipline

Students are expected to conduct themselves appropriately. Students also are expected to respect the rights, feelings, and property of others, and to respect the skill and authority of all school staff.

Students may be disciplined whenever unacceptable conduct occurs on school grounds, at school-sponsored activities, or when traveling to and from school or school-sponsored activities. This includes walking to school or at the bus stop. Students may be disciplined for out-of-school behavior whenever the student's conduct impacts on the academic or disciplinary environment of the school or the student body.

Students who are suspected of engaging in conduct that violates criminal laws while on school property or attending school-sponsored activities, in addition to being subject to discipline from the school, may have charges filed against them with appropriate law enforcement authorities.

Formal discipline of students will vary according to age level and may take any of several different forms. The type of discipline imposed will depend upon the severity of the student's misconduct or disobedience, previous incidents of unacceptable behavior, or the student's academic record, the student's attitude toward corrective action, and the facts and circumstances of each case. Building Principals may choose not to use all the discipline options listed below.

Removal from Classroom

A teacher may temporarily remove a student from the classroom for the balance of a class period or the day if the student's behavior is so disruptive it interferes with classroom order and the learning process. Such removal from the classroom shall be in accordance with the standards and procedures established and maintained by the District which provide due process to the student.

Extended Removal from Class

Students who chronically misbehave in class interfere with other students' rights to an education. As a result, students who disrupt a particular class can be temporarily reassigned to a study hall or other non-class location for a period of up to ten (10) days.

Detentions

A detention requires a student to spend additional time at the school before or after regular school hours. Detentions may be assigned by any teacher or school administrator. Families will be notified of the detention. Detentions are considered an extension of the school day and shall receive priority over team practices, rehearsals, club activities, and other extra-curricular activities.

Detentions are not a parental option, and detention time may be doubled if the detention is not served when assigned. Failure to meet this additional detention may result in more severe disciplinary action. Failure to return signed written notice may also result in increased consequences.

In-School Suspension

An in-school suspension consists of spending all or part of the school day in the office or in a special classroom. The student's classroom teacher(s) will provide assignments for the student to complete during time spent in the suspension.

Students who do not cooperate in the in-school suspension and/or do not follow directions will be suspended from school and will not receive credit for the time spent in the in-school suspension room toward the out-of-school suspension time.

Out-of-School Suspension

Students who engage in gross misconduct or disobedience may be suspended out-of-school for a period not to exceed ten (10) school days pending review by the School Board or a hearing officer appointed by the Board. Any such suspension shall be reported to the School Board or the appointed hearing officer, and to the parent(s)/guardian(s) of such student along with a full statement of the reason for the suspension.

A suspended student may not appear on school property or at any school-sponsored activity. The student will be required to make up all work and tests missed, and it is the student's responsibility to make arrangements with teachers for such work.

Regardless of previous offenses, upon the third suspension during a school year, the parent(s)/guardian(s) and student will be notified that if the student engages in any further acts of gross misconduct or disobedience, an expulsion from school may be recommended.

A parent(s)/guardian(s) and student conference may be necessary prior to the suspended student returning to school.

Removal from school-sponsored events and/or extra-curricular activities

Students who display unacceptable behavior at any time, whether or not such behavior is on school property or at a school-sponsored event or activity, should not be entitled to the privilege of being able to engage in activities designed to promote the image of the Bloomington Public Schools District 87 student body and prepare students for good citizenship. Therefore, students who display unacceptable conduct at any time may be declared by the school administration to be ineligible to participate in school-sponsored events and/or extra-curricular activities.

Expulsion

Students who engage in gross misconduct or disobedience may be expelled from school for any length of time from a few days to the maximum allowed by State law.

Before an expulsion occurs, the student's parent(s)/guardian(s) will be requested to appear at a meeting of the School Board, or at a meeting with a hearing officer appointed by the Board, to discuss the child's behavior. Such request shall be made by certified mail and shall state the time, place, and purpose of the meeting.

The Board, or the hearing officer appointed by the Board, at such meeting shall state the reasons for the expulsion and the date on which it is to become effective.

A student who is found guilty by the Board, or a hearing officer appointed by the Board, of the possession, use, or display of a firearm while on school property shall be expelled from school

for a period of not less than one (1) year. However, at the discretion of the Board, or a hearing officer appointed by the Board, such expulsion may be reduced to a period of less than one (1) year on a case-by-case basis.

A student who brings a firearm or explosive device onto school property shall be referred to the criminal justice or juvenile delinquency system.

Conditional Probation

Students who are determined by the Administration to have engaged in gross misconduct or disobedience warranting a recommendation for expulsion from school may, at the Administration's discretion, be offered conditional probation as an alternative to expulsion.

Whether or not conditional probation is offered by the Administration depends upon the student's academic record, past disciplinary record, school attendance, and attitude toward corrective conduct.

If conditional probation is to be recommended, it shall be reviewed and approved in advance by the Superintendent or a designee. To become effective, conditional probation must be offered by the building Principal or a designee and accepted in writing by the parent(s)/guardian(s) and the student following an explanation of the conditional probation program.

Conditional probation shall be granted only when the student and parent(s)/guardian(s):

- Acknowledge and agree that the student had engaged in gross misconduct or disobedience warranting expulsion;
- Agree to waive the right to any hearing before the School Board prior to being placed on conditional probation;
- Agree that any violation of the terms or conditions of the probation agreement shall result in revocation of the probation and subsequent expulsion from school.

A copy of the completed Conditional Probation Agreement shall be sent to the Superintendent for distribution to members of the School Board.

Should it become necessary to revoke the conditional probation because of a violation of the written agreement, the student will be offered the right to a hearing before the Board, or a hearing officer appointed by the Board, to determine if the probation agreement was violated.

If probation is violated, the Board may expel the student on the basis of the original act(s) committed as specified and admitted to in the conditional probation agreement. No notice or hearing shall be given the student and the Board may act only on the original offense(s) and the student's admission of those offense(s).

Gross Misconduct or Disobedience

Students in the Bloomington Public Schools have a record of good behavior. The conduct listed below is a deterrent to good behavior and is considered to be gross misconduct or disobedience and may subject the student to discipline. This list is not exhaustive, and other types of gross misconduct or disobedience not listed also may subject the student to discipline.

- Insubordination of school personnel, including failure to follow directions.

- Possession, use or distribution of alcohol, drugs (including “look-a-like” drugs and/or weapons), narcotics, or any controlled substance without a valid prescription, or any drug paraphernalia. Drug paraphernalia means all equipment, products, and materials of any kind that are peculiar to, marketed for use in packaging, repackaging, storing, containing, concealing, or otherwise introducing into the human body, any controlled substance other than as prescribed by a healthcare provider. Cigarette paper, bongs, and pipes are among the items considered to be drug paraphernalia.
- Being under the influence of alcohol, drugs, narcotics, or any controlled substance without a valid prescription.
- Violation of the District’s and/or school’s non-tobacco policy. This policy prohibits the possession of tobacco, including cigarettes, cigars, pipes, pipe tobacco, “dip,” chewing tobacco, smokeless tobacco, and any other tobacco products. Matches and cigarette lighters are also prohibited.
- Intimidation of, or any attempt to intimidate, school personnel or other students.
- Fighting with, or any assault on, school personnel or other students.
- Intentional damage to, destruction of, or any attempt to damage or destroy school property or property of school personnel or other students.
- Verbal abuse of school personnel or other students or use of profane words or gestures.
- Endangering of the physical or psychological well-being of school personnel or other students by conduct or actions, including:
 - Improper release of school fire alarm or tampering with fire extinguishers;
 - Setting off, or attempting or threatening to set off, explosive devices on school property;
 - Starting, or attempting to start, a fire on school property;
 - Possession, use, or display of a dangerous weapon or any facsimile; and
 - Reckless driving on school grounds.
- To threaten, harass or intimidate through computer, phone or other electronic devices including, but not limited to, email, voice mail, text messages, and personal or social websites such as “Myspace” or “Facebook”. Elementary students who utilize social media must be responsible for their actions, and such conduct is prohibited regardless of location or time it occurs.
- Repeated incidents of misbehavior, including repeated refusal to comply with school rules.
- Repeated unexcused tardiness or absenteeism during any part of the school day.
- Falsifying or tampering with school records.
- Participation in gang-related activities. This includes wearing any gang-related clothing, jewelry, or any other item that is worn in a manner that is so closely associated with gang membership as to present a possible danger to the student.
- Being involved with any public school fraternity, sorority, or secret society, by being a member, promising to join, pledging to become a member, or soliciting any other person to join, promise to join, or be pledged to become a member, as defined in 105 ILCS 5/31-1. Wearing of insignia or clothing indicating membership in secret societies shall be considered evidence of membership.
- Disruptive behavior to such an extent that the student fails to make reasonable progress toward the next grade level or graduation, or that the student interferes with the right of other students to receive an education.
- Theft or attempted theft of school property or the property of others.
- Sexual harassment of another student or a staff member.

- Writing or publishing material for distribution and/or distributing material, including posting material electronically that :
 - is obscene or libelous, invades the privacy of others, threatens, or bullies students or staff, advocates conduct which is otherwise inconsistent with shared values or a civilized social order, or will otherwise cause substantial disruption of the proper and orderly operation and discipline of the school or school activities; or
 - promotes specific religious belief and leads other students to reasonably believe it is school-sponsored or endorsed.
- Harassment of school district employees and other students on or off campus when such harassment is related to school matters or incidents.
- Improper displays of affection at school or school-sponsored activities.
- Unauthorized use of computer hardware, software, Internet access, or any other violation of the District’s Acceptable Use Policy 6.235. This includes any use of school district computers not specifically sanctioned by the school personnel.
- Trespassing by being on school property between the hours of 10:00 p.m. and 6:00 a.m. unless under the direct supervision of a staff member is a violation of school rules.
- All forms of bullying are prohibited. A bully shall be defined as a student who repeatedly teases, frightens, or hurts others. Prohibited behavior may take the form of unkind actions or remarks, verbal taunting, physical aggression, or exclusion from groups, including in person or electronically.
- Leaving location without permission from adult.

Anti-Bullying Policy

Bloomington Public Schools, District 87 believes that every student has the right to enjoy learning, free from intimidation. Our school community will not tolerate bullying behavior of any kind.

The school district shall respond promptly and appropriately to address “students who have demonstrated behaviors that put them at risk for aggressive behavior, including bullying.”

Bullying is prohibited. A bully shall be defined as a student who repeatedly teases, frightens, or hurts others. Prohibited behavior may take the form of unkind actions or remarks, verbal taunting, physical aggression, and exclusion from groups.

In the event school officials identify bullying or aggressive behavior occurring at school or when such bullying or aggressive behavior has a legitimate school connection, parents and or legal guardians shall be notified.

School officials shall involve and employ such district and community-based resources as in the sole discretion of school officials are deemed appropriate in instances of bullying or aggressive behavior including but not limited to:

- Notification and involvement of the school counselor, social worker, psychologist or other school support service provider;
 - Application of the school district’s discipline procedures;
 - Notification and involvement of appropriate law enforcement authorities;
 - When appropriate, evaluation or referral for special education services;
 - Notification and involvement of community-based support organizations or services;
- Leg. Ref.: 105 ILCS 5/10-20.14(d) eff. January 1, 2002.

Student Appearance

The primary purpose of the school program is education. In their manner of dress and grooming, students must be considerate of their fellow students so as not to distract them or be disruptive to the school program. Each student should strive to maintain a manner of dress appropriate to classroom atmosphere and reflective of individual pride in self and school. In their dress and grooming, students (aided by parental guidance) must accept the responsibility for themselves and their school of assisting in the maintenance of reasonable standards of health, safety, sanitation, and decency of school premises. In their dress and grooming, students (aided by parental guidance) must take into consideration classes where additional safety measures are required, such as industrial education shops, laboratories, physical education and art classes, and in general those classes where inappropriate dress or grooming present a danger to the health or safety of the students or others present. In the interests of safety, students must use footwear with rubber or hard soles.

Specific dress rules include:

- Students shall not wear clothing, or other apparel, which creates a concern for safety or causes a disruption.
- Undergarments should not be exposed.
- Dress and groom should not cause a disruption in the school environment.
- Students should not wear clothing that suggests themes of profanity, tobacco use, alcohol/drugs, and promiscuity or gang association.
- Halter tops, open back shirts, strapless tops, spaghetti straps, or shirts exposing the midriff or chest are not permitted during the school day.
- Hats, caps, sunglasses, picks, combs, sweatbands, bandanas, scarves and other head coverings should not be worn by male/female students in the school building.
- Students are encouraged not to wear jackets or coats during the school day. Lockers and/or coat hooks are provided for the storage of these items.
- Students are encouraged not to carry heavy backpacks and/or oversized sport bags into classrooms. Lockers and/or coat hooks are provided for the storage of these items.

Items of clothing or dress taken by a teacher or administrator will be returned to the parent or guardian.

Cellular Phones/Messaging Devices

Students are not allowed to use or display cellular phones or any other messaging or recording devices on school property during school hours including any illegal eavesdropping or recording or pictures or sound. Such items must be turned off and stored in a backpack or locker during school hours including lunch. Such items are subject to confiscation and a parent must reclaim the item. The District assumes no liability or responsibility for such items if they are lost, damaged or stolen while confiscated.

VI. Transportation

Introduction

Transportation is provided for students living one and one-half (1 ½) miles or more from school and to students living less than one and one half (1 ½) miles from school where the state Department of Transportation has identified a safety hazard for walking. Transportation is also provided for field trips and extra-curricular activities.

Transportation services are contracted through a private company, currently Illinois Central School Bus, and all bus drivers and monitors are employees of Illinois Central School Bus.

All BJHS and BHS students must have a valid bus pass or school ID card to ride the bus. All elementary students must ride their assigned bus and must sit in an assigned seat. Non-bus riders must have permission from the school principal to ride the bus. It is important for parents of elementary school bus riders to notify the school if their child will not ride the bus home.

All buses are equipped with a surveillance camera system that records both audio and video. Surveillance tapes are student records and may be viewed only by approved District and Illinois Central School Bus staff as part of student discipline and bus safety investigations. Surveillance tapes may be shared with parents in special circumstances where the privacy of all students is maintained.

In the event school is cancelled or dismissed early for any reason, please listen to the media for details. Parents are strongly encouraged to have an emergency plan in place in the event school is cancelled or dismissed early in an emergency. In inclement weather, if emergency sirens sound while students are being transported, the bus will proceed to the nearest school so that students can be sheltered in doors. Transportation services will continue only after the National Weather Service cancels the emergency warning.

Bus emergency evacuation drills are held at least twice a year.

Parents who have a question about a specific bus, driver, bus stop or bus schedule should contact Illinois Central School Bus (309-828-4373). The District web site has information on the most frequently asked transportation questions at <http://www.district87.org>.

Buses can only stop at bus stops designed by the District and Illinois Central School Bus; students should never chase or run toward a moving bus. Parents should contact the school if their child's transportation arrangements need to be changed in any way. The school will forward this information to Illinois Central School Bus for appropriate action. Route adjustments typically take three (3) days to be completed.

Bus Behavior

The school bus is considered an extension of the classroom, and student behavior on the bus and at bus stops is expected to be the same as that in the classroom. Student discipline is enforced on the bus and at bus stops to ensure a safe ride to and from school. While on the bus, riders are under the jurisdiction of the school bus driver and bus monitor unless the local Board of Education designates some other adult to supervise the riders. In addition to the basic Student

Discipline Guidelines, the following specific regulations govern school bus riders and are designed to ensure the safety of everyone on the bus. Violation of any of these rules may be reported to the principal for discipline including the loss of bus riding privileges:

- Be ready and waiting at the designated bus stop five (5) minutes before the scheduled stop time.
- Stay off the road at all times while waiting for the bus.
- Wait until the bus comes to a complete stop and the door is opened before attempting to board the bus.
- Do not cross the street to board the bus or after leaving the bus until the driver signals it is safe.
- Remain ten (10) feet from all sides of the bus and do not cross behind the bus.
- Follow the driver's instructions and assist in keeping the bus safe and clean.
- Remain seated and facing the front of the bus.
- Windows may only be lowered to the safety line. Arms, legs and head must be kept out of the aisles and inside the bus.
- Keep hands and feet to yourself. Keep all personal belongings under control on your lap or where specified by the driver.
- Items may not be thrown inside or outside the bus.
- Avoid loud talking and laughing which can divert the driver's attention. Be absolutely silent when approaching and crossing a railroad track.
- Obscene verbal remarks or gestures must not be made to persons inside or outside the bus.
- Eating on the school bus is not permitted.
- Smoking on the school bus or at the bus stop is not permitted.
- The transportation of large musical instruments can only be done if space permits.
- Balloons are not permitted on the bus.

If students refuse to follow the bus behavior rules, a bus driver or monitor will file a written bus conduct report with a principal who is responsible for student discipline. If a student is disciplined based on a bus conduct report, the parents of that student will be given a copy of the report. In extreme cases, Illinois Central School Bus or the school administration may authorize a bus driver to return the bus to the school so the principal can immediately deal with inappropriate student behavior. If a bus is returned to school, the bus schedule will be delayed for that route as well as for subsequent routes at other schools.

Where to Go With Transportation-Related Questions

It is the philosophy of District 87 and Illinois Central School Bus to address all questions and concerns as safely and as quickly as possible. Parents who have questions about their child's transportation should first call Illinois Central School Bus. Parents should also contact the school if their child's transportation arrangements need to be changed in any way.

The schools will forward this information to Illinois Central School Bus for appropriate action. Illinois Central School Bus will then supply the school with route adjustments so the school can notify the parents. Route adjustments typically take three (3) days to be completed.

Parents are reminded that buses can only stop at bus stops designated by the District and/or Illinois Central School Bus; students should never chase or run toward a moving bus. Parents of

young children should be ready to receive their child anytime after school dismissal or make arrangements for another responsible adult to receive the child off the bus.

Unresolved concerns about transportation should be addressed with the school in which the student attends.

Questions may also be directed to the bus company, Illinois Central School Bus, at 1-309-828-4373.

Notice to Parents/Guardians

Parent(s) or legal guardian(s) who must provide transportation to and from school because free transportation is not available for their children may be eligible to receive money from the state to help offset some of the cost; for example, bus fares or mileage reimbursement for private automobiles. Check with the district office to see if the state funded this program for the 2011-12 school year.

VII. Early Dismissal and Cancellations

Automated Phone System

The District uses the School Reach Automated Phone System to contact parents and students with important information, such as in emergencies or with time sensitive information such as school closures or schedule changes.

Winter Weather Related Cancellations

District 87 is located within the Bloomington city boundaries and it is, therefore, rare that schools would close due to winter weather conditions. When such a determination is made, the information will be available on the district's website (www.district87.org). It will also be provided to various other media outlets. Do not call the school. If a decision is made to close early due to wintry weather, the decision will be announced by the media. If it is necessary to cancel sports or any other school-related activities, announcements will be made by the media. The automated phone system may also be used to contact parents.

Transportation For Early Dismissal

Periodically, the District will schedule early dismissals for various reasons during the school year, i.e., School Improvement Days. The dismissal times for elementary schools in District 87 will be 12:05 p.m.

VIII. Building Security, Safety and Emergencies

Security

Visitors

Parents are welcome and are encouraged to visit District 87 schools and to attend classes with their children. It is the school's policy to accept other visitors only if they have legitimate business at school. Entry points to buildings are secured during the school day. All visitors must register in the Main Office immediately upon entering the school building and wear an appropriate visitor badge. School policy does not permit students from other schools to visit classes.

Surveillance

To secure facilities, ensure a safe environment, monitor conduct, and enforce school rules, parents, students and other visitors are advised that the following security techniques may be used on Bloomington School District property, at school-sponsored events, and on buses used for the transportation of students:

- Video surveillance.
- Video and audio recording on all District 87 buses.
- Motion detectors.
- Security by police and school resource officers.
- Patrols by dogs trained to detect drugs and weapons.
- Breath-analyzers to detect the presence of alcohol.

No one on district property has an expectation of privacy while in common areas including, among others, hallways, parking lots, grounds, cafeteria, school buses and gymnasiums.

Emergency Crisis Plans

Should an emergency or disaster situation arise while school is in session, District 87 schools have made preparations to respond effectively to such situations and to care for all students. District 87 has developed a specific emergency operations plan with the assistance of our police and fire departments for each school and has trained staff in anticipation of various types of emergencies, including a major catastrophe. During an emergency crisis, the District will do everything it can to protect your child and to communicate with all parents as quickly as possible.

In a crisis, a parent's first instinct is often to call the school or come to the school to get their child. This is not in the best interests of you or your child. Our focus will be on the immediate safety needs of students and staff, and District staff will not be able to work with individual parent calls and concerns.

The District may use an automated phone system to call parents with important information, particularly during an emergency or the cancellation of school due to weather. The District will use phone numbers provided during registration. To insure you receive such telephone calls, please make sure your child's school has your current phone numbers on record.

Parent/Guardian Instructions During an Emergency

To assist us with an emergency crisis as efficiently and effectively as possible, please read and cooperate with the following instructions carefully:

- Please do not telephone the school and tie up lines needed for emergency communication.
- Please do not come to the school during the emergency or crisis.
- During an emergency, we must know where every student is at all times, and students will be kept at their school until the emergency passes and it is safe. Once it is safe, students will be dismissed using the normal transportation and dismissal procedures or parents and guardians will be allowed to pick them up. Students will be released only to their parents or guardians.
- Go to the District web site (www.district87.org) and click on the emergency information link for information and directions.
- The District will notify the media of the situation to pass on parent information and instructions. Please listen to the media for details.
- The District may use an automated phone system to call all parents with information. To insure that you receive such a telephone call, please make sure that the school has your current phone number on record.

Please discuss these matters with your student and immediate family and plan ahead to understand what you should do during an emergency. Impress upon your student the need for them to remain at school and to follow the direction of school personnel in times of an emergency crisis.

Lockdown

During a school lockdown, the following will apply:

- No one will be allowed in or out of the school site.
- Students and staff will be held in a secure area.
- The police will have control of the school site and will control all access.
- When the incident is over, an “All Clear” signal will be given and normal operations will resume.

Transportation

The decision to cancel school, change the time school starts or ends, or keep students at school will be based upon the nature of the emergency crisis including the time of day, the weather, and the ability to transport students.

If an event takes place while students are being transported which limits further transportation (for example, roads are closed), students already on the bus will remain under the supervision of the driver and school staff. The driver will communicate through the radio with the bus company, school and district personnel. Bus drivers will make every attempt to deliver students to their bus stops safely but may have to take students to the nearest school to be housed safely. On the way to school, any child not yet on the bus remains the responsibility of the parent or guardian.

Emergency Drills

Disaster Preparedness

- Fire drills are held each year to familiarize students and staff with evacuation procedures.
- The fire department may conduct a fire prevention assembly.
- Fire evacuation procedures are posted in each classroom.

Civil Defense Tornado Drills

Drills are held at least once a year. All classrooms have designated travel patterns and shelter locations which are posted in each classroom. During threatening weather, students and buses may be detained to insure our students' safety. After reporting to the school office, legal parents and guardians may take their children home. Friends, babysitters, relatives, etc. will not be allowed to transport children during these times unless they are listed on the emergency card.

IX. Volunteer Opportunities

School Volunteers

District 87 seeks and encourages volunteers to serve in our schools. Adults who would like to devote an hour or more each week on a regular basis are needed in the education program. Every school can use interested adults in a variety of assignments. Volunteers should contact the principal or a teacher.

Volunteers who supervise students, or work with students out of view of the supervising staff, including field trips, are required to complete an annual criminal background check.

PTA / PTO

PTAs/PTOs help build a bridge between home and school. All parents are encouraged to become active members. A good working relationship between parents and school personnel is essential to a child's growth and educational progress. A small donation may be requested to join PTA/PTO.

X. Laws, Notices, Policies & Forms

Statement of Non-Discrimination and Sexual Harassment Policies

No student, employee, or applicant for employment shall, on the basis of age, race, color, gender, religion, national origin, marital status, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any education program or activity. Correspondence concerning these issues may be addressed to the Principal's Office.

District 87's elementary schools are in full compliance with Title IX of the Education Amendments of 1972 passed by the Congress of the United States as an amendment to the Civil Rights Act of 1964. This law prohibits discrimination by sex in educational programs that receive federal money.

Any person who feels he/she has been, on the basis of gender, excluded from participation in, has been denied the benefits of, or has been subjected to discrimination under any activity or program of the elementary schools may appeal such discrimination, by phone or in writing, to the Principal's Office.

District 87's elementary schools will not tolerate any form of sexual harassment, whether by a fellow student, volunteer, or a staff member. Sexual harassment may include unwelcome sexual advances or requests for sexual favors, repeated and uninvited sexually oriented verbal kidding, repeated and uninvited demeaning sexual innuendos, unwelcome touching, such as patting, pinching, or intentional brushing against another's body. Either gender may be the victim of sexual harassment. Students who believe they have been subjected to sexual harassment should contact the Principal's Office.

Access to Electronic Networks

Pursuant to Board Policy 6.235, District technology and electronic systems, including networks, the internet and all related equipment, hardware and software are provided only to support instructional programs and educational research with a legitimate school purpose. All content must be consistent with District curriculum and comply with the selection criteria for instructional materials. Use of District technology and electronic systems is a privilege, not a right or a public forum. There is no expectation of privacy for use of District technology and electronic systems and District officials can monitor and read any material or communications on the systems. The District will conduct and cooperate with investigations into misuse and illegal activity, including disclosure of records and communications as allowed by law. General rules for appropriate behavior and communications apply to use of District technology and electronic systems and inappropriate use, including copyright, language, cheating, plagiarism, hacking, bypassing content filters, etc. will result in loss of privilege, discipline, and other appropriate legal action. The District is not liable for improper use and does not assure the validity of any information on its technology and electronic systems. To use District technology and electronic systems, each staff member shall sign the Districts Acceptable Use Policy when initially employed and each student and parent shall sign the Districts Acceptable Use Policy periodically (first time register and grades 3, 5, 6, and 9) as part of school registration.

Corporal Punishment Policy

District 87 complies with Public Act 33-0346. This policy does not allow the use of corporal punishment in the public schools within the State of Illinois.

Abused Child Law

Illinois Law requires that all cases of suspected physical abuse, malnutrition, neglect, or injury to children be immediately reported to the Illinois Department of Children and Family Services (DCFS).

The law currently requires any healthcare provider, surgeon, dentist, osteopath, chiropractor, podiatrist, Christian Science practitioner, school teacher, school administrator, truant officer, social worker, nurse, day care center, or nursery school staff member to report real or suspected child abuse. Persons required to make such reports are immune from any liability. Child abuse includes injury or disability from physical abuse, neglect, malnutrition, and deliberate withholding of feeding.

Such reports are required to be made immediately by phone or in person to (DCFS) and must also be made in writing within 24 hours of receipt of such reports. The department may provide protective social services to prevent further abuses to the child and to safeguard his/her welfare, and it may petition the court to remove the child from the custody of the parents.

Sex Offender Community Notification

Information regarding sex offenders is available to the public on the Statewide Sex Offender Database. This can be found on the Illinois State police web site at www.isp.state.il.us/sor/. Anyone with information concerning a sex offender living close to a school, with children attending a school, or coming within 500 feet of school property should immediately notify the Principal of that school.

Such reports are required to be made immediately by phone or in person to DCFS. The department may provide protective social services to prevent further abuses to the child and to safeguard his/her welfare, and it may petition the court to remove the child from the custody of the parents.

Missing Children Records Act

Pursuant to the Missing Children Records Act, upon enrollment of a student for the first time in District #87, parents will be asked to provide a certified copy of their student's birth certificate or reliable proof of the student's identity and age and an affidavit explaining the inability to produce a copy of the certified birth certificate. If the parent fails to provide this information or the information received appears to be inaccurate or suspicious, the District will notify the Department of State Police or the Bloomington Police Department for investigation.

Asbestos Management Plan Notice

District 87 has submitted its Management Plan prepared pursuant to the requirements of the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR 763) for all District 87 facilities. Copies of the Management Plan are available at the Educational Services Center located at 300 East Monroe Street, Bloomington, and in the office of each school building.

Management Plans are available for your inspection, Monday through Friday from 9:00 a.m. to 3:00 p.m. We request that appointments be scheduled with us to review these plans. To make an appointment, please contact the Facilities Management Office at 827-6031, ext. 258.

Integrated Pest Management Notice

In 1999, the Illinois General Assembly passed laws requiring that public schools notify parents/guardian and school employees at least forty-eight hours prior to any pesticide applications on school property. The term “pesticide” includes insecticides, herbicides, rodenticides, and fungicides. The notification requirement extends to both indoor and outdoor pesticide applications. Excluded from the notification requirement are anti-microbial agents (such as disinfectants, sanitizers or deodorizers), insecticide baits, and rodenticide baits.

Therefore, District 87 has established a notification registry for each school of all people who want to be notified. To be included in this registry, please contact the Facilities Management Office at 827-6031, extension 258, and submit the following information: name, address, telephone number, and school(s) your children attend within District 87. If you have any other questions regarding District 87’s integrated pest management practices, you may contact the Facilities Management Office at 827-6031, extension 258.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. These rights are:

1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the Principal to amend a record that they believe is inaccurate. They should write the School Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School 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 School has contracted to perform a special task (such as an

attorney, auditor, medical consultant, or therapist); or a parent 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, District 87 discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

- Political affiliations or beliefs of the student or student’s parents;
- Mental or psychological problems of the student or student’s family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs, of the student or parents; or
- Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student of:

- Any other protected information survey, regardless of funding;
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use:

- Protected information surveys of students;

- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution; purposes; and
- Instructional material used as part of the educational curriculum.

District 87 has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

District 87 will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. District 87 will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participation in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:
 Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202-4605

Parents Right to Know

In accordance with the ESEA Section 1111(h)(6) PARENTS RIGHT-TO-KNOW, Bloomington Public Schools, District 87 is notifying every parent of a student in Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

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

If at any time your child has been taught for four or more consecutive weeks by a teacher not highly qualified, the school will notify you.

If you have any questions, please feel free to contact Dr. Barry Reilly, Superintendent of Schools, at 309-827-6031.

Index

A			
Absences	30	Detentions	33
Abused Child Law	48	Dirks, John	7
Academic Services	21	Disaster Preparedness	44
Academically Talented	21	Disciplinary Guidelines	33-38
Access to Electronic Networks	47	Dress code/student appearance	38
Administering Student Medicine	24		
Administrators	8	E	
Admission	18	Early Dismissal	42
Anti Bullying Policy	37	Educational Goals	21
Asbestos Management Plan	48	Emergency Cards/Contacts	18
Assistant Superintendent of Curriculum and Instruction (See Helmers, Cindy H.)		Emergency Drills	45
Assistant Superintendent of Human Resources (See Hannah, Herschel)		Emergency, Family Related	30
Asthma Medication Law	24	English as a Second Language	22
Attendance and Absences	30	Excused Absences	30
		Expulsion	34
B		F	
Behrends-Harr, Danel		Family Educational Rights and Privacy Act (FERPA)	49
Bent Elementary School	12	Fees	20
Bilingual Education	22	Breakfast and Lunch	19-20
Bloomington Area Career Center	9	Fire Drills	45
Bloomington High School	9	Fogal, Tina	16
Bloomington Junior High School	9		
Board of Education	7	G	
Brock-Lammers, Christina	13	Grade Promotion	23
Bullying	37	Grade Retention	23
Bus Behavior Rules	39-40	Gross Misconduct, defined	35-37
Bus Service	39-41		
Butcher, Joe	7	H	
		Head Lice	29
		Helmers, Cindy H.	8
		Homeless children	18
C		I	
Cancellations, School	42	Illnesses	32
Cellular Phone/Messaging Devices Policy	38	Immunization Requirements	26-28
Chief Financial and Legal Officer (See Wood, David)	8	In-school Detention	34
Cooper, Jim	15	Indoor/Outdoor Temperature Guidelines	18
Corporal Punishment Policy	48	Integrated Pest Management Notice	49
Crisis Plans	43	Irving Elementary School	13
D		L	
Death, Family	30	Library/Media Centers	23
Dental Exams	27	Lice, Head	29
		Lockdown	44

Lockenvitz, Jeff	17	Security & Safety	43
Lost and found	20	Sex Offender Community Notification	48
Lunch program	19	Sexual Harassment Policy	47
M		Sheridan Elementary School	15
Manahan, Dr. Colin	8	Social Promotion	23
Misconduct and disobedience	35	Special Diets	25
Missing Childrens' Records Act	48	Special Education	22
N		Stevenson Elementary School	16
Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)	50	Student Discipline	33-38
Nurses	24	Suspension	34
O		Student Fees	20
Oakland Elementary School	14	Student Records	18
Official Absences	30	Student Welfare Services	29
Over the Counter Medication	24	Superintendent of Schools	8
P		T	
Parents' Right to Know	51	Tardiness	32
Participation in School Functions and School-Sponsored Events	31	Tornado Drills	45
Pesticide Application	49	Transfer/New Students	25
Physical Education, Medical Excuses for	28	Transportation	39-41
Prescription medications	24	Transportation Expenses, Reimbursement	41
Principals	8-9	Truancy	31
Probation, Conditional	35	Types of absences	30-31
PTA/PTO	46	U	
R		Unexcused absences	31
Reilly, Dr. Barry	8	V	
Religious holiday, observance of	30	Vision and Hearing Exams	28
Roth, Millicent	7	Visitors	43
S		Volunteer opportunities	46
Sarah E. Raymond School of Early Education	11	W	
Scharf, Dr. Mary Kay	14	Washington Elementary School	17
School Closing Information	42	Web page	10
School Meal Program	19	Webster, Judith	7
School Supplies	54-55	Wood, David	8
		Y	
		Yount, Mary	7

BLOOMINGTON PUBLIC SCHOOLS SCHOOL SUPPLY LIST 2011-12

KINDERGARTEN

- 1 – Scissors – Fiskars for Kids Blunt Tip
- 1 – Box of 24 regular size crayons
- 1 – Box of 8 large crayons
- 1 – Smock or Old Shirt (IRVING SCHOOL ONLY)
- 1 – Gym Shoes (Must wear or have available at school)
- 1 – Large Box Facial Tissues (Girls Only)
- 1 – Freezer Ziploc Bags (Quart Size) – (Girls Only)
- 1 – Roll of Paper Towels (Boys Only)
- 1 – Freezer Ziploc Bags (Gallon Size) – Boys Only)
- 1 – LARGE Backpack or Plastic Shopping Bag
- 2 – Sets Large Washable Markers: Crayola Classic Colors
- 1 – 8 oz. Hand Sanitizer (WASHINGTON SCHOOL ONLY)
- 1 – Elmer's White Glue (8 oz.)
- 1 – 2 pocket folder

GRADE 1

- 2 – Pocket Folders (2 different plain colors, non-glossy)
- 1 – Scissors, Fiskars for Kids, Pointed
- 1 – Elmer's White Glue (8 oz.)
- 1 – Glue Stick
- 2 – Boxes of 8 regular crayons (Please mark each crayon with child's name)
- 12 – Pencils #2 regular sharpened
- 1 – Eraser
- 1 – Large Old shirt for Art (SHERIDAN NOT INCLUDED)
- 1 – School Box (6" x 9")
- 1 – Large Box of Tissues
- 1 – Gym Shoes
- 1 – Ziploc Freezer Bags (Gallon Size) – (Girls Only)
- 1 – Ziploc Sandwich Bags – (Boys Only)
- 1 – 8 oz. Hand Sanitizer (WASHINGTON SCHOOL ONLY)

GRADE 2

- 1 – Scissors, Fiskars for Kids, Pointed
- 1 – Markers – Large Crayola Washable
- 1 – Elmer's White Glue
- 1 – Box of 16 or more regular size crayons
- 12 – Pencils #2 Recommended
- 1 – Large Eraser
- 1 – 12" Metric and Inch Ruler (STEVENSON NOT INCLUDED)
- 1 – Large Box of Tissue
- 1 – Gym Shoes
- 1 – Smock or Old Shirt (NOT SHERIDAN)
- 1 – School Box (6" x 9")
- 2 – Pocket Folders – Red & Blue
- 1 – Ziploc Freezer Bags (Gallon Size) – (Boys Only)
- 1 – Paper Towels (Large) – (Girls Only)
- 1 – Pencil Pouch (BENT, IRVING, STEVENSON SCHOOLS ONLY)
- 2 – Large Glue Sticks (SHERIDAN & STEVENSON SCHOOLS ONLY)
- 1 – Solid Blue Binder (hard cover) (1" 3-ring)
- 1 – Solid Black Binder (hard cover) (1" 3-ring)

GRADE 3

- 1 Backpack, no wheels

- 1 Box Colored Pencils
- 1 Scissors, Fiskars for Kids, Pointed
- 2 Spiral Wide Rule Notebooks (70 Pages Each)
- 6 Plain (Non-Glossy, No Brads) Solid Pocket Folders (Red, Yellow, Blue, Green, Purple, Orange)
[Not Sheridan]
- 2 Pkgs. White Wide Lined Paper
- 1 12" Metric and Inch Ruler
- 12 #2 Sharpened Pencils, NO MECHANICAL PENCILS
- 1 Elmer's Glue (8 oz.) **(Not Sheridan)**
- 2 Glue Sticks **(Sheridan only)**
- 1 Crayons, Box of 24
- 1 Washable Classic Color Markers
- 1 Eraser, soft
- 1 School Box (5"x8")
- 1 Large Box of Tissues
- 1 Gym Shoes
- 1 Smock or Old Shirt **(Not Sheridan or Oakland)**
- 1 Hand sanitizer (girls only)
- 1 Clorox Wipes (boys only)
- 2 1" Three Ring Binders with clear plastic front **[Oakland Only]**
- 1 Pencil pouch with 3 holes for binder **(Oakland only)**
- 2 Highlighter Pens, **(Not yellow, Sheridan only)**

No Trapper Keepers used in 3rd grade.

GRADE 4

- 1 – Solid Color Binder (SHERIDAN, STEVENSON SCHOOLS ONLY)
- 10 – Plain (Non-Glossy with Brads – Assorted Solid Colors)
- 1 – Scissors – Fiskars for Kids, Pointed
- 2 – Spiral Wide Ruled 70 page notebooks (IRVING SCHOOL NOT INCLUDED)
- 2 – Pkgs. Wide Ruled Notebook Paper
- 1 – Elmer's White Glue (8 oz.)
- 1 – 12" Metric and Inch Ruler
- 1 – Box of crayons
- 1 – Box of colored pencils
- 12 - #2 Sharpened Pencils
- 1 – Eraser
- 1 – Water Colors Bradley or Prang
- 1 – Large Box of Tissue (IRVING SCHOOL NEEDS 2 BOXES)
- 1 – Gym Shoes
- 1 – Smock or Old Shirt
- 1 – Pencil Pouch (BENT, IRVING, SHERIDAN, STEVENSON ONLY)
- 2 – Expanded Files with 7 pockets (IRVING SCHOOL ONLY)
- 1 – Yellow Highlighter and 1 Orange Highlighter (IRVING SCHOOL ONLY)

GRADE 5

- 6 – Wide Ruled Spiral 70 Page Notebooks (BENT, IRVING, WASHINGTON SCHOOLS ONLY)
- 1 – Scissors, Fiskars for Kids, Pointed
- 1 – White Ruled Paper
- 10 – Solid Color Pocket Folders with Brads
- 1 – Elmer's White Glue (8 oz.)
- 1 - 12" Metric and Inch Ruler
- 1 – Crayon (NOT WASHINGTON SCHOOL)
- 12 - #2 Pencils recommended
- 1 – Eraser
- 1 – Water Colors (STEVENSON SCHOOL ONLY)
- 1 – Colored Pencils
- 1 – Erasable Pens: Black or Blue
- 1 – Protractor
- 2 – Large Box of Tissues
- 1 – Gym Shoes
- 1 – Smock or Old Shirt
- 1 – Pencil Pouch (BENT, IRVING, SHERIDAN, STEVENSON ONLY)
- 1 – 120 page Spiral Notebook (IRVING, OAKLAND, STEVENSON SCHOOLS ONLY)