Pre K & Elementary Student Handbook 2019-20

Bloomington Public Schools District 87

Education … our investment in the future.
Introduction

August 2019

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 2019-20 school year. This handbook is designed to provide information about our district’s six elementary schools and the Sarah E. Raymond School of Early Education.

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 2019 and beyond.

Yours in education,

Dr. Barry Reilly
Superintendent of Schools
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District 87 Information
Goals and Mission Statement

DISTRICT 87 MISSION STATEMENT
The educational mission of Bloomington Public Schools is to challenge, support, and inspire all students to learn and achieve to their highest potential in order to become productive citizens and lifelong learners.

BLOOMINGTON PUBLIC SCHOOLS DISTRICT 87
VISION STATEMENTS, GOAL STATEMENTS & INDICATORS

1. Academic Achievement. Students will annually improve their academic skills in the core curricula, performing at least at grade level or higher as evaluated using District assessments.
   - All students will meet or exceed a minimum of one year’s growth over the course of each school year as measured by state and local assessments.

2. Educational Environment. We will promote mutual respect, an appreciation for student and staff diversity, and the importance of family and community engagement in order to provide a supportive learning environment in which students can succeed.
   - Diverse stakeholders will be provided opportunities to engage and support the learning environment as measured by state and local surveys.

3. Personnel. We will employ, support, and retain an outstanding and diverse staff.
   - All staff will be meet or exceed expectations as measured by appraisal process.

4. Facilities. We will maintain facilities that are safe, energy-efficient, and conducive to teaching and learning.
   - Infrastructure to support one-to-one curriculum and other 21st century teaching and learning will be completed & assessed against the 5-year one-to-one curriculum plan.

5. Finances. We will manage the District’s resources and spending as responsible stewards for our taxpayers and community.
   - The final audit of the budget will result in a financial ranking of 3.54 or higher as measured by the state financial profile designation process.
Board of Education

Brigette Beasley, President
1 Harvest Court, Bloomington, IL 61704
(309)-287-5944
beasleyb@district87.org

James Almeda
33 Chatsford Court, Bloomington IL 61704
Phone: (309) 662-7059
almedaj@district87.org

Elizabeth Fox Anvick
20 Walker Drive, Bloomington, IL 61701
Phone: (309) 826-9660
anvicke@district87.org

Tammy Houtzel
2713 Ridge Road, Bloomington, IL 61704
Phone: (309) 310-6563
houtzelt@district87.org

Charles Irwin
6 Inverness Drive, Bloomington, IL 61701
Phone: 828-8545
irwinc@district87.org

Mark Wylie
1326 E. Grove, Bloomington, IL 61701
Phone: (309) 838-7890
wyliem@district87.org

Mary Yount
1312 Crown Court, Bloomington, IL 61704
Phone: (309) 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

**Dr. Diane Wolf**  
Asst. Superintendent of Curriculum & Instruction  
wolfd@district87.org

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

**Dr. Colin Manahan**  
Chief Financial and Facilities Officer  
manahanc@district87.org

**Directors**  
**Suzanne Daniels**  
Director of Human Resources  
danielss@district87.org

**Leslie Hanson**  
Director of Special Education  
Fax: 828-2917  
hansonl@district87.org

**Beverly Keller**  
Director of Accounting Services  
kellerb@district87.org

**Julie McCoy**  
Director of Food Service  
mccovij@district87.org

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

**Brian Evans**  
Director of Safety and Security  
Phone: 827-6031  
Fax: 827-5717  
evansb@district87.org

**Tony Bauman**  
Athletic Director  
Phone: 828-5201  
Fax: 829-1078  
baumant@district87.org

**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  
Messina Lambert, Principal  
lambertm@district87.org

**Oakland School**  
1605 E. Oakland Street  
Phone: 662-4302  
Fax: 663-4385  
www.district87.org/Oakland  
Mr. David LaFrance, Principal  
lafrenced@district87.org

**Sheridan School**  
1403 W. Walnut Street  
Phone: 828-2359  
Fax: 829-3209  
www.district87.org/Sheridan  
Jen McGowan, Principal  
mcgowanj@district87.org

**Stevenson School**  
2106 Arrowhead Drive  
Phone: 663-2351  
Fax: 827-3613  
www.district87.org/Stevenson  
Katy Hansen, Principal  
hansenk@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  
Sherri Thomas, Principal  
thomass@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

**Bloomington Area Career Center**  
1202 E. Locust Street  
Phone: 829-8671  
Fax: 828-3546  
www.district87.org/avc  
Tom Frazier, Director  
fraziert@district87.org
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
Patti Ackerman, Office Assistant

Jennifer Strange, 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

Cynthia Kosloskus, Administrative Assistant
Ana Gregory, Office Assistant

Susan Rutherford, 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.

Ms. Messina Lambert, School Principal
lambertm@district87.org

Deb Crouch, Administrative Assistant
Annette Peterson, Office Assistant

Andrea Powell, 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.

Mr. David LaFrance, Principal
lafranced@district87.org

Lynda Hocevar, Administrative Assistant
Alison Hodina, Office Assistant
Colleen Spaniol, School Nurse

Mission: All Oakland School students will learn and succeed.
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.

Jen McGowan, School Principal
mcgowanj@district87.org

Teresa Morse, 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.

Katy Hansen, Principal
hansenk@district87.org

Jan Jumper, Administrative Assistant
Lisa Pruett, Office Assistant

TBA, 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
Susan Beecher, Office Assistant

TBA, 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.

General Contact Protocols
Parents who have an emergency, such as a missing child, which requires immediate attention after school hours, should contact:

- The Principal at the school office if the emergency relates to school issues. School offices are open until 4:00 p.m.
- Illinois Central School Bus (309-828-4373) if the emergency relates to transportation. The bus company will contact the Police, Principal, and District Office where appropriate.
- The District 87 Office (309-827-6031, ext. 0 for operator) if unable to reach the bus company or Principal. The District 87 office is open until 4:30 p.m.
- The Bloomington Police Department (911 for emergency and 309-820-8888 for front desk) can be contacted at any time. The Bloomington Police Department will contact a School Resource Officer and the Superintendent of District 87.

We also suggest that parents consider:

- Contacting friends and relatives of the child to see if they have seen the child.
- Contacting other students who return home the same way as the student (bus, daycare, carpool, walking group, etc.).
- Checking familiar places along the route home.

**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, health records, and attendance records. 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, health-related information, accident reports, information under Section 8.6 of the Abused and Neglected Child Reporting Act, 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 51 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](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 owe the equivalent of three meals will receive an alternative meal which
  meets the federal requirements until a payment plan is established.
- 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.
- The school cannot reheat or otherwise process/prepare food brought from home.

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 2019-20:

<table>
<thead>
<tr>
<th>Textbook Rental</th>
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<tr>
<td>Elementary Grades K through 5</td>
<td>$75.00</td>
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<table>
<thead>
<tr>
<th>Breakfast</th>
<th></th>
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<tbody>
<tr>
<td>Elementary</td>
<td>$ 2.00</td>
<td>Elementary</td>
</tr>
<tr>
<td>Adult</td>
<td>$ 2.50</td>
<td>Adult</td>
</tr>
<tr>
<td>Extra Milk</td>
<td>$ 0.50</td>
<td>Extra Milk</td>
</tr>
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<table>
<thead>
<tr>
<th>Lunch</th>
<th></th>
<th></th>
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<tbody>
<tr>
<td>Elementary</td>
<td>$ 2.70</td>
<td></td>
</tr>
<tr>
<td>Adult</td>
<td>$ 3.50</td>
<td></td>
</tr>
<tr>
<td>Extra Milk</td>
<td>$ 0.50</td>
<td></td>
</tr>
</tbody>
</table>

Registration fees shall be paid at time of enrollment.

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 using a credit card at
www.myschoolbucks.com. Parents sending money or checks to school. Parents will be
responsible for the convenience charge for using credit cards. 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.

**Comfort Dogs**
The benefits of therapy dogs as a supportive intervention providing comfort or emotional support to students, teachers and others are well established. However, the presence of dogs in schools can also cause health, safety and sanitation issues. Some students may be allergic and dogs can spread disease and infections or behave in dangerous and unpredictable ways causing injury or trauma.

Therefore, to ensure a safe environment, therapy dogs are allowed in all District schools at the sole discretion of the Principal and Superintendent under the following guidelines.

The dog is appropriately credentialed, in good health and well behaved, including:
- Trained, certified and insured as a therapy dog;
- Licensed and registered as an animal pursuant to City rules;
- Current on all required shots and veterinary check-ups
- Housebroken, free of parasites, clean and well groomed; and
- Socializes well, not aggressive and does not disrupt the educational environment.

The trainer is responsible for:
- Keeping the dog on a leash and under control at all times;
- Keeping the dog out of areas where food is prepared and eaten;
- Accomplishing their own work as well as their trainer responsibilities so that other staff are not responsible for care or supervision of the dog; and
- The welfare of the dog including, how and where it will toilet, how long and often it will be used/rested, and what occurs in an emergency or drill.

Student issues related to the use of the therapy dog such as allergies and fear are considered and accommodated and parents are notified of the presence of the therapy dog and given an opportunity to opt their child out of contact with it.

These guidelines do not apply to service dogs or pets. Pets are prohibited from schools and service dogs are subject to different rules.

**Personal Items/Valuables**
Students should not bring personal items and valuables to school (phones, electronics, toys, etc.) and are responsible for such items if they are brought to school. District 87 Schools assume no liability or responsible for lost, damaged or stolen personal items or valuables brought to school.

**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. No homemade snacks or treats are allowed at school. Store-bought snacks and treats must be in their original package with the nutritional/ingredient list. Non-food items are preferred, including book marks, pencils, erasers, etc.

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 are 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.

Academic Acceleration
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 early entrance, differentiated instruction, accelerated placement in subjects and grade levels or specially planned educational opportunities to enhance their school experience and meet their educational needs.

This includes students with exceptional ability in academic subjects, high level thought processes, divergent thinking, and creativity. The identification of such students will be based on a specific set of criteria that includes multiple valid and reliable indicators 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.

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 Learners (EL)
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.

Multi-Tiered System of Support (MTSS)
District 87 believes all children can succeed. MTSS blends academic Response to Intervention (RTI) and behavioral Positive Behavior Intervention and Support (PBIS) initiatives to systemically evaluate all students and provide academic instruction and intervention appropriate for each student. Student progress is monitored to ensure their success in the classroom.

MTSS provides a proactive systemic approach to establishing supports for students and a social culture at schools to help all students achieve social, emotional, and academic success. The entire MTSS model applies a three-tiered system of support, bases decisions on individual data, and aligns instruction and behavioral supports for students. Students are given clear behavioral expectations which are taught, modeled, and reinforced across all school settings by all staff.
Tier 1 services are the foundation or core instruction. This is the basic instruction that all students receive in the general education classroom with their general education teacher. At Tier 1, teachers differentiate instruction by proactively planning and implementing a variety of instructional methods matched to varying student skill needs within the classroom.

Tier 2 services are supplemental interventions in addition to Tier I that are provided with an increased level of intensity for small groups of students who show some risk of not meeting grade level standards. Tier 2 interventions usually involve additional practice and skill building.

Tier 3 services are interventions for the smallest group of students with the highest level of need. Such interventions are provided at a higher level of intensity when Tier 2 and Tier 1 have not been successful. Tier 3 interventions are tailored specifically to meet the needs of each student.

The goal is for students to move among the tiers as a result of their responses to the instruction and interventions each Tier provides. For example, if data show progress, a student who has moved from Tier I to Tier II may move back to Tier I. It is important that students receive the types and levels of interventions they need when they need them. Accordingly, movement among the tiers is not necessarily sequential. A student with significant gaps in performance may immediately require intensive Tier 3 interventions and would, therefore, not receive Tier 2 interventions prior to Tier 3.

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 all District schools. Their primary responsibility is to promote student health and safety and to maintain student health records. If a student becomes ill or injured at school when the nurse is not present, the Principal or their administrative designee will provide care.

Emergency Care Plans
Parents/guardians of students with life threatening conditions, such as asthma, seizures, or severe allergies are encouraged to establish and file emergency action plans with the school. Parents should always communicate serious medical conditions to the school nurse before the first day of school and when the condition develops.

Where To Get Medical Forms
Copies of medical forms may be obtained from the school nurse or local healthcare providers and are found in the back of this book and online at www.district87.org under “Parents and Students” and then “Useful Forms.”

Copies of Board of Education Policy 7.100, Student Physical Examination and Immunization Requirements, are available in each school’s office or online at www.district87.org under “School Board” and then “Board Policies”.

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 or other designated school personnel. These rules apply to both prescription and any over-the-counter medication including Tylenol, Ibuprofen, cough drops and chapstick. Ask the school nurse if you have any questions.

A medication authorization form must be completed by the parent and licensed physician and filed with the nurse along with the medication in its original container with the correct label.

This form is available in the nurse’s office, in most local doctors’ offices, and is included at the back of this handbook and online at www.district87.org under “For Parents and Students” then “Health Forms.”

Additional information about the Board of Education Policy #7.270, Administering Student Medicine, can be obtained from the school nurse or online at www.district87.org under “School Board” then “Board Policies”.

Students cannot self-administer medications at school except in the two very limited circumstances addressed below.
Self-Administer EPI-Pen and Asthma Medication

Students with asthma and the potential for allergic anaphylactic reactions are allowed to carry and self-administer prescribed medications pursuant to the following:

- Asthma and epi-pen 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 medications.
- The parent/guardian has provided written permission for the student to self-administer asthma medication along with the original asthma prescription which 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 healthcare provider has provided a written Medical Authorization form for the student to self-administer the epi-pen medication along with the original epi-pen prescription which 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 or epi-pen medications unless school personnel prevent the student from obtaining and self-administering medication.
- The written permission from parents and healthcare providers are effective for the school year and shall be renewed each subsequent school year.
- These provisions pertain 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. 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 timeframes, the transfer student will be excluded from school until proof is presented to school authorities. The school nurse can review a student’s exam and immunization records and compare them to the state requirements outlined in the table below.
Special Diets
Students requiring an individual or modified diet from the school cafeteria for a medical reason must file an annual Food Substitution form signed by 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 can be obtained from the school nurse or online and must include:

- Identification of the medical 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 Food Substitution 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 and illustrated in the Table below.

Documentation the child has had the required health examination and immunizations should be provided to the school at the time of registration. Children at all grade levels can register without this documentation but will not be allowed to attend school until they have proof on file with the school nurse.

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. This form is required to be renewed in grades Pre-K, K, 6 and 9.

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.
**Health Requirements**

**SCHOOL PHYSICAL**
- Kindergarten Need Before Entry: X
- Sixth Grade Need Before Entry: X
- Ninth Grade Need Before Entry: X
- Transfer IN State 30 Days + 10: X
- Transfer OUT of State 30 Days + 10: X
- Out of Country Transfer 30 Days + 10: X

**Lead-screening &/or blood test required if under age 6 & live in 61701 zip code**
- Kindergarten Need Before Entry: X
- Sixth Grade Need Before Entry: X
- Ninth Grade Need Before Entry: X
- Transfer IN State 30 Days + 10: If under age 6 & in 61701
- Transfer OUT of State 30 Days + 10: If under age 6 & in 61701
- Out of Country Transfer 30 Days + 10: If under age 6 & in 61701

**IMMUNIZATIONS**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Kindergarten</th>
<th>Sixth Grade</th>
<th>12th Grade</th>
<th>Transfer Students-Refer to child’s grade for immunization requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meningitis</td>
<td>1 dose</td>
<td>2 doses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>3 dose series</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tdap</td>
<td>1 dose</td>
<td></td>
<td>See Note</td>
<td></td>
</tr>
<tr>
<td>DTP/DTaP/Td</td>
<td>4 or more doses-last dose on or after 4th birthday</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Polio</td>
<td>4 or more doses-last dose on or after 4th birthday</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MMR</td>
<td>2 doses</td>
<td>See Note</td>
<td>See Note</td>
<td></td>
</tr>
<tr>
<td>Varicella</td>
<td>2 doses or proof of disease</td>
<td>See Note</td>
<td>See Note</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** The requirements for the meningoccal vaccination will be progressive until the 2020-2021 school year by which all students entering 6th-11th grade will be required to have one dose and those entering 12th grade will be required to have 2 doses. Only one dose is required if 12th grader received 1st dose on or after 16th birthday. **MUST BE MCV4 VACCINE!**

**Dental Exams**
- Dental exams are due on May 15th for K, 2nd, and 6th graders

**Vision Exams**
- Vision exams are due on October 15th for Kindergarten and any student entering the district for the first time, regardless of grade
Vision and Hearing Exams
Free vision and hearing screenings are conducted at state-mandated grade levels. Hearing screenings are not required if parents request their child be excluded in writing. Vision screenings are not required if an eye examination signed by an optometrist or ophthalmologist within the last 12 months is on file with the school. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Parents will be notified if the screenings indicate a student should receive a more extensive examination by a physician.

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
The school will observe recommendations of the Illinois Department of Public Health regarding head lice:

- Parents are required to notify the school nurse if they suspect their child has head lice.
- A student who has live head lice will be sent home after the parent or guardian has been notified.
• A student excluded because of head lice will be permitted to return only when checked by the school nurse or building principal and determined to be free from an active infestation.
• District 87 has a no live lice policy. If a student is found to have head lice, the student will be excluded from school until the student is treated and found to be free of live lice.
• Should a student have a chronic problem and be sent home 3 times in a 30-day period the principal may require the student to be free from all nits before returning to school.
• 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 it 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
It is the parent/guardian's responsibility to keep children home when they are sick. Children with the following conditions should not be in school:

- A fever within the last 24 hours of 100° F or higher. The child must be fever free for 24 hours without the use of fever-reducing medications such as ibuprofen or acetaminophen before returning to school.
- Vomiting within the last 24 hours
- Diarrhea within the last 24 hours
- A frequent and disruptive cough
- Any contagious illness such as “strep throat” that requires antibiotics. Once a student has been fever free without the use of fever reducing medications and on antibiotics for at least 24 hours, he/she may return to school.
- Any undiagnosed skin rash. A student with a rash may attend school upon presenting a physician’s note stating the rash is not contagious.
- Excessive tiredness or fatigue that interferes with participation in learning activities.

If the school nurse, in conjunction with the principal, 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, how the student’s conduct disrupts the educational environment and threatens school safety, previous incidents of unacceptable behavior, the student’s academic record, the student’s interest, 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 justification for its duration, and notice of the right to review the decision.

Prior to any out of school suspension, the school will make reasonable efforts to resolve the threat or disruption and minimize the student’s duration out of school, including implementing other available and appropriate interventions. If the suspension is more than three days, the school shall exhaust appropriate and available behavioral and disciplinary interventions.

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. The school will work with the student and parent to facilitate reengagement of the student back to school, including the opportunity to make up work for academic credit.

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. The requirements for an out of school suspension shall also apply to expulsions.

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, narcotics, or any illegal substance as well as 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 illegal substance as well as 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 as well as e-cigarettes. 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 “look-a-like” or facsimile gun or weapon, including Airsoft or other bb or pellet guns with orange tips; 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 or viewing 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;
  - promotes specific religious belief and leads other students to reasonably believe it is school-sponsored or endorsed; or
  - was recorded or filmed through the inappropriate use of cell phones or other messaging or recording devices on school property.
- 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.
- Operating a drone on or over school property or at a school function in any other location is prohibited without specific written approval from the Principal or Superintendent.

**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. Bullying, intimidation, and harassment of anyone by any means by students is prohibited whether on school grounds or not and whether during school hours or not and is subject to appropriate discipline pursuant to Board Policies including, among others, 2.260, 6.060, 6.065, 6.235, 7.000, 7.010, 7.020, 7.130, 7.180 (See Section X “Laws, Notices, Policies & Forms”), 7.190, 7.192, 7.230 and 7.310 and other student discipline provisions below.

Students are encouraged to immediately report bullying to any teacher, administrator or staff member. Students can anonymously report bullying by calling the CyberBully Hotline; phone numbers are listed on the District website under “Parents and Students.” The school district shall
respond promptly and appropriate 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 severely or pervasively 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 services;
- 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;


**Dress and Grooming – Personal Appearance**

The primary purpose of the school program is education. Students in their manner of dress and grooming 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 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. Students inappropriately dressed may be directed to change clothes, be sent home, or be required to wear loaned replacements.

Specific dress rules include:

1. Students shall not wear clothing or other apparel which creates a concern for safety or causes a disruption.
2. Students must wear footwear with rubber or hard soles.
3. Head coverings shall not be worn by students in the school building. This includes but not limited to gloves, hats, caps, sunglasses, picks, combs, sweatbands, bandanas, scarves, do-rags, and hoods. BJHS students will be allowed to wear sweatbands, bandanas and scarves rolled up to serve as actual headbands. Exceptions for head coverings worn will be made for medical or religious reasons. A staff member may confiscate these items and return them to the student or a parent/guardian.
4. Students should not wear clothing that suggests themes of profanity, tobacco use, alcohol, drugs, and promiscuity or gang association.

5. Any articles of clothing or jewelry worn with writing and/or pictures on them must be in good taste without profanity, obscene language, obscene gestures, gang symbols, or suggestive connotations.

6. 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. A sweater or extra shirt may be worn in the building on chilly days.

7. Students are encouraged not to carry heavy backpacks and/or oversized sport bags into classrooms. Student lockers, and/or coat hooks are provided for the storage of these items.

8. Students are not allowed to wear pajamas, pajama pants, slippers, or onesies during the school day. Students wearing this type of clothing will be told to change.

9. Students who carry or wear blankets at school will be asked to put them in a locker or on a coat hook or they may be confiscated.

10. Students shall not wear clothing that exposes undergarments or exposes the body/chest area. Students not meeting this requirement will be required to correct the violation before returning to class.

**Cellular Phones/Messaging Devices**

Unless authorized by and under the direct supervision of a teacher or administrator for educational purposes, 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 any 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 (1) mile or more from school and to students living less than one (1) mile 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.

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 indoors. 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.
• Do not lower windows below the safety line.
• Keep arms, legs and head out of the aisle 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.
• Toys and 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.

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.
VII. Early Dismissal and Cancellations

Automated Phone System
The District uses an 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. By providing home and cell phone contact numbers to the District at registration, parents are considered to have expressly authorized the District, under the Telecommunications Consumer Protection Act, to send automated voice and text massages to these phones to alert parents about the absence of their child from school, to notify them about school closings or other emergencies, and to inform them about school-related functions.

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

The following Section contains standard legal notices and policies the School District is required by state and federal law to provide to parents and students. It also includes selected forms that parents and students may encounter during registration or other school processes. If you have questions about any of these provisions, please contact the school Principal.

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 or the District Complaint Manager pursuant to the Uniform Grievance Policy, Board Policy 2.260.

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 or the District Complaint Manager pursuant to the Uniform Grievance Policy, Board Policy 2.260.

Uniform Grievance Procedure

Board Policy #2.260 establishes a Uniform Grievance Procedure for anyone to make a complaint to the District. The Board has assigned Dr. Herschel Hannah, Assistant Superintendent for Human Resources, and Mrs. Cindy Helmers, Assistant Superintendent for Curriculum and Instruction, as Complaint Managers to investigate and attempt to resolve complaints. They can be contacted at 300 E. Monroe Street, Bloomington IL 61701; telephone: 309-827-6031; or by email at hannahh@district87.org or helmersc@district87.org.

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 District's Acceptable Use Policy when initially employed and each student and parent shall sign the District's 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 antimicrobial 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 is 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 (PII) 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 an institutional service or function for which the School would otherwise use its own employees and who is under the direct control of the School with respect to the use and maintenance of PII (such as an attorney, auditor, medical consultant, educational software provider, IlliniCloud, 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.

The District may use and release directory information about students without written consent of the parent/guardian or eligible student (attained 18 years of age) limited to:

- Name
- Address
- Telephone Number
- Grade Level
- Birth Date
- Academic Awards, Degrees and Honors
- Major Field of Study
- Period of Attendance in School
- Information regarding participation in school-sponsored activities, organizations, and athletics
- Photographs, videos (including voice), or digital images of a student or group of students participating in school or school-sponsored activities, organizations, and athletics for informational or news-related purposes, including yearbooks, newspapers, web site, social media, or sporting/fine arts programs, and other publications) and media outlets (e.g., TV, radio and newspapers). No images will be used for commercial purposes, including solicitation, advertising, promotion or fundraising without a separate, specific written consent of the parent/guardian or student, and no image from a school or bus security video shall be designated as directory information.

Directory information can be used by and released to a variety of entities, including institutions of higher education, military recruiters, media outlets, school and community organizations and
others. This includes use/release by the District in both internal and external news and promotional publications and other materials.

Parents/guardians and eligible students can opt out of the release of directory information for the entire academic year at the time of registration or during the year by notifying the school Principal in writing. Implementation will begin 30 days after receipt of such notice.

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

Board Policies 7.15 and 7.340 provide more information on student records.

**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.
Board Policy 7.180 - Prevention of and Response to Bullying, Intimidation and Harassment

Bullying, intimidation and harassment diminish a student’s ability to learn and a school’s ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic, including among others body type, body image, or personal reputation, is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer, including social media such as e-mail, Twitter, Facebook, Instagram, Myspace, etc., that is accessed at a nonschool-related location, activity, function or program or from the use of technology or an electronic device that is not owned, leased or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function or program.

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

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

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

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

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students’ behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

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

1. The District uses the definition of bullying as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District’s bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying to any teacher, administrator or staff member. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bulling is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.
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