



*Bloomington*

*Blue Ridge*

*Calvary Christian Academy*

*Central Catholic*

*Clinton*

*Cornerstone Christian Academy*

*El Paso-Gridley*

*Fieldcrest*

*Heyworth*

*Le Roy*

*Le Roy Prep*

*Lexington*

*Normal Community*

*Normal West*

*Olympia*

*Ridgeview*

*Tri-Valley*

*University High School*

**Student Handbook**

**2020-2021**



# BLOOMINGTON AREA CAREER CENTER

## **Mission Statement**

The mission of the Bloomington Area Career Center is to help students acquire the knowledge, attitudes, and skills necessary to become healthy, happy, and productive adults in their chosen career; to help students become enthusiastic, life-long learners who are able to manage change; and to help students perpetuate and improve the democratic process and have an impact on their communities, their country, and the world.

## **Values Statement**

We promote the ability of our students to succeed in their chosen career path by motivating them to:

- Understand the relationship between academics and the “work world”
- Connect with the workplace and to make wise career and educational decisions
- Practice teamwork and problem-solving
- Understand the impact and use of technology
- Demonstrate responsibility and personal discipline
- Become life-long learners

***Welcome...***to the Bloomington Area Career Center. The expectations and procedures contained in this booklet are the results of a concerted effort on the part of the faculty and administration to assure your success while attending the BACC. We believe that the time you spend with us will be a rewarding experience and a wonderful opportunity to begin your career. We hope that you will find a learning environment that reflects an active participation of students, staff, parents and community, openness to seeking and evaluating new ideas, and an atmosphere conducive to developing responsible workers and citizens. We challenge you to strive, in everything you do this year, to ***prepare yourself to become "tomorrow's professional."***

### ***ABOUT THIS HANDBOOK***

The content of this handbook is designed to provide students with explanations of our expectations for appropriate student behavior and an overview of how our school operates. BACC staff and administration recognize that our students come from a variety of school learning environments which may have rules and expectations that are different than those here at BACC. Students and parents need to acknowledge that while the students attend and participate in BACC programs, they must adhere to our expectations for student behavior. In addition, since Bloomington High School is our host campus, BACC students are expected to comply with the expectations of BHS for students attending our campus. Take some time to read through this handbook carefully. After reviewing its content, if you have any questions or require further explanation about any portion of the handbook, please contact us at BACC.

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## **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 BACC Director's Office.

Bloomington Area Career Center, District 87, is 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 gender 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 Bloomington Area Career Center, may appeal such discrimination, by phone or in writing, to the Director, Bloomington Area Career Center, PO Box 5187, Bloomington, IL, 61702-5187 or the District Complaint Manager pursuant to the Uniform Grievance Policy, Board Policy 2.260.

Bloomington Area Career Center 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 any BACC teacher, staff member, or administrator or the District Complaint Manager pursuant to the Uniform Grievance Policy, Board Policy 2.260.

Board Policy #2.260 establishes a Uniform Grievance Procedure for anyone to make a complaint to the District. The Board has assigned Dr. Sherrilyn Thomas, Assistant Superintendent for Human Resources, and Dr. Diane Wolf, Assistant Superintendent for Curriculum and Instruction as Complaint managers to investigate and attempt to resolve complaints.

They can be contacted at:  
300 E. Monroe St., Bloomington, IL 61701  
309-827-6031  
[thomass@district87.org](mailto:thomass@district87.org) or [wolfd@district87.org](mailto:wolfd@district87.org)

## CONTACT INFORMATION

### BACC ADMINISTRATION AND SUPPORT STAFF

P.O. Box 5187  
Bloomington, IL 61702-5187  
Phone: (309) 829-8671  
Fax: (309) 828-3546

Mr. Tom Frazier	(frazier@district87.org)
<i>Director/Principal</i>	<i>Extension #5190</i>
Mr. Bryce Hansen	(hansen@district87.org)
<i>Assistant Principal</i>	<i>Extension #6154</i>
Mrs. Peggy Arbuckle	(arbuckle@district87.org)
<i>Career Services Coordinator</i>	<i>Extension #5183</i>
Ms. Nicole Meyer	(meyern@district87.org)
<i>Business &amp; Community Coordinator</i>	<i>Extension #5163</i>

***Normal Office Hours are 6:45 a.m. - 3:45 p.m.***  
**<https://www.district87.org/bacc>**

### BLOOMINGTON PUBLIC SCHOOLS ADMINISTRATION

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

Dr. Barry Reilly	(reilly@district87.org)
<i>Superintendent</i>	
Sherrilyn Thomas	(thomass@district87.org)
<i>Assistant Superintendent of Human Resources</i>	

### BLOOMINGTON HIGH SCHOOL ADMINISTRATION

1202 E. Locust St.  
Bloomington, IL 61701  
Phone: (309) 828-5201

Mr. Tim Moore	(mooret@district87.org)
<i>Principal</i>	



## **ATTENDANCE / ABSENCES**

A primary goal of the BACC is to prepare you for entry into the world of careers either directly after high school or after further education. Because of this career-minded approach, we would be doing you a disservice if we did not bring to your attention the fact that attendance problems are one of the top five concerns that employers have expressed to us about employees. Career and Technical Education prepares students for the world of work in which they will live after graduation. Habits formed now will carry into adulthood.

The Bloomington Area Career Center requires good and reasonable attendance for credit to be earned in a class. Accepted absences are those that are regarded as excused by the home school. However, any accumulation of excused or unexcused absences reflects poor attendance. Since many BACC teachers rely heavily on participation points, absences may count negatively toward the final grade. Some BACC courses also require students to meet attendance guidelines mandated by state laws in order to receive special licensing.

To assure your success and readiness for the competitive job market, the Bloomington Area Career Center staff has designed the following Attendance Procedures:

- The home school will receive a daily report of your absences except those due to official school closings.
- Status of student attendance (excused/unexcused) is made by each student's home school administration. Parents only need to notify the home school of any absence or tardiness.
- Student attendance will be reported on progress reports mailed to the student's home.

## **TARDINESS**

Promptness to class and work are important. You are expected to be in the classroom and seated at the designated starting time for your BACC class. The instructor will confer with you regarding any problems. Habitual offenders will be referred to the BACC Administration and home school principal/dean/assistant principal.

## **DAILY TIME SCHEDULE**

<b>Section 1</b>	7:30 a.m. - 9:14 a.m.
<b>Section 2</b>	9:18 a.m. - 11:02 a.m.
<b>Section 3</b>	12:31 p.m. - 2:15 p.m.

## **SPECIAL SCHEDULES**

Special schedules are necessary for activities such as semester exam days, Teacher Institute Days, School Improvement Days, and days immediately preceding holiday breaks. Specific dates and times will be announced for these occurrences. Check the BACC website calendar for correct information.

## SCHOOL CALENDAR

The BACC has adopted Bloomington Public Schools District 87 as the Administrative Agent to oversee BACC operations. Due to this working relationship, the BACC follows the Bloomington Public Schools' yearly calendar. Several of the schools who participate by sending students to BACC have school calendars that may differ from the BACC school calendar. Your home school administration and guidance staff works closely with BACC to inform students, parents, and staff concerning required BACC student attendance days and potential calendar/schedule conflicts. If you are unsure about when you should be in attendance at BACC, be sure to contact your home school guidance counselor or administration.

## GRADING

Grades will be reported to your home school using the following scale:

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = 0 - 59

An Incomplete (I) grade at the end of the grading period must be made up within two weeks of the end of that period. All remaining incomplete grades will become "F" regardless of the previous average. Any exceptions to this must have approval of the BACC administration. \*Grading scales may differ for students earning dual credit.

## MAKEUP WORK

Assignments are to be obtained prior to leaving for pre-arranged absences, and immediately upon return for all other absences. Students who have approved absences will receive full credit for work completed during the deadline set by the teacher. The student should write down exactly what needs to be done and when it is to be done. This is the student's personal responsibility. Some in class activities/labs may not be able to be duplicated or made-up due to the extensive nature of the activity/lab. Alternative assignments may be provided at the teacher's discretion.

## SEMESTER EXAMS

Semester exams at the BACC are given at the discretion of the instructor. **Students are required to attend class during exam days even if the instructor is not giving an exam on those days.** Instructors will explain their evaluation policies and procedures at the beginning of each semester.

Since the workplace demands a positive attitude, technical skills and the application of knowledge, you may find your exam will include "hands on" and practical applications of course content, including culminating projects or presentations. Major evaluations may be concluded prior to the semester exam schedules of the home schools. Because those schedules vary considerably, BACC class meeting times may be dramatically changed during exam week.

## SNOW DAYS / EARLY DISMISSALS

Listen to your local radio or television station for school closings, late openings, and early closings. The BACC follows District 87/Bloomington Public Schools policies. If you attend an outlying school, you should follow its inclement weather policies; if your school is closed and District 87 is not closed, you are not expected to attend BACC that day.

## STUDENT DISCIPLINE PROCEDURES

Students are expected to conduct themselves in a manner that reflects positively on themselves, their parents, and their school. Students also are expected to respect the rights, feelings and property of others, and to respect the skill and authority of teachers and other members of the 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. Students also 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.

### GROSS MISCONDUCT OR DISOBEDIENCE

Students in the Bloomington Area Career Center 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.

1. Insubordination to school personnel, including failure to follow directions or passes on their person.
2. 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 physician. Cigarette paper, bongs, and pipes are among the items considered to be drug paraphernalia.
3. Being under the influence of alcohol, drugs, narcotics, or any illegal substance as well as any controlled substance without a valid prescription.
4. Violation of the District 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 and vaporizing pens or equipment. Matches and cigarette lighters are also prohibited.
5. Intimidation of or any attempt to intimidate or bully school personnel or other students.
6. Fighting with, or any assault on, school personnel or other students.
7. Intentional damage to, destruction of, or any attempt to damage or destroy school property or property of school personnel or other students.
8. Verbal abuse of school personnel or other students or use of profane words or gestures.
9. Endangering the physical or psychological well-being of school personnel or other students by conduct or actions, including:
  - a. Improper release of a school fire alarm or tampering with fire extinguishers
  - b. Setting off, or attempting or threatening to set off, explosive devices on school property. Starting, or attempting to start, a fire on school property.
  - c. 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 or without orange tips.
  - d. Reckless driving on school grounds
  - e. Improper pushing of emergency and/or non-emergency intercom buttons
  - f. To threaten, harass or intimidate through computer, phone or electronic devices including, but not limited to, email, voice mail, text messages, and personal or social websites such as "Twitter" or "Facebook". Such conduct is prohibited regardless of location or time it occurs

**GROSS MISCONDUCT OR DISOBEDIENCE (CONTINUED)**

10. Repeated incidents of misbehavior including repeated refusal to comply with school rules.
11. Repeated unexcused tardiness or absenteeism during any part of the school day.
12. Falsifying or tampering with school records.
13. Participation in gang related activities. This includes wearing any gang related clothing, jewelry, bandanas 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. This also includes writing/drawings on clothing, backpacks, or school materials.
14. Membership in, or solicitation on behalf of, any "secret society" as defined in 105 ILCS 5/31.1. Wearing of insignia or clothing indicating membership in secret societies shall be considered prima facie evidence of membership.
15. 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.
16. Theft or attempted theft of school property or the property of others.
17. Sexual harassment of another student or a staff member.
18. Inappropriate use of cell phones or other messaging or recording devices on school property, including any illegal eavesdropping or any recording of pictures or sound. Such items, if misused, are subject to confiscation and a parent may be required to reclaim the item. The District assumes no liability or responsibility for such items if they are lost, damaged or stolen while confiscated.
19. Writing or publishing material for distribution or viewing and/or distributing material including posting material electronically, that:
  - a. 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 cause substantial disruption of the proper and orderly operation and discipline of the school or school activities.
  - b. Promotes specific religious belief and leads other students to reasonably believe it is school-sponsored or endorsed.
  - c. Was recorded or filmed through the inappropriate use of cell phones or other messaging or recording devices on school property.
20. Harassment of school district employees and other students on or off campus when such harassment is related to school matters or incidents.
21. Inappropriate displays of affection at school or school-sponsored activities.
22. 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 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 communication as allowed by law. General rules for appropriate behavior and communications apply to use of District technology and electronic systems and inappropriate use, including copyright, language, cheating, plagiarism, hacking, bypassing content filters, etc. will result in loss of privilege, discipline, and other appropriate legal action. The District is not liable for improper use and does not assure the validity of any information on its technology and electronic systems. To use District technology and electronic systems, each staff member shall sign the Districts Acceptable Use Policy when initially employed and each student and parent shall sign the District Acceptable Use Policy periodically (first time register and grades 3, 5, 6, and 9) as part of school registration.

## GROSS MISCONDUCT OR DISOBEDIENCE (CONTINUED)

23. Trespassing by being on school property between the hours of 5:00 pm and 6:00 am unless under the direct supervision of a staff member is a violation of school rules.
24. Inciting others to misconduct. High school students are accountable for the consequences of their actions. Sometimes students will offer the explanation that they didn't intend to commit a serious action. Students are advised that they should never "jokingly" threaten another student or an adult, nor should students engage in "play fighting". Such actions can lead to serious situations for which the student will be held responsible. For purposes of these rules, possession includes having the material on one's person, in clothing, in book bags, in one's car, or in lockers, regardless of who actually owns the material. Some infractions also violate federal, state, or local laws. Police reports are always made in cases involving weapons, assaults, drugs, or alcohol. Reports are also made in other cases. When student behavior violates both a law and a school rule, students can be punished both ways. Certain infractions are considered so serious that a recommendation for expulsion will be made when the school's investigation determines that a student was involved. Current state law allows school boards to expel students from school for a period that can range from a few days to two years. Such infractions include:
  1. Sale, use, being under the influence, or possession of drugs, alcohol, or paraphernalia as defined above.
  2. Possession of any type of firearm.
  3. Use of any other type of weapon, even if simply displayed as a threat.
  4. Assault on a staff member.
  5. Physical threat to the person or property of a staff member.
  6. Disruptive behavior resulting in multiple suspensions.
  7. Use or possession of any pellet, BB, toy, or look-alike gun in a manner that is likely to be construed as being an actual firearm. This list is not exhaustive.

A single serious event of disruption or repeated acts of insubordination or disruption may also result in a recommendation for expulsion. Because of the serious consequences stated above, students should never pick up or carry items they find, hold items for a friend, or consume food or beverages from a friend unless they are absolutely sure they know what the item is.

Similar offenses which occur on the school premises or during BACC activities will result in one or more of the disciplinary actions listed below:

- a. The principal/dean/assistant principal of the offender's home school will be informed of the offense.
- b. Suspension from the BACC may be arranged by the BACC administration through the cooperation of the home school administration.
- c. Unacceptable behavior or excessive absences may result in official withdrawal from the BACC by the home school or the BACC. Students may receive written disciplinary notices for poor attendance, poor classroom performance, inappropriate behavior, or violation of any of the Bloomington Area Career Center rules or requirements of a BACC instructor. A student may be removed from the BACC for any serious violation of the BACC rules.

The BACC will also be informed if you are suspended from your home school. You will not be allowed to attend the BACC during the suspension time unless arrangements have been made with the BACC administration and your home school administration.

## **ANTI-BULLYING POLICY**

Bloomington Area Career Center believes that every student has the right to enjoy learning free from intimidation. Our school community will not tolerate bullying behavior of any kind. The school district shall respond promptly and appropriately to address "students who have demonstrated behaviors that put them at risk for aggressive behavior, including without limitation, bullying." Bullying is prohibited. A bully shall be defined as a student who teases, frightens, or hurts others. Prohibited behavior may take the form of unkind actions or remarks, verbal taunting, physical aggression, and exclusion from groups. Students are encouraged to immediately report bullying to any teacher, administrator or staff member. 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:

1. Notification and involvement of the school counselor, social worker, psychologist or other school support service provider
2. Application of the school district's discipline procedures
3. Notification and involvement of appropriate law enforcement authorities
4. When appropriate, evaluation or referral for special education services
5. Notification and involvement of community-based support organizations or services

## **FOOD / DRINK**

Food or drink use in a classroom and lab is at the discretion of the instructor. Any food/drink should not be distracting to classmates or instructors. Instructors and the administration reserve the right to limit food/drink use in the building, classroom, or lab/clinical site.

## **SMOKING / TOBACCO**

Illinois State Law prohibits smoking on school property, including e-cigarettes and vaporizing pens or equipment. You are not permitted to smoke or possess any tobacco products while attending the BACC, Hairmasters, the Construction Trades site, Nurse Assisting clinical/work sites, or while participating in any school sponsored event including field trips. Matches and cigarette lighters are also prohibited. (See Student Discipline Procedures, pages 9-12).

## **DRUGS / ALCOHOL USE**

(See Student Discipline Procedures, pages 9-12)

## **ELECTRONIC COMMUNICATION DEVICES/CELL PHONES**

Students may have cell phones, smart watches and similar devices out before and after school, during lunchtime, and passing periods, but may not talk or video message on any device at those times. Teachers who use cell phones in the classroom for educational purposes will have discretion in how their classroom policy will be conducted. Such items are subject to confiscation and a parent/guardian must reclaim the item(s). If a cell phone is confiscated the administration may require a parent or guardian to come pick it up.

## **ACCESS TO ELECTRONIC NETWORKS**

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

## **CLASS BREAKS**

Class breaks are intended to allow students an opportunity to use the restroom and water fountain. Class breaks are left to the discretion of the teacher and are not required or guaranteed. Usually they are given between class periods. When given at other times, the students should remain in the immediate area of the classroom or laboratory as directed by their instructor. Students may not go to the cafeteria during class breaks or wander into other areas of the building (see Unauthorized Area, page 17).

## **ENTRANCE AND EXIT**

Students attending the BACC from outlying schools are to use the northeast doors, Door N6, (facing Empire St.) for both their entrance and exit.

## **LEAVING CAMPUS / CLOSED CAMPUS**

All students, except those scheduled to leave the building, must get permission from the BACC administration prior to leaving the building. In addition, they must have a pass signed by their instructor and a signed note from their parents stating the date/time they need to leave and reason for leaving. Students must sign out in the BACC office. Cutting classes or leaving the campus at an unauthorized time without permission will be subject to disciplinary action. Students may not leave the campus for lunch or other unapproved purposes during their assigned schedule.

## TRANSPORTATION

A limited number of parking permits will be issued to BACC students. Only students who cannot ride the bus or have a special reason to drive can apply. Parking permit forms may be obtained from the BACC office. The permit must be displayed on your rearview mirror. Please lock your car to avoid loss of your permit. All BACC student drivers are to park in the student lot (east side of the north lot by Empire Street). Park "head in" in order to facilitate checking of permits.

Parents who visit the school during school hours may park in designated visitor parking areas. Upon entering the building, parents will be asked to sign in with a valid photo ID, and wear a visitor ID while in the building.

The school reserves the right to search vehicles parked on school property for general inspection or when there is a reasonable suspicion that the student has an illegal or harmful substance or an object that could be considered to be used as a weapon in the vehicle.

Temporary Parking Permits may be issued to students who have special circumstances which require them to drive (doctor appointment, dentist appointment, field trip, etc.). Arrangement for special permission to drive and park on campus requires written permission from parents and the home school principal. The written permission must be presented to the BACC office and a Temporary Parking Permit will be issued for one day only.

Any students observed with the following behaviors concerning parking or driving on campus is subject to (1) having their vehicle towed without warning at the owner's expense and risk and/or (2) suspension of driving privileges.

- Do not park in the first three (3) rows nearest the building (these are reserved parking)
- Improper parking (did not park between the lines correctly or parked in "numbered/designated" areas indicating reserved spaces)
- BACC Parking Permit not correctly displayed in the vehicle
- Speeding, careless, reckless, or hazardous driving
- Driving the wrong way
- Loitering in automobiles in the school parking lot
- Leaving the school grounds in a vehicle at an unauthorized time
- Use of an automobile or motorcycle in violation of any of the other BACC rules
- Violation of pertinent state laws governing safe driving



## **BUS SERVICES**

Students participating in Construction Trades, Cosmetology, Fire Science and Nurse Assistant will be provided bus transportation from BACC to the off-campus training site(s). Students must ride the bus provided unless they have written permission on file in the BACC office signed by parents, home school administration and BACC administration to do otherwise. Students driving to BACC or BACC class sites without permission are subject to disciplinary consequences.

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 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.

Parents, who have a question about a specific bus or driver, may contact Illinois Central School Bus (309-828-4373) or the BACC Director. The District web site has information on the most frequently asked transportation questions at: <https://www.district87.org/Page/358>

### **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

1. Be ready and waiting at the designated bus stop five (5) minutes before the scheduled stop time.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to board the bus.
4. Do not cross the street to board the bus or after leaving the bus until the driver signals it is safe.
5. Remain ten (10) feet from all sides of the bus and do not cross behind the bus.
6. Follow the driver's instructions and assist in keeping the bus safe and sanitary.
7. Remain seated and facing the front of the bus.
8. Do not lower windows below the safety line and keep arms, legs and head out of the aisles and inside the bus.
9. Keep hands and feet to yourself. Keep all personal belongings under control on your lap or where specified by the driver. Do not throw things inside or outside the bus.
10. Avoid loud talking and laughing which can divert the driver's attention. Be absolutely quiet when approaching and crossing a railroad crossing.
11. Do not make obscene verbal remarks or gestures to persons inside or outside the bus.
12. Do not smoke on the school bus or at the bus stop.

## **Bus Discipline**

If students refuse to follow the bus behavior rules, a bus driver or monitor may file a written bus conduct report with a principal who is responsible for student discipline. 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 director 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.

## **HALLWAY PASSES**

During class time, students are not to be in the hallways without a "Permit to Leave Class" form. Permits are issued for passage to a specific place and are to be used only for that purpose. If you are outside your designated classroom without a written permit, you will be subject to discipline from the BACC and/or the home school. If you desire to see a teacher or the guidance counselor, obtain a pass from the BACC office or classroom teacher.

## **UNAUTHORIZED AREA**

An unauthorized area is any building or campus area in which a student is found at a time when they are to be somewhere else. Students must have written permission from a BACC teacher or an administrator to be out of class, during class time (see Hallway Passes, page 17). Students who are scheduled to leave school grounds are to leave immediately after dismissal from class. If you are found in an unauthorized area, you are subject to discipline which may include removal from the BACC by your home school or the BACC.

## **PERSONAL ITEMS AND VALUABLES**

Students are responsible for their own personal items and valuables brought to school. Bloomington Area Career Center assumes no liability or responsibility for lost, damaged or stolen personal items or valuables brought to school.

## **DRESS / GROOMING**

Students should strive to maintain a manner of dress appropriate to the classroom-learning climate and reflective of individual pride in self and school. 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. Students should remove hats, caps, gloves, sunglasses, picks, combs, do-rags, bandanas, and other head coverings upon entering the building. Students should not wear clothing that suggests themes of profanity, tobacco use, alcohol/drugs, promiscuity, perceived offensively racist symbols or words or gang association. Students shall not wear clothing that exposes undergarments or exposes the body/chest area. Pants, shorts, skirts, or tops that expose the midriff, cleavage, or any undergarment are not permitted during the school day. 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. Students who carry or wear blankets around school will be asked to put them in a locker or they may be confiscated. Students not meeting this requirement will be required to correct the violation before returning to class. Developing good habits of dress, grooming, and attitudes that are acceptable to business or industry will be stressed. Clothing should be neat and clean. In all laboratories standard safety practices regarding proper clothing, jewelry, footwear, and eye protection will be explained by your teacher and must be followed. Students not meeting dress codes for appearance or safety standards are subject to disciplinary action.

## **LOST AND FOUND**

Articles may be claimed in the Bloomington Area Career Center office, or at the BHS Guidance Office. Unclaimed articles which have apparently been misplaced should be turned into the BACC office.

## **LOCKERS**

Lockers are provided for the storage of inexpensive personal property, classroom projects, supplies, equipment, and such school property as the student has been assigned. Each student will be held responsible for any locker assigned and its condition. School lockers are the property of the Bloomington Public Schools/BACC. Lockers are provided free of charge. At no time does the Bloomington School District relinquish its exclusive control of lockers provided for the convenience of students. School authorities for any reason may conduct inspections at any time without notice, without student consent, and without a search warrant.

## **STUDENT SERVICES**

The BACC Student Services Office is located in Room 155. Students are our focus! Student services include:

- **CAREER SERVICES:** BACC Student Services personnel offer career and personal counseling including career decision-making, career exploration, interest assessments, and career resources.
- **POSTSECONDARY OPTIONS:** The BACC provides resources and personnel to aid students with postsecondary placement decisions and with the application process.
- **JOB PLACEMENT:** BACC student services include help with resume development, the job application process, developing a career portfolio, interviewing techniques, and seeking job openings.
- **SUPPORT SERVICES:** Our goal is for all students to become employable. If students need support to succeed within their program, the BACC makes available tutoring, note taking, test reading, study skills techniques, non-traditional mentoring, as well as other services as deemed necessary.

## **COMMUNITY COLLEGE CREDIT**

Specific courses at Bloomington Area Career Center offer dual credit and/or proficiency credit with a community college for the coursework taken at BACC. Students in dual credit courses will be given the opportunity to dually enroll in the community college courses. Specific criteria have been set by the community college for students to meet dual credit eligibility. Students wishing to enroll in dual credit programming will be informed of the opportunity and criteria in their classroom setting. Students will be expected to maintain strong grade and attendance records to be given the opportunity to enroll in a dual credit class at the community college.

Dual credit and proficiency credit is offered at the discretion of the community college. BACC students will need to meet enrollment expectations of the community college.

## **EMERGENCY DRILLS**

State law requires all schools to have fire drills. Directions for fire drills are posted in each room. The instructor will notify classes of the proper procedure for evacuation. Civil Defense drills are designed to move all personnel to "safety areas" of the building in the event of a severe storm warning or similar emergency.

### **Fire Drill**

1. The state law requires all schools to have fire drills. Fire drills are intended for the safety of all concerned and every drill should be carried out as if it were a real emergency. There should be no running, but all persons are to move quickly and quietly to their point of safety away from the building and remain quiet while awaiting further instruction.
2. Teachers shall instruct each of their classes as to the evacuation procedures from the particular classroom.
3. The fire alarm signal is a continuous sounding of the alarm. When an alarm sounds, the teacher shall instruct students to leave the building according to the evacuation instructions.
4. If the fire alarm sounds during a passing period, all persons should proceed to the nearest exit and continue on the sidewalk to a point of safety clear of the building.

### **Civil Defense Drills**

Civil defense drills are designed to move all personnel to "safety areas" of the building in the event of a severe storm warning or similar emergency. The safety areas of the building include the ground floors of the gymnasiums (excluding the main floor areas and the pool), the tunnel area, the library, and the ground floor of the Purple wing (Rooms P-13 to P-45).

When insufficient time is available to move to safety areas, instructions will be passed by the intercom or messenger to move as follows:

1. Ground floor classes in Purple Wing (Rooms P-13 to P-45) are to stay in the classrooms.
2. Students in physical education classes are to proceed to locker and shower rooms.
3. Students in all other classes are to proceed to halls, avoiding areas near outside and classroom doors (where classrooms have outside windows) and crouch against a south or west wall shielding the face as much as possible.

## **GENERAL BUILDING SECURITY AND SAFETY**

Bloomington Public Schools, District 87 has implemented a specific emergency crisis plan for each school and has trained staff in anticipation of various types of emergencies. Entry points to buildings will be secured during the school day. All visitors must sign in and present a Photo ID upon entering and wear an appropriate visitor badge.

### **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
- 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.

In addition, after 7:30 AM, many entrance points to the building will be locked. These doors will be available for emergency exit through a panic bar. Signs will be posted directing visitors to the nearest unlocked entrance. All visitors must sign in upon entering and wear an appropriate visitor badge.

### **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.

The District has a detailed emergency operations plan which has been developed with the assistance of our police and fire departments to respond to a variety of issues 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.

## **Parent/Guardian Instructions During An Emergency**

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

1. Please do not telephone the school and tie up lines needed for emergency communication.
2. Please do not come to the school during the emergency or crisis.
3. 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.
4. Go to the District web site [www.district87.org](http://www.district87.org) and click on the emergency information link for information and directions.
5. The District will notify the media of the situation and use them to pass on parent information and instructions. Please listen to WJBC (1230 AM) for details.
6. Please discuss these matters with your student and immediate family. 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 directions of school personnel in times of an emergency crisis.

## **Automatic Phone System**

The District may use 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 messages to those 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.

## **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, emergency siren goes off or 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 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.

### **Hazardous Release (chemical spill) Near the School**

- Shelter-in-Place procedures will be implemented.
- All students and staff will move inside and report to their rooms.
- Efforts will be made to prevent outside air from entering classrooms.
- Students arriving at school during the event report to the school office or a designated area because classrooms will be inaccessible.

### **Lockdown**

- 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.

## **LEADERSHIP OPPORTUNITIES**

You will have an opportunity to develop your leadership skills through participation in organizations such as Technical Honor Society, Skills USA, and other student activities.

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 Director can limit a student's participation in such activities for failure to maintain these standards.

## **AWARDS / RECOGNITION**

Opportunities for recognition are available through the following awards programs:

- Student of the Quarter - selected by the instructor four times a year
- Technical Honor Society - induction held once a year
- Excellent Attendance - recognition given annually at year's end
- Other opportunities include: BACC Program Student of the Year, and Rotary Club recognition.



## **Medical:**

### **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.

### **MEDICATIONS**

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 question.

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, at the back of this handbook and on-line at [www.district87.org](http://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 on line at [www.district87.org](http://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.

## **VISITORS**

The BACC staff is proud of its facilities and encourages visits by parents and interested students. Arrangements for visiting teachers and/or BACC programs should be made 24-48 hours in advance. All visitors should sign in at a hall monitor station or office and report to the BACC office. A photo ID must be provided. Students wishing to bring visitors to class should make prior arrangements with the instructor and BACC administration. Fridays and days immediately before or after any vacation period and/or closing days of school are considered to be inappropriate times for visitors. All visitors will be expected to check in as they enter the building and asked to sign out as they leave.

Visitors will give their name, phone number, reason for the visit, and the name of the person they plan to visit. Visitors will be expected to wear a VISITOR ID Badge at all times while in the building. Visitor privileges may be revoked or suspended at any time.

Illinois Law provides that "teachers and other employees may request any person entering a public school building to identify himself/herself and the purpose of his/her entry. A person who refuses to provide such information is guilty of a Class A misdemeanor offense (Section 24-25 of the School Code of Illinois).

## **NOTICES**

### **Laws, Notices, Policies & Forms**

The following Section contains standard legal notices and policies the School District is required to provide to parents and students by state and federal law. 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.

## **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/](http://www.isp.state.il.us/sor/).

Anyone with any 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.

## **STUDENT ACCIDENT 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 parents purchase their own insurance coverage. As a convenience for parents, District 87 and home schools 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 or the home school has no financial or legal responsibility for the plan or contract.

## **ASBESTOS MANAGEMENT PLAN**

All public schools are required by law to notify students and parents concerning asbestos. It has been determined by the Illinois Department of Public Health and the Federal Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials.

As required, Bloomington High School was initially inspected for asbestos. Our inspection was conducted on May 2006. The AHERA law requires that a visual surveillance of asbestos containing areas be completed every six months, and a re-inspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the Management Plan as required.

The Bloomington High School Asbestos Management Plan is available for public review at the Director of Buildings and Grounds Office located at the District 87 Education Service Center. Persons wishing to review the plans should call to make an appointment during office hours. Any concerns related to asbestos containing materials should be directed to the District Director of Buildings and Grounds at 309-827-6031.

## **INTEGRATED PEST MANAGEMENT NOTICE**

In 1999 The Illinois General Assembly passed laws requiring that public schools notify parents/guardians 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 309-827-6031, extension 1014 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 309-827-6031, extension 1014.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school Principal a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the Principal to amend a record that they believe is inaccurate. They should write the School Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate.

If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information (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.

Upon request, District 87 discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

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

## **NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

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

- *Consent* - before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED);
  1. Political affiliations or beliefs of the student or student's parents;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs, of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student of –*
  1. Any other protected information survey, regardless of funding;
  2. 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
  3. 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;
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution; purposes; and
  3. 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 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

