

Bluford Grade School GENERAL INFORMATION

Accidents

Bluford Grade School has a full time School Nurse on staff. If a student is injured or becomes ill, the student should tell his or her classroom teacher or playground supervisor who, in turn, will notify the School Nurse. Parents will be contacted by the School Nurse or other school personnel when necessary. Parents are asked to be sure that the school has emergency contact information on file.

Animals & Pets

Students are not allowed to bring any type of pet, rodent, bird, or reptile to school without permission from both the teacher and principal.

Announcements

Announcements are made in the morning and before dismissal each day. The purpose of the announcements is to give students necessary information regarding meetings, activities, menus, etc.

Asbestos

Public Law 99-519 requires public and private elementary and secondary schools to inspect buildings for the presence of asbestos. Any questions regarding asbestos should be directed to the school office @ 732-8242.

Assemblies

Bluford Grade School periodically offers assemblies as part of the educational experience. These assemblies may be of an academic nature but may also be mainly for entertainment. Attendance at school assemblies is required. Students should be courteous and attentive.

Bicycles

When riding bicycles to and from school, the rules of the road governing bicycles are to be observed. Bluford Grade school does not assume responsibility for bicycles on school grounds. It is the student's responsibility to park the bicycle in the properly assigned area and lock it. A bicycle rack is in place for this purpose.

Students should follow these rules:

1. Do not ride or bother other student's bicycles
2. Do not ride bicycles on the sidewalk in the area of the buildings
3. Watch carefully for traffic entering and leaving the parking area

Birthdays and Holiday Parties

From time to time, parents wish to bring birthday treats to share with their child's class. Some classes may schedule room mothers for holiday parties as well. Parents must arrange with the teacher for any party beforehand. This will eliminate duplicate parties and conflicts with already scheduled activities. Due to the health risk, no drinks will be allowed that are sent in a previously opened container. Treats must be purchased at a store or bakery. ***Parents must notify the teacher before bringing treats to school.***

Cafeteria

Bluford Grade School offers breakfast and lunch to all students. Parents/guardians who qualify for free or reduced lunch rate must complete and return the application for Free/Reduced Meals. Eligibility applications will be available during registration or at anytime during the school year by contacting the school office. Please notify the school office any time during the school year if changes occur in financial status.

Breakfast and Lunch Prices:

Breakfast: \$1.00 per day Lunch: \$1.50 per day

Reduced Breakfast and Lunch Prices for qualifying students:

Breakfast: \$.30 per day Lunch: \$.40 per day

Milk: One (1) carton of milk is provided with each meal. Extra milk is available for \$.25 per carton.

Kindergarten Snacks: Kindergarten students can receive snacks and milk each day by paying \$5.00 per month.

Eligibility for Free/Reduced meals does not include receiving free snacks and free extra milk.

Payment for meals:

Students are to pay lunch money to their homeroom teacher and breakfast money in the cafeteria during the breakfast period. Parents are requested to make weekly payments for lunch and breakfast at the beginning of the week. Students must make timely payment in order to be able to charge lunches or breakfasts. After ten (10) lunches are unpaid, a student **will not** be served a regular lunch or breakfast.

Leaving School Grounds for Lunch:

Students may not leave school grounds for lunch except by advance written notice by the parent/guardian stating that the student will be picked up for lunch or that the child will be going home for lunch. Students of one family will not be permitted to leave campus to go to another student's home during the lunch period. ***Students must be signed out in the office before leaving the school grounds.***

Care of Books and School Property

Students are responsible for all books and supplies loaned or rented to him/her. Textbooks should have the student's name on the place provided inside the cover. Students are responsible for lost books or damages to books and will be required to pay for such negligence. The school will provide the loan of textbooks to those students unable to pay rental fees. Fee waiver request forms are available at registration or throughout the year in the school office.

Early Dismissal and School Closing

Decisions regarding early dismissal or school closing due to severe weather or other emergency situations will be broadcast as soon as they are made. Parents/guardians are asked not to call the school and/or school personnel to inquire about such decisions. When it becomes necessary to close school because of severe weather conditions, parents will be notified on WMIX (AM 940) (FM 94.1). Snow days will also be announced on WSIL TV 3.

On occasions of severe weather, parents should anticipate the possibility of early dismissal and make appropriate arrangements for supervision of their children. In the event an early dismissal is deemed necessary during the school day, announcement will be made on WMIX. There are a number of scheduled early dismissal dates for teacher workshop dates and before some holidays. Please refer to the calendar for these dates.

Emergency Drills

Fire drills are held at least three times a year and storm drills at least twice annually, in accordance with State law. In the interest of safety, students are not to talk while proceeding to designated areas and are to move in an orderly fashion. Students are to remain quiet and listen for further instructions.

Emergency Medical Treatment

Any of the various contracted employees of District #114 shall be empowered to have a student taken to an area hospital at such times as he/she decides that a student is in need of emergency medical treatment. Parent(s)/guardians(s) will be contacted as soon as possible. The District and its various employees do not assume responsibility for the cost incurred in any such emergency treatment. Any parent/guardian who objects to this policy must file a written objection in his/her child's school office.

Equal Educational Opportunities – Sex Equity Policy

It is the policy of Bluford Grade School District #114 that it does not discriminate on the basis of sex in the provision of activities, services, or benefits. Bluford Grade School District #114 guarantees both sexes equal access to educational and extra-curricular programs and activities.

Fees

Book Fees are established annually by the Board of Education. Current book fees are **\$25.00**. Parents may request a waiver of fees for books or participation in certain activities if parents are unable to pay. All students will be provided the books and materials necessary regardless of parents' ability to pay. Students are responsible for damaged or lost books and materials provided by the school. Fee waiver applications are available upon request and must be submitted to the school office for approval. The Superintendent may waive fees as prescribed by:

- Article V of the Illinois Public Aid Code
- Eligibility for Free/Reduced meals
- Unusual or extreme family circumstances

The Superintendent will notify parents who make application whether the application is accepted or denied. If denied, parents may make application to have the Board of Education considered an appeal, provided that the appeal is made within fourteen (14) days of denial. The decision of the Board of Education is final.

Field Trips

Field trips are planned at intervals during the school year to enrich the programs of the school. A permission slip signed by a parent/guardian may be required to be submitted to the teacher in charge before the trip is taken. Students are under control of the school while on a field trip and are directly under the supervision of the teacher in charge. All students are to maintain proper conduct and obey all school rules and regulations while on the trip. No student will be allowed to attend a field trip without a completed and notarized "Medical Release Information and Release Form". Students may be prohibited from attending field trips, if behavioral expectations set by teaching teams prior to the trip have not been met.

Grades and Report Cards

An A – E scale is used in all subjects. All student papers and work will be graded on the following percentage scale:

A	93-100
B	85-92
C	77-84
D	70-76
E	0 -69

Mid-term reports will be sent to parents of all students at the mid-point of each grading period. Parents are encouraged to review the mid-term report, to discuss the report with their child, and to feel free to discuss the report with the child's classroom teacher.

Report cards will be issued to students at the end of each quarter. Report cards are to be signed and returned to the school as soon as possible.

Honor Roll

High Honors	Earning a 4.5 or better grade point average (on a scale of 5) of all letter grades each quarter.
Honors	Earning a 4.0 to 4.49 grade point average (on a scale of 5) of all letter grades each quarter.

Insurance

Bluford Grade School District #114 does not furnish insurance, nor does the school act as an agent. Student accident and dental insurance is made available to all students on an optional basis. The school district does not assume responsibility for claims beyond the limits of this policy. Insurance applications will be available at registration. Accident insurance is not mandatory. It is provided only for the parent's convenience as a service through the school in cooperation with the insurance agent. Health insurance is required before any student attends the first practice of an extra-curricular athletic activity.

Internet Usage

See Acceptable Use Policy

Leaving School

In order to ensure the safety and protection of students, students must remain on campus during the school day unless the parent/guardian provides written notice to the classroom teacher and the school office that the student will be leaving school with the adult designated.

If the student will be leaving school at a time other than the normal school dismissal time, the teacher and office need to be informed in writing of the time the student will be leaving. Leaving school for part of the day affects student attendance records. A parent/guardian or otherwise designated adult arriving to school to pick up a student(s) must visit the office in order to sign the student out.

When a student must go home in a manner different from his/her usual way, it is necessary that the school office and bus driver be notified. This information will assist us in helping your child get safely to his/her destination.

Library / Media Center

Students are encouraged to use the Media Center. All materials leaving the media center are to be properly checked out. Library fines will be charged for overdue, lost, or damaged books. The student will pay for materials that are lost during the year. Exemplary behavior is expected in the media center at all times.

Lost and Found

The lost and found is located in the main office. Students should claim and turn in items at his location. Each student's belongings, including supplies, coats, and gloves should be plainly marked to avoid loss or exchange. All articles found on school premises should be promptly taken to the office where a student may obtain the lost property. The school does not assume responsibility for lost articles.

Medication Policy

This policy is in accordance with recommendations from the State Board of Education and the Illinois Department of Public Health (September 1, 1989).

Only medications which are necessary to maintain a child in school shall be given. All medications prescribed or over the counter, brought to school shall:

- *Be brought in the original container which lists name, date, name of medication, dosage, route of administration, and pharmacy.*
- *Be accompanied by an order form from the physician. The school will provide these forms but the parent is responsible for taking the form to the doctor and seeing that the school receives the completed form.*
- *Be accompanied by a written request from the parents. These forms will also be provided by the school. This form is located at the back of this handbook.*

Any long term medication (e.g. Ritalin) or emergency medications (e.g. severe bee sting allergy) shall require a written order from the physician and from the parent at the beginning of the school year.

Medications must be given to the school nurse so that the medication can be stored in a locked cabinet or refrigerated, if necessary.

The use of pain relieving drugs such as acetaminophen (Tylenol) will be given only at the request and written or verbal permission of the parent. Parents must furnish the pain reliever.

Name, Address, and Telephone Changes

Any change in a student's name, address, or telephone number should be reported to the office as soon as possible.

Non-Discrimination Policy

No student or employee in the District shall be excluded from participating in or be denied the benefits of or be subject to discrimination under any educational program or activity or the district on the basis of sex, color, nationality, or religion. Questions in reference to equal opportunities may be directed to the Office of the Superintendent at 732-8242.

Parental Responsibility Policy

The parents or legal guardians of a Bluford Grade School Student shall be financially responsible for personal injury and property damages caused by willful and malicious acts of the student. The School shall, when deemed necessary, seek recovery of damages under the Illinois Parental Responsibility Law, Chapter 70, Section 56 or the Illinois Revised Statutes.

Parental Rights

Bluford School District policy respects the rights and authority of parent(s) as the person(s) primarily responsible for the upbringing of their children. Several school policies in particular guarantee specific rights to parents. A summary of those rights are as follows:

- Parent(s) / Guardian(s) may request information about the District's services and instructional materials and may file complaints using the Uniform Grievance Procedure. Upon written request, any parent/guardian shall be given reasonable opportunity to review curriculum materials in advance of the lessons being presented to their child. (Policy 6.62).
- Students having moral objections to the discussion of any controversial subject shall be excused from the classroom attendance without any penalty during such discussions. A student or parent/guardian shall notify the teacher or Superintendent of their moral objection to discussion or participation, and with the Superintendent's approval, alternative instruction will be arranged by the teacher (Policy 6.80)
- Students who have moral objections to the dissecting or vivisectioning of animals will be excused from the classroom attendance when such activities are taking place without any penalty during such discussion. A student or parent/guardian shall notify the teacher or Superintendent of their moral objection to dissecting or vivisectioning of animals, and with the Superintendent's approval, alternative instruction will be arranged by the teacher (Policy 6.100).
- Teachers are encouraged to limit the use of supplemental materials to only that which enhance, or otherwise illustrate, the subjects being taught. All supplemental media material must be age-appropriate. Additionally, no movie shall be shown to student which is rated PG (or is unrated but contains such content as would likely be so rated if it had a rating) without sending notice to the parent(s)/guardian(s) at least three school days in advance, identifying the name and rating of the movie, and indicating the date on and class in which it will be shown. No such movie shall be shown without prior approval of the Superintendent. No movie rated, PG-13, R, NC-17, or X shall be shown in schools under any circumstances. Parent(s)/guardians(s) may request on moral or religious grounds that a student not view a movie (Policy 6.200)
- Complaints about particular instructional materials may be made using the Uniform Grievance Procedure. Using the procedure, a parent/guardian may request that their child be exempt from using a particular instructional material or program (Policy 6.260)
- Parent(s)/guardian(s) are welcome to visit the school. Visitors shall report to the main office. Parents may confer with teachers by prior appointment only. (Policy 8.50).

Parents Right-To-Know

At the beginning of each year, a local educational agency that receives Title I funds shall notify the parents of each student attending Title I schools that the parents may request, and the LEA will provide in a timely manner, information regarding the professional qualifications of the student'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.
- Such information is to be collected and disseminated in a manner that protects the privacy of individuals.

Pest Control Policy

Periodically it is necessary for the school to have spraying done for pest control. This is done after school is dismissed for the day.

Physical Examination

All students entering Kindergarten or Fifth Grade must have a physical examination, according to state requirements. If a student s registering from another state, a physical examination must be completed within one month of entering school. All out-of-state students have thirty days to present proof of immunizations and physical examinations. Noncompliance will result in exclusion from school. To participate in athletics, students must also demonstrate evidence of a physical examination during the year prior to the end of a particular athletic season.

Playground

Weather permitting; all students go outside for recess each day. It is the school's policy not to send students outside when the temperature or wind chill falls below 32 degrees F. It will be necessary for a student not going outside to bring a note from home stating the reason why the student should not go outside. A student may stay in up to three days on a note from a parent. After three days, the school requires a note from a doctor. When there is no note, common sense will be the judge. Playground rules are found in the discipline section of this handbook.

Promotion and Retention

Students who demonstrate appropriate academic progress will be promoted to the next grade level. For promotion to the next grade, students must, at a minimum, pass all but one core subject area. Core subject areas include language, math, reading, science, social studies/history, and spelling. Students who do not meet promotional requirements are subject to retention. Eighth grade students must be promoted in order to participate in the graduation ceremony at the end of they year.

Residency

State Law requires students to attend the district in which they reside. Proof of residency in Bluford School District #114 is required at time of registration. Students new to the district or those that have had a change of address will be required to provide proof of residency.

School Hours

School doors open at 8:00 a.m. **Students are asked not to arrive before 8:00 a.m.** Students must be in class by 8:20 a.m.

Dismissal Schedule:	Car Riders	3:00 p.m.
	K-4 Bus Riders	3:05 p.m.
	5-8 Bus Riders	3:10 p.m.
	Walkers	3:15 p.m.

All students must leave the school grounds by 3:30 unless they are part of a school sponsored after school activity.

Special Education Services

In cooperation with the Franklin-Jefferson Special Education District, Bluford Grade School offers special services in the areas of speech correction, learning disabilities, and classes for the physically and mentally handicapped. The special education district specializes in the evaluation of students referred to it by the school staff for a variety of reasons. If parents suspect their child may require special assistance in one of the above programs or for any reasons, they should speak to their child's classroom teacher.

Standardized Tests

Standardized tests are given twice each year. The ISAT test is given each spring as is the Terra-Nova test. Every student in grades that are tested need to be in attendance each day of testing if possible.

Student Records

Parents have a right to inspect, copy, or challenge the contents of temporary or permanent records in accordance with district policy and state statutes.

The following information shall be contained in the student's permanent record:

1. Basic identifying information such as a student's and parent's names, addresses, birth date, and gender
2. Grades and grade level
3. Attendance data
4. Accident reports and health records
5. Honors and awards earned
6. record of release of permanent record information

The following items may be contained in the student's temporary record:

1. Psychological evaluations and Special Education placement
2. Achievement and I.Q. test results
3. Teacher anecdotal records
4. Disciplinary information
5. Any verified reports from non-educational persons, agencies, or organizations

Access to school records will be granted under the following conditions:

1. School district personnel and state and federal agencies may have access to student records without parental consent
2. Necessary information will be released without parental consent in case of emergencies
3. Pursuant to a court order, provided that the procedures outlined in Illinois Rev. Stats. Ch. 122, Article 50-60 (a), (5) are observed

Transportation

Any questions concerning bus routes, times, pickups, changes, or student difficulties should be directed to the school office at 732-8242. When a student arrives at school, he/she must remain on school property. Students should obey all bus rules. Students are not allowed to change plans without a call or note from home. Please be assured that this is for your child's safety.

Visitors

No school age children shall visit with a student. Parents are invited to visit our school. Conferences with teachers need to be arranged in advance. Before going to the classroom, parents are to report to the main office. All visitors are to sign in and out at the office and wear a badge identifying them as a visitor while in the building.

Bluford Grade School Student Discipline Information

Philosophy

Good student behavior is a necessary part of having a good school system. Classroom control is a prerequisite to classroom learning. A student who is well disciplined directs his/her interests, efforts, and abilities toward greater achievement in a school setting. Students are encouraged to exhibit cooperation, respect for others, and good citizenship. Cooperation between the school and the home as well as support from parents is essential characteristics in developing and maintaining a positive learning situation for all students.

Each teacher has a discipline plan. Most discipline problems will be handled at the classroom level. When necessary, the students may be referred to the office for disciplinary action.

General Rules for Student Discipline

Students should...

1. Be in assigned locations at all times.
2. Be courteous and respectful at all times to staff and substitutes.
3. Treat others as you would like to be treated.
4. Be neat and clean.
5. Gum and candy are not permitted unless permission is given by a teacher if it is given as a reward.
6. Respect school property, including books, furniture, fixtures, grounds, or any other part of the school facilities.

Students should not...

1. Use the Internet in violation of the Internet Access Agreement
2. Bring items to school with the intention of selling them, except for those items resulting from a school-sponsored fundraiser.
3. Bring skateboards, pocketknives, yo-yos, fireworks, lighters/matches, squirt guns/bottles, or other toys to school.
4. Bring valuables to school.
5. Bring gum or candy.
6. Bring animals to school without prior permission from both the classroom teacher and the administration.
7. Have any electronic devices or pagers in their possession.

Note: If you have any doubt about bringing a particular item to school, then, most likely, it should stay at home.

Authorization for Internet Use

Failure to follow the terms of the Authorization for Internet Access Agreement will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) on the Authorization form are legally binding and indicate that the party who signed has read the terms and conditions carefully and understands their significance.

Bullying

The administration and staff at Bluford Grade School supports a secure school climate, conducive to teaching and learning that is free from threat, harassment, and any types of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Bullying is defined as any written or verbal expression, physical act or gesture, or pattern thereof, which is intended to cause distress upon one or more students in the school environment. For purpose of this policy, the school environment includes school buildings, grounds, vehicles, bus stops, and all school-sponsored activities and events.

A student who engages in any act of bullying is subject to appropriate disciplinary action including suspension, expulsion, and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made.

Cafeteria Rules

Students should stand in line in an orderly fashion and wait their turn.

Students are to remain in their seats until they are dismissed.

Any student playing with or throwing food will be given an office level consequence.

Students are to clean up after themselves.

No food items are to be taken from the cafeteria without permission.

Playground Rules

Playground rules for students should be enforced in such a way to make the area pleasant and safe. Staff members on playground duty are to be aware of what is happening on the playground at all times. Students who create problems of the playground should be reported to the office for disciplinary actions. All injuries should be reported to the school nurse or, in her absence, to the office.

1. All students shall use the play equipment in a safe manner.
2. No standing on the swings or throwing the swings over the top rail.
3. No one may go down the slide except in a seated position.
4. Fighting is not allowed on the playground. This includes kicking, pushing, tripping, play fighting, tackling, holding, etc.
5. The only item to be thrown on the playground is a ball.
6. Leave and enter the school building in a quiet and orderly manner.
7. Keep hands, feet, and objects to yourself. Physical aggression is not permitted.
8. Be respectful to playground supervisors and other students
9. Follow directives of staff immediately
10. Verbal aggression (teasing, name calling, etc.) will not be tolerated.
11. Food, candy, or drink is prohibited on the playground.

Transportation Rules

Students that Walk – Those students walking to and from school should obey rules in regard to walking in designated areas where possible. Students should walk on the left side of the roadway facing oncoming traffic where necessary and should respect other people’s property, whether it be by not trespassing, or by leaving people’s personal property alone. According to Illinois School Code, the school district is responsible for the child until he/she gets home; therefore, any problem that violates school rules that has an impact on the school may be dealt with by the school administration.

Students riding Bicycles – Bikes should be rode directly to and from school. Students should refrain from riding bicycles in high traffic areas or where they impede pedestrians. Bicycles should be parked in the designated bike rack. Locking bikes is recommended.

Bus Rules - Students that ride the buses are subject to all school rules of conduct. In addition to these guidelines, the following rules are specifically in effect for bus riders.

1. No eating or drinking on the bus. Also, no glass containers are permitted on the bus.
2. Stay seated while the bus is in motion.
3. Do not throw any object out of the windows or hang arms out of the bus windows
4. Keep the noise level down to where you can hear each other talking in a normal tone of voice
5. Follow all rules of safety for buses.

Failure to comply with the bus rules will result in consequences that begin with a note to the parents and subsequently lead to suspension for the bus, or to being permanently banned from riding the bus. Bus riding is a privilege. Transportation is provided for the vast majority of students in the district as a public service. Respect for the driver and for the rules will be necessary for any student to be able to ride our buses. The utmost responsibility in regard to transportation of students is to get the students to and from school safely. If a student is hindering this by their behavior, the student will not be allowed to ride.

Dress Code

Appropriate dress and grooming of students is the responsibility of each parent and student. However, the staff reserves the privilege of determining whether students' dress is appropriate or disruptive to the educational process. Indecent, illegal, or unhealthy dress, appearance, or personal habits, and excessive displays of affection are prohibited. Any t-shirt or other article of clothing which promotes an illegal activity (tobacco, drugs, alcohol, etc.) is prohibited. In addition, students should be attired so that the stomach and midriff are not visible. Pants and shorts must be worn such that underwear is not visible. Spaghetti straps or outfits with open sides or open backs are not allowed; neither are tops that have a plunging neckline or short shorts, pajamas or lounge pants. Also, hats and coats are not to be worn in the classroom. A student who wears inappropriate clothing may be asked to call home for a change of clothing. A student's dress reflects the amount of pride the student has for his/herself and their environment. Public health requirements do not allow a student to remain at school with blood on his/her clothing. If a student has an accident or nosebleed, a change of clothing may need to be brought to school.

Attendance

Academic success in school depends greatly on the students' attendance. Many times, absences are unavoidable, and the district will attempt to work with all parents whose children are absent *with valid cause*. Several vacation days are scheduled into the school calendar. Families are strongly encouraged to use this time for vacation or family trips if at all possible. If a student is going to be absent, the parent should call the school between the hours of 8:00 and 8:30 a.m. to inform the office staff that the student will not be present and the reason for his/her absence. If this is not possible, please send a note to school upon the student's return. If homework is desired, parents should request it upon making the absence report. Homework may be picked up in the office at 3:00 p.m. When a student knows they are going to be absence in advance, arrangements should be made with the teachers to get the need assignments.

Excused Absences: Students will be allowed to make up assignments or tests that are missed due to an excused absence, within a reasonable amount of time after returning to school (as determined by the teacher). Typically, this will at least be the number of days the student missed. An excused absence is an absence from class for a legitimate purpose, including:

- Personal illness – The school may require an excuse from a doctor if deemed necessary
- Medical and dental appointments that could not otherwise be arranged outside of school hours
- Serious illness of a family member which requires the presence of the student
- Death of a relative
- Participation in a school sponsored activity
- Observance of a religious holiday
- ANY OTHER REASON MUST BE EXCUSED BY THE SCHOOL PRIOR TO THE ABSENCE
- Vacation plans must be facilitated by calling the school one week prior to the date of absence. Students are to secure assignments they will need to make-up prior to the absence.

Un-excused absences: A student who has an unexcused absence may not attend a school activity on that day. If the absence is on the day prior to a weekend, the student may not attend any school activities on the weekend.

Tardiness: A student tardy to school in the morning is to report directly to the school office before going to class. Tardiness is arriving at school after 8:30 a.m.

Administrative Disciplinary Consequences:

Severe misconduct: Any severe misconduct will be referred to the school administration. Such severe misconduct may include: excessive tardiness, classroom and building disturbances, insubordination, end of classroom discipline plan, profanity, in unauthorized areas without permission, horseplay/roughhousing, disrespect, forged notes or excuses, verbal assault, gambling, bullying, improper computer use, fighting, intimidation, academic cheating, possession and/or use of tobacco products or drugs, possession and/or use of a weapon, vandalism, theft, extortion, physical assault, possession of gang material, possession of electronic devices, skipping school, truancy, mob action, or other acts of misconduct which are disruptive and/or which create a safety hazard to student, staff and/or school property.

Confiscation of inappropriate materials: Any student who chooses to disrupt the school through severe misconduct is subject to the confiscation of inappropriate materials by the teacher, driver, coach, sponsor, or administration.

Searches: To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. If a search produces evidence that the student has violated or is violating the law or the District's policies or rules, such evidence may be seized and impounded by school authorities and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

After School Detention: After school detentions are held on Tuesdays and Thursdays until 4:30 p.m. Parents will be given at least one day's advance notice that their child will be serving an after-school detention. Parents are responsible for the pupil's transportation home after a detention has been served. Three after school detentions will result in an automatic in-school suspension.

In-School Suspension: Students assigned to an in-school suspension will be under supervision of the Administrative Assistant. Students receive credit for any classroom work missed while serving an in-school suspension provided that the work is completed and given to the classroom teacher(s) by 8:25 the next school day.

Out-of-School Suspension: Students who receive out-of-school suspensions will receive zeros for any work missed, including tests, during the period of suspension. Students assigned an out-of-school suspension may not attend school functions or participate in extra-curricular activities during the period of suspension. Out-of-school suspensions shall not exceed ten (10) school days.

Expulsion: Expulsion of a student guilty of gross misconduct or disobedience will take place only after the parent(s)/guardian(s) have been requested to appear at a meeting of the Board of Education. Expulsions are for more than ten days, but not to exceed the school term and will be in accordance with the Illinois School Code. A student's due process rights will be observed.

EXTRA CURRICULAR ACTIVITIES

Physical Examination and Accident Insurance

Successful completion of a physical examination and written proof of possessing student accident insurance is required to participate in athletic games and/or practices.

Academic Standards

Any student desiring to participate in any extra-curricular activities may not earn *more than* two D's **or** one E in a given week. These standards shall apply to all students representing Bluford Grade School in extra curricular activities, but shall not apply to participation in the school musical or spring concert productions.

School Attendance

Students are ineligible to participate in any extra-curricular activity on days when they are not in attendance. In emergency situations, the Superintendent may waive this provision.

Letter Awards

Letter awards are presented to extra-curricular activity participants who meet the guidelines established by each coach or sponsor.

Team Practices

Students participating on school sponsored teams are under the direction of the coach or sponsor. Coaches are responsible for providing written rules to all participants. Coaches schedule practices and will notify students of practice dates and times.

Band/Music Policy

Instruments are available for rental or purchase from local music dealers or music shops. A limited number of instruments are owned by the school and may be rented for \$5.00 per month for student use.

Parents are responsible for all damage and repairs needed to keep the instrument in workable condition. A repair estimate must accompany requests for repair of instruments. All repairs needed for school owned or instructor owned instruments must be approved by the Superintendent.