

WELCOME TO BLACKHAWK ELEMENTARY SCHOOL

Dear Parents, Guardians, and Students:

The faculty and staff of South Beloit School District believe in each student's potential for success. We share a deep commitment to providing every student an education grounded in excellence and preparation to succeed in the 21st century. The skills of critical thinking, collaboration, communication, and problem solving are integrated throughout our strong curriculum resulting in an education rich with opportunity. Within this handbook are the guidelines and information needed to support each student achieving optimum opportunities for personal achievement.

We are here to not only support you and your family, but to encourage the realization of future accomplishments. Please feel free to contact us at any time.

Nikolas Butenhoff
Superintendent

Jarrod Peterson
Principal

SOUTH BELOIT BOARD OF EDUCATION

Mission Statement

"Empower All to Succeed"

We Believe:

- In high expectations that challenge all students to learn.
- In providing an environment that inspires, motivates, and nurtures.
- Every person deserves to be treated with respect.
- In providing interactive learning experiences that challenge each student.
- In open communication within the school community.
- In a safe and healthy learning environment.
- In making the best use of our financial resources.
- Education is a continuous process needing community commitment.

SCHOOL CITIZENSHIP

We expect student conduct to be such as to contribute to a productive learning climate. Individual rights are to be honored and protected; however, the rights of one individual shall not take precedence over those of another individual or the group itself and all students shall have equal rights and equal responsibilities in their conduct in the classroom or on any school property.

CODE OF CONDUCT

PRIMARY ASSUMPTIONS:

All students are considered to be under the jurisdiction of the Student Behavior Policy while going to, remaining at, or returning from all South Beloit Schools *and all activities sponsored by or in which students enrolled in the South Beloit Schools participate.*

Education is not an absolute right, as it is qualified by eligibility requirements and performance requirements. The school must be concerned with the individual and his/her welfare, but in working with the individual, the school must at all times be concerned with the welfare of the group.

STUDENT RESPONSIBILITIES:

The following is expected of all students:

1. To become informed of and obey the rules of the school
2. To apply him/herself to the established course of study achieving one's best level of academic achievement
3. To be on time and attend class regularly
4. To the best of his/her ability, complete and turn in school assignments on time
5. To pay attention to teachers
6. To work on self-improvement in all endeavors

7. To refrain from all libel, or slanderous remarks, and obscenity in verbal and written expression
8. To accept criticism as constructive and learn to give constructive criticism
9. To respect and obey the authority of administrators, teachers and other school personnel
10. To respect and care for school property and respect the rights of other students
11. To display appropriate conduct in school, on school grounds, buses and at school functions
12. To refrain from gross disobedience or misconduct or misbehavior that materially or substantially disrupts the educational process. These include, but are not limited to disruptions, demonstrations, violence and other forms of incitement
13. To dress and groom in a manner that meets reasonable standards of health, cleanliness, and safety
14. To leave the school grounds immediately upon being dismissed, go to or from school in an orderly manner and without delay, and refrain from interference with other students on the way to and from school.

CODE PROHIBITING SERIOUS MISCONDUCT

DISRUPTION OF SCHOOL

A student shall not, by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, cause substantial and material disruption or obstruction of any lawful mission, process or function of school.

- A. A student shall not participate in a boycott, sit-in, or walk out that is disruptive to conducting school, or that involves misconduct or that is a non-peaceable gathering.
- B. A student shall not urge other students to engage in the aforementioned conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process or function of school, if a substantiated and material disruption is reasonably certain to result from this urging.
- C. Students who have engaged in such activities will be required to attend a Two-Hour detention immediately following the event. Since their action is an indication of their unwillingness to participate in a positive manner of the normal proceeding of school, the student shall be banned from the building and all school sponsored activities until such time that parent and student meet with the administration. At such meeting a contract between student and school shall be developed for the student's condition of participation in school. In addition, students may lose their rights to attend extra-curricular events, receive additional Two-Hour detention or be recommended for expulsion.

The student shall be required to pay the cost of replacing or restoring that, which was damaged or destroyed. Parents shall be notified and required to attend a conference with administrators and their child before they may continue in their classes. At this meeting, further disciplinary actions will be determined through a contract. This may include, but not be limited to detention time, suspension or expulsion. In addition, civil authorities may be notified, and offenders may be prosecuted. Vandalism and theft considered a felony by the civil authorities would warrant an expulsion hearing.

CODE FOR GOOD SPORTSMANSHIP

A school is judged by the conduct of its participants and spectators during any contest. We want our school to be held in high esteem. You are asked to study this code of good sportsmanship and abide by it.

1. I will at all times conduct myself, as I would like others to act.
2. I will at all times show sportsmanship-like attitudes as a participant or spectator toward opponents, players and officials.
3. As a participant, I will always strive to do my best to win but to make my efforts fair according to the rules.
4. As a spectator, I will accept the officials' decisions and will refrain from unwholesome comments and actions, which reflect adversely on my school and myself.
5. I will demonstrate in practice and play a love of sports, not for personal glory or gain but for enjoyment and satisfaction, whether winning or losing.

All students are encouraged to attend all school-sponsored activities. When attending the activities, all the school rules are to be followed. When in attendance, if a student leaves the event, they will not be allowed to re-enter the event.

*Note: People that continuously fail to exhibit good sportsmanship will be removed from the event and/or banned from attendance for a specific amount of time.

BLACKHAWK ELEMENTARY SCHOOL TRADITIONS:

SCHOOL COLORS - SCARLET AND WHITE

SCHOOL NICKNAME – JR. SOBOS

SCHOOL SONG - (TUNE ILLINOIS LOYALTY)

We're loyal to you, South Beloit
We're red and we're white, South Beloit
We'll back you to stand
You're the best in the land
For we know you will stand, South Beloit
U-Rah!
So smash that blockade, South Beloit
Go crashing ahead, South Beloit
Our team is our fame protector
On team, for we expect a victory
From you, South Beloit.

SCHOOL BOARD

POWERS AND DUTIES OF THE SCHOOL BOARD

The powers and duties of the School Board generally include:

1. Formulating, adopting, and modifying District policies, at its sole discretion, subject only to mandatory collective bargaining agreements
2. Employing a superintendent and other personnel, determining their compensation, and dismissing personnel
3. Approving the annual budget, tax levies, major expenditures, payment of obligations, annual audit, and other aspects of the District's financial operation
4. Letting contracts utilizing the public bidding procedure when required
5. Providing, constructing, controlling, supervising, and maintaining adequate physical facilities
6. Approving the curriculum, textbooks, and educational services
7. Evaluating the educational program
8. Establishing student discipline policies and expelling students
9. Establishing attendance units within the District and assigning students to the schools
10. Establishing the school year
11. Visiting and inspecting the District's schools
12. Providing student transportation services
13. Entering into joint agreements with other School Boards to establish cooperative educational programs or provide educational facilities
14. Communicating the schools' activities and operations to the community and representing the needs and desires of the community in educational matters.

STUDENT REGISTRATION

All new students must register with the Principal or school secretary before attending classes. The child's custodial parent or legal guardian must register the student. Once the registration packet is returned to the Blackhawk Office, the child can begin classes the following school day. Proof of residency within the school district is required. New students must have the following:

- Two proofs of residence (i.e.: current utility bill, payroll stub, current phone bill.)
- Certificate of birth issued by the county (not the hospital)

- An up-to-date physical (less than one year) if transferring from another state.
- Students enrolled in our school district will be asked to pay tuition or leave if they use a fictitious address or claim a living arrangement that is a deceptive attempt to prove residency.

STUDENT FEES

The district reserves the right to charge fees for the replacement of electronic devices, textbooks, other school property, and/or extracurricular transportation. Registration/textbook fees will be adjusted for students qualifying for free lunch. Fees will not be refunded once a student attends one class or participates in one athletic event.

PHYSICAL EXAM

Parents can assure their child's effectiveness in school by providing good nutrition, adequate rest, cleanliness, medical and dental care. It is imperative that your child's immunization be kept up to date as recommended by your family physician. A sixth-grade physical is required, and a dental examination is recommended. Additional physical exams are required for new-enrollees and for participation in sports, including cheerleading. New students to the district have two weeks after registration to comply with this requirement. After this time, students not possessing up to date immunization records will be asked to leave school until the proof can be provided.

Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

HEALTH CENTER

There is a Health Center located in the High School. The Center is available to all South Beloit Students. Students should make appointments before school, during lunch, or after school when possible. Appointments should be made during students' study skills classes if possible. Students must report to class prior to visiting the health center. Students that fail to first report to class will be considered truant. For information about the Health Center call (815) 389-7573.

STUDENT LOCKERS

Lockers are provided for the student's outerwear/coats, books and other materials. The student's homeroom teacher assigns lockers. The school is not responsible for lost items and students are encouraged to lock their locker at all times. Students should keep electronics and/or smart devices in their locker during the school day, or if necessary, deposit them in the office or with a teacher. Students are advised to not share lockers.

Lockers, as provided by the school district, are purchased, furnished and maintained by the school district and remain the property of the school district.

Administrators retain the authority to inspect lockers at any time. Students will be required to repay the actual cost (labor & materials or replacement) necessary to repair damaged lockers. Damage includes removing or otherwise covering with permanent markings, and or placing self-adhesive stickers on the inside or outside of the lockers.

SCHOOL SEARCHES

To maintain order and security in the schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without a search warrant. As a matter of public policy, the General Assembly finds that students have no reasonable expectation of privacy in these places and areas. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches. School authorities may also turn over such evidence to law enforcement authorities. 105 ILCS 5/10-22.6

BUILDING AND CAMPUS ENTRY

Entry into the building is controlled for the safety of students and faculty.

1. Bus students should wait outside of the building after school. In case of inclement weather prior to school, students should wait in the designated area for students.
2. Students are permitted to enter the building at 7:50 a.m. All students and visitors must enter through the main entrance next to the office. Permission to enter the building at an earlier time may be granted, when necessary, to students who have rehearsals or appointments. Prior approval must be cleared with the main office, the day before.
3. All doors will be locked preventing entry into the building at 8:35 a.m.

TRANSPORTATION FOR SCHOOL ACTIVITIES

School bus transportation will normally be provided to and from school events. If private or rental vehicles are used, only coaches or employees of the district that have proof of insurance and/or, are insured by the District and have a background check on file will be allowed to transport students. All students shall ride to and from District sponsored activities in the school provided transportation, unless a parent or guardian signs the student out at the end of the event.

STUDENT DRESS

Hats, Hoods, and Headwear: Hats, Hoods, and other headwear including bandanas are not to be worn in the building.

Tops: Halter tops, off the shoulder tops, half shirts, spaghetti strap tops, and other revealing clothing are not permissible. Tops should cover the student's midriff and have a sleeve that caps the shoulder. Sleeveless shirts must come to the edge of the shoulder and cover the rib cage. See through shirts and shirts with language or imagery that has profane, inappropriate double meanings, drug or alcohol references may not be worn.

Bottoms: Shorts, skirts, and dresses are permissible, but should come to the mid-thigh and/or fingertips when arms are at one's sides. Bottoms that are otherwise poorly fitting, showing skin about the mid-thigh, and/or undergarments may not be worn at school. All pants must be worn at the waist. Leggings may be worn but must not be see-through.

Other: Bedroom or bathroom attire may not be worn to school. Items that may be labeled as dangerous including spiked bracelets or chains may not be worn. Clothing with sexual, profane, drug/alcohol related, vile or illegal sayings or symbols, weapons, or offensive or disruptive to the learning environment will not be allowed. Any type of clothing that is gang related is not permitted on school grounds. Coats or jackets are not permitted in classrooms. Any apparel large enough to conceal contraband, worn as outdoor clothing, will be considered a coat or jacket. Students must be fully dressed at all times.

If school personnel ask a student to change their clothes the student is to do so. If they do not have appropriate clothes with them, they are to call home for a parent or guardian to bring them appropriate clothing to wear. **Students may be assigned detention or additional consequence for each violation of this standard after the first violation.**

BREAKFAST AND LUNCH PERIODS

Students are not to leave school grounds during the lunch period without a parent or guardian. Students may not order food from outside businesses. Energy drinks, soft drinks and coffee are not allowed at school unless prior permission is given by school staff.

STUDENT PROGRESS

Blackhawk Elementary parents will have access to student grades and attendance through a web-based program. Parents are encouraged to view the web program on a weekly basis. Please contact the school with any concerns.

LEAVING THE BUILDING

All students should leave the building upon dismissal except the students participating in extracurricular activities, teacher conferences, detention and other school business immediately after school. A staff member must supervise students staying in the building after school is dismissed.

If a student intends to leave campus during their lunch period or at any time throughout the school day to attend an approved appointment, they must receive permission from the office and sign out before leaving or they will be counted as being truant.

If a student has gone off campus to eat lunch and becomes ill and needs to stay home the parent must call the school. This call must be made before the class period after lunch ends. If a call is not made the student will be considered truant from school.

No student will be sent home unless an emergency contact has been notified. It is vital that school authorities have an up-to-date emergency phone number on file in case of need. When an accident occurs, it must be reported at once to the teacher in charge. The teacher will report it to the nurse, or the principal's office and any other necessary authorities. Proper medical referrals will be made when necessary. Students who become ill during the day must report to the office.

Students that notify an emergency contact to take them home through other means than the office will be considered truant and unexcused.

VISITOR POLICY

The school policy is to accept only those visitors who have legitimate business with the school. Student guests are not allowed unless approved by the school administrator. All visitors and parents must register in the office. Parents are always welcome. Parents wishing to visit classes while school is in session must make arrangements with the principal. These arrangements must be at least one day in advance of the requested visit. Student visitors are not allowed within the building during lunch period unless they have received prior permission from the office. Visitors are expected to leave promptly when their business is concluded. State law now provides that teachers and other employees may request any person entering a public school building to identify themselves and the purpose of this entry. A person who refuses to provide such information is guilty of a petty offense and upon conviction shall be fined not more than \$100. (Section 24-25 of the School Code of Illinois.) State law prohibits a child sex offender from being present on school property or loitering on a public way within 500 feet of school property when persons under the age of 18 are present, unless the offender is: (1) a parent/guardian of a student present on school property, or (2) has permission to be present from the School Board, Superintendent or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal. The Superintendent, or designee who is a certified employee, shall supervise a sex offender whenever the offender is in a child's vicinity.

FIRE AND TORNADO DRILLS

Fire drills are held according to the provisions of the state law. The signal is a continuous blast of the fire buzzer. Students and teachers will evacuate the building immediately, going out the exits as indicated in each room. It is expected that students will maintain orderly behavior. Students are not allowed to leave school grounds or go home during a drill. Students will return directly to class when the all clear is sounded.

The signal for a tornado warning will be sent via the P.A. system or by notice handed to the teacher. As directed by the staff, students will evacuate to the designated area. Evacuation plans are posted in each room.

ACTIVE SHOOTER AND ACTIVE SHOOTER DRILLS

In the event of an active shooter, students should follow school procedures. If evacuation is possible, students should first attempt to exit the building. If evacuation is not possible, students should shelter-in-place within a classroom. Classroom teachers will instruct students to stand/sit in an area that is away from doors and windows and will secure the classroom door. After police have responded and deemed the situation safe or under control, students will be led to St. Peter's Bingo Hall across the street from the school. This is the emergency evacuation point for parents to pick-up their students.

ANNOUNCEMENTS

Special announcements may be read when necessary. The general announcements are posted in the main office. The principal or designee must approve all announcements.

INSURANCE

All students will be covered, while they participate in a school-sponsored activity, by a student policy paid for by South Beloit School District 320. The coverage for medical bills incurred from an accident in any school sponsored and supervised activity will be processed up to \$25,000 per claim on the excess basis. Parents of student must pick up insurance forms from the school office within 4 days of the injury. These forms should be returned within 10 days in order for the insurance company to process the claim.

STUDENT INSURANCE: FILING CLAIMS

The school district does provide student accident insurance. Any bills, claims or expenditures for accidents occurring at school are the responsibility of the parent. The school district does provide access to an accident insurance policy from an approved vendor. Check with the school office if you desire to consider the coverage. For all accidents occurring at school, the following steps must be taken:

1. Report the accident to the instructor in charge or to school office immediately following or as soon as possible.
2. The instructor and student must make a written report and turn it into the school office.
3. File the claim form as soon as possible. There is a time limit of 48 hours.
3. Claim forms are available from the office.
4. Follow verbal and written directions closely. It is your responsibility to see that your claim is filed properly and on time.
5. All claims must be sent to the insurance company by the parent or guardian.

LOST AND FOUND

The main office keeps lost and found items for a period of two weeks. Items not claimed are the property of the school and given to charity or thrown away. Students are encouraged to inform the main office concerning missing items.

SCHOOL CLOSINGS

In the event of severely inclement weather or mechanical breakdown, school may be closed. School closings will be announced over television stations, school website, and through the school messenger phone system. Those individuals that sign up for the automated calling list will receive a voice message stating that school is closed.

PHOTOGRAPHY AND SOCIAL MEDIA

The taking of unauthorized photos of staff or students is prohibited. The publishing of unauthorized photos on social media is prohibited. Discipline may result in an up to a ten-day suspension if the post is determined to be harassing in nature. If the published photos or statements are threatening or are considered to be sexual harassment of a faculty member that student may be put up for expulsion.

GRADING SYSTEM

Grade reporting - Grade reports are issued soon after the close of each quarter. Progress reports are sent with the students at end of each week. It is the intent of the school to hold students responsible for their own work. When students receive these reports, parents are encouraged to contact teachers and set up conferences.

Grade point averages are computed by counting semester grades from the grading system. The total points earned are divided by total points available to calculate the grade percentage.

Grade Recording - The following grades are used in recording student achievements:

Percentage	Grade	Regular Grade Point
100%	A+	4.3
90-99%	A	4.0
89%	B+	3.3
80-88%	B	3.0
79%	C+	2.3
70-78%	C	2.0
69	D+	1.3
60-68%	D	1.0
59 & below	F	0.0

Inc. Incomplete
W/P Withdrawal Passing
W/F* Withdrawal Failure

PROMOTION & RETENTION POLICIES

RETENTION OF A GRADE MAY BE CONSIDERED WHEN:

1. A student fails three core classes (Language Arts, Math, Social Studies, or Science). A grade is considered failing when a student's average grade across all four quarters is lower than a 60%.
2. A student that fails two core classes (Language Arts, Math, Social Studies, or Science) and does not complete summer school successfully.

SUMMER SCHOOL

Students may be required to complete and pass summer school prior to promotion to next grade.

The principal must approve students that wish to attend summer school and apply the credits toward promotions requirements in advance of registering for summer school.

STUDENT SCHEDULE CHANGES

All schedule changes must be approved by the building principal prior to taking place.

CHEATING POLICY

A student caught cheating will be given a grade of 0 (zero) on the assignment, quiz or test. This grade will be averaged with the other grades. There will be no opportunity to make up the work. Cheating, including, but not limited to plagiarism, use of notes without permission, copying from another student, and willingly providing answers to other students will be considered as a serious violation of acceptable and trustworthy behavior at Blackhawk Elementary.

INCOMPLETE GRADES

Normally, any incomplete must be cleared within two weeks after the marking period. After two weeks, the grade will be recorded as "F" unless the principal has given an extension of time to complete work.

ADVANCED/HONORS CLASS PLACEMENT

Students will be placed on an advanced math track after their 5th grade year. Student's placement will be based on STAR math scores, grades, and teacher recommendation. Students may be placed on advanced track following their 6th or 7th grade year as well. Students that fail to earn a B or higher in the advanced class will no longer qualify for advanced placement and will retake the class the following school year.

HONOR ROLL

High honor roll will consist of students that earn an A in all classes for a quarter.

Honor roll will consist of students that earn an A or B in all classes.

SOCIAL WORK SERVICES

A social worker is available to help students. Appointments should be made during study hall, lunch or before school when possible.

STUDENT ORGANIZATIONS, ACTIVITIES AND PROGRAMS

1. Athletics 2. Student Council 3. Yearbook 4. Teacher led clubs

These organizations and activities are available to all students. Guidelines and requirements for participation should be obtained from the sponsor or from the office. Additional organizations, activities and programs approved by the administration may be recommended to the Board of Education.

BAND

Those who are interested in instrumental music can become members of the school band, which begins in the fifth grade. Activities of the band may include participation in parades and district concerts (winter, spring). Students that enroll in the band program do so for one school term and may not drop the class until the completion of that semester.

Information and registration materials are sent home with students early in September, followed by an informational meeting scheduled on a school evening.

FIELD TRIPS

O -site field trips may be conducted for each grade level every year. Trips are approved based on their relation to topics of school study.

School funds from fundraising activities underwrite the field trip costs. Students that don't raise the necessary funds will be responsible for paying for the cost of their field trip.

Parent/guardian volunteers may be needed to help chaperone these events. Other relatives and siblings will not be allowed to attend. The classroom teachers using a lottery system will recommend chaperones to the principal for selection purposes.

Students that are failing two classes or more will be withheld from attending field trips.

Students with five or more demerits or involved in serious discipline violations as determined by the principal will be withheld from attending field trips.

ATTENDANCE

Good attendance is imperative. Excessive absence is a factor for student failure. Attendance is the responsibility of

the student and his/her parents/guardians. Parents are required to phone the school office at (815) 389-4001 for Blackhawk Elementary each day by 9:30 a.m. to report a student's absence from school. If a parent or guardian does not call the student in absent by 9:30 they will be considered unexcused. If a call is made when the office is closed, please leave a message. The office may call parents who have not reported their student's absence. This call helps to verify attendance reports. A note from a doctor will be required for any absences after the 10th absence. Any doctor's note that does not have a beginning and ending date will be voided after 30 days from the date the note is presented. Students that miss in excess of 5% of days in attendance will be referred to the Regional Attendance Cooperative.

ABSENCES

Absences are classified as excused or unexcused.

EXCUSED ABSENCES:

1. Illness
2. Serious illness in the family or death in the family
3. Subpoenaed court appearance (a legal document requiring a person to appear in court for testimony)
4. Doctor or dental appointments (these appointments should be made outside of school hours when possible)
5. School sponsored activities
6. Family vacation if cleared with the principal in advance of the day of the departure
7. Religious holidays

UNEXCUSED ABSENCES:

An unexcused absence is for reasons not meeting the requirements of the excused absence provision. For unexcused absences, no credit shall be granted for any make-up work unless the principal grants specific authorization. Some reasons for absence that are unexcused according to the state and/or social regulations are as follows: (This is not an all-inclusive list)

car trouble	photography session	gainful employment
hair appointments	missing the school bus	leaving school without permission
babysitting	absences not verified by a parent	shopping
birthdays	trips not approved	oversleeping

1. Students that are absent more than 3 consecutive school days will be required to bring a doctor's excuse. If no doctor's excuse is presented the absence will be considered unexcused.
2. If a student knows in advance that he/she will be absent for an unavoidable reason, she/he is expected to make up the work before the absence. A parent can initiate a homework request for absences 3 days or longer. All work received in advance must be completed 1 day after returning to school or as arranged by the student and teacher.
3. Once a grading period has ended no additional late work will be accepted, unless arrangements have been made in advance with the teacher.
4. Any pupil who participates in, or attends an after-school activity, is to be in attendance at school for the full day of the event. In specific situations. The athletic director or principal can grant exemptions prior to the absence.
5. Students who are truant will lose credit in their classes for all assignments over the time missed and will be subject to detention, suspension, expulsion from school, or other disciplinary action.
6. If a student has 10 consecutive unexcused days of absence, he/she must conference with the principal or counselor upon returning to school with access to social work.

MISSED ASSIGNMENTS

It is the student's responsibility to make up work that was missed. For every day absent the student will have one day to complete all assignments and turn them in to their teachers. The student shall take the initiative. On the day she/he returns, she/he should make arrangements with their teachers to make up work missed.

In cases where make-up work is avoided or not completed within the time set by the teacher, a grade of zero will be assigned for that work.

HOMEWORK POLICY - EVERY ASSIGNMENT, EVERY TIME

In order for each student to meet their full potential it is essential that they develop a strong work ethic and good study habits. It is not acceptable to complete some of your assignments, it is expected that every student completes every assignment every time. Simply accepting a zero on an assignment is unacceptable. In order to complete this goal, the following program entitled "Every Assignment, Every Time" will help students meet this goal.

If a student fails to complete an assignment by the due date, then they will be referred to homework help during their lunch period to complete the assignment for partial credit. When the assignment is completed, the student will turn the assignment into the homework help supervisor. If a student is assigned to homework help more than the designated amount in a month the student is ineligible for monthly rewards. If a student fails to report to homework help, they will become ineligible for monthly rewards and will be assigned a 30-minute detention.

TARDINESS

1. All students reporting to school after the start of first period must report to the principal's office.
2. Students that are more than 10 minutes late will be considered truant.
3. Students will not report to the office for a tardy slip if they are tardy any other time during the day.
4. If detained by a teacher, the student must request an admit slip to the next class stating the time that the student was released by the teacher. In this case, the student will not be considered tardy.
5. A student is considered tardy when the student is not seated and ready to begin class before the final bell rings, which includes having all necessary materials for class.
6. Excessive unexcused tardiness during and to school will result in a detention after their fifth tardy and one for each tardy thereafter. If tardiness becomes habitual, administration reserves the right to create an individual tardy policy for that student.

TRUANCY

A student absent without the consent of his/her parents and school is truant. A student may be considered truant for as little as one class or for as much as a day. Work may be made up, but no credit will be given. Truancy may be cause for disciplinary or legal action.

You are truant if you:

- leave school without signing out in the office
- are absent from class without permission (skipping)
- obtain a pass to go to a certain place and do not report
- become ill and go home or stay in the restrooms instead of reporting to office
- come to school and do not attend class, being more than 10 minutes late class
- being out of class without the student handbook signed by a teacher

DAYTIME CURFEW

During the hours schools in the City of South Beloit are in session, it shall be unlawful for any person under the age of 17 to loiter at any public assembly, building, place, street or highway, unless accompanied and supervised by a parent, legal guardian, or other responsible adult approved by a parent or legal guardian unless engaged in a business or occupation (Ord. No. 1686, 1, 11-1-04).

HEAD LICE (PEDICULOSIS)

If suspected, the School Nurse will exam a student and notify the parent/guardian of head lice if it has been identified. Students may be excused from school at the discretion of the parent/guardian. Education and information will be provided for the treatment and prevention of head lice to parents/guardians. Students should be treated before returning to school.

CELL PHONES/ELECTRONIC DEVICES

Electronic devices including cellphones, portable radios, video games, laser pens, headphones, smart devices, Apple Watches, Apple AirPods or other Bluetooth headphones, etc. are not to be brought to classes by students. Cell phones may be brought to school but must be turned off during school hours and locked up in the student's locker. Cell phones should be put away upon entering school and may not be used at any time from 8:30am-3:30pm without permission of school administration. If a student violates this policy their phone or other electronic device will be turned into the office and a phone call home will occur. On the first infraction, the student will receive a verbal warning. Every following infraction will result in a detention. Students are not permitted to bring cell phones with them into any bathroom. If a student is discovered to have a cell phone in the bathroom, the result will be an automatic detention, regardless of the infraction number.

PUBLICATIONS

A student shall not produce and/or distribute any petitions or documents of any kind or sort on school premises, or buses, prior to, during, or after the school day without the specific approval of the principal.

Note: Student participation in the publication of student newspapers, literary magazines and similar publications are encouraged as learning and educational experiences. These publications have qualified faculty advisors and strive to meet high standards of journalism.

SCHOOL-SPONSORED PUBLICATIONS AND WEBSITES

School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

NON-SCHOOL-SPONSORED PUBLICATIONS AND WEBSITES

Students are prohibited from accessing and/or distributing at school any written or electronic material, including material from the Internet:

1. That will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities
2. That violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright
3. That is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language
4. That is primarily intended for the immediate solicitation of funds
5. That, in kindergarten through eighth grade, is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such outside sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the School District. Accessing or distributing "at school" includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

DISCIPLINE

Fair and equitable discipline is intended to protect the rights and privileges of all persons, in all matters relating to the conduct of the school. Principals, teachers, bus drivers, and certified and non-certified personnel stand "in loco parentis", in the supervision of students in the absence of parent/guardian.

To ensure that students exhibit appropriate behavior and performance, it is the school's responsibility to implement a program for teaching a system of essential rules and to administer just and constructive corrective measures.

LEVEL 1

The resolution of level 1 behavior is primarily the responsibility of teachers, support personnel, and parent/guardians. Notice to parents shall be issued for each occurrence. Administrative and parental assistance can be initiated without engaging the formal process. Level 1 behavior includes, but are not limited to the following:

BEHAVIOR

- Teasing/Disrespectful Remarks
- Inappropriate Classroom Behavior
- Inappropriate Hallway Behavior
- Work Refusal
- Dress Code Violation
- Unintentional Foul Language
- Use of Personal Device in Class
- Tardy for Class: Total of 3

INTERVENTIONS

- Assigned school service relative to behavior
- Behavior contract
- Verbal correction
- Classroom detention
- Seating change
- Conference with student, counselors, or administration
- Cooling off/time out
- Teacher assigned 30-minute detention
- Withdrawal of privileges
- Teacher conference with student
- Incentives/positive reinforcement

LEVEL 2

These interventions are the responsibility of school-based administration, with assistance from teachers, support, and parents. Notice to parents shall be issued for each occurrence. One or more interventions may be utilized. Level 2 behaviors include but are not limited to the following.

BEHAVIOR

- Habitual Tardiness to Class
- Unprepared for Class
- Habitual Dress Code Violation
- Cheating on Assignment/Assessment
- Dishonesty
- Public Displays of Affection
- Violation of Acceptable Use Policy
- Sexual/Racial/Religious Harassment
- Chronic Minor Misbehaviors
- Truant

INTERVENTION

- Any of the above interventions for level 1
- Parent/guardian conference
- One Hour Detention
- Two Hour Detention
- In School Suspension
- Out of School Suspension
- Referral to outside agency
- Alternative placement
- Referral to police

LEVEL 3

These interventions are the responsibility of school-based administration and central office personnel, with assistance from teachers, support staff, and parents. Notice to parents shall be issued for each occurrence. One or more interventions may be utilized. Board of Education action may also be necessary. Level 3 behaviors include, but are not limited to the following:

BEHAVIORS

- Chronic Behaviors
- Failure to Comply/Defiance
- Failure to Serve Detention(s)
- Student Reported Harassment/Bullying
- Inappropriate Use of Technology
- Habitual Tardiness to Class
- Inappropriate Physical Contact
- Threats/Intimidation Towards School, Staff, and/or Students
- Physical Fighting/Aggression
- Sexual Behavior/Harassment
- Verbal Aggression towards Staff and/or Students
- Trespassing/Burglary/Vandalism
- Theft/Possession of Stolen Property
- Possession of Drugs and/or Alcohol Use
- Under the Influence of Drugs and/or Alcohol
- Possession of Illegal Paraphernalia/Look Alike Paraphernalia
- Possession of Weapons/Look Alike Weapon
- Gang Related Behavior
- Group Violence
- Falsifying an Emergency (Fire Alarms)
- Arson/Attempted Arson
- Altering of School Records

INTERVENTIONS

Any or all of the following interventions may be used to address level 3 behaviors

- Two-Hour Detention
- Out of School Suspension (10 days)
- Recommendation for Expulsion for firearms, possession of cannabis or any amount of a controlled substance and/or distribution of cannabis or a controlled substance or a look-alike substance
- Alternative Education Placement
- Possible recommendation for expulsion (includes look-alike firearms)
- Consultation/referral to police agency

GANGS

No Students may:

- Use, distribute or display clothing, jewelry or insignias, which may be evidence of membership or affiliation with any gang.
- Commit any act, speech or gestures showing association with a gang.

- Use any speech or commit any act to promote the interest of any gang or gang activity, including but not limited to:
 - o Soliciting others for membership in a gang
 - o Requesting any other person to pay protection or otherwise intimidating him/her
 - o Committing any other illegal act or other violation of school district policies
 - o Inciting other students to act with physical violence upon another person.

PORNOGRAPHY

Possession, distribution, and/or the attempt to obtain pornography is prohibited. Any student found in violation of this policy shall be subject to the board's disciplinary penalties for misconduct or referred to law enforcement. All property brought onto school grounds may be searched.

ALCOHOLIC BEVERAGES & ILLEGAL DRUGS

No student is to have in his/her possession or be under the influence of any alcoholic beverages, illegal drugs, look alike drugs, or drug paraphernalia. Involvement with any substance represented, as drugs or alcohol will result in severe disciplinary action. Mistake of fact will not be an acceptable defense. Remember that students will be held responsible for the contents of lockers assigned to them. No over-the-counter drugs, prescription drugs, look alike drugs, or drug paraphernalia are to be carried, served or consumed on school premises, in school transportation or at any school activity. Civil authorities and parents will be notified with possible prosecution, expulsion and banning student from all future school sponsored activities.

South Beloit School District will make available without sanction, assistance to any student seeking drug abuse treatment or advice and will protect, in accordance with the law, the due process and privacy rights of all students within the school setting who seek such assistance or advice.

Students shall not be permitted to attend school or school sponsored or related activities when under the influence or in possession of alcohol/drugs. For all purpose of this policy, students who are under such influences shall be treated in the same manner as though they had alcohol/drugs in their possession.

- A. A student shall not knowingly possess, use, transmit or be under the influence of any alcoholic beverage/drugs (1) on the school grounds, during and immediately before and immediately after school hours (2) on the school grounds at any other time when the school is being used by any school group, or (3) off the school grounds at a school activity, function, or event. Students aware of other students possessing such items or objects must report such to a staff member.
- B. South Beloit School District will make available without sanction, assistance to any student seeking alcohol/drug abuse treatment or advice and will protect, in accordance with the law, the due process and privacy rights of all students within the school setting who seek such assistance or advice. This service will be made available through the Student Assistance Program.

However, once the district staff has determined that a student is using, possessing, or distributing alcoholic beverages/drugs or under the influence of alcohol/drugs at school or a school function in violation of this policy, the penalty for the first offense shall be:

1. Immediate suspension from school for 10 days and possible recommendation to expel. This includes all school activities. The student's parents will be contacted and asked to immediately remove the student from the school, or school related activity site. A conference between parents, student and administrators shall occur during the suspension time to develop a contract for appropriate intervention.
2. Recurrence of an alcohol/drug-related event, as described above, shall cause the student to be suspended for 10 days and recommendation to expel.
3. The suspension may be cut in half for the first occurrence if the following is completed: Proof of enrollment and completion of an approved Alcohol/drug Abuse program at the expense of the parent.

Students found to possess drugs; drug paraphernalia, selling drugs, or transmitting drugs may be suspended for 10 days and recommended for expulsion. Parents and the civil authorities will be called.

USE OF TOBACCO

The use of tobacco in any form may be hazardous and harmful to your health. South Beloit School District does not condone nor permit such use. Any student possessing smoking materials or using tobacco in any form (to include associated materials but not limited to matches, lighters, cigarette papers, tobacco, vape pens, vape cartridges, or electronic smoking devices) on school grounds or at any school activity shall be deemed guilty of serious student misconduct. Smoking is defined as any act of actually smoking tobacco, holding lit or unlit tobacco substance or

having tobacco smoke coming from one's mouth.

DRONE AIRCRAFT

The use of drone aircraft is prohibited on school grounds without permission of the superintendent.

30 MINUTE DETENTION

Thirty-minute detentions will be assigned by classroom teachers for level one behavior. Detentions will be supervised from 3:30 - 4:00 on Fridays by the detention supervisor. During this time students will conference with the assigning teacher and work on a plan to correct future behavior. Students are also expected to bring schoolwork. Students that miss the assigned detention or do not meet expectations will be assigned a two-hour detention.

TWO-HOUR DETENTION

The Two-Hour detention will be held on the last school day of the week from 3:30pm – 5:30pm. Students in detention are required to bring schoolwork or written materials. If a student has an excused absence the detention will automatically reschedule to the next scheduled detention. If a student fails to serve a two-hour detention or does not meet expectations that student will then receive an in-school suspension.

IN SCHOOL SUSPENSION

In school suspension will provide students with an alternate setting for education as deemed necessary on a case-by-case basis with administration. The in-school suspension program will be staffed by a certified teacher.

OUT OF SCHOOL SUSPENSION

Out of school suspensions may be used when a student would pose a threat to school safety or a disruption to other students' learning opportunities determined on a case-by-case basis. A student's suspension lasting over 4 days must pose a threat to the safety of students, staff, or members of the school community; or substantially disrupt, impede, or interfere with the operation of the school.

Suspension Procedures are as follows:

1. The pupil will be given notice verbally, in writing, or electronically of the charges against him/her.
2. If the pupil denies the charges, the pupil will furnish an explanation of the evidence against him/her.
3. The student will be given an opportunity to present his/her side of the story. Suspension temporarily removes the privilege of attending school and school activities until a formal meeting with the parent to consider reinstatement.
4. The parents are notified by telephone (if possible) of the suspension and the reasons for the action.
5. Upon the imposition of the suspension the student and the parents or guardian(s) of the student shall receive written notice by letter or electronically through TeacherEase of the following:
 - a) The reason for the suspension/standard of conduct violated.
 - b) Procedures required of the student and the parents or guardian(s) for possible reinstatement.
 - c) The beginning date and total number of days of the suspension.
 - d) The right to a review of the suspension as set forth in the School Code. A request for a review hearing shall be submitted in writing within two school days of receipt of the suspension notice. The review hearing shall take place within two school days of the receipt of the request or on a date mutually acceptable to all parties involved.
6. Students may present a written rebuttal to be placed with written charges.

IF A STUDENT IS SUSPENDED:

1. If a student is suspended a parent/guardian may call the school and ask for the homework to be collected. Students have one day for each day suspended to make up assignments.
2. All records and documentation regarding the suspension shall be kept for five years after graduation.
3. Suspensions will run until 12:00 midnight of the last day of suspension. The student is not allowed to participate in or attend any extra-curricular activities occurring on the day of the suspension.
4. If a student is placed in an alternative school setting, that student may not attend extracurricular school functions.

EXPULSION

Expulsion is the exclusion of a student from school for a period of time greater than 10 school days, but for no longer than two school years.

The following are expulsion procedures:

1. Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the

notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action, as it finds appropriate.

2. During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses, and other evidence and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take action, as it finds appropriate.

NOTICE OF NONDISCRIMINATION

Blackhawk Elementary School assures equal educational opportunities are offered to students regardless of race, color, national origin, age, sex, religion or disability in accordance with Section 504 of the Rehabilitation Act of 1973, and Title IX of the Educational Amendments of 1972. Questions in reference to educational opportunities may be directed to Jolene Miller, Principal, 840 Blackhawk Blvd, South Beloit, IL 61080, (815) 389-4001.

Title IX: Civil Rights

All curriculum courses and vocational education opportunities are offered without regard to race, color, national origin, sex or disability.

STUDENT RECORD RELEASE

Psychological evaluations, special education files and other information contained in student temporary records (or copies thereof), which may be of continued assistance to the student, may be transferred to the custody of the parent or student upon the graduation or permanent withdrawal of a disabled student. These records may be of some future usefulness to you or your child in some circumstances. They may possibly be helpful in obtaining some types of social security benefits or other benefits for the disabled from other agencies.

Parents and students are hereby notified that the district will maintain permanent student records for a minimum of 60 years and temporary records for a maximum of 5 years from the time a student graduates, transfers or permanently withdraws from the school district. Parents/students have the right to request copies of such records at any time prior to their destruction. Copies of student records will cost \$5 per copy. Current seniors will not be charged for copies of student records.

STUDENT RECORDS

Student records will be classified as Student Permanent Record or Student Temporary Record. Student Permanent Records will contain the following: Basic identifying information, including students' and parents' names and addresses, birth date and place, and gender; Academic Transcript, including grades, class rank, graduation date, grade level achieved and scores on college entrance examinations; Attendance Record; record of release of permanent record information. It may also consist of; honors and awards received; and information concerning participation in school-sponsored activities if there is a request by the individual student to have this information placed on their permanent record. Health records and accident reports will be kept in the nurse's office.

Student Temporary Records may include the following: Family background information; intelligence test scores, group and individual aptitude test scores; reports of psychological evaluations including information on intelligence, personality and academic information obtained through test administration, observation, or interviews; elementary and secondary achievement level test results; participation in extra-curricular activities including any offices held in school sponsored clubs or organizations; honors and awards received; special education files including the report if the multi-disciplinary staffing on which placement was based, and all records and tape recordings relating to special education placement hearings and appeals; any verified reports or information from non-educational persons, agencies or organizations; other verified information of clear relevance to the education of the student; and record of release of temporary record information.

INSPECTION AND ACCESS

A parent or any person legally designated as representative by a parent shall have the right to inspect and copy all school student permanent and temporary records of that parent's child. A student shall have the right to inspect and copy his/her school permanent record. A request to inspect or copy will be granted within a reasonable time, and in no case later than 15 school days after the date of receipt of such request by the official records custodian. Cost of copying will be 35 cents per copy sheet.

CHALLENGE PROCEDURES

Parents shall have the right to challenge any entry exclusive of grades in the student records on the basis of:

1. Accuracy 2. Relevance 3. Propriety

The request for a hearing shall be submitted in writing to the school and shall contain notice of the specific entry or entries to be challenged and the basis of the challenge. If the challenge is not resolved by an informal conference, formal procedures shall be initiated as prescribed by law.

Parents/students have the right to inspect and copy:

1. The student permanent record
2. The student temporary record
3. Any student record proposed to be destroyed or deleted from the student records.

Any party shall have the right to appeal the decision of the local hearing officer to the Superintendent of the Educational Service Region within 20 school days after such decision is transmitted. If the parent appeals, the parent shall so inform the school and within 10 school days, the school shall forward a transcript of the hearing, a copy of the record entry in question and any other permanent materials to the Superintendent of the Educational Service Region. The school may initiate an appeal on its own behalf by the same procedures.

Upon receipt of such documents, the Superintendent of Educational Services Region shall examine the documents and record, make findings and issue a decision to the parents and the school within 20 days of the receipt of the appeal documents.

Parents also have the right to insert into their child's student record a statement of reasonable length stating their position concerning any disputed information in the record. This statement will be included whenever the disputed information is released.

Parents have the right to control the release of student records. The release of records requires the prior, specific, dated written consent of the parent. It also must designate the person to whom the records are released, the reason for the release and the specific records to be released.

ADMINISTERING MEDICATION TO STUDENTS

Parent(s) or guardian(s) have the primary responsibility for administering medication to their children. Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the critical health and wellbeing of the student. Teachers and other non-administrative school employees, except certified school nurses, shall not be required to administer medication to students. Parent(s) or guardian(s) may authorize their child to self-administer a medication according to the District's procedures for student self-administration of medication in the presence of a nurse, or they may make arrangements to come to school to administer medication during the school day.

ADMINISTRATIVE PROCEDURES

I. DISPENSING MEDICATION

All medications dispensed in the schools shall be prescribed by an Illinois or Wisconsin licensed prescriber. Students who require medication during the school day may bring the medication to school if they follow these guidelines:

- A. A written order for the medication must be obtained from the student's licensed prescriber. The order shall include the information recommended by the Illinois Department of Public Health and the Illinois State Board of Education.
- B. Medication must be brought to the school in the original package or appropriately labeled container.
 - Prescription Drugs shall display:

o Student's Name	o Date and Refill
o Prescription Number	o Licensed Prescriber's Name
o Medication Name and Dosage	o Pharmacy Name, Address and Phone Number
o Administration Route and/or Other Direction	o Name or Initials of Pharmacist
 - Non-Prescription drugs shall be brought to school and stored with the manufacturers original label indicating the ingredients and the student's name affixed to the container.
- C. The Parent(s)/Guardian(s) will be responsible at the end of the treatment regime for removing from the school any unused medication that was prescribed for their child. If the Parent(s)/Guardian(s) do not pick up the medication by the end of the school year, the Certified Nurse will discard the medication in the presence of a witness.

II. STUDENT MEDICAL AUTHORIZATION

No school personnel shall administer to any student, or shall any student possess or consume any prescription or non-prescription medication until a completed and signed School Medication Authorization Form (written form) is filed.

This form shall be completed annually by the student's Parent(s) or Guardian(s) and physician and shall be on file at the school building, which the child attends. This form shall be filed prior to dispensation of any medication to a student and the Form shall specify the times at which the medication must be dispensed and the appropriate dosage.

III. ADMINISTRATION BY SCHOOL PERSONNEL

- A. All student medication shall be left with the school nurse during the day. If there is no school nurse in the building, then the medication shall be left with the person designated by the Building Principal.
- B. Medications must be stored in a separate, locked drawer or cabinet.
- C. The program for administering medications must include the following:
 - 1. Each dose of medication shall be documented in the student's individual health record. Documentation shall include date, time, dosage, route and the signature of the person administering the medication or supervising the student in self-administration. In the event a dosage is not administered as ordered, the reasons therefore shall be entered in the record.
 - 2. The certified school nurse may, in conjunction with a licensed prescriber and Parent(s) or Guardian(s), identify circumstances in which a student may self-administer medication.
 - 3. Effectiveness and side effects shall be assessed with each administration and documented as necessary in the student's individual health record. Documentation of effects for long-term medications should be summarized at least quarterly or more frequently, as determined by the certified school nurse.
 - 4. A procedure shall be established for written feedback to the licensed prescriber and the Parent(s) or Guardian(s) as requested by the licensed prescriber.

IV. ADMINISTRATION BY PARENT

Parent(s) or Guardian(s) may make arrangements to come to the school to administer medication to their children. The School Medication Authorization Form must be on file.

STUDENTS WITH INFECTIOUS DISEASES

Policies of the Board of Education specify actions the district must take when staff or students are subject to contagious infectious diseases. However, the district is empowered to protect the health of the general student population.

SEXUAL HARASSMENT

Sexual harassment of students is prohibited. An employee, District agent, or student engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that

- 1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status
- 2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment
 - b. Creating an intimidating, hostile, or offensive educational environment
 - c. Depriving a student of educational aid, benefits, services, or treatment
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student

The terms "intimidating," "hostile," and "offensive" include conduct, which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal, Academic Advisor, or a Complaint Manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal or Academic Advisor for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator

Name: Nikolas Butenhoff

Address: 850 Hayes Avenue, South Beloit, IL 61080

Telephone No: 815-389-3478

Complaint Manager

Name: Jarrod Peterson

Address: 840 Blackhawk Blvd, South Beloit, IL 61080

Telephone No: 815-389-4001

The Superintendent shall also use reasonable measures to inform staff members and students that the District will not tolerate sexual harassment, such as by including this policy in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

GENERAL PERSONNEL - SEXUAL HARASSMENT

"Sexual Harassment" is defined in the Illinois Human Rights Act, Ill. Rev. Stat., chapter 68, paragraph 2-102

"Sexual Harassment" means any unwelcome sexual advance or requests for sexual favors or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment. (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive environment.

There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available. Employees, students or other individuals who feel aggrieved because of sexual harassment have several means available to make their concerns known: Aggrieved persons who feel comfortable doing so should directly inform the person engaging in sexual harassing conduct or communications that such conduct or communications is offensive and must stop.

- An aggrieved individual who does not wish to communicate directly with the person whose conduct or communications is offensive or if the direct communication with the offending party has been unavailing, should contact the Superintendent or other administrative or teaching staff for counseling and assistance.
- Aggrieved persons alleging either sexual harassment by anyone with supervisory authority, or failure by administrative staff to take immediate action on the individual's complaint, may also file a formal grievance.

All levels of administration have a special responsibility for implementation of responsible administration of this policy. If behavior is observed which violates this policy, the person observing such behavior shall bring the matter to the attention of the administration representatives, to be either the Superintendent, building principal or school nurse, for appropriate action. If an employee, student or other individual files a complaint, the administration representative with whom the complaint is filed shall inform the complainant of his or her rights under this policy and undertake corrective action. If a problem is beyond the capability of the administration representative to effectively correct, the matter shall be referred to the Superintendent for appropriate action.

STUDENT WELFARE - SEXUAL HARASSMENT

The School Board will neither condone nor tolerate sexual harassment of students by District employees. The Board will neither condone nor tolerate sexual harassment of students by other students in the school district. The Board espouses the belief that a student has the right to be free from the harm perpetuated by anti-social acts while the student is attending school.

For purposes of this policy the term sexual harassment is defined as follows: Any sexual advances welcome or unwelcome, or requests for sexual favors. This includes verbal or physical conduct of a sexual nature, that denies, limits, provides different, or conditions the provision of aid, benefits, services or treatment protection to students under Title IX.

The School Board interprets the definition of sexual harassment to include but not be limited to the following behavior:

- *Unwanted sexual behavior*, such as touching, verbal comments, sexual name calling, spreading sexual rumors, gestures, jokes, pictures, leers, overly personal conversation, cornering or blocking student's movement, pulling at clothes, attempted rape, rape, or using position to obtain physical conduct of a sexual nature
- *A student in a predominantly single-sex class* subjected to sexual remarks by teachers who regard the comments as joking and part of the usual class environment
- *Impeding a girl's progress* in classes, such as industrial arts, by hiding her tools or questioning her ability to handle the work or suggesting she is somehow 'abnormal' for enrolling in such a class

- Purposefully limiting or denying a student's access to educational tools, such as computers; Teasing a *male student* about his enrollment in a home economics class

Violation of this section will result in a minimum 3-day suspension and may result in a recommendation to expel.

CHILD ABUSE

According to Illinois law, a District 320 employee who has reasonable cause to suspect that a student may be an abused or neglected child shall report such a case to the Illinois Department of Children and Family Services. In such a situation the employee shall notify the Superintendent that a report has been made.

PESTICIDE TREATMENTS

Non-chemical and approved non-toxic baits and sprays will be used in the school buildings on a regular basis throughout the school year. A list of spraying dates is included with registration materials and can be obtained at any school building.

ASBESTOS

The South Beloit C.U.S.D. #320 School District had initial building inspections for asbestos in 1988, performed by C. W. Bradley, architects. Since that time, the management of the asbestos is continually monitored and, in many cases, has been removed or encapsulated. Ideal Environmental Engineering, Inc., from Bloomington, IL, currently monitors this management plan. These management plans are available for public review at any time by contacting the District office and making an appointment to review them.

FERPA

South Beloit C.U.S.D. #320 practices FERPA guidelines to protect your child's educational record. FERPA is a federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. For more information refer to <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

STUDENT USE OF DISTRICT PROVIDED CHROMEBOOK DEVICES

In accordance with district policy, every student is given a Chromebook as part of the one-to-one initiative. These devices are property of District 320, not the student, and can be removed from student possession at any point. Students are expected to follow district guidelines regarding appropriate use of the Chromebook. This includes, but is not limited to, care and respect for district property and appropriate online searches. Students are not to throw the Chromebook (or a backpack knowingly containing a Chromebook), purposefully remove Chromebook keys, place stickers on the Chromebook, or otherwise deface the Chromebook.

Students' online activity will be monitored by staff through the use of GoGuardian. A student found to be searching inappropriate material including sexual references, explicit songs, non-educational games, etc. can be referred to the principal or assistant principal. Students will receive a warning for their first offense, and a detention for subsequent offenses. Students found to be constantly searching for non-educational games can be placed in the GoGuardian Penalty Box at the discretion of the teacher and/or principal.

Students found in violation of these policies can receive appropriate consequences. Students found to be online bullying or harassing students or teachers online via the Chromebook while on school property may lose Chromebook use privileges. If this occurs, paperwork will be provided for the student.

STUDENT ACCEPTABLE USE OF TECHNOLOGY AND NETWORKS

Students are subject to the terms and conditions outlined in School Board Policy 6:235 and all related administrative procedures and exhibits. The Administrative Procedures listed below (6:235AP1) are provided for student and parent convenience. Both Parents and students must also sign the Authorization for Electronic Network Access Form (6:235AP1-E1) in order to comply with this policy.

School Board Policy 6:235-AP1

Administrative Procedure - Acceptable Use of Electronic Networks

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

TERMS AND CONDITIONS

ACCEPTABLE USE - Access to the District's electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use. **Privileges** - The use of the District's electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

UNACCEPTABLE USE - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused
- c. Downloading of copyrighted material for other than personal use
- d. Using the network for private financial or commercial gain
- e. Wastefully using resources, such as file space
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph
- h. Using another user's account or password
- i. Posting material authored or created by another without his/her consent
- j. Posting anonymous messages
- k. Using the network for commercial or private advertising
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material
- m. Using the network while access privileges are suspended or revoked
- n. Use of network for, or in support of any obscene or pornographic purposes including, but not limited to, the retrieving or viewing of any sexually explicit material. If a student authorized user inadvertently accesses such information, he or she must immediately disclose the inadvertent access to a teacher or an administrator. Other authorized users should report incidences to the network administrator. This will protect the user against allegations of intentionally violating this policy.
- o. Use of the network for soliciting or distributing information with the intent to incite violence, cause personal harm or bodily injury, or to harass or "stalk" (cyberstalking) another individual.
- p. Violation of any provision of the Illinois School Student Records Act (105 ILCS 10/1etseq.), which governs students' rights to privacy and the confidential maintenance of certain information including, but not limited to a student's grades and test scores.
- q. Any form of unauthorized access, as stated above or otherwise.

NETWORK ETIQUETTE - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

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

INDEMNIFICATION - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

SECURITY – All student authorized users are to report promptly any violations of this policy to their teacher or building principal. Teachers or building principals will report such violations to the System Administrator or designee of the Superintendent in order to ensure network security. In order to maintain the security of the system, authorized users are prohibited from engaging in the following actions:

- a. Use of any unauthorized personal equipment attached, connected, and/or installed to district network.
- b. Intentionally disrupting the use of the network for other users, including, but not limited to; disruptive use of any processes or programs, sharing logins and passwords or utilizing tools for ascertaining passwords, spreading computer viruses, engaging in "hacking" of any kind, use of proxy or filter avoidance software or devices, and/or engaging in computer tampering of any kind.
- c. Disclosing the contents or existence of computer files, confidential documents, e-mail correspondence, or other information to anyone other than authorized recipients. Authorized users must not share logins or password(s) and unauthorized information regarding other users' passwords or security systems.
- d. Network security is a high priority. If the user can identify a security problem on the Internet, the user

must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

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

TELEPHONE CHARGES - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

COPYRIGHT WEB PUBLISHING RULES - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

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

USE OF EMAIL - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students, staff members and school board members in fulfilling their duties and responsibilities, and as an education tool.

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

EDUCATIONAL PURPOSES - Authorized users may create webpages as a part of a class activity. Material presented on a class website must meet the educational objectives of the class activity. The District has the right to exercise control over the content and/or style of the student webpages.

Only those students whose parent(s) or guardian(s) have completed the Authorization for Electronic Network Access Form Permission for Publication section may post their work or picture on student or school websites. Students whose work, likeness (as captured by photograph, video or other media) or voices are presented on a student website shall be identified by first name only for confidentiality and safety purposes.

ELECTRONIC SOCIAL NETWORKING - While home-based web sites, message boards, blogs, forums, and other uses of home-based computers may be regarded as a benefit to a student's computer literacy, the student needs to be aware of the following:

Using a non-district computer, either during or outside of the regular school day, such that the use results in material and/or substantial disruption to the school will constitute grounds to investigate whether the use violates applicable law (see Greenfield BOE vs Boucher, 1998) or district rules. Should such misuse be found, the school will implement appropriate consequences as defined in the acceptable use policy and the student discipline code. As district network use is a privilege, such violations may result in suspension of use of district network or other technology for a period of time based upon the seriousness of the offense's impact or a threat's ability to have caused material and/or substantial disruption where it carried out.

The District network is routinely monitored to maintain the efficiency of the system. Authorized users should be aware that use of network resources, including their use of e-mail, is subject to monitoring by the superintendent, system administrator(s), or his/her designee. Any activities related to or in support of violations of this policy and/or the Student Handbook may be reported and will subject the user to sanctions specified either in the Student Handbook or in this policy. The district reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the user.

INTERNET SAFETY - Internet access is limited to only those acceptable uses as detailed in these procedures. Internet safety is almost assured if users will not engage in unacceptable uses, as detailed in these procedures, and otherwise follow these procedures. Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures. Each District computer or mobile device with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The system administrator and Building Principals shall monitor student Internet access.

No Child Left Behind Act, 20 U.S.C. §6777.

Children's Internet Protection Act, 47 U.S.C. §254(h) and (l).

Enhances Education Through Technology Act of 2001, 20 U.S.C §6751 et seq.

Harassing and Obscene Communications Act, 720 ILCS 135/0.01.

BLACKHAWK ELEMENTARY SCHOOL ATHLETICS TEAM SELECTION POLICY

Our philosophy is to inspire a love of sport and we strive for all children to represent the school in some form. Representing the school can be a major motivation for some children and it is our intention to give them this experience.

However, in certain sports there are limitations difficult for South Beloit to overcome such as; facility availability, availability of teams with whom we compete, and player management. South Beloit will continue to offer as many opportunities as possible. Nevertheless, in some sports players may need to be cut to provide a quality experience for all. These situations will be handled as sensitively as possible.

Tryout periods will be held in the first two to three days of a sports season where the coaches will make decisions about which players are most likely to be successful student athletes. If the coaches deem it necessary to hold extended tryouts, with the coordination of the Athletic Director, sufficient notice will be provided to both students and parents. The Athletic Director will provide sport specific skills rubrics/questionnaires to the coaches for each sport that requires tryouts to promote a fair selection process.

Blackhawk Elementary School follows a series of guidelines to ensure the selection process is fair and transparent:

- All students participating in tryouts must meet and display the participation requirements, which include: commitment, positive attitude, and required ability.
- Students will be well-informed of the selection process for all events leading up to tryouts.
- A student may be relieved of his/her role if that student displays unacceptable behavior.
- If a student is going to be out of town for tryouts, he/she may, at the coach's discretion, may perform an individual tryout before the team tryout.
- A player may tryout for a team after the season has already started if he/she was unable to tryout at the beginning due to injury. This player should start the season in a managerial role.
- Students in good academic standing will receive preference in the selection process.

The following lists the sports provided by Blackhawk Elementary and how many students may be included on the team;

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|---|--|
| • 5 th Grade Volleyball – 12 players | • 5 th Grade Boys/Girls Basketball – 12 players |
| • 6 th Grade Volleyball – 12 players | • 6 th Grade Boys/Girls Basketball – 12 players |

In most cases where the number of students that tryout for a team exceeds the selection limit by only one or two, all will be accepted given that all students are in good academic standing.

Any issues regarding team selection should be brought to the attention of the Athletic Director, who will address any concerns. However, the discussion will only center on the student in question, as it would be unethical to discuss any student other than a parent's own son or daughter.

This handbook may not answer all your questions and may not solve all of your problems. It is intended to serve as a guide. If you need help in answering specific questions, please ask your teacher, counselor, the office staff, or administration. The administration shall hold discretionary power to interpret any/all portions of the student handbook. In matters of discipline, they reserve the right to judge each case individually. The consequences of the violation will be determined by the seriousness of the violation.

GLOSSARY

Battery- Use of excessive force causing bodily harm to another person.

Bullying/Threats and Intimidation- An expression of word or deed that threatens or inflicts physical or emotional pain, injury, damage, or punishment on another or another's belongings or property, that causes fear or a sense of inferiority in another or that prevents another from acting in accordance with personal choice or school policies.

Computer Vandalism- Deliberate destruction, harm, or unauthorized access to district computer software, stored data or hardware. Examples include, installation of a computer "virus", unauthorized modification of software, changing districts stored information or Web sites, deliberate damage of hardware.

Controlled Substance- A drug or substance as defined by the Illinois Controlled Substance Act.

Damage to Property- Causing damage to or defacing school or property of others. This includes "computer hacking" which is defined as damage to or unauthorized use of hardware and/or software.

Discriminatory Conduct- Using words, pictures, objects, gestures, or other actions demeaning to any religious, handicapped, ethnic, or racial individual or group.

Disobedience- Refusal or failure to comply with a direction or instruction of a staff member.

Distribution- Actual, constructive, or attempted transfer of possession of an object or substance.

Drugs/Alcohol- Selling, giving, possessing, having under one's control, or using any controlled substance or alcoholic beverage; possession or control means on one's person or in a locker, car, desk, or hidden in any location on or next to school property. Also includes any transfer of a prescription drug and using or having under one's control any related paraphernalia in the sale or use of drugs.

Drug, Look-Alike- Distribution of any substance represented to be a drug or alcohol.

Drug, Other- Use of inhalants, designer drugs, improper use of medication and other substances used to produce intoxication or altered consciousness.

Explosives- Substances that burst forth, usually with a great deal of noise, such as fireworks, firecrackers, cherry bombs, etc. No one will possess, handle, transmit, conceal, nor use any explosive device or substance that can be used as an explosive.

Fighting- The exchange of mutual, physical contact, with or without injury. Without clear and convincing evidence that a participant in a fight attempted to avoid the confrontation, all parties will be disciplined.

Fighting, Level 3- Includes but is not limited to fights which cause injury or significant disruption to the learning environment.

Fire Alarms- Unless an emergency exists, a student will not willfully sound a fire alarm or cause a fire alarm to be sounded. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school building. Includes misuse of fire extinguishers or AED machines on school property/school bus.

Fireworks/Incendiary Objects- Use, possession, or sale of firecrackers, smoke bombs, matches, lighters, and similar materials.

Gambling- Playing any game of skill or chance for money or anything of value.

Gang Related Behavior- Participation in any activity that serves to advertise or promote gang activity, including the wearing and displaying of jewelry, clothing, signs, or other indicia of a gang.

Group Violence- More than one student on a side engaging in physical contact to inflict harm or inciting others to do so. Additional persons entering into an initial fight no to restrain or separate but to actively participate in the physical aggression.

Harassment/Hazing- To repeatedly annoy, impede or otherwise negatively interfere with another person's life. Examples include derogatory slurs based on race, gender, disability; ancestry or other group or individual characteristics. Also included is the wearing of possession of items depicting or implying hatred of or prejudice toward identified groups.

Inappropriate Physical Contact/Display of Affection- Inappropriate public display of physical contact or a sexual nature with another. Includes behavior such as kissing, fondling, long embracing, etc. Disrupting school or causing embarrassment or physical or emotional harm to another through horseplay, play fighting, or inappropriate touching.

Indecent Gesture- Making gestures which convey a grossly offensive, obscene or sexually suggestive message.

Interference with School Personnel- Preventing or attempting to prevent school/transportation personnel from engaging in their responsibilities through threats, violence, harassment, or physical action.

Leaving Without Permission- Leaving the building, classroom, or assigned area without obtaining prior approval of the teachers and/or administrator.

Obscenity/Profanity- Language, conduct or behavior offensive to accepted standards of decency and modesty. Such behavior directed to an individual is Abusive Behavior.

Offensive Materials- Displaying or distributing materials that are patently offensive sexually, racially, or religiously. Material promoting harmful effects. E.g. Drug lab instructions, weapons of bomb building instructions or distributions of other instructions for illegal or harmful activities.

Out of School Suspension- A student may not attend school or school-sponsored activities for a period of up to ten days and is not permitted to ride a school bus during this time.

Persistent- Any ongoing disruption of the environment and/or teaching process after the implementation of a variety of interventions.

Physical Abuse- To strike or hit another, but not mutual combat.

Reckless Behavior- Behavior that is a danger to self or others. Includes the use of vehicles on school property.

Sexual Harassment- Unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature. May include, but is not limited to: subtle pressure for sexual activity, inappropriate patting or pinching, intentional brushing against another's body. Consensual sexual activities at school or school related activities..

Sexual Misconduct- Using words, pictures, objects, touching, gestures, or other actions relating to a sexual, suggestive, or obscene message or a person's gender, that may have the effect of causing embarrassment, discomfort, or a reluctance to participate in school activities.

Stolen Property, Possession of- Having in one's possession or under one's control property which has been stolen, or possession without permission of property belonging to another.

Temper Tantrums- A fit of anger that disrupts or endangers others.

Terrorist Threat- To threaten, promise or imply to physically harm groups of people at a point in the future. Such threats may be in writing, by electronic media or by direct communication (e.g. "Hit lists", bomb threats or other forms of threatened violence upon groups.)

Theft, Level 3- Any theft involving a monetary value of \$250 or more.

Threats/Intimidation- An expression of word or deed to inflict pain, injury, damage, or punishment that prevents another from moving or acting in accordance with school policies or personal choice.

Trespassing- Entering any school facility or onto school property/bus without proper authority, includes any school entry during a period of suspension or expulsion. Trespassing also includes entering a school other than where a student is registered.

Vandalism- Intentionally or recklessly causing damage to or defacing school or property of others, or such action causing disruption to the educational process and/or school activities.

Verbal Abuse- Offensive language, behavior or gesture directed toward staff or student.

Weapon- A weapon is any device intended to cause injury or bodily harm; any device used in a threatening manner that could cause injury or bodily harm. Weapons include, but are not limited to, any type of knife, any type of firearm, any type of imitation or look-alike firearms, BB guns, chains, razors, clubs, mace or other chemical or gas, etc.

IV. ADMINISTRATION BY STUDENT

A. A student may self-administer medication with parental consent and the school Medication Authorization Form on file in the school. The medication shall be administered for the student.

B. A record shall be kept of all medication stored, specifying the name of the student and name of