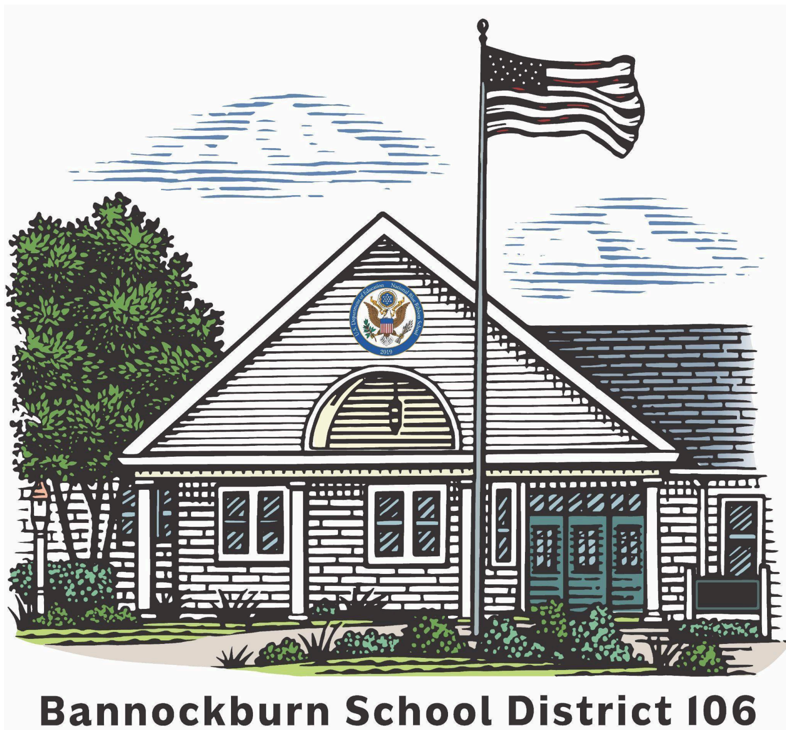
Bannockburn School
Parent/Student Handbook



2026 - 2027

Administration

Dr. Scott Herrmann, Superintendent
Dr. Adam Mihelbergel, Principal/Deputy Superintendent
Mrs. Liz Loughnane, Director of Teaching and Learning

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Board of Education Members

Mrs. Allison Bowman, President
23290 N Birchwood Lane
Bannockburn, IL 60015

Mr. Steven Levine, Vice President
1250 Cedarcrest Lane
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Ms. Andrea Chen
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Bannockburn, IL 60015

Mrs. Amy Copeland
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Mr. David Kotowsky
1775 Duffy Lane
Bannockburn, IL 60015

Mr. Brian Kueber
2340 Woodland Lane North
Riverwoods, IL 60015

Mr. Kostas Metropulos
1710 Duffy Lane
Bannockburn, IL 60015

This handbook is designed to provide general information about Bannockburn School District 106 and specific administrative information about the school. District 106 is governed by Board policies, which are available upon request to parents and students at the school office or may be viewed on our website:
www.bannockburnschool.org

This handbook is only a summary of selected policies and procedures established in Board policies. It is a communication of all policies to persons expected to execute and comply with them. Board policies and the information provided in this handbook may be changed at any time during the school year without notice. Should you desire further information or have any questions, please feel free to contact the Bannockburn School District 106 Office.

Bannockburn School District 106
2165 Telegraph Road
Bannockburn, Illinois 60015
Tel: 847-945-5900 Fax: 847-945-5909
www.bannockburnschool.org

Bannockburn School District 106
Belief Statements

The mission of Bannockburn School is to meet the cognitive, social, and emotional needs of students living in an increasingly complex society.

WE BELIEVE THAT. . .

- Our first priority is the best interests of the students.
- All children are of immeasurable worth and able to learn.
- A successful school creates a nurturing, secure learning climate based on mutual respect, individual achievement, and collaboration.
- A positive and enthusiastic environment allows children to thrive and grow intellectually, emotionally, socially and physically.
- A successful school maintains a high level of expectation and achievement through the mastery of basic and essential skills, while consistently evaluating its successes as well as areas for improvement.
- Involvement promotes responsibility and commitment.
- Effective education begins before a child enters school and is pursued through one's school career and must continue beyond formal schooling.
- Children should learn respect for others, interpersonal skills, and sound work habits, enabling them to function effectively in a variety of settings.
- The educational program should be directed toward preparing each child to be a contributor to the success of our local, national, and global communities.

ACCESS TO STUDENT INFORMATION

"Federal law permits the school district to disclose personally identifiable information in the student's education records to 'school officials with legitimate educational interests.' School officials include persons employed by the district administrator, supervisor, teacher, or support staff member (including but not limited to transportation personnel…); or a person, agency, or company with whom the District has contracted, or otherwise arranged to perform a special task or service…. Such individuals have a legitimate educational interest if s/he needs to review an education record in order to fulfill his or her professional and/or official responsibility.

A legitimate educational interest also exists where the staff member or other individual works directly with students and needs to review education records to increase his/her awareness of steps necessary for the safety and welfare of students and staff members."

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities as those without disabilities and will not be subject to discrimination.

ASBESTOS NOTIFICATION

Bannockburn School District 106 continues to monitor all asbestos containing materials in the building as required by the United States Environmental Protection (EPA) and Asbestos Hazard Emergency Response Act (AHERA) for schools. This annual notification is required under the guidelines of the Illinois Department of Public Health.

The building is asbestos free as of March 2017. A copy of all reports and the management plans are available for review in the school office.

District 106 continues to address all safety considerations regarding asbestos in our school to ensure the safety of all students, staff members, parents, and community.

ATHLETICS

ATHLETIC AND EXTRACURRICULAR CODE OF CONDUCT

- I understand that as a member of a Bannockburn Team and/or Activity, I will be expected to model the Bulldog Expectations, which are Being Aware, Being Responsible, Being Respectful, and Being a Scholar.
- I will be committed to both the team and/or activity and my schoolwork.
- I will work hard, have enthusiasm, be a team player and show good sportsmanship at all times.
- I will give my best effort in the activity and in the classroom.
- I understand that every practice, game and team or activity meeting is mandatory for all players/members, and that I must be on time. In the event that I am unable to attend any function due to academics or personal emergency, I will contact the coach or activity sponsor, prior to the function.
- I understand that absences may affect participation time.
- I will treat my teachers, coaches, activity sponsors and team/activity mates with respect.
- I understand that winning isn't everything, however the team will strive to win.
- I understand that the goal is for everyone to participate; however, participation time may not be equal.
- I understand that if I have a problem about anything concerning the team or activity, I should talk to my coach or activity sponsor.
- I understand that as a good citizen and exemplar of Bannockburn School that I must follow the code of conduct at all times, including after school and on days when school is not in session, and whether on or off school property.
- I understand that failure to meet the requirements of this contract may result in the loss of the privilege of participating in said sport or activity.

Parents play a vital role in the development of student athletes and the success of Bannockburn School's program. Therefore, we request that each parent agree to the following:

- Show appreciation of good play to both teams and show respect for the opposing players, coaches, and spectators.
- Refrain from "coaching" any player, especially your own from the sidelines/stands.
- Be respectful of all officials' decisions.
- Enforce the Player Code of Conduct Contract as shown above.

Concussion Guidelines:
A student athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from participation in competition at that time.

A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury cannot return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.

If not cleared to return to that contest, a student athlete cannot return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

The School Board policy **7:305**, *Student Athlete Concussions and Injuries,* can be found on the school website www.bannockburnschool.org.

Uniform Guidelines:
The district allows a student to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences. A student is not required to receive the prior approval of the school board for such modification.

CONDUCT CODE FOR PARTICIPANTS IN EXTRACURRICULAR ACTIVITIES

The Principal, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with Board policy. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves at all times, including after school and on days when school is not in session, and whether on or off school property, as good citizens and exemplars of their school, and (2) notify participants that failure to abide by it could result in removal from the activity. The conduct code shall be reviewed by the Principal periodically at his or her discretion and presented to the School Board.
All coaches and sponsors of extracurricular activities shall annually review the rules of conduct with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 and 8 participating in these programs.

The School Board has a policy regarding the conduct code of students involved in extracurricular activities. Complete copies of the policy **7:240**, *Conduct Code for Participants in Extracurricular Activities,* is available upon your request from the general administration office, or may be viewed on our website, www.bannockburnschool.org. Please read the policy for a more thorough explanation and understanding of your rights.

ATTENDANCE

- **Reporting Absences**
  Parents are **expected** to call the school office at 847-945-5900 or send an email to **office@d106.org** to report a student's absence or lateness before 8:45 a.m. on the day of the student's absence/tardiness. Homes will be called for those students whose parents have not reported an absence/lateness. Students will be marked tardy if they arrive after 8:30.

  PLEASE KEEP YOUR CHILD HOME IF he/she has a fever, vomiting, diarrhea, unexplained rash or red eyes the night before or the morning of school. A fever is defined as a temperature 100.4°F. Students may return to school once they are fever free for at least 24 hours without fever reducing medication. Any unreported absences will be recorded as unexcused. The State Board of Education requires schools to report students that are absent in excess of fifteen school days. These students are considered to be truant. The School Board has a policy regarding Attendance and Truancy. Complete copies of the policy **7:70**, Attendance and Truancy, are available upon your request from the general administration office, or may be viewed on our website, www.bannockburnschool.org. Please read the policy for a more thorough explanation and understanding of your rights.

- **Appointments**
  STUDENTS ARE NOT PERMITTED TO LEAVE THE SCHOOL WITHOUT PERMISSION FROM THE OFFICE. The office must be notified by parent or guardian if an early release is needed. The student must sign out in the office and exit through the main entrance once the parent has arrived. **If the student returns to school before the end of the school day, the student must report to the office to sign back into school.** Students in 2nd grade students - 8th grade students will be marked as a half-day absence if they miss more than 75 minutes of instruction. Kindergarten and 1st grade students will be marked as a half-day absence if they miss more than 135 minutes of instruction.

- **Messages**
  Messages can be delivered to your child in the event of an emergency. Please make after school arrangements before the school day begins. Messages sent to classrooms interrupt instruction of the entire class**.**

- **Tardiness**
  Students are marked tardy if they arrive after 8:30. **A parent must notify the school office when a student will be arriving after 8:30.** Excessive tardiness disrupts the classroom. Chronic tardiness will require a conference with a school administrator. If your child arrives at school late, an automated phone call will be sent upon sign-in. This allows us to track student tardies and communicate that information to you promptly..

BEHAVIORAL STANDARDS

The behavioral standards at Bannockburn School are Bulldog Expectations. They are: Be Aware, Be Responsible, Be Respectful, Be A Bulldog. We have also included Safety in our standards. Displaying these qualities are as important in our school as achievement in academic subjects. In fact, a high standard of citizenship, coupled with strong effort, is the basis for satisfactory academic achievement.
A good citizen is one who accepts and acts on his responsibilities as a member of the school society. Self-discipline is the primary quality, which allows students to work and live harmoniously with his/her classmates and teachers. Thus, responsibility and self-discipline are two important criteria by which the school measures citizenship. An outstanding citizen is one who displays such a keen awareness of his responsibilities that he exerts a positive influence on his classmates, either by direct leadership or by examples in the life of the school community.

BULLYING

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal. Bannockburn School District 106 in compliance with State and federal law, 105 ILCS 5/27-23.7, has developed and maintains a program that fully implements and enforces the prevention of bullying, intimidation and harassment.

The School Board has a policy regarding Bullying. A complete copy of the policy **7:180,** *Prevention of and Response to Bullying, Intimidation, and Harassment,* is available upon your request from the general administration office, or may be viewed on our website, www.bannockburnschool.org. Please read the policy for a more thorough explanation and understanding of your rights.

BUS SERVICE

All students living beyond 3/4 of a mile from school shall be bussed to school. All kindergarten children are eligible for transportation. Children may be required to walk up to 3/4 of a mile to the bus stop.

Bus Behavior Expectations - Disruptive behavior, including but not limited to changing seats while the bus is in motion, throwing objects, inappropriate language, and standing on seats, creates a safety hazard for all students, which simply cannot be tolerated.

As the bus is an extension of the school, consequences commensurate with those assigned for similar behaviors while in the building will be enforced. Any repeated or ongoing behaviors that present a safety hazard will result in bus suspensions and/or expulsions.

Electronic Recordings on School Buses
Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

The School Board has policies regarding transportation and bus conduct. Complete copies of policies **4:110,** *Transportation,* and **7:220**, *Bus Conduct,* are available upon your request from the general administration office, or may be viewed on our website, www.bannockburnschool.org. Please read these policies for a more thorough explanation and understanding of your rights.

CELL PHONES

Cell phone and smartwatch usage is prohibited by students at any time during the confines of the school day (including morning study hall). Students have access to classroom and office phones should they need to call home. Cell phones and smartwatches will be confiscated if visible or in use during the school day and turned into the office for student pickup at the end of the school day. Repeated offenses will result in daily device drop-off in the office. A state law, ***Public Act 096-0131***, prohibits the use of cell phones while driving in school areas. Please refrain from using your cell phone when driving onto school grounds.

CHAPERONES

Field trip chaperones help to extend the regular curriculum beyond the classroom and the school. The chaperone role is an important one and therefore the following guidelines have been established.

General Guidelines

- A chaperone must be a parent/guardian of a child in the class taking the field trip and be willing and physically able to participate in all activities.
- Siblings or other children are not permitted on field trips.
- The teacher will supply name tags or a list of student names. If a child refuses to follow instructions, a teacher should be informed.
- Don't hesitate to ask questions of the teacher.
- Watch carefully. Always think of the children's safety first. Be alert to potential dangers- stray animals, strangers, etc. Do not take chances.
- All chaperones must ride the bus with the class unless other arrangements are made in advance.
- Be alert on the bus, and don't hesitate to monitor student's behavior on the school bus. Students should be seated facing forward with their hands and feet out of the aisles. They should be speaking at a low level that does not distract the bus driver.
- Remain with your group during presentations, lunch, and bus travel and adhere to the schedule.
- Never leave children alone or unescorted. It is your responsibility to keep the group together and when necessary, escort children to the lavatory. After each change of site, a head count should be taken.
- Do not treat your child differently than the others in your group.
- Chaperones are not to purchase items for students or purchase items for their child that others are not allowed to buy.
- Personal calls and texting should not be done while supervising the students.
- Unless a child poses an imminent threat to the safety of him/herself or others, chaperones should never physically handle a youngster.
- Students should not be released to anyone other than the teacher.
- A chaperone is not allowed to administer ANY medications (including over the counter) to a student except their own.
- All medical situations must be referred to the classroom teacher.

IN THE EVENT OF AN EMERGENCY

- The supervising teacher, or a designed volunteer, will be responsible for the first aid kit.
- Use latex gloves (in the first aid kit) when handling all bodily fluid, including blood products.
- **Report all illnesses and injuries to the teacher.**

C.P.R./A.E.D.

A video on hands-only cardiopulmonary resuscitation and automated external defibrillators posted by IHSA here CPR. We encourage parents and staff to view it.

DRESS CODE

Per School District 106 School Board Policy **7:160**, a student's appearance, including dress and grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Situations that demonstrate a violation of this policy will be addressed on a case by case basis.

EDUCATION OF CHILDREN WITH DISABILITIES

All children with disabilities are entitled to a free appropriate public education as defined by applicable law. District 106 provides a variety of special education services with its own staff and, in some cases, with a cooperative, TrueNorth Educational Cooperative 804. Upon request the district will provide written materials that indicate the specific policies, procedures, rules and regulations regarding the identification, evaluation, or education placement of children with disabilities, pursuant to Section **14-8.02** of the school code.

District 106 operates programs for exceptional children and youth as required by the Individuals with Disabilities in Education Act and Section 504 of the Rehabilitation Act of 1973. As part of these programs, District 106 provides a full continuum of special education environments and educationally related services for children declared eligible by a multidisciplinary conference for an Individual Education Program (IEP) or an accommodations service agreement.

Exceptional children served by District 106 must be at least three (3) years of age and possess disabilities according to any of the

following exceptionalities: visual impairment, hearing impairment, physical and health impairment, speech and/or language impairment, specific learning disability, behavior disorder, mental impairment, other health impairment and autism. Children with Attention Deficit Disorder, which adversely affects educational performance, may also be serviced. Parents have the right to initiate referrals for special education intervention, referrals for special education intervention, review records and review decisions regarding special education. Written permission must be secured before a special education can be conducted and a placement decision affected. If you suspect a problem or have a question, contact the Director of Student Services at 847-945-5900.

Parents who have serious concerns about their preschool children should call the Director of Student Services at 847-945-5900 for information and referral. Early childhood services can include speech and language evaluation, specialized testing, parent counseling, and referral to TruNorth Educational Cooperative 804 when special programs and services are required. The School Board has policies concerning the education of children with disabilities. Complete copies of the policies, **6:120**, *Education of Children with Disabilities,* and **7:230**, *Misconduct by Students with Disabilities,* is available upon your request from the general administration office or may be viewed on our website, www.bannockburnschool.org.

EDUCATION OF HOMELESS CHILDREN

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law.

The School Board has a policy regarding the education of homeless children. Complete copies of the policies **6:140**, *Education of Homeless Children,* **7:50** *School Admissions and Student Transfers To and From Non District Schools,* and **7:60** *Residence* is available upon your request from the general administration office, or may be viewed on our website, www.bannockburnschool.org. Please read the policy for a more thorough explanation and understanding of your rights. For more information and necessary paperwork, please contact Mr. Adam Mihelbergel, Homeless Liaison.

EMERGENCY CLOSING PROCEDURES

In cooperation with local and state authorities a crisis plan has been developed to minimize the impact of a traumatic occurrence in relation to the school community. All precautions are taken for the safety and protection of students. Fire drills, lock down drills, tornado drills, and evacuations are held in accordance with state requirements. It is important that students follow safety and exit directions while moving swiftly and orderly.

Emergency Closing of School

The Administration will determine when to close school by examining the local weather condition and projections for those hours when children will be waiting for transportation or in the process of traveling to school. The determination to close school will be based upon available information collected from local police, weather services, transportation operators, and neighboring school district administrators, with consideration of travel conditions and dangerously unsafe temperatures.

In addition to early morning radio, TV announcements, and the BrightArrow/PowerSchool Alert System, www.bannockburnschool.org will also have school closing information to notify households of any closings.

Extreme Weather

Bannockburn School District 106 will not release students from school earlier than the standard designated dismissal time in the event of severe weather without parental contact. The school will not have students return to empty homes. When severe weather approaches and the need to take shelter is evident, the emergency drill instructions for tornadoes will be in effect. If parents contact the school and/or come to pick up their children, their children will be released to them prior to the regular dismissal time—weather conditions permitting.

A determination on whether to institute the emergency drill instructions and procedures will be made by an administrator. The safety of students, faculty and staff will be the driving consideration in the decision-making process.

ENGLISH LANGUAGE LEARNERS

Bannockburn School District 106 has developed and maintains a program for students having limited English language proficiency. Policy **6:160**, *English Learners*, is available upon your request from the General Administration Office or may be viewed on our website, www.bannockburnschool.org.

ENROLLMENT REQUIREMENTS

Age

To be eligible for admission, a child must be 5 years old on or before September 1 of that school term. Children who enter first grade must be 6 years of age on or before September 1 of that school year. A child with exceptional needs who qualifies for special education services is eligible for admission at 3 years of age.

EARLY ENTRANCE TO KINDERGARTEN AND FIRST GRADE

Bannockburn School District 106 follows Illinois School Code, which specifies that to enter kindergarten, children must be five years of age by September 1 of their kindergarten year and six years of age by September 1 of their first-grade year. Occasionally, exceptions to both of these policies may be made for children whose potential and skills are in the superior range. Bannockburn School District 106 has specific criteria and procedures for considering parent requests for early entrance. The decision for a child to enter school early can have a profound effect on his or her academic and social performance for the remainder of the child's school career.

Bannockburn School District 106 takes the decision for a child to enter school early very seriously, the goal being to ensure that the child is not frustrated by the challenges of the instructional programs and the effect that early placement might have.

Criteria for Eligibility:

Kindergarten

- The child's fifth birthday falls between September 2 and October 31, as documented by a certified copy of the birth certificate.
- The child demonstrates attention, gross and fine motor skills, and expressive and receptive language skills in the very superior range.
- The child attains a score of 95% or higher on the NWEA (Northwest Evaluation Assessment) Measures of Academic Progress (MAP) using local township norms in the areas of reading and math administered by District 106.

First Grade

- The child's sixth birthday falls between September 2 and December 31, as documented by a certified copy of the birth certificate.
- The child has attended preschool and has successfully completed education through kindergarten at that facility and was taught by an appropriately certified teacher.
- The child attains a score of 95% or higher on the NWEA (Northwest Evaluation Assessment) Measures of Academic Progress (MAP) using local township norms in the areas of reading and math administered by District 106.

Admission Procedure

Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate or passport.
2. Proof of residence, as required by Board policy **7:60**, *Residence*.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy **7:100**, *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*.

The School Board has policies regarding enrollment requirements. Complete copies of policies **7:50**, *School Admissions and Student Transfers To and From Non-District Schools*, **7:60**, *Residence*, and **7:100**, *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*, are available upon your request from the general administration office, or may be viewed on our website, www.bannockburnschool.org. Please read the policy for a more thorough explanation and understanding of your rights.

EQUAL EDUCATIONAL OPPORTUNITIES

No student shall, on the basis of his or her sex, sexual orientation, race, color, national origin, ancestry, ethnicity, language barrier, religious beliefs or religious affiliation, physical and mental handicap or disability, status as homeless, economic and social conditions, or actual or potential marital or parental status be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage or opportunity. Any student may file a discrimination grievance by using the Uniform Grievance Procedure. (Policy **2:260**).

The School Board has a policy regarding equal educational opportunities. Complete copies of the policy **7:10**, *Equal Educational Opportunities,* are available upon your request from the general administration office, or may be viewed on our website, www.bannockburnschool.org. Please read the policy for a more thorough explanation and understanding of your rights.

EXPULSION PROCEDURE(S)

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following: **7:20**, *Expulsion Procedures*.

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:

a. Include the time, date, and place for the hearing.

b. Briefly describe what will happen during the hearing.

c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.

d. List the student's prior suspension(s).

e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.

f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.

2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, 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. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.

3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

4. If the Board acts to expel the student, its written expulsion decision shall:

a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.

b. Provide a rationale for the specific duration of the recommended expulsion.

c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.

d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.

5. Upon expulsion, the District may refer the student to appropriate and available support services.

EXTRACURRICULAR ACTIVITIES

Students who have made the commitment to participate in any extracurricular activities are subject to the following regulation regarding absences: Students missing more than 1/2 day of school for any reason or if a student leaves school sick during the day, they will not be allowed to participate in any after school activities, including school dances.

FAMILY PRIVACY RIGHTS

The School Board has a policy concerning privacy and parental access to information. A complete copy of the policy **7:15**, *Student and Family Privacy Rights,* is available upon your request from the school office or may be viewed on our website, www.bannockburnschool.org. Please read the policy for a more thorough explanation of these rights.

FEES

- **Registration/School Fees**

The approved school fees are $250 per child (grades K-8). Registration for all new students entering after the start of the school year is due at the time of registration/enrollment.

The following charges are excluded from the definition of school fees and therefore may also be assessed:

1. After-school club/activity, Athletics and Intramurals.
2. Band, Orchestra and Chorus
3. Fines due to the loss, misuse or destruction of school property
4. Gym uniforms, school pictures, and yearbooks
5. Milk

- **Notice of Delinquent School Fees**

Registration fees are due by the date specified in the email communication sent by the Bannockburn School office indicating the due date or at the time of new student registration. Parents/guardians will receive a delinquency notice if fees are not paid.

The superintendent will recommend to the Board for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities and other school fees. Students will pay for lost or damaged school books or other school materials and equipment provided by the district.

The district does not withhold a student's grades, transcripts, or diploma because of unpaid balance on the student's school account.

- **Waiver of Student Fees**

Fees for textbooks, other instructional materials, and field trip fees are waived for students who meet the eligibility criteria for fee waiver contained in this policy. In order that no student be denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay fees and charges, the superintendent will recommend to the Board for adoption what additional fees, if any, the district will waive for students who meet the eligibility criteria for fee waiver.

A student is automatically eligible for a fee waiver when:

1. A student is eligible for free lunches pursuant to 105 ILCS 125/1 et seq.: or
2. The student or student's family is receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children).

A Waiver of Registration Fees and Textbook Charges Application is not required for a student who satisfies either of the above two conditions.

A student's parent(s)/guardian(s) who have been assessed a fee may request a waiver of fees by obtaining a Waiver of Registration Fees and Textbook Charges Application from the school office and submitting it to the principal.

The principal may allow the waiver when there has been a significant loss of income due to:

1. severe illness or injury in the family;
2. unusual expenses such as fire, flood or storm damage;
3. seasonal employment;
4. emergency situations; or
5. when one or more of the parents(s)/guardian(s) are involved in a work stoppage.

A student's parent(s)/guardian(s) must submit written evidence to substantiate the need for a waiver of fees based on one or more of these factors and shall attach documentation to the Waiver of Registration Fees and Textbook Charges Application (ER-13). A separate application must be submitted for each fee assessed to each student. The principal will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied. If the principal denies a request for a fee waiver, a copy of the decision should be mailed to the parent(s)/guardian(s) within thirty (30) days of the receipt of the request. The decision shall state the reason for the denial and shall include a statement informing the parent(s)/guardian(s) that they may reapply for a waiver any time during the school year should circumstances change.

In addition, the denial notice shall inform the parent(s)/guardian(s) of their right to appeal the denial to the superintendent within thirty (30) days of the receipt of the notice of denial. The parent(s)/guardian(s) shall have the right to meet with the superintendent in order to explain why the fee waiver should be granted. The superintendent shall respond within thirty (30) days of the receipt of the appeal. If the appeal is denied, a copy of the decision stating the reason for the denial will be mailed to

the parent(s)/guardian(s). The superintendent's decision may be appealed to the Board of Education. The decision of the Board is final and binding.

If the principal or superintendent grants a request for a waiver of fees, it shall be considered valid for one school year only. If a student's parent(s)/guardian(s) would like the waiver to extend beyond one school year, the student's parent(s)/guardian(s) must annually resubmit a written request for a waiver of fees.

Questions regarding the fee waiver request process should be addressed to the principal. Policy **4:140**, *Waiver of Student Fees,* may be viewed on our website, www.bannockburnschool.org.

ETHICS AND GIFT BAN

The School Board has a policy concerning solicitation or acceptance of gifts by school personnel or Board of Education members. A complete copy of the policy **2:105**, *Ethics and Gift Ban,* is available upon your request from the school office or may be viewed on our website, www.bannockburnschool.org. Please read the policy for a more thorough explanation.

HEALTH EDUCATION

No student shall be required to take or participate in any class or course on AIDS, family life instruction, sex abuse, or organ/tissue transplantation, if his or her parent/guardian submits a written objection to the building Principal. Parents/guardians in grades Kindergarten through 8 shall be given at least 5 days written notice before instruction on avoiding sex abuse begins. Refusal to take or participate in any such course or program shall not be a reason for disciplinary action or academic penalty.
Parents/guardians shall be provided the opportunity to preview all print and non-print materials used for instructional purposes. A complete copy of the policy **6:60**, *Curriculum Content,* is available upon your request from the school office or may be viewed on our website, www.bannockburnschool.org. Please read the policy for a more thorough explanation.

HEALTH INFORMATION

Immunizations and Health Examination Requirements

Students are required to present proof of a child health examination (Certificate of Child Health Examination) and required immunizations dated within one year prior to entering the following grades:

- Kindergarten
- Sixth grade
- Transferring to an Illinois school from outside the state or country regardless of the student's grade.
- A list of required immunizations can be found on the school website.

Parents need to complete, sign, and date the Health History portion of the Certificate of Child Health Examination.
Health examination and immunization forms are due by October 15 of the current school year. Failure to present the required health forms will result in the student's exclusion from school until the required documentation is turned in to the school. Students new to Illinois schools who register mid-term shall have 30 days following registration to comply with the health examination and immunization requirements. If a required immunization is delayed due to a medical reason, the student must present a medical statement of the medical reason for delay and a planned immunization schedule, both which must be signed by an appropriate health care professional.

Eye Examination: All students entering Kindergarten or the school for the first time must present proof of an eye exam by an optometrist or ophthalmologist by October 15 of the current school year. Exams must be done within one year prior to entry into school. Failure to present proof of an eye exam by October 15 allows the school to withhold the student's report card until the student presents a completed eye examination form or proof that an eye exam will take place within 60 days of the deadline.

Dental Examination: All children entering Kindergarten, second, and sixth grade must present proof of having been examined by a licensed dentist before May 15 of the current school year. Dental examinations must be completed within 18 months of May 15. Failure to present proof of a dental examination allows the school to withhold the student's report card until the student provides a completed dental examination form or proof of a dental examination scheduled within 60 days of the deadline.

Exemptions: A student will be exempted from the above requirements for:

1. Religious grounds if the student's parent/guardian presents a completed Certificate of Religious Exemption.
2. Health examination or immunization requirements on medical grounds if a physician provides written verification.
3. Eye examination requirements if the student's parent/guardian show an undue burden or lack of access to a licensed eye care provider. Parents must submit an eye examination waiver form.
4. Dental examination requirement if the student's parent/guardian shows an undue burden or lack of access to a dentist. Parents must submit a dental examination waiver form.

Rules and Regulations - Administering Student Medications

Definition

1. "Prescription medication" means any medication prescribed by a licensed physician, nurse practitioner or dentist.
2. "Non-prescription medication" means any medication that can be obtained over the counter.

Student Medical Authorization

1. No school personnel shall administer to any student, nor shall any student consume any prescription or non-prescription medication except after filing a completed and signed Bannockburn School District 106 Medication Authorization Form with the district. This form shall be completed by the student's parents and physician and shall be on file in the school office. 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. The office will not dispense any medication unless this form is completed and on file with the school
2. If a student is on medication indefinitely, the parent/guardian must file a new Bannockburn School District 106 Medication Authorization Form every year.

Personnel Authorized to Administer or Supervise Medication

1. All student medication shall be left with office personnel during the school day **except when the physician and parent request self-administration of asthma medication and/or a epinephrine auto injector (Epi-Pen ®)**.
2. All such medication will be clearly marked with the students' name, doctors' name, prescription number, administration route and/or other direction, dated to be taken, pharmacy name, address and phone number, contents and dosage in the original labeled pharmacy container. Non-prescription medications must be brought to school in the manufacturer's original container with the label indicating the ingredients and the student's name affixed.
3. A locked cabinet will be provided in the office for the storage of student medication. Medication requiring refrigeration will be refrigerated in a secure area.
4. A record shall be kept of all medication dispensed to students, specifying the time of dispensation, dosage and supervising personnel. Document whenever the medication is not administered as ordered, as well as the reasons
5. At the end of the treatment regime, return any unused medication from the school to the parents/guardians.

Self- Administration: A student may possess an epinephrine auto-injector, asthma inhaler, and medications and supplies for diabetes care for use at the student's discretion with permission from the physician and parent/guardian. A self-administration medication permission form can be found on the school website.

Illness

Parents should notify the school nurse if their child has contracted a communicable or chronic infectious disease. The school will observe recommendations from the Illinois Department of Public Health regarding communicable diseases.

Exclusion from P.E. or Recess

A note from a physician is required to excuse a student from physical education or recess.

Illness/Injury During School
Please keep emergency contact information up to date in the event that your child becomes ill or injured at school.

Sports Physicals
Interscholastic sports require a medical release form prior to the start of the first practice. Forms may be printed from the school website.

Vision/Hearing Screenings
Vision screenings are conducted at school for Kindergarteners, 2nd and 8th graders, as well as special education students, teacher referral and students who are new to the school. Hearing screenings are conducted at school for Kindergarteners, 1st, 2nd and 3rd graders, as well as special education students and students who are new to the school. Vision screenings are not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo a 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.The parent or legal guardian may object to screenings based on religious grounds. A written or signed statement detailing objections must be presented to the school.

Anaphylactic Policy
Students at risk for anaphylaxis benefit from a School Board policy 7:285 that coordinates a planned response in the event of an anaphylactic emergency.

Please contact Becky Blase, RN at 847-943-2712 or rblase@bannockburnschool.org if you have any questions regarding health examination or school health policies.

HOMEWORK POLICY

The Board of Education of School District 106 believes that students are to be taught and encouraged to develop work and study skills, which will enable them to function in an independent and self-directed manner. It is, therefore, appropriate to expect that a certain proportion of student work assigned will be completed outside of regular school hours. Homework thus becomes an elemental part of our total education program. For further information, please refer to the district POLICY: **6:290**, *Homework* on our school website.

INSTRUCTION

Parent(s)/Guardian(s) shall be provided the opportunity to preview all print and non-print materials used for instructional purposes. The School Board has a policy concerning curriculum, **6:60** *Curriculum Content,* which is available upon your request from the school office or may be viewed on our website, www.bannockburnschool.org**.** Please read the policy for a more thorough explanation.

- **Middle School Grading Scale**

A+ = 98-100	B+ = 88-89	C+ = 78-79	D+ = 68-69	F = 0-59
A = 93-97	B = 83-87	C = 73-77	D = 63-67	NA = Not Applicable
A- = 90-92	B- = 80-82	C- = 70-72	D- = 60-62	

INSURANCE

Student accident insurance coverage is provided for students injured on school premises. Additional accident coverage may be purchased. Contact the school for more details.

LOST AND FOUND

All clothing and personal belongings that might be misplaced at school should be marked with the student's name. Parent(s)/Guardian(s) should encourage their students to seek out their lost items. Periodically, all unclaimed articles are donated to a worthy organization. Bannockburn School District is not responsible for lost or stolen items.

LUNCH/RECESS PROCEDURES

Milk may be purchased at the beginning of the school year at a yearly fee. The Bannockburn School Parent Organization (BSPO) will provide families with information on their lunch program. Recess is held indoors when it is raining or the wind chill is below 10 degrees. Students must remain on the blacktop during the winter months if they are not wearing full winter gear including boots and snow pants.

Due to lack of supervision, parents may not request to have their children stay in from recess.

- **Lunch Period**

  Students are expected to:

  1. Go to the washroom before going to the lunchroom/wash hands.
  2. Bring coats.
  3. Follow rules and directions established by the supervisor.
  4. Sit while they are eating lunch.
  5. Finish eating before leaving the table.
  6. Not throw food or waste, nor leave any litter.
  7. Finish eating in the time allowed.
  8. Deposit waste in containers on their way out.
  9. Go to the play area when finished eating and dismissed by the supervisor.

OUTSIDE LUNCH DELIVERIES

Outside lunch deliveries (i.e. UberEats, Grubhub, etc.) are prohibited and delivery drivers will be turned away from the building. Safety and security is of the utmost importance and the influx of deliveries during our lunch window creates an issue of security as multiple drivers are walking the perimeter of and requesting access to our building.

MISCONDUCT BY STUDENTS WITH DISABILITIES

The District shall comply with the provisions of the Individuals With Disabilities Education Act (IDEA) when disciplining students with disabilities.

The School Board has a policy regarding the discipline of students with disabilities. Complete copies of policy **7:230**, *Misconduct by Students with Disabilities,* is available upon your request from the general administration office or may be viewed on our website, www.bannockburnschool.org. Please read the policy for a more thorough explanation and understanding of your rights.

MUSIC DEPARTMENT

All students in kindergarten through eighth grade participate in music classes. Orchestra is open to students in third through eighth grades and meets once a week. Students in fourth through eighth grades are eligible for band and chorus, both of which meet once a week. Each student will participate in one lesson each week during the school day. Band students may purchase or rent instruments. A few school owned instruments are available for rental. It is the responsibility of the student to attend all scheduled lesson times and rehearsals. Lessons in band and orchestra are scheduled once a week on a pullout basis.

OFFICE HOURS/PHONE

The school office is open each weekday when school is in session from 7:30 a.m. to 3:45 p.m. The school telephone number is 847-945-5900. The school fax number is 847-945-5909. **After school arrangements should be made from home prior to coming to school in the morning.** The office telephone is for school business and should be used by students to call home **ONLY** in the case of an emergency.

OPERATIONAL SERVICES

Notifications to Parents/Guardians

The Superintendent shall develop procedures for the distribution and use of information from law enforcement officials under the Sex Offender Community Notification Law and the Murderer and Violent Offender Against Youth Community Notification Law. The Superintendent or designee shall serve as the District contact person for purposes of these laws. The Superintendent and Building Principal shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. This notification must occur during school registration and at other times as the Superintendent or Building Principal determines advisable.

PARENT CONFERENCES AND REPORT CARDS

Parent Teacher conferences will be held in the fall and the winter. In addition, teachers will contact parents if consultation is needed.

We also encourage parents to call to arrange appointments with teachers if necessary. All report cards can be viewed in your child's Assessment Portfolio on PowerSchool.

EVENT INVITATIONS

Birthday invitations or invitations for any special events may not be passed out at school. Parent vehicles **must** transport students attending after school parties or other activities, as **the bus cannot accommodate additional students.**

Due to an increase in students with food allergies birthday treats are not served at school.

Students may not decorate lockers for birthdays or or events.

PESTICIDE NOTIFICATION

To meet statutory notification requirements regarding pesticide application in Bannockburn School or on school property, the district shall maintain a registry of any parents or guardians of students and employees who wish to receive written notice at least 2 business days before pesticides are applied in school or on school grounds. Every effort is made to have these applications on days when students are not present in the building. Please contact the school office if you would like to receive notification.

PLAYGROUND & MORNING RECESS

The school's front area is supervised by a staff member beginning at 8:15 a.m. All students will be led through the front entrance to the playground for morning recess. Students who do not ride the bus are not to arrive on school grounds before 8:15 a.m. During inclement weather, the children will be supervised indoors by a staff member beginning at 8:15 a.m. Students arriving early for study hall, band, orchestra, chorus, morning clubs or a pre-arranged meeting with a teacher may enter the building and check-in at the office at 7:55 a.m.

Playground Usage After Hours

Dismissal is at 3:30 p.m. **There is no playground supervision for children after school is dismissed.**

RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE

According to the School Board Policy **7:80**, a student shall be released from school, as an excused absence, to observe a religious holiday or for religious instruction.

RESIDENCE

All students attending District 106 must be able to establish clear proof of residency within the boundaries of District 106 at the time of registration on an annual basis. Residency may be established according to applicable law. The School Board has a policy concerning residency. When a student's change of residence is due to the military service obligation of the student's legal custodian, the student may attend the District's school on a tuition-free basis and the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

A complete copy of the policy **7:60,** *Residence,* is available upon your request from the general administration office or may be viewed on our website, www.bannockburnschool.org. Please read the policy for a more thorough explanation.

RIGHT TO REQUEST CHILD'S CLASSROOM TEACHERS' QUALIFICATIONS

As a parent or guardian of a student at a school receiving funds under Title I of the Elementary and Secondary Education Act, you have the right to know the professional qualifications of the teachers who instruct your child and the paraprofessionals, if any, who assist them. Federal law gives you the right to receive the following information about each of your child's classroom teachers and their paraprofessional assistants, if any:

1. Whether Illinois has licensed or qualified the teacher for the grades and subjects he or she teaches.
2. Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived.
3. The teacher's college major.
4. Whether the teacher has any advanced degrees and, if so, the subject of the degrees.
5. Whether any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

SAFETY

For the safety and well being of ALL the students at Bannockburn School, your cooperation is requested in the following matters:

- Students are permitted to ride their bicycles to school if they observe the following regulations:

1. Bicycles should be parked and locked in the racks provided.
2. We do not recommend that children in kindergarten or first grade ride bicycles to school unless their parents accompany them.
3. Bicyclists must follow the Rules of the Road at all times.
    - Snowmobiles, mini bikes, motorcycles, or any other unauthorized vehicles are not allowed on school property.
    - Because of the hazard to the individual, as well as his fellow students, smoking and/or the possession of tobacco is prohibited on school property. Students who violate this rule are subject to suspension.
    - *Animals are not to be brought into the school building without proper authorization.*

SEARCH AND SEIZURE

In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" include school liaison police officers.

The School Board has a policy regarding Search and Seizure. Complete copies of policy **7:140**, *Search & Seizure,* is The School Board has policies concerning www.bannockburnschool.org. Please read the policy for a more thorough explanation and understanding of your rights.

SEX EQUITY AND NONDISCRIMINATION

No student shall on the basis of his or her sex, sexual orientation, race, color, national origin, ancestry, ethnicity, language barrier, religious beliefs or religious affiliation, physical and mental handicap or disability, status as homeless, economic and social conditions, or actual or potential marital or parental status be denied equal access to programs, activities, services, or benefits, or be limited in the exercise of any right, privilege, advantage, or opportunity. Any student may file a discrimination grievance by using the Uniform Grievance Procedure. Educational and extracurricular opportunities shall be available equally for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical and mental handicap or disability, economic and social conditions, homeless status, and actual or potential marital and parental status.

Any individual who believes a student has been discriminated against on the basis of sex or other prohibited reason enumerated above may file a sex equity complaint or discrimination grievance with District 106. Inquiries concerning discrimination and the procedures for filing a sex equity complaint or discrimination grievance should be directed to the principal.

Any parent or student requiring accommodation for a disability to attend a school activity or function including parent conferences, school board meetings, and school programs should contact the principal.

The School Board has policies concerning non-discrimination, **7:10**, *Equal Education Opportunities,* and grievance procedures, **2:260**, *Uniform Grievance Procedures,* which are available upon your request from the school office or may be viewed on our website, www.bannockburnschool.org. Please read these policies for a more thorough explanation.

SEXUAL HARASSMENT

It is illegal and against the Board of Education policy for any employee, student, or other person, male or female, to sexually harass or intimate an employee or student while that employee or student is on school property or engaging in school activities or school business. "Sexual intimidation" refers to verbal or nonverbal behavior, which has the effect of subjecting members of either sex to humiliation, embarrassment, or discomfort because of their gender. "Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. The District's procedure for initiating grievances for alleged violations of this policy is on file in the Office of the Superintendent. A copy of policies **5:20**, *Sexual Harassment,* and **7:20**, *Harassment of Students Prohibited,* is available upon request at the school office or may be viewed on our website, www.bannockburnschool.org. Please read these policies for a more thorough explanation.

SEX OFFENDER COMMUNITY NOTIFICATION

Information regarding sex offenders who may be living and/or working in your community is available to you through the Statewide Sex Offender Database, which is accessible via the Department's home page: www.isp.state.il.us/sor/.

STUDENT BEHAVIOR

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of

others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society. A copy of policy **7:190**, *Student Behavior* is available upon request at the school office or may be viewed on our website, www.bannockburnschool.org. Please read the policy for a more thorough explanation.

When and *Where* Conduct Rules Apply

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:

    a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
    b. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
    c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
    d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
    e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
    f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
    g. *Look-alike* or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
    h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

    Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.

5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.

8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.

9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.

10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.

11. Teen dating violence, as described in Board policy **7:185,** *Teen Dating Violence Prohibited*.

12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.

13. Entering school property or a school facility without proper authorization.

14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.

15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.

16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.

17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.

18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.

19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.

21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term *possession* includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy **7:220**, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy **7:200**, *Suspension Procedures*. A student who has been suspended shall also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy **7:210**, *Expulsion Procedures*. A student who has been expelled shall also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in **Article 13A** or **13B** of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), *look-alikes*, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.
School staff members shall not use isolated time out and physical restraints other than as permitted in Section 10-20.33 of the School Code, State Board of Education rules, and procedures developed by the Superintendent. Neither isolated time out nor physical restraints shall be used to discipline or punish a student.

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than two calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including *look alikes* of any firearm as defined above.

The expulsion requirement under either paragraph one or two above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.
This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.
The Superintendent or Building Principal is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to ten consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of ten school days for safety reasons.

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.
A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

STUDENT RECORDS

The School Board policy, **7:340**, *Student Records*. School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or

where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian. Upon request, the District discloses school student records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law.

Student permanent records are retained for no less than sixty (60) years after the student has transferred, graduated, or otherwise permanently withdrawn from the school. Parents must be notified of the destruction schedule for student permanent records.

Schools of the district do not refuse to enroll a student because of a student's failure to present his/her student permanent or temporary records from a school attended previously.

The Superintendent shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

STUDENT TESTING AND ASSESSMENT

The School Board has a policy concerning student testing and assessments, **6:340**, *Student Testing and Assessment Program.* This policy is available upon your request from the school office or may be viewed on our website, www.bannockburnschool.org. Please read these policies for a more thorough explanation.

Overall student assessment data on tests required by State Law will be aggregated by the District and reported along with other information on the District's annual report card. Parents will be given notice in writing prior to the administration of these assessments.

SUSPENSION PROCEDURES

The School Board has a policy suspension procedures, **7:200**, *Suspension Procedures.* Please read this policy on our website, www.bannockburnschool.org for a more thorough explanation.

TEEN DATING VIOLENCE

The School Board has a policy regarding teen dating violence. A complete copy of the policy **7:185**, Teen Dating Violence Prohibited policy is available upon your request from the general administrative office or may be viewed on our website, www.bannockburnschool.org Please read the policy for a more thorough explanation.

TECHNOLOGY USE POLICY

Bannockburn School District 106 Board of Education has adopted a detailed policy, *"Access to Electronic Networks"* (**6:235**). Each student and his/her parent(s)/guardian(s) must sign the *"Authorization for Access to the District's Electronic Networks Form"* (**6:235-AP1,E1**). In addition, the *"Use of Technology-Chromebook Agreement"* (**6.235A**) must be signed for students in grades 3-8. A copy of the policy, "*Access to Electronic Networks" (**6:235**)* and *"Use of Technology-Chromebook Agreement"* (**6.235A**), is

available upon request at the school office or may be viewed on our website, www.bannockburnschool.org. Please read this policy for a more thorough explanation. The district may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if the district has reasonable cause to believe that the student's account on a social networking website contains evidence that the student has violated a disciplinary rule or policy.

TITLE I PROGRAMS

The District maintains programs, activities, and procedures for the involvement of parents/guardians of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in district-level and school-level compacts. Parents of students in the Title One Reading Program have the right to know the qualifications of their child's teachers and paraprofessionals. The School Board has a policy regarding Title I. Complete copies of policy **6:170**, *Special Programs/Title I Part A Parental Involvement Policy,* are available upon your request from the office or may be viewed on our website, www.bannockburnschool.org. Please read the policy for a more thorough explanation and understanding of your rights.

TRUANCY AND CHRONIC TRUANTS

Bannockburn School will develop, maintain and supervise a program for students at risk of academic failure or dropping out of school. For more information you can view Bannockburn School Board policies, **6:110** *Programs For Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Programs* and **7:70** *Attendance and Truancy* can be found on our website, www.bannockburnschool.org.

UNIFORM GRIEVANCE PROCEDURE

Students, parents, guardians, employees, or community members should notify the District Complaint Manager as identified in Bannockburn School Board policy **2:260**, *Uniform Grievance Procedure,* if they believe that the Board of Education, its employees, or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal statute, or Board policy.

The School Board has a policy regarding grievance procedures. Complete copies of policy **2:260**, *Uniform Grievance Procedure,* are available upon your request from the school office or may be viewed on our website, www.bannockburnschool.org. Please read the policy for a more thorough explanation and understanding of your rights.

VISITORS TO BANNOCKBURN SCHOOL

All parents and visitors are required to proceed directly to the school office where they will be asked to log into the Visitor Management System. All visitors are required to scan a valid driver's license, state ID or Passport to obtain a visitor's badge which needs to be worn while in the building. Persons found in the building without a badge will be escorted to the office. Parents visiting the school or volunteering are asked to remain in the areas where they are volunteering and not interrupt instruction in other classrooms.

- **Visitation and Observation**
  It is the policy of District 106 to develop and sustain a learning environment in each classroom that is conducive to and supportive of excellent teaching and which is subject to the least possible disruption. The District places the following conditions on classroom visitations by non-district adults who wish to observe teaching or who are engaged in research or other professional educational development activities:

  - Requests for classroom visitations must be made to the principal or designee within a reasonable time frame.
  - Only the principal, superintendent, or designee can authorize approval of any visitations.
  - In determining whether or not to approve a request, the following factors will be given particular weight:
    - The possible impact of a proposed visit on the environment of teaching and learning.
    - The appropriateness of a request.
    - The safety of students and staff.
  - Limits on the number and length of visits shall be determined by the administration.
  - All visitors, including student visitors and parents, may visit staff only during non-teaching periods and an appointment must be made ahead of time.
  - All visitors are required to sign in and out at the school office and wear a visitor's badge.

VOLUNTEERS

Volunteer Guidelines:

- Volunteers work under the direction and supervision of the teacher.
- The volunteer will telephone the school if he/she is unable to attend at the scheduled time.

- The volunteer will sign in and out in the school office and wear a name tag while visiting the school building.
- Volunteers shall work within the rules of the school, as set out by the principal.
- The volunteer shall maintain appropriate adult behavior at all times and shall expect age appropriate behavior from the child.
- The volunteer shall always treat the teacher, child, and child's parent(s)/guardian(s) with respect and shall not criticize or make negative comments about them to or in front of the students.
- Volunteers must avoid promoting any commercial products, religious beliefs, political candidates, or parties.
- Volunteers must avoid lending money to students, shall not indulge the child with gifts, money, food, or presents.
- Volunteers shall be generous with praise and courteous with criticism.
- Volunteers shall keep information about students and teachers confidential unless disclosure to proper authorities as required by law. Any information that indicates a student may harm her/himself or another person must be reported to the teacher or school counselor. If the student reports that he/she has been abused, that information must be reported to the teacher or school counselor. This information should not be repeated to friends, relatives, coworkers or other acquaintances.
- Volunteers will refer all potential disciplinary problems to the classroom teacher or appropriate staff member.
- Volunteers will remain in their designated volunteer area. If they must communicate with any other person in the building (including their own child) they will seek assistance from the office.