Bartelso Community School District #57

306 S. Washington St.
Bartelso, IL 62218
(618) 765-2164

2022-2023
Student/Parent Handbook

Revised July 2022

INDEX

A

ABSENCES 20
ADMINISTRATION OF MEDICATION/FIRST AID . 25
ASBESTOS 48
ATTENDANCE REQUIREMENTS 19
AUTOMOBILE TRAFFIC 47

B

BARTELSO ELEMENTARY FACULT AND STAFF . 51
BOARD OF EDUCATION 6
BOOK RENT AND OTHER FEES 22
BULLYING, INTIMIDATION AND HARASSMENT . 28
BUS RULES 37

C

CAFETERIA HELPERS 24
CALENDAR 49
CO-CURRICULAR PROGRAM - ATHLETICS 16
CO-CURRICULAR PROGRAM - BAND 15
CURRICULUM 8

D

DAILY SCHOOL SCHEDULE 10
DISCIPLINARY CONSEQUENCES 29
DISCIPLINE 28
DISCRIMINATION AGAINST HANDICAPPED 46
DRESS CODE 25

E

ELECTRONIC DEVICE 30
EMERGENCY DAYS 9
EMERGENCY DRILLS 27

F

FIELD TRIPS 27

G

GIFTS/BIRTHDAY GIFTS 27
GRADES/GRADING 10

H

HEALTH AND DENTAL IMMUNIZATION REQUIREMENTS 21
HOMEWORK 13

K

KINDERGARTEN ENROLLMENT 21

L

LEGAL NOTICES 29
LUNCH PROGRAM 14

M

MCKINLEY-VENTO 54
MEDICAL AND DENTAL APPOINTMENTS 22

P

PARENT FACULTY CLUB 38
PEST MANAGEMENT CONTROL 39

R

REGULATIONS GOVERNING BEHAVIOR/SAFETY 33
REPORT CARDS 10
RESIDENCY 10
RESOLVING PROBLEMS 7
ROOM PARENTS 26

S

SAFETY PATROL 24
SCHOOL PARTIES 27
SCHOOL SUPPLIES 23
SCHOOL TERM 9

SEX DISCRIMINATION 44
SNOW DAYS, E-Learning Days and EMERGENCY DAYS 9
SPECIAL NEEDS PROGRAMS.....8
STUDENT GENERAL INFORMATION 23
STUDENT LOCKERS.....23
STUDENT RETENTION.....13
STUDENT TRANSPORTATION 36
SUPERINTENDENT/PRINCIPAL.....7

T

TECHNOLOGY 39
TELEPHONE 27
TESTING PROGRAM.....13
TRANSFER FROM DISTRICT.....23

U

USE OF DRUGS, ALCOHOL, OR TOBACCO 35

V

VISION.....22

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Tom Siegler, Superintendent
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2022-2023
Student/Parent Handbook

Dear Parents and Guardians,

It is my pleasure to welcome you to Bartelso Grade School. Our faculty and staff will work hard to provide a safe, fulfilling, and meaningful educational experience for your child. We look forward to working with you this school year and in the years to come.

Our handbook is meant to provide the parents and students of Bartelso Grade School with information necessary for a positive and successful educational experience. Please read this handbook with your students and discuss its content before the school year begins. If at any time you have a question or concern, you are welcome to call me or come by my office.

Sincerely,

Tom Siegler
Superintendent

MISSION STATEMENT

The mission of Bartelso Elementary School District #57 is to encourage all students to learn and develop to their fullest potential so that they will be able to excel within the challenges that their lives will experience.

In support of this Mission, the District is committed to:

- Academic excellence;
- A safe and supportive learning environment;
- Innovative and quality teaching;
- Education of the whole child for lifelong learning;
- High standards of character and behavior;
- Development of student leadership, self-confidence, and respect for self and others;
- Parent and community involvement.

Board of Education

Jill Daugherty	President
Jill Spihlmann	Vice President
Jaime Becker	Secretary
Mark Toennies	Member
Eric Varel	Member
Tanya Loepker	Member
Michael Schlautman	Member

NOTICE

Because of the ongoing nature of policy changes that are required as new laws become effective, this handbook may not contain the most recent information. In such cases, Federal and State law as well as the School Board Policy Manual will take precedence over any information provided by this handbook. Also, from time to time, new situations and problems may arise and additional school rules may be developed. The Superintendent/Principal has the right to use his/her discretion in the decision-making process.

SCHOOL GOVERNANCE

BOARD OF EDUCATION

The legal responsibility of school district operation is vested in a Board of Education consisting of seven members who serve four-year terms. Elections are held on odd-numbered years.

The primary functions of the School Board are:

1. To set policies governing overall operations of the school district.
2. To evaluate school facilities, programs and personnel.
3. To approve/set items of financial nature such as the budget, levies, and payment of bills.
4. To employ/dismiss personnel.
5. To communicate with the public.

The Board holds one regular meeting per month, generally on the third Wednesday, and conducts its meeting according to standards established by the State of Illinois for the operation of public bodies. Each meeting is conducted according to an agenda which is drawn-up by the Superintendent 5 to 6 days in advance of the meeting. For this reason, it is imperative that persons who wish to address the Board notify either the Superintendent or the President of the Board one week in advance of the meeting. Board meetings are normally held in the Board Room of Bartelso Elementary School. The date, time, and place of the Board meetings are set annually and are published on the Bartelso web site.

SUPERINTENDENT/PRINCIPAL

The Superintendent is the executive officer of the Board of Education. The Superintendent is charged with the total operation of the schools in the most appropriate manner within the policy guidelines set by the Board. Some of the specific functions of the Superintendent are:

1. To provide the Board with information needed to make sound decisions.
2. To make recommendations to the Board concerning budget, facilities, employment of personnel, instructional materials, courses of study.
3. To conduct in-service training for Board members.
4. To evaluate all areas of the school program, and personnel.

In addition to the above, the Superintendent also serves as Elementary Principal in our school system because the district has only one attendance center. A Principal's duties involve dealing more directly with the day-to-day problems involving teachers, students, and curriculum.

RESOLVING PROBLEMS

Whenever people must work closely together, such as in our home-school situation, there will be times when questions, misunderstandings, and disagreements occur. If this happens to you, it is important that you do not let the situation pass. You should contact the school personnel most

directly involved, either in person or by phone, and try to reach an understanding. Most problems can be settled at this point, but if you are not satisfied, then you should contact the Superintendent/Principal. Most problems will have been resolved by this time, but if not, you may ask to be heard by the School Board at a regular monthly meeting.

CURRICULUM

In order to achieve our Student Goals, the District has one attendance center for grades K-8 with one teacher for each grade level plus several subject area specialists. In addition, instructional assistants provide support as needed. With this faculty, instruction in the following areas of study is provided:

Language Arts (Reading, phonics, Spelling, English, penmanship, speaking)
Science and Conservation
Mathematics
Social Studies (Illinois/Federal Constitution for Grade 8)
Computer Concepts
Music Education
Instrumental Music (Band)
Art
Health Education (including the effects of alcoholic drinks, narcotics, and tobacco)
Physical Education
Career Development -- Awareness and Exploration

Grades 5-8 are departmentalized in English, Math, Social Studies, Science, and Music. Grades K through 4 are largely self-contained.

SPECIAL NEEDS PROGRAMS AND PROGRAM ENHANCEMENTS

Bartelso School implements an RTI – Response to Intervention Program. RTI is a systematic approach for identifying and addressing student needs. It maximizes the use of all resources and staff. RTI provides data in case a child needs special education services. If a child is found and formally tested to have a characteristic which interferes with some learning process, that child will receive help from a teacher specialist in Learning Disabilities. This teacher will work with individuals or small groups to remediate specific learning problems which are interfering with the normal educational progress.

A speech language therapist is available to give corrective instruction to children who qualify for such help.

A child identified to have more severe learning problems shall receive services as provided by the child's Individual Education Plan (IEP). These services are provided through the Kaskaskia Special Education District (KSED). Students with disabilities who do not qualify for an IEP program, as required by the federal Individuals with Disabilities Education Act may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the child (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

Beginning in 5th Grade, student identified as needing extra math supports will be placed into Math B. These students are selected by a combination of classroom grades, STAR 360 scores, IAR scores, and teacher recommendation. Math B students will learn the same material as their grade-level peers as well as use additional educational supports to build a stronger mathematical foundation. The intention is for these students to work their way into Math A the following year. Selection of students will take place in late-Spring or early-Summer and parents will be notified prior to the beginning of the next academic year.

Our general education reading program in grades 5-8 incorporates a wide variety of reading and writing activities to encourage higher-level thinking in the language arts on a quarterly basis. Hands on activities, creative writing, and small group discussion form the core of the program. The intermediate grades select novels considered outstanding in the area of literature.

In order to meet student RTI (response to intervention) reading and mathematics needs, part-time instructional paraprofessionals are employed.

SCHOOL TERM

Illinois State School law requires a minimum school calendar of 185 days which may include four days of teachers' meetings approved by the Regional Superintendent of Schools and a minimum of five "Emergency-Snow Days".

A legal school day which may be counted toward state aid is a minimum of five clock hours in class (lunch and recesses cannot be included in the computation). One-half day of attendance consists of 2 1/2 clock hours in class. School will dismiss at 11:45 a.m. on ½ day School Improvement Days.

CALENDAR

A copy of the school calendars are sent to each home at the beginning of the new school year and will also be available on the district web site and on page 48 of this handbook.

EMERGENCY/SNOW DAYS/E-LEARNING DAYS

Emergencies (such as inclement weather, furnace breakdown, etc.) that due to safety concerns, cause school to close, and closures due to weather, will be announced through the Remind text messaging application. Families should remember that Bartelso Elementary School is a member of the **Clinton County Consortium** and will be listed as such on news website and television stations. We rarely dismiss students early for weather-related problems. Parents, of course, are welcome to pick up their child (ren) anytime they feel weather conditions warrant.
An E-Learning Day may be announced instead of a Snow Day and special instructions will be given to students prior to this announcement. E-Learning Days count as an attendance day and work assignment will be graded for full credit. Additionally, E-Learning Days do not have to be made up at the end of the school year.

DAILY SCHOOL SCHEDULE

Students who attend the religious program provided by St. Cecilia's Church should arrive between 7:20 and 7:30 A.M. PSR begins at approximately 7:30 A.M. **Note: The doors to Bartelso School will electronically open at 7:20 AM Parents, please do not drop off your child or have them enter the grounds of the school before 7:20 AM There is no adult supervision before that time!**

7:25 AM	The first bus arrives. Children who arrive before the teacher must sit in the hall alongside their own room.
8:00	Beginning of contractual time for teachers
8:20	School day begins for grades K-8 with an attendance check and lunch count. **Parents should phone in absentees by this time**.
9:20-9:35	Recess, grades K-4
11:10 -11:50	Lunch and noon recess for Grades K-4
11:55 -12:35	Lunch and noon recess for Grades 5-8
3:10 PM	Dismissal
3:30 PM	End of contractual time for teachers

REPORT CARDS

Report cards are sent home quarterly. Parents will know exactly when to expect them as the dates are listed on the school calendar. The first report card each year is given to the parents at a scheduled Parent-Teacher Conference. *An optional report card conference may be scheduled after the second grading period.* These conferences are very important because it gives parents the opportunity to:

1. Meet their children's teachers.
2. Discuss any problems with the teachers.
3. Get an explanation of the report card.
4. Bring the school & home closer together in their cooperative effort to provide education.
5. Clarify any school policy that might be questioned.

RESIDENCY

By mandate of the Illinois State Board of Education, the Board of Education of Bartelso School District No. 57 is required to be able to prove that the students attending its school are truly residents of this district or are paying tuition. The only exception is for homeless children as defined in public law by the McKinney-Vento Act.

GRADES/GRADING

A Parent Portal For Web Based Grades is Available Through the Teacher Ease Program @: http://www.schoolinsight.com/ PLEASE SUPPLY THE OFFICE WITH A CURRENT EMAIL TO RECEIVE A TEACHER EASE PASSWORD THAT IS UNIQUE FOR YOUR CHILD.

At the kindergarten and first grade level, a child's progress is measured by the success of reaching certain established goals in academic, social, and physical development.

E – Excellent
S – Satisfactory
NI – Needs to Improve

Grades given at the second through eighth grade levels are of two general types:

- The first type consists of an "S" which means satisfactory or normal progress. An "NI" indicates the student needs to improve and a "U" indicates unsatisfactory achievement. The "S/NI/U" grade is given for those subjects which are based upon the degree of physical or artistic ability a student possesses, and which are less critical insofar as expectations are concerned (art, physical education, and k-4 music). The report card will also indicate the percentage and point scale associated with that grade. Example, 100%=5 points, 93%=4 points.

- The second type of grade used is a letter rating ranging from A through F. This form of grade is used for subjects which are more content-oriented, and for which a more precise grade is desired. The meaning of these letter grades and how they relate to a percentage scale are as follows:

GRADE	FRACTIONAL POINT SCALE	PERCENTAGE SCALE	DESCRIPTIVE TERM
A	5.00	100-94	Outstanding
B	4:00	93-86	Above Average
C	3:00	85-76	Average
D	2:00	75-68	Below Average
F	1.00	67-below	Failing

EXTRA CREDIT POINTS

Extra credit projects may be made available in certain academic areas. Each teacher will inform all students and parents of projects that may be done for extra credit. Credit will be given in a fair and equitable manner. Note: In some cases extra credit will cause a grade percentage to exceed 100%. This will be reported on the student's report card. However, based on the fractional 5 point scale, the grade point average cannot exceed a 5.0 even if the percentage in any particular subject is greater than 100%.

ACADEMIC HONORS PROGRAM

Students in grades ***4 through 8*** with a quarterly report card grade average of 4.75 or above will be in the High Honor Roll. Students in grades 4 through 8 with a quarterly report card grade average of 4.50 to 4.749 will be on the Honor Roll. However, students who make a grade of "C" or below in any subject will not be included in the Honor Roll.

Subjects included in the grade average include English, health, math, music, reading, science, social studies, computer, and spelling. Grades will be "weighted" according to the amount of time spent in each subject on a weekly basis. Each grade will then be multiplied by the weighting factor for that subject.

Subject	***Weighting Factor***
English, Math, Literature/Reading, Science, Social Studies	*3*
Quarterly Specials - Health, Music, Computers, Art (These classes are taught quarterly only in the Middle School)	*2*
PE	*1*

The average shall be calculated as follows:

1. *Multiply each grade by the weighting factor. Remember that an A=5, B=4, etc.*
2. *Add all the points together*
3. *Divide by 18 (this number is the total possible weighting factor points for the nine subjects)*
4. *Students who make a "C" or lower in any subject will not be included on the honor roll*

Calculation Example: ELA-B, Math-A, Literature-A, Science-A, Social Studies-A, PE-A, Music-B ….would give you a 4.72 GPA.

VALEDICTORIAN AND SALUTATORIAN

Valedictorian and Salutatorian are based on grades accumulated during 6th, 7th, and 8th grade. Students GPA will be the first determining factor, then letter grades, and finally percentages. These percentage points for each subject area will be equally considered with the exception of advanced math scores which will be weighted as described in the section regarding grading policy for advanced math classes and all percentages will be capped at 100%. The person or persons scoring highest by this process will be designated valedictorian and the next closest salutatorian. Students moving into the district will be evaluated using a percentage if one is available, if not then grades will be converted to percentages using the mid-point for each grade per our scale.

Students who have attained honors or high honors **all four quarters of their eighth grade** year will receive gold chords at graduation. Honors receive one chord, high honors receive two chords. **In the event a student receives honors for two quarters and high honors for two quarters then the student will receive honors at graduation.**

AWARDS AT GRADUATION

All awards presented at graduation, *with the exception of valedictorian and salutatorian,* are determined by many factors including grades, attitude, participation, and exceptional effort.

A Presidential Academic Fitness award is also given for educational excellence. To qualify for this award, a student must maintain a 4.7 grade point average from the sixth grade through the second quarter of the eighth grade and must not have less than a "C" grade on any report card.

HOMEWORK

A child, who makes good use of the extra study time provided at school, will have an opportunity to complete most assignments. In making home assignments, the teachers generally follow these guidelines:

1. Homework should be drill or review work of what has already been taught. (Supplementary reading and drill of number facts are examples.)

2. Homework will be kept to a reasonable level with consideration for the child's age and grade level.

STUDENT RETENTION - GRADES K THROUGH 8

Parental input will be sought in all situations wherein retention may be a possibility. In addition to past and current academic performance, many factors will be considered including social development, previous retentions, effort, attitude, intellectual ability, age, physical size, and certified physical, mental, or emotional disabilities.

In grades 5 through 8, any student who has received for the year a failing grade in each of two or more content subjects shall be considered for retention. Content subjects include Literature, ELA, Math, Social Studies, and Science. Eighth graders must also pass a test on the Federal and State Constitution and related topics.

In grades K through 4, many factors will be considered. Because of the critical nature of reading and math to all future instruction, a failing grade in either will result in consideration for retention. However, retention may be considered without a student earning a failing grade on a case-by-case basis.

In order to utilize retention as an instructional tool, the teachers must have kept the child's parents informed of unsatisfactory performance from the onset of the problem, and sought their support through periodic conferences. These parental contacts must be documented and a copy placed in the student's temporary file.

Decisions concerning the academic promotion or retention of a student shall be made jointly by the parent(s), the teachers who are actively involved in that student's instruction, and the Superintendent/Principal.

TESTING PROGRAM

1. Kindergarten children are given a battery of tests at the beginning of school to determine developmental strengths and weaknesses. The same tests are given at the end of the year to aid in measuring progress. (Early prevention of School Failure Program)

2. Quarterly computer-based testing through STAR 360, IXL, and ESGI evaluates student progress in math and language arts. This helps teachers' access student development in

skill sets that are tested during end of year state IAR testing. This data will be disseminated to parents each quarter.

3. Grade 8 is tested in December/January by area high school with the PSAT Test. A printout of the scores is sent home for parents' information.

4. The Illinois Assessment of Readiness (IAR) is administered in the spring to Grades 3 thru 8. This achievement information will be used on the "School Report Card" issued each October, and is one of the factors used towards a school's Summative Designation. The test is mandatory for all public schools.

5. The Illinois Science Assessment (ISA) is administered in the spring to Grades 5 and 8. This information will also be used on the "School Report Card" and is one of the factors used towards a school's Summative Designation. This test is also mandatory for all public schools.

6. When new children first enter school, assessment tests may be given when there is doubt about the child's ability or level.

7. Psychological evaluations may be given by a psychologist from the Kaskaskia Special Education District when a child is having unusual academic or behavioral difficulty. The parent will be notified in advance and their permission requested before any psychological testing is done by a person outside of school.

8. RTI – Response to Intervention: all children will be assessed a minimum of three times a year to monitor their grade level progress. Students may receive additional instruction through the RTI process based on test scores and/or teacher observation. Parents will be notified if additional services are needed.

LUNCH PROGRAM

Bartelso School District No. 57, in cooperation with the State and Federal government, will follow the guideline policies set down annually to provide free and reduced price lunches to those children whose family qualifies because of low income, or unemployment, even for a brief time. *Forms for this program are sent home at the beginning of each year. If you have questions about this program, please inquire at the school office. Those students who were eligible to receive free or reduced price lunches during the past school term will continue to be eligible until the new applications are processed each year.*

The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

Monthly menus are sent home with the youngest child in each family and also posted in classrooms and on the web. These menus often have important messages at the bottom. Please ask for them and check the messages.

Only Type-A lunches (complete) are served in the cafeteria. *Stringent nutritional guidelines established by the State are followed at all times*. Due to these guidelines exchanging food items among students is prohibited. In addition, our cooks always strive to please the children and yet serve nutritious meals. We welcome ideas but any changes must still follow State guidelines.

Lunch will be served on all full days of school unless prior notice is given. Note: Prices for lunch are determined in August and information will be in the student registration packets. Please make all checks payable to Bartelso Elementary School. Money may be deposited into a student's lunch account on a day-to-day basis or for multiple days or weeks. Students may give lunch money to the teacher or to the office for deposit and parents may deposit money in the office. Should the parent forget to send lunch money and a student's account runs out, a one-day emergency voucher will be issued. Usually a reminder notice is brought home (or emailed) as a reminder to parents that the student needs money deposited in their account. Parents may also check the child's account balance via the Teacher Ease Parent Portal.

The lunch period is divided into two sessions of 40 minutes each. The lower grades (K-4) will have lunch from 11:10 to 11:50; and the upper grades (5-8), will have lunch from 11:55 to 12:35.

Beginning with the 2017-2018 school-year, all students will stay on campus for lunch. If students want to bring a sack lunch, they may buy milk but no other items of food are for sale outside the entire lunch. **Healthy, nutritious lunches are encouraged. During recess and lunch, soda should not be consumed.** Students may not store any part of their sack lunch in the refrigerators. Students who bring lunches from home do eat with their class. Courtesy and good manners are required at all times. Talking is permitted but it should be kept in a conversational tone with others sitting close by. Pupils may not leave the lunch table without permission except to return trays.

Milk will be available during morning break. The cost of the milk is deducted from the student's account on a daily basis. If you send snacks for your child, please limit it to something nutritional.

CO-CURRICULAR PROGRAM - BAND

Bartelso Elementary School provides a teacher, materials, and in-school instruction time for students who wish to learn to play a musical instrument.

Students from grades 4 through 8 are eligible for this instrumental instruction, and they will play in either the Beginner's Band or the Advanced Band.

The only requirements are that a student must WANT to play an instrument, and that the parents furnish that instrument. Our school does have a few of the more expensive horns that can be rented, if desired.

During the first few weeks of the school year, a local music dealer will be scheduled to provide a display of new and used instruments here at school, and a notice will be sent home to that effect.

Details of the band program are presented in the Band Handbooks.

CO-CURRICULAR PROGRAM - ATHLETICS

ATHLETIC CONFERENCE

Bartelso Elementary is a member of the Clinton County Athletic Association consisting of elementary schools in the surrounding towns of Germantown, Albers, Aviston, St. Rose, All Saints, Breese, Carlyle, Lebanon, Damiansville, and Okawville.

HEALTH CERTIFICATE

Cheerleading and volleyball will be given a separate health form so they receive a physical exam before the beginning of the sport. One health certificate is valid for 395 days. These sports' physicals are required by the State Board of Education.

ELIGIBILITY RULES

Any student wishing to participate in any school athletic program must comply with the following standards:

1. All student athletes must maintain an average of at least 75.5% in each subject area. If academic performance is below a 75.5%, but above a 67.4%, in any subject area for more than 1 week, or if there are multiple grades in that stated range, the athlete will stay ineligible from all athletic events for one week. On Monday of each week academic performance will be reviewed for participation in co-curricular activities. If a student is academically ineligible, he/she may not participate or dress for games nor attend practices from Tuesday through the following Monday. Eligibility will begin on the third week of each quarter. This process affords students the chance to start fresh each quarter and gives teachers time to collect a good sampling of student performance before eligibility begins. Eligibility requirements will be applied to both regular and postseason play. An eligibility check will also be run at the conclusion of the 1st, 2nd, and 3rd quarters. If an athlete is deemed ineligible at this point, he/she must sit out of athletic contests for one week. (Eligibility will be determined by the superintendent. <u>In addition, student performance factors such as individual education plans and students with disabilities may be taken into consideration.)</u>
2. Any athlete guilty of *any* misbehavior considered by the Superintendent/Principal, *teacher(s),* and*/or* the coach to be of a serious nature, shall be suspended from play. The length of the suspension shall be decided by the *Superintendent, teacher(s), and/or the coach.*

GUIDELINES FOR SPORTS EVENT PFC VOLUNTEERS AT BARTELSO

PFC volunteers are assigned so that student spectators may attend evening games played at the home school. These are sent by the Parent Faculty Club and involve working the gate and concessions at athletic events.

Four PFC volunteers are assigned to each "home" game. These parent volunteers are from the entire group of Bartelso students' parents, not just the parents of athletes. At home games, PFC volunteers help administration/teachers supervise student activities in the gym and the concession area. **If appointed volunteers cannot take the assigned date, they are responsible for obtaining a substitute or for trading evenings with another volunteer**. **Please report any changes in assignment to the school office *by 3:30 p.m. on the evening of the game***.

When serving as a PFC volunteer during home games, please keep the guidelines in mind:

- *Once the next game starts, stragglers should be sent back to the gym as soon as they finish their snack. There should be no loitering in the hall.*
- *Soda should be kept in the lobby unless it is in a capped container.*

PFC volunteers have full authority to enforce good student behavior at any time and at any location during the evening. This includes outdoors and in the gym or lobby of the school. Cheerleaders are also under PFC volunteer authority if their sponsor is not present.
Radios and other electronic items may not be used inappropriately during sporting events.

Students must be respectful of adult authority. Volunteers should report instances of misbehavior or disrespect (even if the person was not a Bartelso student) to the office on the morning of the next regular school day, giving as much detail as possible. The misbehaving student(s) will be appropriately disciplined or the proper authority will be called to follow through.

Home games start at 6:00 p.m.

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES: TRANSPORTATION

For Extracurricular Activities outside of the school day, the participating student's parent (or guardian) will be responsible for providing transportation to and from events or activities that are not held at Bartelso School. The School District will not be providing transportation for "away" games, contests, events, or activities to any students involved in these designated Extracurricular Activities. As a result, in order for a student to participate in the designated Extracurricular Activity, the student's parent (or guardian) will be required to complete and submit a signed permission slip for the student indicating the parent's (or guardian's) acceptance of this responsibility for transportation of the student. The parent (or guardian) will need to submit this permission slip to the School District before the student will be permitted to participate in these designated Extracurricular Activities.

Parents are responsible to ensure that their child is at the designated site at the time indicated by the coach, athletic director or sponsor. The District appreciates the support shown by parents on this change in programming.

BEHAVIOR - SPECTATORS

Our athletic program offers students the opportunity to promote the public image of the school. Many parents/guardians/visitors observe our games and the manner in which our student body participates in the extracurricular activities. A well-behaved, courteous student body and parent supporters will complement our teams. Students of Bartelso take pride in promoting a positive image of the school.

Bartelso School expects all persons who participate or attend any athletic event to show great sportsmanship. This includes:

- Respectful behavior toward fans, supervisors, players, coaches and officials.
- Appreciate a good play, regardless of who makes it.
- Know the school gets blame or praise for your conduct.
- Recognize the need for more good sports and fewer bad sports.

Students in grades 4 and below may not attend extracurricular activities unless accompanied with a parent/adult guardian. The exception to this would be if the student was a team member participating in the athletic activity.

For safety purposes, no students will be allowed on the playing floor or sideline area. Students are not to handle or play with any athletic equipment or to bring balls from home to the sporting events.

Students should attend athletic events *for two reasons*--that of cheering for the team and of watching the game. There must be no playing or pushing on the bleachers and no spectators are permitted on the gym floor or in the lobby during a game. One must not leave the gym except during regular intermissions, including players whose team is not currently competing. Students *may not bring* younger brothers and sisters *who are under fourth grade.* Noise-making devices *are* not permitted in the gym. Good sportsmanship must be demonstrated at all events, and actions such as booing, yelling at players and officials, or use of profanity will not be tolerated. Students must obey the supervising adults in charge of the event.

Students may not go outside of the gym/lobby area for any reason except to go home.
The following penalties will be applied for misbehavior at either home or away games:

1. First misbehavior - the student is warned.
2. Second misbehavior - the student must sit with own parent(s) for remainder of game, or if parents aren't there, must sit *next to a chaperone, administrator, or teacher.*
3. Third misbehavior - student's parents will be phoned and student must leave the game.

Repeated misbehavior will result in the student losing his/her privilege to attend future athletic events.

BEHAVIOR - ATHLETES

Members of the school's athletic teams are public representatives of our school as a whole, and must make a good public impression. Good sportsmanship and giving one's best effort is more important than a "win-at-all-costs" attitude.

Team members not playing in the current game shall make one 5 minute visit to the dressing room to change clothes. They must then return to the gym and remain there until called together by the coach. No other unauthorized trips to the dressing room *are to* be made. *While waiting to participate, team members should set an example for other students by exhibiting excellent behavior, and if another team is playing, cheering and encouraging them to win.*

5/6 GRADE BASKETBALL/VOLLEYBALL

It is the intent of the Bartelso Elementary School to conduct a 5/6 Program for the improvement of the boys'/girls' basketball, girls' volleyball programs, and to serve as a feeder system for the junior varsity and varsity teams. Participants in the 5/6 program will receive instruction in and practice the fundamental skills of basketball/volleyball. These skills will be put to use while participating in a limited number of interscholastic contests.

The 5/6 program will be structured in the follow ways:

1. Participation will be open to students in the fifth and sixth grade.
2. All students wishing to participate will be included and there will be no tryouts or cutting of the squad.
3. In the event there are not enough fifth and sixth graders out for the program to field a team, fourth graders may be invited to participate. The invitation will be extended to the entire class and have prior approval of the superintendent.
4. A limited schedule of games will be made each season with other area schools that operate a similar program.
5. A coach for the team will be formally hired by the Board of Education.
6. Games will be played as soon after school dismissal as possible or on weekends.
7. All members of the team will be given playing time during each contest. Playing time will not necessarily be equal but at the discretion of the coach.
8. Playing time may be forfeited as a result of failing to follow school and team rules or by displaying poor sportsmanship during a contest.
9. Participants will be expected to maintain eligibility as explained in the Student Handbook.

ATTENDANCE REQUIREMENTS

In order to attend Bartelso Elementary School, the parents/guardians of a child must live within school district boundaries.

The State compulsory attendance law states that the parents/guardians of each child between the ages of 6 and 16 years of age are responsible for seeing that the child attends school on a regular

basis except for absences due to personal illness or serious illness or death in the immediate family.

ABSENCES

Attendance is an important factor in student achievement and success in school. Regular attendance is essential if a student is to take advantage of the educational opportunities the school offers. Regular attendance develops dependability, responsibility and demonstrates the value of education. Parents are primarily responsible for their child's regular school attendance.
The amount of State Aid money the district receives depends upon the average daily attendance. Therefore, when children miss school for weddings, vacations, baby-sitting, working, etc., it decreases the amount of financial support we receive, which in turn, reduces some part of the educational program. *Furthermore, such absences may be considered Unexcused. A student may only make up work missed during an unexcused absence if advance notice is given in writing to the teacher and is signed by the parent/guardian. The work must be made up in accordance with a due date established by the teacher.*

The school day must be 5 hours of instructional time. For example, a child would not be counted absent if he/she arrived at school before 9:30 a.m. or left school after 2:30 p.m. All work missed during the student's absence must be made up. To meet state requirements, the student must have 150 minutes of instructional time to be given credit for one-half day's attendance.

Excuses:

1. When a child is ill, a parent must call the school before 9 a.m. giving the child's name, grade, and cause of absence***. It is important to share the cause of absence so that we are aware of potential epidemics or other health-related problems.*** If there is an older child in school, the parent may send a written absence report to the office with that child. If a child's absence is not reported, the parent will be contacted at home or at work to determine the child's whereabouts. *(Please note that an absence is not considered excused because the parent has called.)*

2. If a child comes to school tardy, or returns in the afternoon, he/she must come to the office to report in.

3. We ask that parents ensure that all emergency contact information is accurate.

4. An <u>excused absence</u> will be issued for personal illness, death in the family, doctor and dental appointments, emergencies, observance of religious holidays and certain types of prearranged absences requested by the parents and approved by the superintendent.

5. <u>*Unexcused* absences</u> will be issued when there is insufficient cause for an absence or if communication between the parent and school has not occurred as described in "excused absence."

6. Bartelso School District No. 57 is required to report excessive absences to the Regional Office of Education. (Excessive absences are defined as 17 unexcused days.) Parental contact will be made prior to the referral to the Regional Office of Education with the intent of remediation. In some cases, a truant officer may be involved.

7. If a student will be absent for three or more school days, the school will require a physician's statement as to the nature of the illness/injury and the length of time the student will be out of class. If a student should be excused from participating in a physical education activity, an appropriate note must be presented to the school office stating the medical reason the student may not participate and the length of time the student is to be excused from the activity.

8. Students who are absent more than 5 days per quarter are may be required to provide medical/legal/etc. documentation to excuse further absences for the remainder of the quarter. Failure to do so may result in Unexcused absences.

9. If a student will absent for an extended period of time (vacation, planned trip, etc.), prior arrangements must be made to gather assignments. Said assignments are due upon return unless given special permission by instructors.

KINDERGARTEN ENROLLMENT

A child may be enrolled in Kindergarten if he/she is five on or before September 1 of the current year. Pre-registration takes place in the spring of the school term. Notices are printed in the local papers, and school newsletter. At the time of pre-registration, parents will fill out two Proofs of Residency Form, Administration of Medication Form, Registration Form and an Emergency Card. Also, a Medical Record Form will be provided. It is to be filled out and signed by a physician and the parent during the summer and returned with the child by the first day of school. A child cannot start school until the required physical and immunizations are complete and turned in.

Each parent must also submit a birth certificate on the pre-registration day as proof of age.

HEALTH AND DENTAL IMMUNIZATION REQUIREMENTS

HEALTH

State law requires that each child receive a physical exam and be immunized against diphtheria, pertussis, tetanus, rubella, mumps, measles, and polio before first entering school and again prior to beginning the sixth and ninth grades. Also, a child must be immunized against Hepatitis B before entering sixth grade. A child may not attend school until these State requirements have been met. *The physical will be kept on file in the school office. Transfer students must also submit a physical upon entering an Illinois school for the first time. If existing health records do not meet Illinois requirements, the parent/guardian should make arrangements for the student to see a physician so that all requirements will be met. School districts are required to report their compliance level on October 15 of each year to the Illinois State Board of Education. Children who fail to meet the State health requirements will be excluded from attending school.*

DENTAL

A new law went into effect July 1, 2005, stating that in all public and private schools, students in kindergarten, second grade, and sixth grade are required to have dental exams. Under the guidelines of the law, if a child in the aforementioned grades fails to present proof of having been examined by a dentist **by May 15th,** the school may hold the child's report card until either the child presents proof of a completed dental exam. The Illinois Department of Human Services will be required to set rules about a waiver for children who show undue burden or total lack of access to a dentist. Please note that on the dental form, the general information must be completed by the parents. The Dental Exam form should be mailed or delivered in hand to the school office AS SOON AS IT IS COMPLETED.

Parents are asked to report to the office when a child has been diagnosed as having a communicable disease or has any other health problem. This can be done when the parent calls in to report that the child is not in school.

VISION

A new law went into effect January 1, 2008, requiring that all children enrolling in Kindergarten in a public, private, or parochial school and any student enrolling for the first time in a public, private or parochial school shall have an eye examination.

Each such child is to present proof of having been examined by a physician licensed to practice medicine in all its branches or a licensed optometrist within the previous year before October 15 of the school year. If the child fails to present proof by examination or the child presents proof that an eye examination will take place within 60 days after October 15. This requirement may be waived for children who show an undue burden or a lack of access to a physician licensed to practice medicine in all its branches who provides eye examinations or to a licensed optometrist.

MEDICAL AND DENTAL APPOINTMENTS

Please try to get appointments outside of school hours. If it must be on a school day, please leave the child in school as long as possible, take him/her out for the appointment, and then return him/her to finish the school day. If the doctor is at a distance, this may not be possible, but it is not generally necessary to miss an entire morning or afternoon.

If a child must leave school for an appointment, please send a note stating the reason. This note is then brought to the office where it is signed by the Superintendent or designee before being given to the teacher. We cannot take verbal messages from small children.

BOOK RENT AND OTHER FEES

Book and supply fees are set annually. This fee covers the use of textbooks, workbooks, art paper, and other instructional supplies. Checks should be made payable to Bartelso Elementary School. Parents who are recipients of Illinois Public Aid and those whose household income is below the current poverty level established by the U.S. Dept. of Health & Welfare, and those who are eligible for "free" lunch, may be eligible for a waiver of all fees.

Applicants for waiver of the aforementioned fees shall submit their request in writing to the District Superintendent along with documentation to substantiate their eligibility. A decision shall be rendered within 10 days of submission. In the event of an adverse decision, the applicant may appeal the decision to the current President of the School Board who will render the final decision within 15 days of receipt.

A waiver of fees is valid for one school year only.

All schoolbooks are issued by the teacher. A child and his/her parents are responsible for the proper care. A pupil must pay for lost or damaged books. The price will be determined by the Superintendent and the teacher depending on present cost, depreciation, and amount of damage.

SCHOOL SUPPLIES

A list of needed supplies by grade level is sent home at the end of each school year so that students have ample time to purchase supplies for the following year. A copy of this list is available in the school office.

STUDENT LOCKERS

Lockers are school property and as such may be inspected without notice. They must be kept orderly and contain only essentials such as clothing and school supplies. Pictures, etc. must not be attached to the inside or outside of lockers.

TRANSFER FROM DISTRICT

Parents should notify the office at least two days before the child leaves school so that the teachers can have report cards completed and personal belongings assembled.

The parents should provide the office with the name and address of the school where the child will enter and sign a permit to release the following student records to the new school: 1) The health card; 2) Grades and attendance; 3) Reading and standardized test scores; 4) Any other helpful information in the record; 5) The report card if it was not ready when the child left.

All students withdrawing from the district will be issued a State Student Transfer form.

STUDENT GENERAL INFORMATION

AUTOMOBILE TRAFFIC NEAR SCHOOL - - FRONT PARKING ALONG THE SIDEWALK WILL BE ELIMINATED.

Please help us to keep our children safe by following these suggestions. On school ***mornings:***

- *NEVER park in the fire lane.*
- *Park in areas that will not block buses.*
- *Do not make U-turns in front of the school. Instead, go around the block.*

*At **dismissal time**:*

- *Never park in the fire lane or bus lane.*
- *Please do not make U-turns*
- *Instruct your child to use the guarded crosswalk when crossing the street.*
- *Never send someone to pick up your child unless the school is informed of the change in advance.*
- *Parents who wait inside the building are asked to remain at the front door, not the classroom door.*

After School Pick-up Procedure

At the recommendation the Clinton County Sheriff's Department, the Board of Education approved to change the after-school student pick-up procedure. This pick-up procedure has been changed to address the hazardous condition we currently have. The goal is to keep our students safe and free from harm. Cars are requested to park in one single line behind school to avoid children running in front of a parked car.

From **3:00 to 4:00 P.M.**, students who will be leaving school in an automotive vehicle or bicycle will be dismissed from the computer lab exit. All vehicles will proceed one way from the south side of the school. Parked vehicles should park singly facing the North (end to end). Students who are walking home or riding the bus will be dismissed from the same front door exit. Once the student(s) have been picked-up, vehicles will then move northward behind the church to Highway 161 by the Bowling Alley.

CAFETERIA HELPERS

Two 4th grade and two 8th grade students help serve lunch daily. Student schedules are established by the classroom teachers. This service is on a strictly volunteer basis. Parental permission is required to participate in this service, and the student must maintain a minimum grade average of "B" in the class he/she must leave to work and "C in all other subjects.

SAFETY PATROL

The safety patrol is made up of seventh and eighth grade student volunteers. In order to serve in this capacity, each patrol person must study a manual on safety, and secure written parental consent.

Patrol assignments are made and supervised by the teacher/sponsor and the Superintendent. *It is critical for patrols to be on time to their appointed post. Additionally, patrols should exhibit behavior that will serve as a positive model for all other students.* A reward is usually planned for those members who reliably served the entire year.

All children must obey the patrol member and must cross streets only at the guarded crossings.

EMERGENCY

If a child becomes sick or is injured, the parent is notified and takes charge from that point. If the parent cannot be reached and the illness or injury seems serious, it is the policy of the school to admit the child to the emergency room at St. Joseph's Hospital, Breese, and contact the family doctor, if possible. If the child has school accident insurance, be sure to obtain a claim form from the office.

In case of an accident or injury received while participating in the school program or going to and from school, please make every effort to report the accident to the school office within 24 hours. Inform the office of the details leading to the injury and list any witnesses to the accident.

ADMINISTRATION OF MEDICATION/FIRST AID

Administration of medication during school hours or school related activities shall be discouraged unless absolutely necessary for the critical health and well-being of the child. *Therefore, only medication, which has been prescribed by a physician, will be given at school. We request that the parent administer the first two doses of the medicine at home. Non- prescription medicine, such as aspirin and cough syrup, will be administered at school only if accompanied by a note from their doctor.*

The parent or child will bring the medication and parental request to the school office where it will be stored in a secure area. *It is the child's responsibility to come to the office at the time the medication is to be administered*. The medication(s) will be given to the child by the school secretary/or administrator for self-administration. *The child must come to the office to take the medication home at the end of the day, if necessary*. Parents/guardians whose child needs to carry an asthma medication or an Epinephrine auto injector must complete special authorized medication forms.

DRESS CODE

Bartelso students should show pride in their school and pride in themselves. It is only fitting that this pride also be reflected in their appearance. There is a definite relationship between good dress habits, good work habits, and proper school behavior. School attire should be neat, clean, and in good taste. Students are expected to dress in a fashion that will not be dangerous to their health and safety or create a distraction to the educational program. Any dress or grooming which is obviously out of place at school or disruptive will not be tolerated, and deviations will be handled on an individual basis. Much of the responsibility for enforcing dress regulations rests with each parent, for they govern what clothes are purchased, as well as how their children dress for school each morning.

Hair must be kept clean, neat and combed. Hats are not to be worn indoors during the school day. In order to promote a clear understanding of the school's expectations regarding dress and appearance, the following guidelines are provided.

1. Shorts may be worn by students must be within the following guidelines:

A. Shorts need to be mid-thigh.
B. Spandex or biker's shorts are not permitted, nor any shorts that are considered to be too tight fitting by the superintendent.
C. No slits or cuts in areas of the upper leg or above will be allowed in the shorts.

2. Shirts without collars or shirts that are sleeveless are allowed, however, they must meet the following guidelines:
   A. The slits under the arms cannot extend below one-inch under the armpits.
   B. No low-cut shirts or blouses will be allowed.
   C. Midriffs and backs are to be covered. Halter-tops, crop tops, spaghetti straps, etc. are not allowed. Under garments should be not seen.
   D. Body suits are not recommended above Grade 4.
   E. Fishnet style or see-through shirts or blouses should have an undershirt.

3. No clothing will be allowed with immoral, offensive, or suggestive prints or openings or wording. This includes clothing that advertises tobacco, alcohol or drugs, or contains profanity, has ethnic or sexual connotations.

4. Shoes must be worn at all times and must tie or buckle firmly or firmly stay on the foot. **No flip-flop style or open-toed shoes are allowed due to safety and health requirements**. All students are required to have tennis shoes or appropriate closed toe shoes in order to participate in for Physical Education class.

5. All clothing must be constructed in such a way that the normal activities of sitting, standing, running, jumping, etc., do not expose the more private areas of the body.

6. Students arriving at school wearing clothing that does not meet the above guidelines as judged by the superintendent, will be asked to do one of the following:
   A. If the clothing violation is not deemed extremely serious, the superintendent will send a letter home with the student and ask that it not be worn again.
   B. If the clothing violation is, in the opinion of the superintendent, a serious violation, or if this is the second violation, the student will be sent home for a different set of clothes.

ROOM PARENTS

Room parents are selected by the teachers on an annual basis from volunteer parents and provide assistance when requested by a teacher.

Duties of room parents are as follows:

1. Assist the teacher with room parties at Christmas *(grades K through 8)* and *Halloween* (this may include *providing refreshments*.) *and send refreshments for Valentine's Day*.
2. Provide additional supervision on class field trips.
3. Assist the school secretary in notifying parents via telephone in case of emergency school cancellations.

Room mothers plan the parties. Refreshments are served at each party and each child is asked to provide a total of $3 to cover the cost of the three events. In order to assure student safety and grade/age level appropriateness we ask that all party games be submitted to the classroom teacher for review. We ask that parents who volunteer to help with classroom parties please do not bring younger siblings to the party with them.

SCHOOL PARTIES

Classroom parties are discussed by the faculty at the beginning of the year. Any grade may have a Halloween Party, Christmas Party, and Valentine's Day Party. Any other parties must be cleared through the Superintendent. (PLEASE NOTE THAT BIRTHDAY PARTIES ARE NOT PERMITTED. REFRESHMENTS MAY HOWEVER, BE PROVIDED FOR A BIRTHDAY). Prepackaged or store bought items are recommended. Prior approval from the superintendent is mandatory for homemade items. Each teacher is responsible for obtaining room parents (if needed) for each party. These *parents* make arrangements with the teacher about providing and serving refreshments and playing games at the party. *No treats should be brought for students without the prior approval of the teacher.*

GIFTS/BIRTHDAY GIFTS

Students will not bring or request delivery of birthday gifts (i.e., plants and flowers) to the school. This applies to birthday gifts for either students or staff. Gifts delivered to the school will not be accepted by the school.

FIELD TRIPS

Parents who wish to take their students home from a field trip must have a form turned in to the supervising teacher prior to the field trip. Student attendance, grades, and behavior will be considered when deciding whether a student may attend a field trip.

TELEPHONE

The office phone is for the use of the faculty and other school personnel. Students, with permission of *a teacher and/or other* staff member, may use the phone for necessary school related calls or for urgent/emergency purposes only. Parents may leave a message for a student, but the student will not be called to the phone except in emergencies.

EMERGENCY DRILLS

Fire drills and tornado drills are held *periodically in accordance with both State and local law* so that children will know what to do if the real event should occur.

Roll call is taken by the teacher before the signal is given for students to return to the building. Alternate routes are practiced, should their regular exits be blocked.

DISCIPLINE

Discipline is defined as the way one behaves or conducts oneself, and it is one of the instructional goals of the school staff to teach children acceptable patterns of good behavior. In order to do this with any success, the staff needs a firm and earnest commitment from each and every parent to provide support and backing when needed.

Parents who defend their child's misbehavior or try to find fault with a teacher's methods of discipline will find that the misbehavior will not improve and will probably become worse. Keep in mind that the methods of dealing with a group of youngsters may be somewhat different than you might use at home with your own children.

By and large, each classroom teacher handles student problems as he/she feels is appropriate for the situation. A teacher has the right to remove a disruptive student from the classroom and to use physical restraint when the situation warrants. When the teacher feels that a more stern approach is needed, the problem is referred to the superintendent.

Precise guidelines for students with disabilities can be found under "Disciplinary Consequences - Students with Disabilities."
The following infractions are considered to be serious in nature and will result in being referred to the superintendent/principal with a notice to parents and disciplinary action as further outlined in the handbook.

- rude, threatening and/or bullying behavior toward any student or staff member in person or on social media
- inappropriate language or gesture(s)
- defacing school property
- possession/use of tobacco, anabolic steroid drugs or alcohol, distributing, purchasing or selling of drugs
- theft
- cheating, plagiarism, or similar offense
  Note on cheating and plagiarism: Submitting information obtained on the internet or from other outside sources as your own is plagiarism. Using or attempting to obtain data or answers dishonestly, by deceit, or by means other than those authorized by the teacher is prohibited. Willingly providing answers to another student is also considered cheating. Any student project or test that violates this rule will receive an automatic "0" grade. The honesty and integrity of all students are presumed and are expected.

BULLYING, INTIMIDATION AND HARASSMENT

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal.

Bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned

actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

For purposes of this policy, the term *bullying* means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

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

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

TEEN DATING VIOLENCE PROHIBITED

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. Threats to use physical, mental, or emotional abuse to control an individual in the dating relationship is prohibited. Students are encouraged to immediately report teen dating violence.

DISCIPLINARY CONSEQUENCES

Violation of the rules at Bartelso Elementary School will result in disciplinary action. Repeated violation will have a cumulative effect and stronger disciplinary measure will be involved. Listed below are some of the disciplinary consequences which will be used for various disciplinary infractions:

VERBAL WARNING: Response to a minor behavior problem such as talking, violation of a playground rule, eating candy, improper dress, foul language, and failure to respect staff.

LOSS OF RECESS OR OTHER ACTIVITIES: Response to repeated violation of minor rules such as violation of playground rules, initial response to violation such as throwing items at other students or pushing other students in the classroom.

AFTER SCHOOL DETENTION (Served 3:15-3:45 p.m.) -- Parents pick up or arrange to pick up student after school: Consequence for repeated (4 or 5 times) violation of minor rules or more serious infraction. May be used for students who repeatedly fail to do homework or will not conform to classroom rules. May be used for all incidents of fighting, or other incidents which could lead to injury.

SUSPENSION: Will be used as a consequence of behaviors which endanger the safety of other students or staff members, causing disruption to the learning environment, and insubordination towards staff; this can be used as a consequence for students who throw sharp objects; may be used for multiple incidents of fighting; may be used for students who use tobacco, alcohol, or other drugs on the school grounds.

SUSPENSION FROM SCHOOL TRANSPORTATION: A temporary suspension from bus service of students who endanger the safety of others during trips to and from school or to and from athletic events. This may also be used for repeated minor rule infractions associated with student transportation.

RESTITUTION: A consequence requiring students to replace school items or equipment that he/she intentionally damaged or destroyed.

EXPULSION: Cases of extreme misbehavior or multiple suspensions may result in expulsion from school for any length of time up to 2 years. Expulsion of a student can only be performed by the School Board upon recommendation by the Superintendent.

Students who are serving a suspension or expulsion may not enter school property during the school day nor attend any school related function or event that takes place outside the school day.

A student who is subject to suspension or expulsion may be eligible for transfer to an alternative school program.

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.

NOTE: Punishment for each offense may vary according to the severity of the offense.

INAPPROPRIATE USE OF ANY ELECTRONIC DEVICE

No items of value should be brought to school. The school cannot be held responsible for lost or stolen items. The following are prohibited:

- Using or possessing an electronic messaging 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. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept off and out of sight during the regular school

day unless: (a) the supervising teacher grants permission in a backpack; (b) use of the device is provided in a student's IEP; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

- Student cell phones, smart watches, or other electronic devices must be kept in the student's locker during the school day until dismissal.

Note: Operating transmitters designed to jam or block wireless communications violates the federal Communications Act of 1934. Fines for a first offense can range as high as $11,000 for each violation or imprisonment for up to one year, and the device may also be seized and forfeited to the U.S. government.

- Using or possessing a laser pointer unless under a staff member's supervision and in the context of instruction.
- Students may not use cell phones or electronic devices for creating, sending, sharing, viewing, receiving, or possessing *indecent visual depictions* as defined in State law. Possession is prohibited regardless of whether the depiction violates State law. Any cellular phone may be searched upon reasonable suspicion of sexting. All sexting violations will require school administrators to follow student discipline policies in addition to contacting the police and reporting suspected child abuse or neglect when appropriate.
- Examples of electronic devices that are **not** used as study aids include: hand-held electronic games, CD players, MP3players/iPods, global positioning systems (GPS), radios, and cellular telephones (with or without cameras), and other portable mobile computers capable of transmitting images or pictures.
- The School District is not responsible for the loss or theft of any electronic device brought to school.

Students who violate these guidelines will be subject to disciplinary action including suspension and, possibly, expulsion as well as the confiscation of said device.

STUDENTS WITH DISABILITIES

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The District Discipline Committee is responsible for developing, implementing, and monitoring procedures on the use of behavioral interventions for children with disabilities. The Committee shall review the State Board of Education's guidelines on the use of behavioral interventions and use them as a non-binding reference. The Superintendent may designate at least one staff member as a behavioral intervention consultant who shall oversee the implementation of this policy. In most cases, this person will be a special education teacher.

The behavioral intervention procedures shall be furnished to the parent(s)/guardian(s) of all students with individual education plans within 15 days after their adoption and/or presentation to the Board or at the time an individual education plan is first implemented for a student; all students shall be informed annually of the existence of this policy and procedures.

Suspension and Expulsion

The following procedure shall be used when a student with disabilities is alleged to have engaged in disobedience or misconduct:

I. Suspension for a Cumulative Period Not to Exceed 10 Days in Any School Year

The District's regular suspension procedures shall be used to suspend a student with disabilities for a cumulative period not to exceed 10 days in any school year.

II. Suspension beyond 10 Days, or Expulsion

A. The District shall promptly notify the student's parent(s)/guardian(s) of the disobedience or misconduct and whether the student will be suspended. All procedural protections pertaining to notice provided under the regular education discipline policy shall apply to this notice. This information shall be confirmed in writing and the parent(s)/guardian(s) shall be advised as follows:

1. That the multidisciplinary conference (MDC) team shall meet as soon as possible, but at least 10 calendar days after this notice was sent, unless such 10-day notice is waived by the parent(s)/guardian(s), to determine whether a causal relationship exists between the student's disabling condition and the student's alleged disobedience or misconduct; and

B. MDC Determination

The MDC team may determine that the cause of the student's disobedience or misconduct is <u>not</u> related to the student's disabling condition. In that case, the student may be disciplined under the District's discipline policy for regular education students by measures up to and including expulsion. If the Board imposes expulsion or other disciplinary measures altering the student's special education program, an IEP meeting shall be convened to determine appropriate alternative means of service delivery.

C. The Board may not expel a disabled student if the MDC team determines that the student's gross disobedience or misconduct <u>is</u> causally related to the student's disabling condition. The MDC team is responsible to address placement changes which may be appropriate in light of misconduct found to be disability-related.

Parent(s)/guardian(s) may object to a proposed change in their child's educational placement. If so, if the Superintendent believes that the student's behavior in the current placement poses a continuing physical danger to the student or to others, the Superintendent is authorized to seek a court order to change the placement or to suspend the student for more than 10 days.

REGULATIONS GOVERNING BEHAVIOR/SAFETY IN GENERAL

Each student must obey and show proper respect to every staff member while at school and at any school sponsored activity.

Gum chewing is not permitted anytime during the school day, including recesses, and P.E.

The following items are prohibited from school: knives/pocket knives, slingshots, water pistols, matches/cigarette lighters, tobacco products, and controlled substances (drugs/alcohol).

Lockers, desks, and other storage areas are the property of the school and may be searched by school personnel without notice to either student or parent.
No student may bring anything to school for the purpose of selling to other students.

HALLS

1. Absolutely no running in halls at any time.
2. Silence in halls when going from one room or location to another.

CAFETERIA

1. Obey the cafeteria supervisor.
2. Talk in a conversational tone, and only with those sitting nearby.
3. Students may NOT trade food.
4. Each student is responsible for picking up food dropped on the table or floor.
5. Do not walk about visiting other tables.
6. Spend at least 15 minutes eating before being dismissed.
7. Student lunches from home cannot be stored in the kitchen refrigerator.
8. No part of the school lunch may be taken from the cafeteria.

RESTROOMS

1. Flush toilets each time they are used.
2. Wash and dry hands before leaving the restroom. Students should conserve water and use paper products correctly.
3. Dispose of paper towels in the waste can.
4. Do not eat or play in the lavatories.
5. Do not hang on partitions or supports.

CLASSROOM

1. Students must be seated unless up with teacher's permission.
2. After the classroom is open in the morning, students must remain in their own rooms and not go visiting.
3. No sitting on the bookshelves, tables, or desks.

4. Teachers' desks and materials are "Hands Off" to students.
5. Do not attach pictures, etc., to locker walls/doors or student desks *without teacher permission.*

PLAYGROUND

1. All games which result in a student being tripped, tackled, pushed down, or knocked down are prohibited.
2. Students must play in areas which are in full views of the playground supervisors at all time
3. Students may not play in the following areas: near a classroom where class is in session, in muddy or wet areas, or near storage buildings.
4. A whistle or bell will signal the end of recess. All play must stop immediately, and students return to classrooms. Do not bounce or throw balls after the bell.
5. Only one person may be on the top landing of the slide at one time and one on the ladder waiting.
6. The person sliding down the slide must be seated and facing forward.
7. Students can only bring personal sports equipment for use on the playground, when approved by the teacher.
8. Students in Grades K-4 are not allowed on the basketball court during the morning recess; they may use the court at the noon recess. During the morning recess, only Grades K – 4 may use the new playground equipment.
9. Students playing the four-square game should not throw the ball at the building or at other students.
10. Use playground equipment appropriately.

GYM

1. As a reminder, students need to wear some style of gym, athletic, or tennis-type shoe for playing in the gym.
2. If a student chooses to wear dress-style shoes, then a separate pair of gym-type shoes for gym use must be provided.
3. Students without an approved type gym shoe must sit on the bleachers.
4. When recess is held in the gym, personal athletic equipment will not be allowed in the gym. Individual classrooms will be responsible for playground balls and jump ropes.
5. There is to be no chasing, playing tag, football, dodge ball, or keep-away, as the gym is too crowded for these games.
6. The end of play will be signaled by either whistle or bell. At the signal, all play must stop immediately, and students line up in single file along the north or west gym wall and wait to be dismissed.
7. When dismissed, students must return to their classrooms quietly without stopping along the way for drinks, etc.

USE OF DRUGS, ALCOHOL, OR TOBACCO

DRUG ABUSE

Non-medical use of drugs is hazardous to the health of students. The illicit use, possession, or distribution of drugs or look-alike drugs and drug paraphernalia is not permitted on school buses, in school building, or on school grounds at any time. This policy extends to all school-sponsored and related activities as well as field trips and athletic and music trips, whether held before or after school, evenings or weekends. Students shall not be permitted to attend school when they are under the influence of illicit drugs. For the purpose of this policy, students who are under such influence shall be treated in the same manner as though they had drugs in their possession.

Students shall be advised of this policy through classroom instruction and through the Parent/Student Handbook. In addition, information concerning the effects and potential dangers involved in the illicit use of drugs shall be included in the curriculum in compliance with the law.

If a staff member finds a student to be illicitly using, possessing, or distributing drugs or look-alike drugs in violation of this policy, the student shall be suspended for a period of up to ten days, and the proper authorities shall be notified promptly. In all cases, parents' cooperation shall be sought. When a substance is determined to be an illicit drug, the identity of the student shall be given to the proper authorities for prosecution.

Repeat offenders may be recommended to the School Board for expulsion.

If there is reason to believe that a student is using drugs illicitly at any time on or off school premises, the health and counseling services of the school shall be made available to the student and his parents.

Given reasonable grounds for suspicion, school officials may search for and seize illicit drugs brought onto school buses or school property and submit such drugs to the proper authorities for analysis.

Organizations sponsoring activities on the school's facilities outside of regular school hours shall be made aware of this policy and shall be expected to take appropriate disciplinary measures. Failure to do so could result in cancellation of that organization's privilege to use District facilities.

ALCOHOL AND TOBACCO

The possession or use of any alcoholic beverage or tobacco product by students at school, on school buses, or at any school sponsored or school related event is prohibited. This policy extends to field trips and to co-curricular (athletics, etc.) trips or events whether held before or after school, evenings, or weekends.

Any student found to be in violation of this policy will receive an appropriate disciplinary penalty which may include a school suspension of up to 10 days. Parents shall be notified promptly of any violation of this policy.

Given reasonable grounds for suspicion, school officials may search for and seize any alcoholic beverage or tobacco product brought onto school buses or school grounds.

Parent(s)/Guardian(s)/Guest(s) at all school events are reminded that alcohol and tobacco are not permitted in the school or on school grounds.

DANGEROUS INSTRUMENTS/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 2 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 ILCS65/), 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-a-likes" of any firearm as defined above.

The above rules apply at school, on field trips, summer school, evening school activities, on buses and going to and from school.

STUDENT TRANSPORTATION BETWEEN HOME AND SCHOOL

Student transportation between home and school is not a State requirement. It is provided by the Board of Education as a service, and is possible because of partial State reimbursement of the expense to transport eligible students. Eligibility for regular daily transportation between school and home is determined by the residence of the student's parents or legal guardians. There are three standards of eligibility:

1. A student resides 1.5 miles or more from school by the most direct route via public roads.
2. A student resides less than 1.5 miles from school as measured by the most direct route via public roads, but walking would expose the pupil to life-threatening hazards as defined by the Illinois Department of Transportation, and is determined by the administration and School Board.
3. A student lives less than 1.5 miles from school via the most direct route via public roads, but due to physical or mental handicap, his/her Individualized Education Plan (I.E.P) requires transportation.

Special accommodations can be made for students who are already eligible for transportation. Students may be transported to or from school and a residence other than their own if the following three conditions are met:

1. The student's parent must notify the school office in writing of the desired change.
2. The special stop requested must be on the current bus route.

3. The special stop requested must meet the eligibility requirements of distance from school or hazardous route as stated above.

School bus riders, while in transit, are under the jurisdiction of the school bus driver and the District Superintendent.

The Superintendent has the authority to suspend a student from riding the bus, including high school students, should the continued misbehavior or violation of the rules and regulations warrant it.

Emergency bus evacuation drills are held periodically during the year so students know what to do in the event of an actual emergency.

It is recommended that all riders, parents of riders, and teachers become thoroughly familiar with the following regulations governing school bus riders:

BUS RULES

1. *Students who do not qualify for regular bus transportation may not ride the school bus to or from school at any time except for extra-curricular events or field trips.*
2. Be on time at the designated school bus stop; help keep the bus on schedule.
3. Stay off the road at all times while waiting for the bus.
4. Do not move toward the bus until the bus has been brought to a complete stop and the traffic stop-arm has been extended. Sit 3 students in each seat. Do not change seats between home and school.
5. Remain in the bus in the event of a road emergency until instructions are given by the driver.
6. Keep hands and head inside the bus at all times and do not throw anything out of the bus windows.
7. Make no unnecessary noise.
8. Be absolutely quiet when approaching a railroad crossing.
9. Treat bus seats as you would treat your home furniture. Damage will be charged to parents.
10. Assist in keeping the bus safe and sanitary at all times.
11. Carry no animals on the bus without permission of the school transportation director or the Superintendent.
12. Keep books, packages, coats, and all other objects out of the aisles.
13. Be courteous to fellow students and help look after the safety and comfort of smaller children.
14. Do not ask the driver to stop at places other than the regular bus stop. The driver is not permitted to do this, except by proper authorization from the Superintendent.
15. Observe safety precautions at discharge point. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Wait for a signal from the bus driver permitting you to cross.
16. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. The assigned chaperone must be obeyed.

17. No eating, drinking, or smoking is permitted while on the bus.
18. Do not have any sharp objects in hands (pencils, pens, etc.) while on the bus.
19. The driver may assign seats as necessary.

GENERAL INFORMATION

VISITORS

ADULTS AND ALL OTHER VISITORS MUST REPORT TO THE OFFICE AND OBTAIN PERMISSION BEFORE GOING TO ANY OTHER PART OF THE BUILDING AND/OR BEFORE PICKING UP STUDENTS. Anyone who comes to visit a classroom outside times especially designated must first report to the office and secure permission from the Superintendent. Students may not bring friends to school for the purpose of visiting.

SUPERVISION

From the time the student gets on the bus in the morning until getting off it in the evening, each student is the responsibility of the school staff who take the place of the parents in that child's regard. The child must always be properly supervised so that no undue harm comes to him/her. This supervision is the responsibility of all teachers, bus drivers, school personnel, chaperones, volunteers*, and safety patrol (under teacher supervision).*
It is the duty of the children at all times to respect and obey those who have authority over them. When a child is out of order, anyone in authority may and should correct. Outstanding insubordination and excessive misconduct will be brought to the attention of the parents. Extreme measures may involve suspension from school.

PARENT FACULTY CLUB

This is *a school-sponsored* organization which is the result of voluntary coordination of efforts between parents and teachers. As is written in the Constitution of the Organization, the purpose of this club is "to give effective support to the school's educational programs and to promote better understanding of the purposes and process of education".

All parents and faculty and staff members are welcome and encouraged to attend.
Membership is open to all adults of the district, but pastors and faculty members may not hold office. Only parents or guardians, having children in school at the time of their election, may be elected to office.

The president shall preside at all meetings of the organization, shall act as the official representative of the club, and shall inform the Superintendent of all planned club activities and jointly draw up the meeting agendas. The president shall also appoint any assistant or committee necessary to promote activities of the organization. Parents will be notified of the exact time of the meetings.

PEST MANAGEMENT CONTROL

The Bartelso Elementary Pest Management Program will be a monthly schedule and we will only use baits, gels and traps as needed. Liquid insecticides will only be used for remedial action only. This will eliminate notification requirements, unless remedial action is needed. Any treatment with liquid insecticide will be crack and crevice treatment only or as label directions specify. All remedial treatments, beyond threshold, will be completed as soon as possible. The district maintains a registry of parents/guardians of students and employees who have registered to receive written or telephonic notification two (2) business days prior to the application of pesticides to grounds or property.

TECHNOLOGY

All students will have access to Chromebooks and/or tablets throughout the school day. Devices may be assigned to students and these devices must stay at school unless permission is given to take them home by the Superintendent or teacher. In addition, all students will be provided a Computers class during the school year. During this class, students receive instruction in several topics, including use and care of computers, parts and functions of computers, keyboarding skills, internet usage and safety, and use of software programs chosen to enhance instruction in subject areas at each grade level. A copy of the Acceptable Use Policy which all students and their parents are expected to sign if they are to have access to the internet is included at the end of this handbook.
Students are prohibited from (i) accessing and/or distributing at school any written, printed or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written, printed, or electronic material, including photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

LEGAL NOTICES

The following information pertains to the rights and obligations of parents, students, and school personnel in accordance with the following laws:

- Illinois School Student Records Act
- Chapter 122, Paragraph 50-1 et seq. of the Illinois Revised Statutes, 1985
- Rules provided by the Illinois State Board of Education (23 Illinois Administrative Code 375)
- Title IX Prohibiting Sex Discrimination
- Section 504 of the Rehabilitation Act of 1973

STUDENT RECORDS

In compliance with federal legislation pertaining to the "Family Rights and Privacy Act of 1974", the "Illinois School Student Record Act of 1975", (pursuant to Chapter 122, Article 50, Illinois

Revised Statutes, 1975), the following policy shall be implemented in the Bartelso Elementary School District No. 57 effective August 1, 1976.

A. "Student record", "student information", "student data" or similar references shall refer, for the purposes of this policy to any material or information which identifies a specific student, including, but not limited to name and sex, parents' names and occupations, address and phone number, family physician, birthdate, siblings, residence, schools attended, reading level, attendance record (tardiness and absenteeism), academic work completed, level of achievement such as grades or test scores, standardized test results, aptitude and psychological tests, health records, teacher or counselor ratings and observations, anecdotal reports, class rank and grade point average, vision and hearing records, scheduling records, and verified reports of serious or recurrent behavior patterns.

   Full and complete copies of the laws, rules, and regulations on student records are on file with the records custodian, who is the Superintendent of the district.
   The Bartelso Elementary School shall maintain two types of student records.

   1. STUDENT PERMANENT RECORD -- which shall consist of:

      a. Basic identifying personal information necessary to a school in the education of the student--including students' and parents' names and addresses, birth date and place, and gender;

      b. Academic transcript, including grades, class rank, graduation date, grade level achieved;

      c. Attendance record;

      d. Accident reports and health record;

      e. Record of release of permanent record information;

      In addition, student permanent records MAY include:

      a. Honors and awards received; and

      b. Information concerning participation in school sponsored activities or athletics, or offices held in school sponsored organizations.

      Student permanent records and the information contained therein shall be maintained for a period of 60 years after the student has transferred, graduated, or permanently withdrawn from school.

   2. STUDENT TEMPORARY RECORD -- consists of all information not required in the student permanent record. Such information may include:

      a. Family background information;

b. Aptitude test scores;

c. Psychological evaluations, including information on intelligence, personality, and academic information obtained through test administration, etc.

d. Achievement test results;

e. Participation in extra-curricular activities;

f. Honors and awards received;

g. Teacher anecdotal records;

h. Disciplinary information;

i. Special Education files, including multi-disciplinary staff reports, etc.

j. Any verified reports or information from non-educational persons, agencies, or organizations;

k. Record of release of temporary record information.

It shall be the policy of this district to destroy student temporary records one year after the student has transferred, graduated, or otherwise permanently withdrawn from the school district, after first notifying the parents or guardians of their right to request copy/copies of the material at a cost no to exceed 35 cents per copy. This fee will be waived for those who are unable to afford such costs.

B. RECORD COLLECTION, STORAGE, MAINTENANCE, AND CONTROL

1. All certificated employees of the Bartelso Elementary School are assigned responsibilities in the collection of information. All certificated employees of the school shall honor the trust of the person who provides information during systematic data collection, or other forms of communication on the assumption the information will be kept confidential.

2. Records (permanent and temporary) shall be stored in the building the student currently attends.

3. Records shall be controlled by the Superintendent or his or her designee.

4. All records shall be stored in locked fire resistant files.

5. The Superintendent or his/her designee, shall at least once annually, review each student's Temporary Record, removing outdated or irrelevant material.

6. The Superintendent, as the official records custodian, shall take all reasonable measures to prevent unauthorized access to or dissemination of school records.

7. Information added to a student temporary record after March 24, 1976, shall include the name, signature, and position of the person adding such information and the date of entry.

8. All students/parents shall be sent copies of this policy by October 1, 1976. Thereafter, upon initial enrollment of a student, such notification will be provided to the student and his/her parents.

C. AUTHORIZED ACCESS TO STUDENT RECORDS AND RELEASE OF STUDENT RECORDS

1. Personnel of District No. 57 and Kaskaskia Special Education District such as school administrators, teachers, counselors, school nurses, speech therapists, school psychologists, and school social workers normally have a current and legitimate educational interest in student records, and shall have access as needed for professional purposes.
2. Student records shall be made available to parents or guardian(s) of a student who is 17 years of age or younger within 15 school days of the time a written request for review is submitted to the Superintendent. Students who are 14 years of age or older shall be given access to his/her student records by submitting a similar written request. Students under the age of 14 will be provided access to their student records provided they have the written consent of their parent(s) or guardian(s). Upon attaining the age of 18, only the student will be permitted access to his/her records. The Superintendent or his/her designee shall be present to discuss these records when they are reviewed.

3. Student records may be made available to researchers for statistical purposes, provided that:

    a. Permission has been received from the State Superintendent of Education; and

    b. No student or parent will be personally identified from the information released.

4. School officials will release student records pursuant to a court order or subpoena presented by local, state, or federal officials. However, school personnel shall notify the parent(s) and/or student in writing regarding the judicial order, and the information so provided.

5. The Superintendent of the Bartelso Elementary School will release student records to the official records custodian of another school both within, and outside the State of Illinois, in which the student has enrolled, or intends to enroll, upon the written request of such official or student, provided that the parent receives prior written notice of the nature and substance of the information to be transferred. Parents may, upon request, inspect, copy, and challenge such information. After 10 days following the notice, if parents have not filed an objection or challenge, the records will be transferred to the requesting school.

6. Information may be released without parental consent in connection with an emergency, to appropriate persons, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. When this occurs, the Superintendent shall notify the parents of the information released, the date of the release, the person(s), agency, or organization receiving the information, and the purpose of the release.

   The Superintendent, in considering whether to release student records relative to a potential emergency situation, will consider:

   a. The seriousness of the threat to the health or safety of the student or other persons;

   b. The need for such records to meet the emergency;

   c. Whether the persons to whom such records are released are in a position to deal with the emergency.

7. School "Directory Information" on students, such as that normally used in yearbooks, athletic, musical, and dramatic publications; student honor rolls, etc. shall generally be exempt from the provisions of this policy. This information normal includes: name and address, date and place of birth, major field of study, weight and height, awards received, and previous schools attended. However, any parent or guardian or student adult who wishes to have this information excluded from publication, may do so by notifying the Superintendent in writing prior to the first day of school in any school year.

8. Any release of information other than that specified in C: 1-7 above shall require the prior, specific, dated, and written consent of the parent or guardian, designating the person to whom such records may be released, the reason for the release, and the specific records or information to be released.

9. A parent or student may not be forced by any person or agency to release information from the temporary record in order to secure any right, privilege or benefit, including employment, credit or insurance.

D. REVIEW AND CHALLENGE OF STUDENT RECORDS

1. Parents and guardians shall have the right to challenge the accuracy, relevance, and/or propriety of any entry in the school student records, exclusive of grades of their child.

2. A request for an informal conference to challenge the contents of a student record as noted in #1 above, shall be made in writing to the Superintendent, and shall state in specific terms what entries in their student's record are being challenged or questioned.

3. An informal conference with the parents shall be held within 15 school days of the receipt of the written request for the conference.

4. If the challenge is not resolved by the informal conference, a formal hearing shall be held within 15 school days of the initial conference, and shall be heard by the President of the Board of Education of Bartelso Elementary District #57.

5. At the hearing, each party shall have the right: to present evidence; to call witnesses; to cross-examine witnesses; to council; and to receive a written statement of any decisions and reasons therefore.

6. A verbatim record of the hearing shall be made by a tape recorder.

7. The President of the Board, as hearing office, shall render a decision within 10 school days after the conclusion of the hearing and shall transmit this decision immediately to the parents and the Superintendent. The decision shall be based solely on the information presented at the hearing, and shall result in one of the following:
    a. To retain the challenged contents of the student record;
    b. To remove the challenged contents of the student record;
    c. To change, clarify, or add to the challenged contents of the school record.

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

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

10. The school shall be responsible for implementing the decision of the Superintendent of the Educational Service Region.

SEX DISCRIMINATION (Title IX, Sec. 86.8)

In compliance with Title IX of the Educational Amendments of 1972 prohibiting discrimination by sex in educational programs which receive Federal funds, the Board of Education adopted the following grievance procedure on 12-12-75:

A. A student or an employee shall present his complaint in writing to the grievance officer.

B. The grievance officer shall investigate the complaint and arrange for a hearing within 5 working days.

C. Within 5 working days, a hearing shall be held before a hearing officer who will be an appointed disinterested third party and an employee of the district.

D. The designated hearing officer shall render his opinion to the grievance officer and the student or employee within 5 working days from the time of the hearing.

E. Failing a resolution at state "D", the student or employee may present a statement of his grievance to the Board of Education who shall determine the matter.

F. Failing a resolution at state "E", the grievance may file a complaint with the circuit court.

There shall be no reprisal against any student or employee for filing a grievance or for utilizing the grievance procedure. For the purpose of maintaining confidentially, grievances will not be filed in a student's file or an employee's personnel file. The grievance file will be kept in the office of the grievance officer; the grievant has the same access to this file as he does his own personnel file.

In accordance with Federal law and U.S.D.A. policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.
To file a complaint of discrimination, write: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider.

The district grievance officer and program coordinator is:

Tom Siegler, Superintendent
Bartelso Elementary School
306 South Washington Street
Bartelso, Illinois 62218
Office phone - (618) 765-2164

DISCRIMINATION AGAINST HANDICAPPED

Section 504 of the Rehabilitation Act of 1973 provides that "no otherwise qualified handicapped individual . . . shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance."

Since our School District receives federal funds through the Department of Health, Education, and Welfare, we are subject to the requirements of the above-mentioned Act.

Therefore, in conformity with these requirements, the Board of Education, at its June 9, 1977 meeting, adopted a resolution to comply with Section 504 of the Rehabilitation Act of 1973 as amended and all applicable requirements imposed by the Department of HEW.

Any student or employee who desires to file a grievance in regard to discrimination on the basis of a handicap, should notify the following person who has been appointed as coordinator, and who will provide prompt and equitable resolution of complaints.

Tom Siegler, Superintendent
Bartelso Elementary School
306 South Washington Street
Bartelso, Illinois 62218
Office Phone - (618) 765-2164

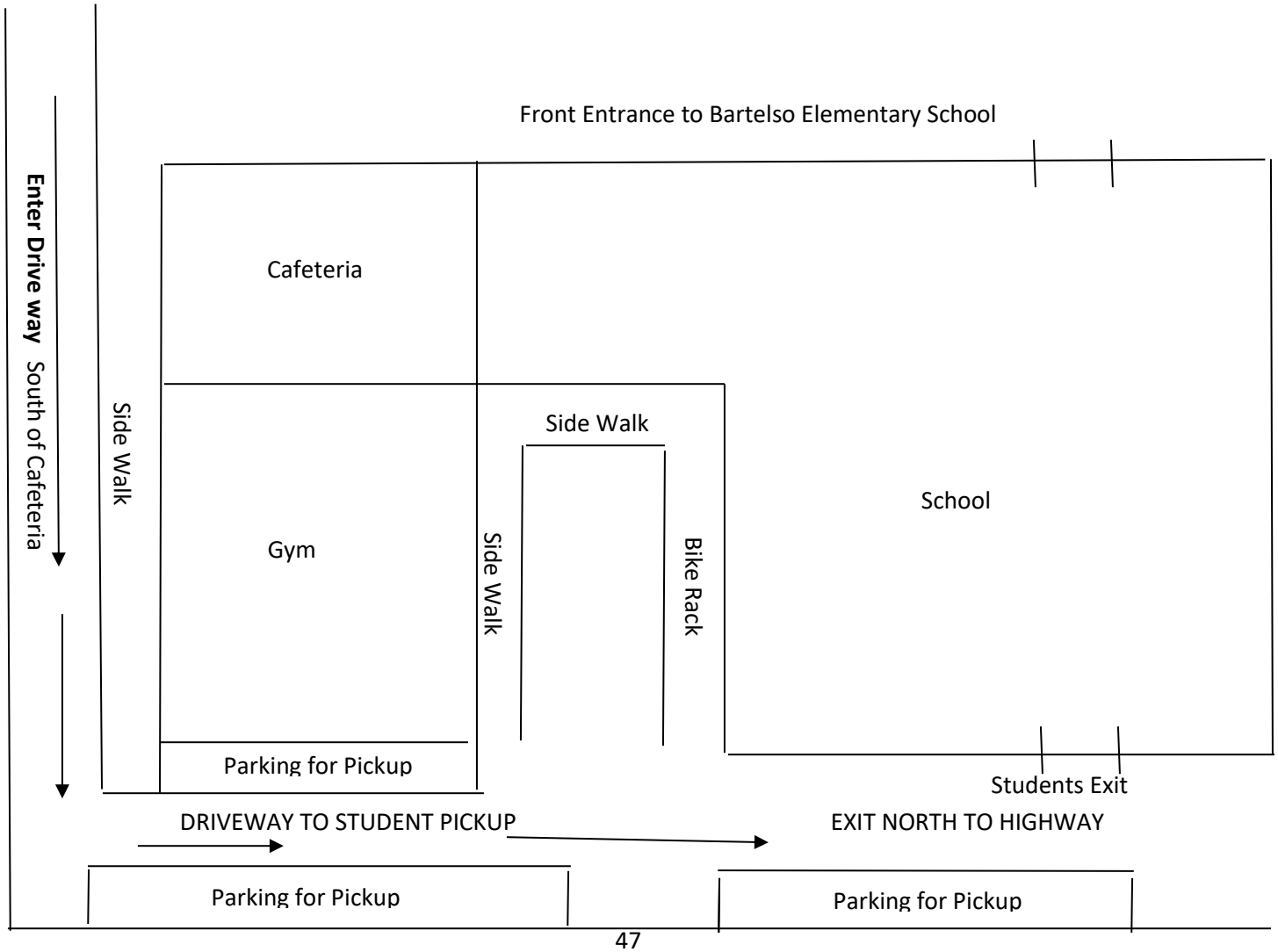
AUTOMOBILE TRAFFIC
After School Pick-Up

For **safety** purposes, parent/guardians need to park behind the school to pick-up their students.

Students who ride with parent/guardian will exit through the double doors by the computer lab.

Parents should : - enter the driveway by the gym from the south
- park in designated areas (see diagram)

Exit **slowly** out the drive behind the parish out past the bowling alley to the highway!



July 1, 2022

Annual Asbestos Management Plan Availability

TO ALL PARENTS, GUARDIANS, FACULTY AND STAFF:

As you may be aware, the U.S. Environmental Protection Agency (U.S. EPA) has regulations regarding asbestos-containing materials in schools. These regulations require that all schools conduct surveys to identify the presence of asbestos in their buildings and to implement appropriate response actions as necessary.

Also under these regulations, we are to inform annually all parents, guardians, faculty and staff of the presence of asbestos-containing building materials (ACBM) at our Facility.

An inspection was performed at all school facilities located within Bartelso School District #57, a site specific asbestos management plan was developed, reviewed by the Superintendent and the Designated Person, and has been implemented. This plan describes in detail how any asbestos exposures will be minimized.

All parents, guardians, faculty and staff or others are invited to review this plan, which is available at the School Administrative Office. Should you have any questions or desire further information, please contact the Superintendent's office.

Bartelso School District No. 57
2022-2023 School Calendar
School Hours: 8:20 a.m.—3:10 p.m.

Thursday, August 11, 2022	Teacher Institute
Monday, August 15, 2022	First day of classes; 8:20-1:30 p.m.
Friday, September 2, 2022	½ day of school-dismiss at 11:45 a.m. ½ day School Improvement (SIP)
Monday, September 5, 2022	Labor Day – No School
Friday, October 7, 2022	½ day of school-dismiss at 11:45 a.m. ½ day School Improvement (SIP)
Monday, October 10, 2022	Columbus Day – No School
Tuesday, October 25, 2022	Parent/Teacher Conferences 3:15-6:30 p.m.
Wednesday, October 26, 2022	Parent/Teacher Conferences 3:15-6:30 p.m.
Friday, October 28, 2022	Teacher Institute
Tuesday, November 8, 2022	No School – Voting Day
Friday, November 11, 2022	No School – Veterans Day
Wednesday, November 23 through Friday, November 25, 2022	Thanksgiving Break
Wednesday, December 21, 2022	Early Dismissal- 1:30 p.m.
Thursday, December 22, 2022 through Monday, January 2, 2023	Christmas Break
Tuesday, January 3, 2023	Teacher Institute
Wednesday, January 4, 2023	School Resumes
Friday, January 13, 2023	½ day of school-dismiss at 11:45 a.m. ½ day School Improvement (SIP)
Monday, January 16, 2023	Martin Luther King Jr. Day – No School
Friday, February 17, 2023	No School –Tri-County Institute
Monday, February 20, 2023	No School – President's Day
Thursday, March 9, 2023	½ day of school-dismiss at 11:45 a.m. ½ day School Improvement (SIP)
Friday, March 10, 2023 through Monday, March 13, 2023	No School
Wednesday, April 5, 2023	Early Dismissal – 1:30 p.m.
Thursday, April 6, 2023 through Monday, April 10, 2023	Spring Break
Tuesday, April 11, 2023	School Resumes
Friday, May 5, 2023	½ day of school-dismiss at 11:45 a.m. ½ day School Improvement (SIP)
Monday, May 29, 2023	Memorial Day- No School
Wednesday, May 31, 2023	Last Day of School if all Emergency Days are used

PFC Officers

2022-2023

parents and teachers devoted to the future of our children

Michele Toennies, President

Jamie Williams, Vice-President

Michelle Gebke, Treasurer

Michelle Dulle, Secretary

BARTELSO ELEMENTARY FACULTY AND STAFF

Superintendent	Tom Siegler	tsiegler@bsd57.org
Kindergarten	Kara Gall	kgall@bsd57.org
1st Grade	Kristi Hilmes	khilmes@bsd57.org
2nd Grade	Lynn Tonnies	ltonnies@bsd57.org
3rd Grade	Laura Hoerchler	lhoerchler@bsd57.org
4th Grade	Shelby Brandmeyer	sbrandmeyer@bsd57.org
5th Grade	Jessica Hughes	jhughes@bsd57.org
6th Grade	Laura Malone	lmalone@bsd57.org
7th Grade	Colleen Kunz	ckunz@bsd57.org
8th Grade	Angie VonHatten	avonhatten@bsd57.org
Band/Music	Amy Koch	akoch@bsd57.org
Special Education	Jill Tasker	jtasker@bsd57.org
Computers/Gifted	John Feldman	jfeldman@bsd57.org
Paraprofessional	Crystal Kahre	ckahre@bsd57.org
Paraprofessional	Dana Beckmann	dbeckmann@bsd57.org
Bookkeeper	Shelly Winning	swinning@bsd57.org
Clerk	Deb Gerdes	dgerdes@bsd57.org

The provisions of this handbook are not to be considered as irrevocable contractual commitments between the school and the student. Rather, the provisions reflect the current status of the rules, practices, and procedures currently practiced and are subject to change.

BARTELSO SCHOOL DISTRICT #57
ACCEPTABLE USE POLICY FOR INTERNET/TECHNOLOGY

The Internet is a vast, global network, linking computers at universities, high schools, science labs, and other sites. Through the Internet, one can communicate with people all over the world through a number of discussion forums, as well as through electronic mail. In addition, many files are available for downloading on the Internet, many of which are of educational value. Because of its enormous size, the Internet's potential is boundless. It is possible to speak with anyone from prominent scientists to world leaders to a friend at college. However, with such great potential for education also comes some potential for abuse. It is the purpose of these guidelines, as well as the consent form for Internet use, to make sure that all who use the Internet, both students and faculty, use this valuable resource in an appropriate manner.

The primary purpose of Bartelso School Internet Connection is to support and enhance the school system's educational program. It is essential that everyone who uses this connection understand that purpose. Therefore, anyone using the Bartelso School Internet Connection for other purposes shall immediately be told to disconnect. In addition, people connecting to Bartelso School Internet Connection from remote locations, such as homes, must follow the guidelines and purposes stated in this policy. Failure to abide by these regulations shall result in suspension of their Bartelso School Internet privileges.

Network storage areas will be treated like school lockers. Network administrators will review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private. Within reason, freedom of speech and access to information will be honored. During school time, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

Bartelso School strongly condemns the illegal distribution of software, otherwise known as pirating. Any students caught transferring such files through the Internet, and/or whose accounts are found to contain such illegal files, shall immediately have their Internet accounts and privileges revoked. In addition, all users should be aware that software piracy is a federal offense and is punishable by fine or imprisonment. It is a policy that all computers and electronic devices used at Bartelso School are to be used in a responsible, efficient, ethical and legal manner. Specifically, failure to adhere to the policy and guidelines for the use of Bartelso School Internet Connection, as described below, will result in the revocation of access privileges.

Unacceptable use of Bartelso School Internet Connection and electronic devices includes but is not limited to:

- Violating individuals' right to privacy.
- Using profanity, obscenity or other language that may be offensive to others.
- Reposting personal communication without the author's prior consent.
- Copying commercial software in violation of copyright laws.
- Using the network for financial gain, commercial activity or any illegal activity.

Because access to the Internet provides connections to other computer systems located throughout the world, users (and parents of student users) must realize that neither Bartelso School nor any district staff member control the content of the information available on the Internet. Some of the information available is controversial and, sometimes, may be offensive. Bartelso School does not condone such materials. In an effort to limit access to such offensive material, a filtering program will be put in place. Staff will also monitor all student use.

Bartelso School Internet Connection Acceptable Use Policies:

- Use of the Internet is free to users.
- It is a privilege to use the Internet facilities.
- A responsible user of the Bartelso School Internet Connection may have access as long as the user is a staff member or a student of Bartelso School.

A responsible user may:

- Use the Internet to research curriculum projects.
- Use the Internet to send electronic mail (e-mail) to other users, within the guidelines written below.
- Use the Internet to explore areas of interest within Bartelso School curriculum.
- Use the Internet under the supervision of Bartelso School staff to enter non-specific personal data (e.g. age, gender) in order to access educational information.

A responsible user may **NOT**:

- Use the Internet for any illegal or inappropriate purpose.
- Use impolite or abusive language, or access obscene or pornographic materials.
- Violate the rules of common sense or etiquette.
- Delete or alter computer files that do not belong to the user.
- Send or receive material that would violate the copyright and/or trademark laws of the United States.

- Share a password, when issued, with anyone.
- Vandalize the Internet system. (Students will be legally liable for any damage they might create.)
- Send messages that are likely to result in the loss of recipients' work or systems, send "chain letters," or "broadcast" messages to lists or individuals.
- Create conditions which cause congestion of the networks or otherwise interfere with the work of others.
- Enter any information that may be used to specifically identify the student (e.g. name, address, date of birth, social security number) without the approval of Bartelso School professional staff.

Electronic Mail (E-Mail) Use (**when available**)

- The person to whom an e-mail account is issued may use the Internet to send mail (e-mail) to other users.
- The holder of an e-mail account is responsible at all times for its proper use.
- Users of Bartelso School e-mail Internet Connection are advised to change their password frequently.
- Users must not give a password to another user.

Bartelso School reserves the right to examine all data stored in local machines, on servers, and on disks in the Internet link to make sure that all users are in compliance with these regulations. 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.

In the event school-owned devices are allowed to be removed from the building and used in students' home, the families of students with a device become responsible for its condition and are financially liable if a device is damaged, broken, lost, or stolen.

By signing this Acceptable Use Policy, you acknowledge that you:

- Understand the policies and procedures of the Bartelso School's Acceptable Use Policy.
- Realize that, if the rules are broken (or if you develop a record of unacceptable behavior in the library media center or classroom), that your Internet Access Privilege will be canceled.
- Realize that there will be no second chances once privileges are denied.
- Understand the foregoing list is not all-inclusive and that Bartelso School reserves the right to notify a user of any other impermissible action regarding the use of the internet.
- **Understand the financial responsibility of replacing or paying for repairs to a school device used outside of school.**

Acknowledgements: Sections of this document were adapted from the Internet Acceptable Use Policy of the South Shore Educational Collaborative which also acknowledged:
The Net: User Guidelines and Netiquette, Arlene Ranaladi, Florida Atlantic University
The Lexington Public Schools Acceptable Use Policy, Lexington, Massachusetts
The Bellingham Public Schools District Internet and E-Mail Rules, Bellingham,
Massachusetts

Homeless

"The McKinney-Vento Education for Homeless Children and Youth (EHCY) program, which is administered by the U.S. Department of Education's Office of Elementary and Secondary Education, indicates that State Educational Agencies (SEAs) must ensure that homeless children and youths have equal access to the same free, appropriate public education, including a public preschool education, as is provided to other children and youths. The SEA and Local Educational Agencies (LEAs) in the State must review and revise any laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths. Homeless students must also have access to the education and other services that they need to meet the same challenging State academic standards to which all students are held.

Eligibility
You might qualify for assistance through a federal law called the McKinney -Vento Act if your family lives in the following:

- *In a Shelter*
- *In a motel or campground due to the lack of alternative adequate accommodation*
- *In a car, park, abandoned building, or bus or train station*
- *Doubled-up with other people due to loss of housing or economic hardship*

Who can I talk with about my child's education?
1. Every school district has a local homeless education liaison.

> *Deb Gerdes is the liaison for Bartelso SD #57. Please contact Deb by email at dgerdes@bsd57.org or phone at 618-765-2164.*

2. Talk with your child's teachers when you enroll him or her in school. Meet with them on a regular basis to discuss your child's academic progress.

3. Meet with the school counselor to discuss the best interventions to use to assist with any changes or challenges he or she is facing.

4. The school principal and district staff can all provide valuable assistance. Please reach out to them as needed.

Reference
National Center for Homeless Education, [n.d.], What you need to know to help your child in school, https://nchehelpline.org/collections/limit-5/products/parent-booklet-english." https://www.neoga.k12.il.us/