

# **Bannockburn School**

## **Parent/Student Handbook**



**2017-2018**

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

[www.bannockburnschool.org](http://www.bannockburnschool.org)

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

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2165 Telegraph Road  
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[www.bannockburnschool.org](http://www.bannockburnschool.org)

# **Bannockburn School District 106**

## **Belief Statements**

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

WE BELIEVE THAT . . .

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

### **ACCESS TO STUDENT INFORMATION**

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

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

### **ACCOMMODATING INDIVIDUALS WITH DISABILITIES**

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

# ASBESTOS NOTIFICATION

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

The building is asbestos free as of March 2008. A copy of all reports and the management plans are available for review in the school office.

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

## ATHLETICS

### ATHLETIC AND EXTRA-CURRICULAR CODE OF CONDUCT

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

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

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

#### **Concussion Guidelines:**

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

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

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

## ATTENDANCE

- **Reporting Absences**

Parents are **expected** to call the school office at 847-945-5900 or send an email to [office@d106.org](mailto:office@d106.org) to report a student's absence or lateness before 9:30 a.m. on the day of the student's absence/tardiness. Homes will be called by 10:30 a.m. for those students whose parents have not reported an absence/lateness. A child should be fever free, without medication, for 24 hours prior to their return to school. Any unreported absences will be recorded as unexcused. The State Board of Education requires schools to report students that are absent in excess of fifteen school days. These students are considered to be truant. The School Board has a policy regarding Attendance and Truancy. Complete copies of the policy 7:70, Attendance and Truancy, is available upon your request from the general administration office, or may be viewed on our website, [www.bannockburnschool.org](http://www.bannockburnschool.org). Please read the policy for a more thorough explanation and understanding of your rights.

- **Appointments**

**STUDENTS ARE NOT PERMITTED TO LEAVE THE SCHOOL WITHOUT PERMISSION FROM THE OFFICE. All students must be met in the school office by a parent or designated representative who must sign the child out before the student is permitted to leave the building. If the student returns to school before the end of the school day, the student must report to the office and a parent or designated representative must sign the student back in to school.** One hour of absence, excluding lunch, is equal to one half day of absence from school.

- **Messages**

We are always happy to deliver **emergency** messages to your child. Please make after school arrangements before the school day begins. Messages sent to classrooms interrupt instruction of the entire class.

- **Tardiness**

Excessive tardiness disrupts the classroom and detracts from the student's learning potential. Every effort should be made to ensure that students arrive on time. **A parent must come to the school office to sign in a student when they arrive late to school.** Chronic tardiness will require a conference with a school administrator.

## BEHAVIORAL STANDARDS

The behavioral standards at Bannockburn School are the pillars of Character Counts. They are: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. We have also included Safety in our standards. Displaying these qualities are as important in our school as achievement in academic subjects. In fact, a high standard of citizenship, coupled with strong effort, is the basis for satisfactory academic achievement.

A good citizen is one who accepts and acts on his responsibilities as a member of the school society. Self-discipline is the primary quality, which allows students to work and live harmoniously with his/her classmates and teachers. Thus, responsibility and self-discipline are two important criteria by which the school measures citizenship. An outstanding citizen is one who displays such a keen awareness of his responsibilities that he exerts a positive influence on his classmates, either by direct leadership or by examples in the life of the school community.

## BIRTHDAYS

(PLEASE SEE PARTIES SECTION)

## BULLYING

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

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

## BUS SERVICE, SAFETY, AND PROCEDURES

All students living beyond 3/4 of a mile from school shall be bussed to school. All kindergarten children are eligible for transportation. Children may be required to walk up to 3/4 of a mile to the bus stop. Because safety is a primary concern in any transportation system we request that all students abide by the following:

1. Be careful and considerate at the bus stop.
2. Don't attempt to get near the bus until it has come to a complete stop.
3. Keep hands, head, and all items inside the bus at all times.
4. Be courteous to fellow pupils and to the bus driver.
5. Allow younger students to board the bus first.

### All students riding the bus must:

1. Be seated during any movement.
2. Face forward.
3. Talk quietly.
4. Refrain from doing or saying things that may distract the driver.
5. Refrain from chewing gum, eating food or drinking.
6. Be respectful at all times.
7. Follow all school rules on the bus.

Please discuss the bus procedures with your children. Students who ride the bus are to take the bus to their normal stop. If a student is going to go home with a friend, they must have a note signed by the office to that effect so that the driver knows to let the student off at another stop other than the student's own stop. Students who do not have notes which allow them to go to someone else's house will not be allowed to get off at any other stop but their own. If a note is forgotten or lost, the student should go to the office immediately so that it can be verified to whose home the child is to go and a note can be written to the bus driver by the office personnel.

### Electronic Recordings on School Buses

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

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

## CELL PHONES

Students may not use cell phones at any time during the school day unless it is under the direction of the teacher. Students may not make calls or send text messages. If students are found using a cell phone, the cell phone will be taken away and given to the principal. If a cell phone is given to the principal, a parent must retrieve the cell phone from the principal. If a student has a cell phone given to the principal more than one time, the principal will hold the cell phone until the end of the school year. A state law, *Public Act 096-0131*, prohibits the use of cell phones while driving in school areas. Please refrain from using your cell phone when driving onto school grounds.

## CHAPERONES

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

### General Guidelines

- A chaperone must be a parent/ guardian of a child in the class taking the field trip and be willing and physically able to participate in all activities.

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

### **IN THE EVENT OF AN EMERGENCY**

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

## **CONDUCT CODE FOR PARTICIPANTS IN EXTRACURRICULAR ACTIVITIES**

**The Principal, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with Board policy. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves at all times, including after school and on days when school is not in session, and whether on or off school property, as good citizens and exemplars of their school, and (2) notify participants that failure to abide by it could result in removal from the activity. The conduct code shall be reviewed by the Principal periodically at his or her discretion and presented to the School Board.**

**All coaches and sponsors of extracurricular activities shall annually review the rules of conduct with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 and 8 participating in these programs.**

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

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

A video on hands-only cardiopulmonary resuscitation and automated external defibrillators posted by IHSA can be found at <http://www.ihsa.org/Resources/SportsMedicine/CPRTraining.aspx>. We encourage parents and staff to view it. The video can also be found on our school website.

## **DISCIPLINE**

### **Prohibited Student Conduct**

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to, the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they have alcohol in their possession.

3. Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs, or drug paraphernalia. A “look-alike” drug is defined as a substance not containing an illegal drug or controlled substance, but one (a) that a student believes to be, or represents to be, an illegal drug or controlled substance or would lead a reasonable person to believe that the substance is a controlled substance, or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or implicitly represented to be an illegal drug or controlled substance. Students who are under the influence of any prohibited substance or drug or knowingly in possession of any drug paraphernalia are not permitted to attend school or school functions and are treated as though they have drugs or paraphernalia, as applicable, in their possession.
4. Using, possessing, controlling, or transferring a weapon in violation of the “weapons” section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device, such as a computer, 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; (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.
6. Using or possessing a laser pointer unless under a staff member’s supervision and in the context of instruction.
7. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
8. Engaging in hazing or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.
9. Causing or attempting to cause damage to, or stealing or attempting to steal school property or another person’s personal property.
10. Unexcused absenteeism; State law and Board policy on truancy control will be used with chronic habitual truants.
11. Being a member of or joining or promising to join, or becoming pledged to become a member of, soliciting any other person to join, promise to join or be pledged to become a member of any public fraternity, sorority, or secret society.
12. Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
13. Violating any criminal law, such as assault and battery, arson, theft, gambling, and hazing.
14. Engaging in any activity, on or off campus, that (a) poses a threat or danger to the safety of other students, staff, or school property; (b) constitutes an interference with school purposes or an educational function; or (c) is disruptive to the school environment.

Grounds for disciplinary action apply whenever the student’s conduct is reasonably related to school or school activities, including, but not limited to:

1. On or within sight of school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity or event or any activity or event which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function or event; or
4. Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member or an interference with school purposes or an educational function.

### **Required Notices**

A school staff member shall immediately notify the Principal in the event that he or she (1) observes any person in possession of a firearm on or around school grounds, however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident,



or (3) observes a battery committed against any staff member. Upon receiving such a report, the Principal or designee shall immediately notify the applicable local law enforcement agency and, if a student is reportedly in possession of a firearm, also the student's parent(s)/guardian(s). The Superintendent shall notify the Department of State Police of any drug-related incident or battery of a staff member. Efforts, including the use of early intervention and progressive discipline, for aggressive behavior that does, or attempts to do, physical or psychological harm to someone else or his/her property and/or urges other students to engage in such conduct. The Superintendent shall ensure that the parent(s)/guardian(s) of a student who engages in aggressive behavior is/are notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion for such behavior.

The School Board has a policy regarding Student Discipline. Complete copies of the policy 7:190, *Student Discipline*, is available upon your request from the general administration office, or may be viewed on our website, [www.bannockburnschool.org](http://www.bannockburnschool.org). Please read the policy for a more thorough explanation and understanding of your rights.

## **DRESS CODE (Middle School)**

Students are expected to wear clothing that is clean and appropriate. Clothing that is extreme or unusual will be discussed with student and parents if necessary. Extremely brief attire or beachwear is not appropriate. **Half shirts, spaghetti straps, racer back tank tops, halter-tops, off-shoulder tops, crop tops, tube tops, short shorts and tights are examples of inappropriate attire. Bra straps should not be showing, and all tops should cover the stomach. Tank top straps must be a minimum of 1½ inches wide. Shorts may be worn; however mid-thigh or longer is considered the appropriate length.** Attire, jewelry, pins, badges, or any other type of apparel or accessories that advertise, promote, or depict alcoholic beverages, tobacco products, drugs, gangs, nudity, obscenity, or profanity are inappropriate. **Students violating the dress expectations will be sent home.**

- **Walkmans, CD players, iPods, iTouches, iPhones or other portable audio devices are NOT permitted in school, unless they are under the supervision of a teacher for educational purposes.**
- **Students using unauthorized equipment will have them taken away and turned into the principal's office for parents to retrieve.**

## **EDUCATION OF CHILDREN WITH DISABILITIES**

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

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

Exceptional children served by District 106 must be at least three (3) years of age and possess disabilities according to any of the following exceptionalities: visual impairment, hearing impairment, physical and health impairment, speech and/or language impairment, specific learning disability, behavior disorder, mental impairment, other health impairment and autism. Children with Attention Deficit Disorder, which adversely affects educational performance, may also be serviced. Parents have the right to initiate referrals for special education intervention, referrals for special education intervention, review records and review decisions regarding special education. Written permission must be secured before a special education can be conducted and a placement decision effected. If you suspect a problem or have a question, contact the Director of Student Services at 847-945-5900, extension #2729.

Parents who have serious concerns about their preschool children should call the Director of Student Services at 847-945-5900, extension #2729 for information and referral. Early childhood services can include speech and language evaluation, specialized testing, parent counseling, and referral to the Northern Suburban Special Education District when special programs and services are required. The School Board has policies concerning the education of children with disabilities. Complete copies of the policies, 6:120, *Education of Children with Disabilities*, and 7:230, *Misconduct by Students with Disabilities*, is available upon your request from the general administration office or may be viewed on our website, [www.bannockburnschool.org](http://www.bannockburnschool.org).

## EDUCATION OF HOMELESS CHILDREN

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

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

## EMERGENCY/CRISIS PROCEDURES

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

### Emergency Closing of School

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

- WBBM (780 AM and 96 FM)
- WMAQ (670)
- WGN (720 and TV Channel 9)
- WFLD-TV (Channel 32)

In addition to early morning radio, TV announcements, and the Honeywell Instant Alert System, [www.bannockburnschool.org](http://www.bannockburnschool.org) will also have school closing information to notify households of any closings.

### Extreme Weather

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

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

## ENGLISH LANGUAGE LEARNERS

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

## ENROLLMENT REQUIREMENTS

### Age

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

### Admission Procedure

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

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

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

## EQUAL EDUCATIONAL OPPORTUNITIES

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

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

## EVENING PROGRAMS

All students and siblings must be accompanied by a parent or guardian and remain with this adult when attending the evening programs at school. Please plan to supervise your child/children during these programs and have them **remain with you and sit with you at all times** during the performance.

## EXPULSION PROCEDURES

1. Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/ guardian(s). If requested, the student shall have a hearing at the time and place designated in the notice conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
2. During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses, and other evidence and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
3. Expulsion procedures for students with disabilities shall be consistent with the requirements of the Individuals with Disabilities Education Act.

## EXTRACURRICULAR ACTIVITIES

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

## FAMILY PRIVACY RIGHTS

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

# FEES

- **Registration/School Fees**

The approved school fees are \$210.00 per child (grades K-8). Registration for all new students entering after the start of the school year is due at the time of registration/enrollment.

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

1. Library fines and other charges due for the loss, misuse or destruction of school property.
2. Charges for purchase of yearbooks, pictures, or similar graduation costs; charges for textbooks, gym uniforms; parent purchased or rental of musical instruments to be used by students in band or orchestra.
3. Band, Choir, Debate, Orchestra, Afterschool Sports, or any after school activity have a \$75.00 activity fee. These fees must be paid prior to the start of the program.
4. Food or lodging costs for events held outside regular school hours.
5. Charges for optional travel undertaken by a school club or group of students outside of school hours.
6. Charges for admission to school dances, athletic events, or other social events.

- **Notice of Delinquent School Fees**

Registration fees are due by the date specified in the email communication sent by the Bannockburn School office indicating the due date or at the time of new student registration. Parents/guardians will receive a delinquency notice if fees are not paid. Laptops and technology access will not be permitted for any student whose fees have not been paid.

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

- **Waiver of Student Fees**

Fees for textbooks, other instructional materials, and field trip fees are waived for students who meet the eligibility criteria for fee waiver contained in this policy. In order that no student be denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay fees and charges, the superintendent will recommend to the Board for adoption what additional fees, if any, the district will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from Band, Chorus, Orchestra, and Sport charges for lost or damaged schoolbooks, materials, or equipment provided by the district.

A student is automatically eligible for a fee waiver when:

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

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

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

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

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

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

In addition, the denial notice shall inform the parent(s)/guardian(s) of their right to appeal the denial to the superintendent

within fourteen (14) days of the receipt of the notice of denial. The parent(s)/guardian(s) shall have the right to meet with the superintendent in order to explain why the fee waiver should be granted. The superintendent shall respond within fourteen (14) days of the receipt of the appeal. If the appeal is denied, a copy of the decision stating the reason for the denial will be mailed to the parent(s)/guardian(s). The superintendent's decision may be appealed to the Board of Education. The decision of the Board is final and binding.

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

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

## GIFT BAN

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

## MIDDLE SCHOOL GYM CLOTHES

Gym attire requirements for Grades 1-5 should consist of white or light colored soled shoes with laces for boys and girls. All students in Grades 6-8 wear shirts and shorts. Gym shirts are to be purchased in the school office. The gym shirts may be purchased prior to the start of school. Any color shorts should be purchased from the store of your choice.

## HEALTH EDUCATION

No student shall be required to take or participate in any class or course on AIDS, family life instruction, sex abuse, or organ/tissue transplantation, if his or her parent/guardian submits a written objection to the building Principal. Parents/guardians in grades Kindergarten through 8 shall be given at least 5 days written notice before instruction on avoiding sex abuse begins. Refusal to take or participate in any such course or program shall not be reason for disciplinary action or academic penalty. Parents/guardians shall be provided the opportunity to preview all print and non-print materials used for instructional purposes.

## HEALTH INFORMATION

- **Emergencies**

Emergency Forms must be on file in the school office with the most current contact information for each student. In cases of extreme emergency, action will be taken as deemed necessary and/or in accordance with the Emergency Form.

- **Exclusion from P.E. or Recess**

Notes from physicians are required for students to miss physical education or recess.

- **Illness – Communicable and Chronic Infectious Diseases**

For the school health records, parents should notify the school office if their child has contracted a communicable and/or chronic infectious disease. The School Board has a policy concerning communicable and chronic infectious diseases. The purpose of this policy is to address potentially severe community health problems and balance the interest of a student with a communicable disease in continuing to attend school and the interests of students and other employees not to be subject to unreasonable risk of contracting a communicable disease from the student. A complete copy of policy 7:280, *Communicable and Chronic Infectious Diseases*, is available upon your request from the school office or may be viewed on our website, [www.bannockburnschool.org](http://www.bannockburnschool.org). Please read the policy for a more thorough explanation.

- **Illness During School Hours**

Please keep emergency contact information up to date so that immediate contact can occur in the event that your child becomes ill at school.

- **Immunizations**

According to Section 122-27-8 of the ILLINOIS SCHOOL CODE, District 106's policy 7:100, *Health and Dental Examinations, Immunizations, and Exclusion of Students*, requires that a student's parent(s)/guardian(s) shall present proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health within one year prior to entering kindergarten, first grade, and

sixth grade; and enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, headstart programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country). Failure to obtain a physical examination for the above children by October 15 will result in a child's exclusion from classes.

Dental examinations are required in kindergarten, second, and sixth grades.

Vision examinations are required in kindergarten, and all students new to Illinois Public Schools.

A complete copy of policy 7:100, *Health and Dental Examinations, Immunizations, and Exclusion of Students*, is available upon your request from the general administration office or may be viewed on our website, [www.bannockburnschool.org](http://www.bannockburnschool.org). Please read the policy for a more thorough explanation.

**The following are the immunization requirements for the State of Illinois:**

- **POLIO** - Children immunized according to an all IPV or all OPV schedule must show evidence of having received at least three (3) doses, with intervals of no less than four (4) weeks apart, and the last dose having been received on/after the fourth (4th) birthday. Children who received any combination of IPV and OPV must show evidence of having received at least four (4) doses, with intervals of no less than four (4) weeks apart, and the last dose having been given on/after the fourth (4th) birthday.
- **DTD/DtaP/Td** - Four (4) or more doses, with the last dose administered on/after the fourth (4th) birthday, at intervals of no less than four (4) weeks apart, last dose at least six (6) months since previous dose. For children entering school other than Pre-Kindergarten, Kindergarten, and First (1st) grade, three (3) doses of DTP/DtaP/Td, with the last dose administered on/after the fourth (4th) birthday, at intervals of no less than four (4) weeks apart, last dose at least six (6) months since previous dose.
- **MEASLES** - Two (2) doses, first (1st) administered on/after the first (1st) birthday, second (2nd) dose no less than four (4) weeks after first (1st) dose.
- **RUBELLA** - Two (2) doses, administered on/after the first (1st) birthday, second (2nd) dose no less than four (4) weeks after the first (1) dose.
- **MUMPS** - Two (2) doses, administered on/after the first (1st) birthday, second (2nd) dose no less than four (4) weeks after first (1st) dose.
- **HEPATITIS B** - Not required for Kindergarten through fourth (4th). Any child entering sixth grade is required to show proof of having 3 doses of Hepatitis B. The first two doses shall have been received no less than 4 weeks (28 days) apart. The interval between the second and third doses shall be at least 2 months (56 days) apart. The dose between one (1) and three (3) shall be at least 4 months (112 days) apart. The immunization record must also show proof of 2 MMR and 2 Varicella vaccinations. The physical examination can be administered within the 12 months previous to the child's entrance into school.
- **Tdap** - One (1) dose for all students entering sixth grade or one (1) dose for all students entering seventh through twelfth grades who have not already had one (1) dose.
- **MENINGOCOCCAL** - One (1) dose of vaccine at entry to 6th grade.
- **VARICELLA** - Two (2) doses (Chickenpox) Entering Kindergarten: administered on/after the first (1st) birthday.

All completed physical examination forms must be returned to the school office prior to the first day of school in August for entry into the district. Forms may be picked up in the school office or printed from the website.

• **Medication Procedure**

The School Board has a policy concerning the administration of medicines to students. Policy 7:270, *Administering Medicines to Students*, is available upon your request from the school office or may be viewed on our website, [www.bannockburnschool.org](http://www.bannockburnschool.org). Please read the policy for a more thorough explanation.

The policy includes guidelines for sending medication to school and the taking of medication by students while in attendance at school. The school office may not dispense any medication, including over-the-counter medication, without parent and physician permission.

• **Sports Physicals**

Interscholastic sports require a medical release form **prior to the start of the first practice**. Forms may be picked up in the office or printed from the website.

# HOMework

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

Homework may take the form of specific assignments for concept and skills, reinforcement, independent projects, study for examination, and unfinished classroom work. Homework assignments include concepts that have been presented and taught to the student in class prior to the assignment. Homework may be assigned on a class-wide basis, to small groups within a class, or to the individual child.

Both the school and home have important responsibilities to meet if homework is to be effective for students. The school must be certain that the child understands the assignments and that the students can accomplish this work independently within a reasonable time frame. The teacher will evaluate the homework in a timely fashion. The home must establish and maintain an environment where homework can be successfully accomplished. This can be attained by parents encouraging and showing a positive interest in homework and all of their children's schoolwork, providing an appropriate study environment for their children, and by communication with the classroom teacher whenever there is a perceived need to clarify any misconceptions or assignment expectations regarding schoolwork. The successful implementation of a homework program begins with and depends upon the mutual trust and cooperation between the school and the home.

Students have two days to make up work for each day that they are absent. **In the case of short-term absences (two days or less) students should pick up assignments when they return.** In the case of longer absences (three days or more), parents may, if they wish, contact the teachers for the assignments, which may be available for pick-up in the office.

If a student needs to be absent from school due to family vacation, teachers will make every effort to organize basic assignments to be compiled during the student's absence. Due to fluctuations in daily planning, preparing all class work in advance may be impossible. The classroom teacher will hold additional class work and information missed until he or she returns. A reasonable amount of time will be allowed for this work to be completed. Requests made by a parent or student must be given to the classroom teacher five days in advance. This enables teachers to prepare the basic assignments for the student one school day before the student leaves. If assignments are prepared beforehand, these must be submitted upon the student's return to school; missing assignments will be considered late.

- **Homework Guidelines for Middle School**

The Bannockburn School staff is committed to providing the best quality of education for the children of the School District 106 community. At the middle school level, this requires a significant amount of independent schoolwork to be completed by the students so as to develop and reinforce the appropriate skills for future learning.

In implementing our school philosophy on homework, it is important for parents of middle school students to be aware of the general outlines which have an impact on homework and student time—in grades 6, 7 and 8. Generally, homework assignments should not exceed one and one-half (1-1/2) to two (2) hours of work per evening, exclusive of long-term projects or reports. Obviously, there will be many days when homework assignments fall well below one and one-half (1-1/2) hours, and there may be instances where some assignments exceed two (2) hours.

The middle school policy for any student who has not completed his/her homework as assigned is as follows:

One day late – 10% loss  
Two days late – 20% loss  
Three days late – 30% loss

It is also important to note that the Bannockburn School staff is concerned with the affective growth of our students. We do not want homework to engage all of your child's time to the detriment of extra-curricular activities. If your child is spending an inordinate amount of time on homework activities (well in excess of two (2) hours per evening at the middle school level on a consistent basis) we urge you to contact your child's teachers so as to advise them of the homework level. An excessive amount of time spent on homework may be indicative of a problem. Perhaps a child is misunderstanding the requirements of an assignment or its pending due date. The middle school staff makes every effort to confer with one another regarding tests and significant homework assignments. If a communication lapse does occur, we would appreciate your bringing this to our attention in a timely manner.

## INSTRUCTION

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

- **Middle School Grading Scale**

A+ = 98-100

B+ = 88-89

C+ = 78-79

D+ = 68-69

F = 0-59

A = 93-97

B = 83-87

C = 73-77

D = 63-67

NA = Not Applicable

A- = 90-92

B- = 80-82

C- = 70-72

D- = 60-62

## INSTRUCTIONAL MATERIALS

Students are responsible for the replacement cost of all textbook or instructional materials that are lost or damaged.

## INSURANCE

Student accident insurance is available through an independent group insurance policy and offered to parents at no cost. Literature about the policy and coverage is distributed in the fall.

## LOST AND FOUND

All clothing and personal belongings that might be misplaced at school should be marked with the student's name. Parent(s)/Guardian(s) should encourage their students to seek out their lost items. Periodically, all unclaimed articles are donated to a worthy organization.

## LUNCH/RECESS

Students at Bannockburn School bring a lunch to school. Microwaves are not available for student use. Please do not send lunch items that require a microwave. Milk may be purchased at the beginning of the school year at a yearly fee.

Students may go home for lunch; however, a note is necessary to leave the school property at lunchtime. Students who are waiting for lunch to be delivered must wait outside the school office area until the lunch is brought. When lunches are being dropped off, they should be left on the table outside the school office, clearly marked with the student's name.

Recess is held indoors when it is raining or the wind chill is below 15 degrees. Students must remain on the blacktop during the winter months if they are not wearing full winter gear including boots and snow pants.

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

- **Lunch Period**

Students are expected to:

1. Go to the washroom before going to the lunchroom/wash hands.
2. Bring coats and play objects with them.
3. Follow rules and directions established by the supervisor.
4. No glass bottles will be allowed in the lunchroom.
5. Sit while they are eating lunch.
6. Finish eating before leaving the table.
7. Not throw food or waste, nor leave any litter.
8. Finish eating in the time allowed.
9. Deposit waste in containers on their way out.
10. Go to the play area when finished eating and dismissed by the supervisor.

- **Hot Lunch**

The Bannockburn School Parent Organization (BSPO) sponsors hot lunch days. Order forms will be available online in August and January to preorder hot lunches.



## MISCONDUCT BY STUDENTS WITH DISABILITIES

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

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

## MUSIC DEPARTMENT

All students in kindergarten through fifth grade participate in music classes. Orchestra is open to students in third through eighth grades and meets once a week at 8:00 AM. Students in fourth through eighth grades are eligible for band and chorus, both of which meet once a week at 8:00 AM. Because students arriving late are disruptive to the group, anyone arriving after 8:05 AM will not be admitted to practice. Band students may purchase or rent instruments. A few school owned instruments are available for a rental fee to cover the cost of repairs and replacement. It is the responsibility of the student to attend all scheduled lesson times and rehearsals. Lessons in band and orchestra are scheduled once a week on a pullout basis.

## OFFICE HOURS/PHONE

The school office is open each weekday when school is in session from 7:30 a.m. to 4:00 p.m. The school telephone number is 847-945-5900. The school fax number is 847-945-5909. After school arrangements should be made from home prior to coming to school in the morning. The office telephone is for school business and should be used by students to call home **ONLY** in the case of an emergency.

## OPERATIONAL SERVICES

### Notifications to Parents/Guardians

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

## PARENT CONFERENCES AND REPORT CARDS

Parent Teacher conferences will be held in the fall and the spring. In addition, teachers will contact parents if consultation is needed. We also encourage parents to call to arrange appointments with teachers if necessary. All report cards will be emailed to parents for Grades K-5 and parents for Grades 6-8 can view the report card on PowerSchool.

## PARTIES

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

Due to an increase in students with food allergies, parents of kindergarten through fifth grade students must consult with the classroom teacher for approval of birthday treats. Parents of students in sixth through eighth grade must consult with the first period teacher for approval of birthday treats.

Two middle school students at a time may decorate lockers for birthdays between 8:20 and 8:45 a.m. if prior arrangements have been made with a staff member for supervision purposes.

## PESTICIDE NOTIFICATION

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

## PLAYGROUND & MORNING SUPERVISION

The school's front area is supervised by a staff member from 8:30 a.m. until the children are allowed into the school at 8:40 a.m. Students who do not ride the bus are not to arrive on school grounds before 8:30 a.m. During inclement weather, the children will be supervised indoors by a staff member beginning at 8:30 a.m. Students arriving early for a pre-arranged meeting with a teacher may enter the building and check-in at the office at 8:00 a.m. Students arriving after 8:40 a.m. should enter through the door by the office.

- **Playground Usage After Hours**

Dismissal is at 3:15 p.m. All students are encouraged to report home immediately after school so that parents are aware of their child's whereabouts. **There is no playground supervision for children after school is dismissed.** No student may leave the school grounds during school hours without permission. Areas south and west of the school building are not part of the play area; the parking areas and driveways are not part of the play area. **Snowballs are not permitted at any time.**

## RECORDS

Student records are confidential and information from them shall not be released other than provided by law. State and federal law grants students and parent(s)/guardian(s) certain rights, including the right to inspect, copy and challenge school records. The information contained in student records shall be kept current, accurate, and relevant. All information maintained concerning a student receiving special education services should be directly related to the provisions of services to that child. The district may release directory information as permitted by law, but parent(s)/guardian(s) shall have the right to object to the release of information regarding their child.

1. The district maintains both a permanent and a temporary record for each student. The permanent record will be maintained for 60 years after graduation or permanent withdrawal. The temporary record shall be maintained for not less than five (5) years after the student has transferred, graduated, or otherwise permanently withdrawn. The type of information contained in the permanent and temporary records is defined as follows:
  - The Student Permanent record consists of: basic identifying information, academic transcript, attendance record, accident reports and health record, record of release of permanent record information; and, may also consist of: honors and awards received, information concerning participation in school-sponsored activities, organizations, or athletics.
  - The Student Temporary Record shall include all information relevant to the student that is not required to be in the student permanent record and a record of release of temporary record information. Such information may include: family background information, intelligence test scores, aptitude test scores, reports of psychological evaluations, elementary and secondary achievement level test results, participation in extracurricular activities, honors and awards received, teacher anecdotal records, disciplinary information, special education files, verified reports of information non-educational persons, and other verified information of clear relevance to the education of the student; except that school student records shall not include information maintained by law enforcement professionals working in the school. In addition, the temporary record shall include information regarding serious disciplinary infractions that resulted in expulsion, suspension, or punishment or sanction.
2. A parent/guardian or any person specifically designated as a representative by a parent/guardian has the right to inspect and copy all school student permanent and temporary records of their child. A student has the right to inspect and copy his or her school student permanent record. A parent's or student's request to inspect or copy records, or to allow a specifically designated representative to inspect or copy records will be granted within a reasonable time, and in no case later than fifteen (15) school days after date of receipt of such request to the official records custodian. A parent/guardian or eligible student should submit to the principal requests in writing that identify the records sought for inspection or copying.

The District charges a per-page fee for providing a copy of the records requested by parents/guardians or students. No parent or student is denied a copy of records because of the inability to pay the costs of such copying.

Nothing in the Illinois School Student Records Act shall make available to a parent/guardian or student confidential letters and statements of recommendation furnished in connection with applications for employment to a post-secondary educational institution or the receipt of an honor or honorary recognition. The Illinois School Student Records Act shall not be construed to impair or limit the confidentiality of communications that are: otherwise protected as privileged or confidential, information communicated by a student or parent/guardian to school personnel in confidence, or information communicated by a student or parent to a law enforcement professional working in the school; except as provided by court order.

3. Whenever access to records is granted at the option of either the parent/guardian or the school, a qualified professional, who

may be an employee of the school or employed by the parent/guardian, may be present to interpret the information contained in the student temporary record. If the school requires that a professional be present, the school shall secure and bear any cost of the presence of the professional. If the parent/guardian so requests, the school shall secure and bear any cost of the presence of a professional employed by the school.

4. No student records or information contained therein may be released, transferred, disclosed, or otherwise disseminated, except as follows:
  - a) to a parent/guardian or student or person specifically designated as a representative by a parent/guardian;
  - b) to an employee or official of the school district or the State Board of Education with a current demonstrable educational or administrative interest in the student, in furtherance of such interest;
  - c) to the official records custodian of another school in which the student has enrolled or intends to enroll, provided that the parent/guardian receives prior written notice of the nature and substance of the information to be transferred and opportunity to inspect, copy, and challenge such information;
  - d) to any person for the purpose of research, statistics, or planning, provided that no student or parent can be identified from the information released and the person(s) requesting the use of such information has signed an affidavit agreeing to comply with all rules and statutes regarding school records;
  - e) pursuant to a court order provided that the parent/guardian shall be given prompt written notice upon receipt of such order of the terms of the order, the nature and substance of the information proposed to be released in compliance with such order, and an opportunity to inspect, copy, and challenge the contents of the school student records;
  - f) to any person as specifically required by state or federal law, provided that such person shall provide the school with appropriate identification and a copy of the statute authorizing such access, and that the parent receives prior written notice of the nature and substance of the information to be released and an opportunity to inspect, copy, and challenge such information. If the release of information relates to more than twenty-five (25) students, such prior notice may be given in a local newspaper of general circulation or other publication directed generally to parents;
  - g) subject to regulation of the State Board 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, provided that the parent(s)/guardian(s) are notified as soon as possible of the information released, the date of release, the person, agency, or organization receiving the information and the purpose of the release;
  - h) to any person with prior, specific, dated, written consent of the parent(s)/guardian(s) designating the person to whom the records may be released, the reason for the release, and the specific records designated to be released. At the time of such request, the District shall inform parent(s)/guardian(s) of their right to inspect, copy, and challenge the content of the records and to limit any such consent to designated records or designated portions of the information contained within the records;
  - i) to juvenile authorities when necessary for the discharge of their official duties who request information prior to adjudication of the student and who certify in writing that the information will not be disclosed to any other party except as provided under law or order of the court;
  - j) as otherwise allowed by law.
5. Parent(s)/guardian(s) have the right to challenge the accuracy, relevancy, or propriety of any entry in their student's education records, exclusive of grades and references to out-of-school suspensions or expulsions, if the challenge is made at the time the student's school records are forwarded to another school to which the student is transferring by requesting a hearing with the school.
  - a) The request of a hearing shall be submitted in writing to the school and shall contain notice of the specific entry or entries to be challenged and the basis of the challenge.
  - b) An informal conference will be held within fifteen (15) school days of receipt of the request for a hearing.
  - c) If the challenge is not resolved by the informal conference, a formal hearing shall be initiated.
  - d) Formal hearing procedures include: A hearing officer who is not employed in the attendance center in which the student is enrolled shall be appointed by the school and shall conduct a hearing within a reasonable time but no later than fifteen (15) days after the informal conference, unless an extension of time is agreed upon by the parent(s)/guardian(s) and school officials. Each party shall have the right to present evidence and to call witnesses, cross-examine witnesses, use counsel, receive a written statement of any decision and the reasons therefore, and appeal an adverse decision to an administrative tribunal. A record of the hearing shall be made by tape recording or by a court reporter. The decision of the hearing officer shall be rendered no later than ten (10) school days after the conclusion of the hearing, and shall be transmitted to the parent(s)/guardian(s) and the school district. The hearing officer's decision shall be based solely on the evidence presented at the hearing and shall order (a) retention of the challenged content of the student record; or (b) removal of the challenged content of the student record; or (c) change, clarification, or addition to the challenged content of the student record. The parties shall have the right to appeal the decision of the hearing officer to the Regional Superintendent of Schools within twenty (20) school days after such decision is transmitted.
  - e) Appeal: Notice of appeal must be presented to the Regional Superintendent of Schools and the opposing party within twenty (20) school days after the decision of the hearing officer. Within ten (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 Regional

Superintendent. Upon receipt of such documents, the Regional Superintendent shall examine the documents and record, make findings, and issue a decision to the parents and the school district within twenty (20) school days of receipt of the documents. If the subject of the appeal involves the accuracy, relevance, or propriety of any entry in special education records, the Regional Superintendent should seek advice from appropriate special education personnel who were not authors of the entry. The school shall be responsible for implementing the decision of the Regional Superintendent. Such decision shall be final and may be appealed to the Circuit Court of the county in which the school is located.

6. Parent(s)/guardian(s) may insert in their child's school student record a statement of reasonable length setting forth their position if any disputed information is contained in that record. The school shall include a copy of such statement in any subsequent dissemination of the information in dispute.
7. Parent(s)/guardian(s) will be given reasonable prior notice before any school student record is destroyed or information deleted, and an opportunity to copy the record or information proposed to be destroyed or deleted.
8. Except for the student and his parent(s)/guardian(s), no person to whom information is released and no person specifically designated as a representative by a parent(s)/guardian(s) may permit any other person to have access to such information without prior consent of parent(s)/guardian(s) obtained in accordance with ISSRA, Par. 50- 6(a)(8).
9. A record of any release of information shall be maintained for the life of the school student records and shall be available only to the parents of the official records custodian. The record of release shall include the nature and substance of the information released, the name of the person requesting such information, the capacity in which such a request has been made, the purpose of such request, the date of the release, the name and signature of the official record's custodian releasing such information, and a copy of any consent to such release.
10. All rights and privileges accorded a parent under the Illinois School Student Records Act shall become exclusively those of the student upon his 18th birthday, graduation from secondary school, marriage, or entry into military service, whichever occurs first.
11. The following is designated directory information and may be released to the general public unless the parent(s)/ guardian(s) requests that any or all such information not be released: student's name and address, gender, grade level, birth date and place, parents' name and address, academic awards, degrees and honors, information in relation to school-sponsored activities, organizations, athletics, the student's major field of study, and period of attendance in the school.
12. No person may condition the granting or withholding of any right, privilege, or benefit or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under the Illinois School Student Records Act.
13. Upon graduation or permanent withdrawal of a handicapped student, psychological evaluations, special education files, and other information contained in the student temporary record that may be of continued assistance to the student may, after five (5) years, be transferred to the custody of the parent or student if the student has succeeded to the rights of the parents. The school will explain to the student and the parent the future usefulness of psychological evaluations, special education files, and other information contained in the student temporary record.
14. No student will be refused admittance or enrollment due to the student's failure to present his/her student permanent or temporary record from a school attended previously.
15. Parent(s)/guardian(s) and students have a right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of Family Education Rights and Privacy Act. The name and address of the office that administers the Act is:

*Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue, S. W.  
Washington, D. C. 20202-4065*

## **RELIGIOUS HOLIDAYS**

A student shall be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). The School Board has a policy concerning religious holidays. A complete copy of policy 7:80, *Release Time for Religious*

*Instruction/Observance*, is available upon your request from the school office or may be viewed on our website, [www.bannockburnschool.org](http://www.bannockburnschool.org). Please read the policy for a more thorough explanation.

## **RIGHT TO REQUEST CHILD'S CLASSROOM TEACHERS' QUALIFICATIONS**

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

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

## **RESIDENCY**

All students attending District 106 must be able to establish clear proof of residency within the boundaries of District 106. Residency may be established according to applicable law. The School Board has a policy concerning residency. A complete copy of the policy 7:60, *Residence*, is available upon your request from the general administration office or may be viewed on our website, [www.bannockburnschool.org](http://www.bannockburnschool.org). Please read the policy for a more thorough explanation.

## **REMEDIAL ASSISTANCE**

The administration shall determine how to deliver remedial assistance for a student who is not promoted.

## **SAFETY**

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

- Students are permitted to ride their bicycles to school if they observe the following regulations:
  1. Bicycles, roller blades, and skateboards are **NOT** to be ridden on the school premises between 8:30 a.m. and 3:30 p.m.
  2. Bicycles should be parked and locked in the racks provided.
  3. We **do not** recommend that children in kindergarten or first grade ride bicycles to school unless their parents accompany them.
  4. Bicyclists must follow the **Rules of the Road** at all times.
    - Snowmobiles, mini bikes, motorcycles, or any other unauthorized vehicles are not allowed on school property.
    - Because of the hazard to the individual, as well as his fellow students, smoking and/or the possession of tobacco is prohibited on school property. Students who violate this rule are subject to suspension.
    - *Animals are not to be brought into the school building without proper authorization.*

## **SEARCH AND SEIZURE**

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

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

## **SEX EDUCATION**

Parents of students in fifth through eighth grades will receive advance notice of sex education and sexual abuse instructional units. Parents have the option of removing their child/children from these programs.

## **SEX EQUITY AND NONDISCRIMINATION**

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

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

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

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

## **SEXUAL HARASSMENT**

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

## **SEX OFFENDER COMMUNITY NOTIFICATION**

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

## **STUDENT TESTING AND ASSESSMENT**

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

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

## **SUSPENSION PROCEDURES**

1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or there is an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, accompanied by this policy and a notice to the parent(s)/guardian(s) of their right to a review of the suspension, as well as a waiver of review. A copy of a notice shall be

given to the Board of Education.

4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board of Education or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.
5. Suspension procedures for students with disabilities shall be consistent with the requirements of the Individuals with Disabilities Education Act.

## **TEEN DATING VIOLENCE**

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

## **TECHNOLOGY USE POLICY**

Bannockburn School District 106 Board of Education has adopted a detailed Computer Network and Internet Safety and Technology Access and Use Policy (6:235). Each student and his/her parent(s)/guardian(s) must sign the "Kindergarten through Eighth Grade Guidelines" (6:235R2), "Authorization and Agreement to Follow Rules for Technology Access" (6:235A), "Authorization to Publish Works and/or Student Images on the Website" (6:235C), and "Authorization to Release Student's Images to Local Cable Television" (6:235D) forms for students and parents each school year prior to using the District's Computer Network, Internet, and Technology. Students in grades 3 - 8 must sign a "Laptop Computer Acceptance Form" (6:235E) and be aware of the "Rules and Regulations of Laptop Computer Access and Use" (6:235R3). A copy of policy, "Computer Network, Internet Safety and Technology, Access/Use" (6:235), is available upon request at the school office or may be viewed on our website, [www.bannockburnschool.org](http://www.bannockburnschool.org). Please read this policy for a more thorough explanation.

## **TITLE I PROGRAMS**

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

## **TRUANCY AND CHRONIC TRUANTS**

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

## **UNIFORM GRIEVANCE PROCEDURE**

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

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

## **VISION/HEARING SCREENINGS**

Vision screenings are conducted at school for 2nd, 5th, and 8th graders, as well as special education students and students who are new to the school. Hearing screenings are conducted at school for Kindergarteners, 1st, 2nd, 3rd and 5th graders, as well as special education students and students who are new to the school. Vision screenings are not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo a vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

## VISITORS TO BANNOCKBURN SCHOOL

All parents and visitors are required to proceed directly to the school office where they must sign in and wear a visitor's badge. Persons found in the building without permission will be asked to report to the office. Parents visiting the school or volunteering are asked to remain in the areas where they are volunteering and not interrupt instruction in other classrooms.

- **Visitation and Observation**

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

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

It is the expectation that persons given approval for classroom visitations will, during the time they are in classrooms, show respect for the rights of students and staff and conduct themselves so as to cause a minimum of distraction from the principal activities of teaching and learning.

## VOLUNTEERS

### Volunteer Guidelines:

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

### Volunteer Characteristics:

- Honest in approach and attitude
- Patient when working with students
- Flexible in responding to the needs of students
- Prompt, dependable, and regular in attendance
- Friendly to teachers and children
- Appreciative of efforts of the school to educate all children and to provide maximum learning opportunities for each
- Supportive of administration and teaching staff
- Willing to discover interests and strengths of each child and is able to generate enthusiasm about each child,
- Willing to be discreet, sincere, dedicated, and punctual
- Able to recognize the child's need to improve self-image and independent learning habits
- Willing to communicate regularly with the staff, expressing concerns and questions with teacher.



