



CENTRAL ILLINOIS

# BRIDGE ACADEMY

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ROE # 17 SERVING DEWITT,  
LIVINGSTON, LOGAN &  
MCLEAN COUNTIES.

**2024 – 2025 School Year  
Student Handbook**

Central Illinois Bridge Academy  
2000 Jacobssen Drive  
Normal, Illinois 61761

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# Introduction

## History:

Central Illinois Bridge Academy (Bridge) is a school originating out of the Regional Office of Education #17 serving students within DeWitt, Livingston, Logan and McLean counties. Bridge is a response to meet the needs of students and districts served within ROE #17 after identifying increased need for services for students with internalizing mental health concerns who may be receiving homebound instruction or may be at risk for hospitalization. In an effort to help ensure that all students achieve success, individual to them, ROE #17 created a concept for a new education environment placing primary focus on the emotional well-being of students and staff, while fully integrating academic criteria to meet ISBE standards.

Bridge is the result of hearing needs from social service providers for increased services for adolescents returning to school from a hospitalization, superintendents identifying a need for more services for similar students, and a growing body of research suggesting that adolescents are struggling at increasing rates with their mental health. In future years, ROE #17 hopes to offer immersive professional development options to educators to learn and model and incorporate into their own classrooms.

Students will partner with Bridge staff to establish their own individualized plan addressing both academic goals and mental health related goals. The goal for each student is to achieve their plan's definition of success and return to their school of origin. Bridge is for students in grades 6 through 12 and will serve approximately 40 to 44 students at full-capacity given current staffing models. The school is available to any student residing in DeWitt, Livingston, Logan or McLean counties and who is enrolled with and referred by district leadership from their school of origin.

Students who are anticipated to succeed in the educational structure and environment of Central Illinois Bridge Academy may exhibit some but not all of the following characteristics:

- Internalizing mental health concerns;

- Currently receiving homebound instruction due to mental health concerns or difficulty within a larger school setting;
- History of hospitalizations at risk of hospitalizations, or being discharged from a hospitalization;
- Increased utilization of crisis services and/or in-school supports;
- Students who would benefit from a smaller classroom and smaller school size

Home Schools are responsible for recommending students who exhibit characteristics that lead the Home School personnel to believe the student may be successful at Central Illinois Bridge Academy. Factors that should be considered are: ability level; student support; parent support; discipline history; and, emotional and academic needs.

It is the goal of Bridge Academy staff to do what is best for the individual student in cooperation with the student's Home School. When a student's success may not be achievable at Bridge Academy, Bridge leadership will work with the Home School on a plan or recommendation for potential student success.

### Mission Statement:

Central Illinois Bridge Academy is dedicated to providing holistic supports that help develop individual students' growth in a safe environment while strengthening connections, building resilience and guiding students to strive for future individual success.

### Vision Statement:

Bridge Academy staff will live the school's mission statement and recognize that all students are capable of success when their strengths and abilities are highlighted.

### Homeschool Referrals:

All students are required to register at their Home School, as they remain legal students of that Home School. The registration includes the following steps:

- Proof of compliance with state health requirements
- Proof of residency and citizenship
- Completion of emergency cards
- Payment of school fees
- Any other registration requirements of the district

Only properly registered students will be enrolled at Central Illinois Bridge Academy and will have priority in the scheduling process. Students who have applied but have not completed their Home School's registration requirements, will be placed on a waiting list.

Process for enrollment at Central Illinois Bridge Academy:

1. The Home School counselor and/or administrator should meet with the student to explain the options available to the student and the benefits of Bridge Academy.
2. Completion of the Referral Forms. Referral forms have been provided to all districts within DeWitt, Livingston, Logan and McLean counties.
3. The counselor or administrator completes the Referral Forms and submits them with other requested information to their designated district authority for sign-off approval.
4. The district then sends referrals and supporting documentation to: ***bridgereferrals@roe17.org***.
5. The Director of Central Illinois Bridge Academy will review the referral. If it is determined the student is a likely appropriate candidate for Bridge, an initial meeting will be scheduled with the student and his/her/their parent(s) or caregiver(s).
6. If it is determined after the interview with the parents and student that the program at Bridge is an appropriate program to meet the educational needs of the student, the referring district personnel will be notified for a mutually agreed upon start date.

7. If the student is not accepted, the Home School will be notified and the Referral Form will be returned.
8. Written verification of enrollment date of accepted students will be sent to the Home School District and will be updated on a regular basis throughout the school year.

### Emergency Contacts:

Parents of all students are required to fill out an emergency card. In emergency situations, the school will call the numbers listed on the card. It is essential that parents update these cards if their address, phone number, or emergency contact person changes.

## Student Progress

### Student Success Plan:

Each student will be required to develop an individual educational and emotional well-being plan. A representative from the teaching staff, the director, the student's designated case manager, and one of the school's therapists will assist the student in developing his/her/their plan. The plan will include the setting of goals in the following areas:

- \* Attendance
- \* Academic Performance
- \* Improvement in area(s) specific to the student's emotional well-being

The completed plan will be utilized throughout the academic year to assess the individual progress of the student. The team will meet with the student every 90 days to re-evaluate progress toward goals, modify goals as necessary, and then communicate to the home school with regard to an update. Students with IEP's will have meetings as designated and determined by statute.

### Assessment:

Students will be offered the BASC-3 assessment as a part of their success plan, at the beginning of their enrollment with Bridge and with each update to their plan, approximately every 90 days. The BASC-3 is not used to make a diagnosis of any kind, but rather is used to evaluate the areas in which students may focus their goals while enrolled in the Bridge program. The BASC-3 also helps provide more quantifiable data for improvement in particular areas of mental and behavioral health. Parents/guardians may opt out of the BASC-3, and may do so with the form attached at the end of the handbook.

### Reporting of Grades:

Grades will be assigned at the conclusion of each semester. Grades will be sent to each home school for distribution and documentation.

Progress reports will be distributed to both the student and parent/guardian at mid-points in each semester through the parent-teacher conference process. Parents/Guardians may request a progress report anytime during the semester.

### Grading:

Every teacher will maintain an evaluation record for each student using the following guidelines:

- Each student will be expected to successfully complete work as designated by their teachers and to meet standards that align to ISBE identified curriculum standards.
- While still attending Bridge, grades will be reflected as “meeting,” “not meeting,” or “exceeding” expectations relative to each standard appropriate to the student’s grade level and subject area.
- The final grade will reflect **both** the student’s effort at completing the required assignments and an assessment of the student’s proficiency on various academic tasks assigned by their Bridge teachers. The final grade is reflected as a letter grade corresponding to standards met.

Coursework completed at Bridge aligns with appropriate ISBE course codes, and earns credit toward high school graduation.

### Parental Involvement:

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves. Communication between home and school helps bind the student, parents, teachers and administration into a partnership working toward a common goal of helping the student succeed. Parent-Teacher conferences will be offered once per semester to allow the people most directly involved with the student to become an active participant in the educational process. The Director may require additional parent/guardian meetings throughout the school year to help foster students' success. Parents and guardians are strongly encouraged to contact the school to schedule a conference whenever there is a question or concern.

The state’s resources on parental involvement can be located at <http://illinoisparents.org/>. The state’s website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

### Student Records:

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member’s sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s school records. They are:



**1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

**2. The right to request removal from the student's academic transcript one or more scores received on college entrance examinations.**

A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of scores on college entrance examinations, the parent/guardian or eligible student must submit a written request stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.

**3. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.**

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

**4. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

**5. The right to a copy of any school student record proposed to be destroyed or deleted.**

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or the student, if the student has succeeded to the

rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

## **6. The right to prohibit the release of directory information.**

Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Gender
- Grade and level
- Birth date and place
- Parent/guardian names and addresses
- Electronic mail addresses
- Telephone numbers.
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs, academic awards, degrees, and honors information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

***Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.***

***It should be noted that at Bridge Academy, student information is not shared with those outside of the school without express permission for such disclosure or release.***

## **7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parent/guardian, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the building principal.

- 8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits 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 State law.**
  
- 9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202-4605

## Graduation Requirements:

All requirements for graduation will be set and approved by the student's Home School.

The Bridge Academy office will send grades and documentation of completed course work to the Home School at the conclusion of each semester. The Home School will determine the course work that will be accepted to meet their graduation requirements. When the Home School approves all requirements for graduation, the high school diploma will then be issued by the student's Home School District.

A transcript checklist will be utilized for each student that will indicate the courses the student will take to satisfy the graduation requirements at their Home School.

## Curriculum

**Edmentum:** Edmentum offerings will be based on student need; staff will provide oversight and grade any student work. Priority is given for students who need credit recovery or are near graduation and require specific credits to meet requirements.

## Language Arts Curriculum

The language arts curriculum of Bridge Academy will focus on the development of skills in reading, writing, speaking, spelling, listening, and on the study of literature. The skills, knowledge, and understandings of language arts will be integrated and reinforced in all curriculum areas.

Communication skills are central to the overall development of students; therefore, the teacher will make every effort to ensure that students learn and use these skills on a regular basis.

Course Offerings (additional offerings may be available based on student need).

- Language Arts (grade 6): Language Arts (grade 6) courses build upon students' prior knowledge of grammar, vocabulary, word usage, and the mechanics of writing, and include the four aspects of language use: reading, writing, speaking, and listening. These courses may emphasize the

use of language for different effects, in different contexts, and for different purposes. Specific content depends upon state standards for grade 6.

- English/Literature (freshman and sophomores): English/Literature (freshmen and sophomores) courses are designed for freshmen and/or sophomores and typically introduce them to two or more genres of literature (novel, short story, poetry, and so on). Exploration of each genre's literary elements; determination of theme and intent; and examination of vocabulary and semantics are often included in the course content. Writing assignments are required as an additional method to improve understanding and comprehension.
- English/Literature (juniors and seniors): English/Literature (juniors and seniors) courses are designed for juniors and/or seniors and emphasize comprehension, discernment, and critical-thinking skills in the reading of texts and 01 English Language And Literature 10 literature. These courses introduce and explore more advanced literary techniques (irony, satire, humor, connotation, tone, rhythm, symbolism, and so on) through two or more literary genres, with the aim of creating sophisticated readers. Writing assignments are required as an additional method to develop and improve critical-thinking and analytic skills.
- Communications: Communications courses focus on the application of written and oral communication skills through a variety of formal and informal experiences. The courses are performance-based and emphasize effective interpersonal and team-building skills. Communications courses may also involve the study of how interpersonal communications are affected by stereotypes, nonverbal cues, vocabulary, and stylistic choices.

## Mathematics Curriculum

The mathematics curriculum of Bridge will focus on developing understanding and proficiency in mathematical practices.

Course Offerings (additional offerings available based on student need)

- Algebra I: Algebra I courses include the study of properties and operations of the real number system; evaluating rational algebraic expressions; solving and graphing first-degree equations and inequalities; translating word problems into equations; operations with and factoring of polynomials; solving quadratic equations; and modeling linear data. Specific content depends upon state standards.
- Consumer Mathematics: Consumer Mathematics courses reinforce general mathematics topics (such as arithmetic using rational numbers, measurement, ratio and proportion, and basic statistics) and apply these skills to consumer problems and situations. While these courses prepare students for a variety of practical applications, they are not intended to serve as remedial mathematics courses. Applications typically include budgeting, taxation, credit, banking services, insurance, buying and selling products and services, home and/or car ownership and rental, managing personal income, and investment.
- Mathematics (grade 6): Mathematics (grade 6) courses typically emphasize skills in numerical operations (including basic operations and their proper order); ratios and proportional relationships; patterns; simple functions; geometry; and concepts of data analysis, including statistics and probability. Specific content depends upon state standards for grade 6.
- Mathematics (grade 7): Mathematics (grade 7) courses typically emphasize proficiency in skills involving numbers and operations; ratios and proportional relationships; patterns; functions; algebraic formulas; geometry; and concepts of data analysis, including statistics and probability. Specific content depends upon state standards for grade 7.
- Algebra II: Algebra II course topics typically include developing an understanding of the relationships between the symbolic, graphic, tabular and verbal representations of functions; utilizing the various representations to interpret function behavior and solve equations; operations with rational and irrational expressions; factoring of rational expressions; in-depth

study of linear equations and inequalities; quadratic equations; solving systems of linear and quadratic equations; graphing of constant, linear, and quadratic equations; properties of higher-degree equations; exponential functions; inverse functions; statistical modeling; modeling linear and quadratic data; and operations with rational and irrational exponents.

- Integrated Mathematics III: Integrated Mathematics III courses emphasize proficiency in skills involving numbers and operations, algebra, geometry, statistics, mathematical modeling, and probability. These courses are offered as the third course in a 3- or 4-year sequence of college-preparatory mathematics courses that replace traditional Algebra 1, Geometry, and Algebra 2 courses.
- Integrated Mathematics IV: Integrated Mathematics IV courses emphasize proficiency in skills involving numbers and operations, algebra, geometry, statistics, mathematical modeling, and probability. These courses are offered as the fourth course in a 4-year sequence of college-preparatory mathematics courses that replace traditional Algebra 1, Geometry, and Algebra 2 courses.

## Science Curriculum

The science curriculum of Bridge, through application of the scientific approach to problem solving, will focus on those skills, knowledge bases, and experiences necessary to the understanding of natural phenomena and their causes or effects. Special emphasis will be given to the interdisciplinary nature of science as it enhances students' understanding of their environment and world.

Course Offerings (additional offerings available based on student need)

- Physics: Physics courses involve the study of the forces and laws of nature affecting matter, such as equilibrium, motion, momentum, and the relationships between matter and energy. The study of 03 Life and Physical Sciences 79 physics includes examination of sound, light, and magnetic and electric phenomena.
- Science (grade 7): Science (grade 7) courses build on previous years of scientific inquiry and typically include subject matter from several strands of science, including earth sciences, physical sciences, and life or 03 Life and Physical Sciences 85 environmental sciences, and may organize material around thematic units. Specific content depends upon state standards for grade 7.
- Science (grade 8): Science (grade 8) courses typically include subject matter from several strands of science, including earth sciences, physical sciences, and life or environmental sciences, and may organize material around thematic units. Specific content depends upon state standards for grade 8.
- Zoology: Zoology courses provide students with an understanding of animals, the niche they occupy in their environment or habitat, their life cycles, and their evolutionary relationships to other organisms. These courses should also help students develop an awareness and understanding of biotic communities.
- Environmental Science: Environmental Science courses examine the mutual relationships between organisms and their environment. In studying the interrelationships among plants, animals, and humans, these courses usually cover the following subjects: photosynthesis, recycling and regeneration, ecosystems, 03 Life and Physical Sciences 70 population and growth studies, pollution, and conservation of natural resources.
- Social Development Instruction: Social Development Instruction courses teach students the social skills needed for independent functioning with the community. Topics may include self-control, self-expression, obeying rules, decision-making, appropriate situational behavior, interacting with others, and maintaining relationships. Students may develop independence, self-confidence, and self-reliance.

## Social Studies Curriculum

The social studies curriculum of Bridge will expose students to a wealth of historical and contemporary knowledge and perspectives; key turning points and themes in history, political, and environmental geography; ideologies of world economics; and an awareness of current events and issues, citizenship responsibilities necessary for the preservation of democracy. Students will be encouraged to exhibit tolerance and empathy, while being prepared to participate effectively and responsibly in an ever-changing world.

Students should gain an appreciation of the uniqueness of the United States encompassing the diverse heritage of its people, history, environment, and government. It is vital that students understand the beliefs and ideals of our American democracy.

The social studies curriculum will reinforce reading, writing, oral communication, thinking, and study skills. Students will be able to analyze ideas, concepts, and moral dilemmas with coherent written and oral opinions.

Course Offerings (additional offerings available based on student need)

- U.S. Government—Comprehensive: US Government-Comprehensive courses provide an overview of the structure and functions of the U.S. government and political institutions and examine constitutional principles, the concepts of rights and responsibilities, the role of political parties and interest groups, and the importance of civic participation in the democratic process. These courses may examine the structure and function of state and local governments and may cover certain economic and legal topics.
- Humanities: Humanities courses examine and evoke student responses to human creative efforts and the world in particular historical periods and in particular cultures. Course content includes exploration, analysis, synthesis, and various responses to cultural traditions, including viewing, listening, speaking, reading, writing, performing, and creating. The courses may also examine relationships among painting, sculpture, architecture, and music.
- World People Studies: World People Studies courses allow students to study various types of subgroups that have something in common such as religion, gender, or culture. Similar in style to World Area Studies, but focusing on a group of people rather than on a specific region, these courses examine a subgroup's history, politics, economics, and/or culture.
- Psychology: Psychology courses introduce students to the study of individual human behavior. Course content typically includes (but is not limited to) an overview of the field of psychology, topics in human growth and development, personality and behavior, and abnormal psychology.
- Social Studies (grades 6): Social Studies (grade 6) courses provide a greater understanding of social studies disciplines, including history, geography, civics and government, and economics. These courses often focus on the history, culture, and government of various specific world societies. Typically, students develop skills used in the social studies disciplines. Specific content depends upon state standards for grade 6.

## Physical, Health and Safety Classes:

- Health and Life Management: Health and Life Management courses focus as much on consumer education topics (such as money management and evaluation of consumer information and advertising) as on personal health topics (such as nutrition, stress management, drug/alcohol abuse prevention, disease prevention, and first aid). Course

objectives include helping students develop decision-making, communication, interpersonal, and coping skills and strategies.

- Lifetime Fitness Education: Lifetime Fitness Education courses emphasize acquiring knowledge and skills regarding lifetime physical fitness; content may include related topics such as nutrition, stress management, and consumer issues. Students may develop and implement a personal fitness plan.

### **Other Classes:**

- Seminar: Interdisciplinary seminar courses vary widely, but typically offer a small peer group the opportunity to investigate areas of interest. Course objectives may include improvement of research and investigatory skills, presentation skills, interpersonal skills, group process skills, and problem-solving and critical thinking skills.

### **Family Life and Sex Education Classes:**

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

### **Education of Children with Disabilities:**

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The school provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22<sup>nd</sup> birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

### **Diversity:**

The instructional program will emphasize multicultural education by presenting the contributions of all races and cultures, and by recognizing in all grades the similarities of students' various cultures. Discussion of controversial issues will be age appropriate, serve an educational purpose, be consistent with the curriculum, and present a balanced view.

The following guidelines will be used in teaching controversial issues in the classroom:

- All issues will be studied with as much objectivity as possible.



- In discussing controversial issues, the teacher will not seek to bring about a single conclusion to which all students must subscribe.
- All sides of an issue, within the scope of any course of study, will be explored.
- It will be the responsibility of the teacher to distinguish opinion or interpretation from fact, when recognized.

### Testing and Assessment:

The student testing and assessment program will adhere to the appropriate guidelines as established by the State of Illinois. All standardized tests and any other state mandated test will be administered to Alternative Education students under the guidance and approval of the Home School District.

### Safety Drill Procedures and Conduct:

Safety drills will occur at times established by the school. Students are required to be silent and shall comply with the directives of school officials during emergency drills. Drills will include: evacuation drills; severe weather (shelter-in-place) drill; law enforcement drill; and a bus evacuation drill may also be conducted each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

### Attendance

The official school day for all students is from 8:15 AM to 2:15 P.M, Monday through Friday. Students may arrive starting at 8:00 AM and will be considered tardy if they arrive after 8:15 AM, unless arrival time is due to district/bus transportation, or are arriving late due to medical appointments. Most districts have transportation pick up students at 2:00 PM. All students will be scheduled for a minimum of five academic hours daily.

### Absences:

Illinois Law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

The State of Illinois considers a student attending school less than 95% of the time to be truant. A successful Bridge student will attend classes regularly and on time. Attendance interventions will be put in place to assist students in maintaining a healthy discipline of attending behaviors. Students with excessive absences will be referred for Truancy/Outreach services.

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, attending a military honors funeral to sound TAPS, or other reasons as approved by the building principal.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. Administration, in its discretion, may excuse a student for additional days

relative to such a leave or deployment. A student and the student's parent/guardian is responsible for obtaining assignments from the student's teachers prior to any excused absence and for ensuring that such assignments are completed by the student prior to his or her return to school.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence.

### Truancy:

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Bridge makes significant efforts to work with students and families when absences are mental health related. When these efforts are exhausted without a return to school by the student, truancy referrals may be made and/or the home school district may be notified.

### Reporting of Absences:

In the event of any absence, the student's parent/guardian is required to text the school's attendance line at (309) 239-9023 before 8:30 a.m. to explain the reason for the absence, including the student's name. When students have not arrived by 8:15 without notification to the school, a call or text to the parent/guardian will be made to inquire about the student's absence and reason for such. If the parent/guardian cannot be contacted or responses not provided, the student may be required to submit a signed note from the parent/guardian explaining the reason for the absence.

Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

### Notification procedures:

- All unreported absences – parent/guardian will be notified by a text or phone call from the school’s director
- All unexcused absences may be handled by the following interventions:

<b>Initial absences</b>	There will be a text and/or call made to the first contact person (parent/guardian).
<b>10% absences</b>	There will be a student conference with the student’s case manager and the school’s director.
<b>20% absences</b>	There will be a required meeting with the student and their parent/guardian to establish an attendance plan.
<b>Further unexcused absences</b>	Contact will be made with the referring district to discuss next steps and potential truancy referrals.

### Tardy Policy:

Students are expected to be punctual and respectful of other people’s time. Tardiness not only impacts on the beginning of the student’s day, but also is disruptive to the class and infringes upon the rights of others. At Bridge Academy, we understand that life can be filled with unexpected challenges. That is why we allow all students a 20 minute window to enter the school building at the beginning of each day without being considered tardy. The 20 minute window is defined as 15 minutes prior to the start of each day and 5 minutes after the official start of the day at 8:15 a.m. This means any student arriving between 8:00 a.m. and 8:20 a.m. is considered on time. Any student arriving after 8:20 a.m. who is brought by a parent is considered tardy. Students transported by their district who arrive after 8:20 a.m. will generally not be considered tardy, as it is known there are many circumstances outside of the student’s (and bus driver’s) control on some days. A tardy that is defined as “**excused**” must be accompanied with a note from a doctor, an employer, or written documentation from a court official.

Excessive tardiness of any kind will require a meeting with the Director , and may result in the student being dropped from the program. Three tardies will count as an unexcused absence.

### Release of Students:

The official school day for all students at Bridge is established in the daily schedule. Students may not leave school for any reason, except for a family emergency. A pre-determined appointment, such as a medical appointment or meeting with a social worker, must be communicated to staff prior to the appointment. A request to be dismissed early must be confirmed through a parental telephone call indicating the time and the reason. Leaving school grounds without administrative approval will be considered a suspendable offense. If a student is scheduled to leave school by a mode of transportation other than their usual, unless the change is being picked up by a parent/guardian, staff must have written permission from the parent/guardian – this includes if a student usually rides district/bus transportation but is going leaving with another student. Students may not walk home.

### Visitation Policy:

No visitors will be allowed on Bridge School sites unless approved by the Director or Regional Superintendent of Schools.

Unwanted visitors will be asked to leave the building site immediately. If they do not cooperate, law enforcement authorities will be called and criminal trespassing charges will be filed.

### School Cancellations:

If school is closed or starts late due to severe weather, a power outage or other problems, the school Director will email parents/guardians regarding the change and any important information regarding the closure. Only under extreme circumstances will school be closed once students have arrived.

## Health Policies and Procedures

### Exclusion for Illness

Bridge students will be required to follow all state laws concerning proper immunization and health records. Health records are to be updated with the Home School when necessary. Updated health records must be on file with the Home School District prior to a student being allowed to enroll at Bridge.

### Student Medications

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or nonprescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or nonprescription medication on school grounds or at a school-related function other than as provided for in this procedure. All medication will be securely stored by staff. If the student has an authorized medication that is to be taken "as needed," the student will need to put in a request to staff via the Meeting Request Form. Parents/guardians will be contacted for permission regarding requests to take oral over-the-counter medications (Ibuprofen, Acetaminophen, Tums, etc) unless a "Student Medical Authorization Form" has been filled out for that medication specifically and their own supply has been provided to the school for that student. Any other arrangements or requests for exceptions regarding medication

must be discussed with the school Director.

## Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school.

Any medications brought to school must be stored in the office with a signed form. Any student violating the terms of this policy, taking or distributing any type of drug or medication, prescription, over the counter or a look-alike drug; may be immediately dismissed from the program.

## Designated Caregiver Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District; and
3. That the student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*.

*Medical cannabis infused product* (product) includes oils, ointments, food, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

After administering the product to the student, the designated caregiver shall immediately remove it from the school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

## Care of Students with Diabetes:

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- a. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- b. Sign the Diabetes Care Plan.
- c. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Director.

### Students with Food Allergies:

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the school Director.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed support so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

### Communicable Diseases:

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.
5. If a student shows any symptoms of illness, such as a temperature, nausea, diarrhea, sore throat or rashes, the student should not come to school until the seriousness of the conditions has been determined or the symptoms have disappeared. This will help reduce the spread of infections at school.

If a student shows such symptoms while at school, the student will be excluded from the program. The following procedures will be followed:

- The student will be asked to report to the main office.

- ° Parents will be notified to make arrangements to have the student picked up at school. If the parents cannot be reached, the person designated on the emergency card will be called. It is essential that parents list people on the emergency card who will be able to pick up the students if the parents are not available.

### School Breakfast & Lunch Program:

Breakfast is served every school day from 8:00 a.m. to 9:00 a.m. Lunch is served every school day from 11:15 to 1:00 p.m., with designated lunch times based on student grade level and class. Cost for breakfast and lunch is included in registration, and thus provided by the district and of no further cost to students/families.

### Accommodating Breastfeeding Students:

Students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed her infant. Reasonable accommodations include, but are not limited to:

1. Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.
2. Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
3. Access to a power source for a breast pump or any other equipment used to express breast milk.
4. Access to a place to store expressed breast milk safely.
5. Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child.
6. The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

Complaints regarding violations of this procedure should be made to the District's Complaint Manager or Non-Discrimination Coordinator.

### Animals on School Property:

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. The rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

### Sensory Room

Bridge Academy has a sensory room for students to utilize during the day and students may submit a Meeting Request Form to do so. It is up to the discretion of Bridge Academy staff if a student may use the sensory room, due to space constraints and other situational concerns. The sensory room is to be used for short-term emotional support only. Staff recognize that some students greatly benefit from the use of the sensory room, especially to reduce stimulation and anxiety, and so there is no limit on the number of times or length of time that a student may use the space. However, if staff believe that students are not using the room for appropriate purposes, staff may deny the student's request. This is to help keep the room available for students who need it and assist with emotional regulation skills. Students may utilize any of the tools in the room but Bridge staff are not liable for any

injury that may occur from misuse of these tools, such as the swings or trampoline. Doors to the sensory room are to remain open at all times, unless a staff member is meeting with a student in the sensory room while helping them regulate and it is deemed that privacy is needed.

## Mental Health Crisis

Should a student express to any staff member that they are having thoughts of harming or killing themselves or others, the student will be evaluated by a trained staff member. The Columbia Suicide Severity Rating Scale may be utilized and a safety plan may be created if deemed necessary. If in the course of assessment the student expresses a plan or intent for killing themselves or others, the student's parent/guardian will be notified and be recommended to present to the Emergency Department with the student. The parent/guardian will have the choice to either pick up the student and transport themselves or have Bridge staff call an ambulance and to which hospital they would like the student transported. If the parent/guardian is not present at the time of transport via ambulance, a staff member may be asked to accompany the student in the ambulance to the hospital by the emergency response personnel. If a parent/guardian is unable to be reached in the course of the assessment and staff determine that a student must be transported immediately, staff will call an ambulance and direct them to Carle BroMenn's Emergency Department.

## Hospitalization:

If a student is hospitalized or attends a residential program, it is the responsibility of the student and/or parent/guardian to notify Bridge staff of the placement as soon as possible.. Staff may be available for virtual or telephone check-ins during this time, if the student, family, and inpatient program allow. It is the responsibility of the parent/guardian to notify Bridge staff of any updates regarding hospitalization, including discharge.

## Return from Hospitalization:

If a student is returning to Bridge Academy following an inpatient hospitalization or residential stay, discharge paperwork must be provided to the school Director before returning to school. This ensures that staff are adequately prepared for any new needs that the student may have and for, if necessary, the school Director to assess the appropriateness of the student's continued attendance at Bridge Academy. Reasons for no longer continuing in the program following an inpatient or residential stay include, but are not limited to: the student having a higher level of mental health need than Bridge may provide; or, behaviors that have the potential to place students and/or staff at risk. Once the student returns, staff will meet with the student to adjust the student's success plan, if needed.

# Technology Policies and Procedures:

## Devices:

In order to effectively participate in technology-based learning opportunities students must use a Bridge owned device. This will allow teachers to be able to provide supports for student learning that would otherwise not be possible. Personal technological devices, such as cell phones, will be collected at the beginning of each school day and kept secure by staff for the remainder of the day, before being returned to the student upon dismissal.

## Computer/Internet Acceptable Use:

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These



rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the Bridge's educational objectives, or (b) for legitimate business use.

### Privileges:

The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Director will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

### Unacceptable Use:

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

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- a. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- b. Downloading of copyrighted material for other than personal use;
- c. Using the network for private financial or commercial gain;
- d. Wastefully using resources, such as file space;
- e. Hacking or gaining unauthorized access to files, resources, or entities;
- f. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- g. Using another user's account or password;
- h. Posting material authored or created by another without his/her consent;
- i. Posting anonymous messages;
- j. Using the network for commercial or private advertising;
- k. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- l. Using the network while access privileges are suspended or revoked.

### Network Etiquette:

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

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

- e. Consider all communications and information accessible via the network to be private property.

### No Warranties:

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

### Indemnification:

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

### Security:

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

### Vandalism:

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

### Filtering, Monitoring, and Review:

Bridge, in order to comply with the local, state, and federal laws and standards, filters internet content on systems to which students may have access. This filtering removes access to websites and internet servers that have been deemed to have inappropriate content or not of an educational value. Report any errors found regarding what sites are being, or not being filtered, immediately to an administrator or the Bridge Director. Bridge retains the right to monitor network, email, computer, and telephone use without warning or notice. Information stored, transmitted, or communicated on Bridge equipment is not to be considered private. Information gained through monitoring may be used as evidence in disciplinary or legal action, at the administrator's discretion. Bridge retains the right to review current and back-up copies of electronic systems, files, data, communications, and email. Reviews are done without notice, and information gained through review may be used as evidence in disciplinary or legal action should a violation of the Student Acceptable Use of Electronic Networks procedure be discovered.

### Telephone Charges:

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

## Copyright Web Publishing Rules:

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

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- a. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- b. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

## Use of Email:

Bridge's email system, and its constituent software, hardware, and data files, are owned and controlled by Bridge Academy and the Regional Office of Education #17. Bridge provides email to aid students as an education tool.

- a. Bridge reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- a. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- b. Electronic messages transmitted via the Bridge's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the Bridge. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of Bridge. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- c. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- d. Use of the Bridge's email system constitutes consent to these regulations.
- e. It must be the student's understanding that Bridge provided email is not private or protected. When suspicion of a violation of this procedure pertaining to inappropriate material or usage exists, either through discovery as part of a regular maintenance or by staff, student, or parental complaint, Bridge reserves the right to review data and files found on email clients and servers during the course of investigation. Any information gained through this review may be used as evidence in disciplinary or legal action should a violation of this procedure exist.

## Access to Student Social Networking Passwords & Websites:

School authorities may require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

## Letter to Parents/Guardians Regarding Access to Student Social Networking Passwords and Websites

*Re: Access to Student Social Networking Passwords and Websites for Violations of School Rules or Procedures*

Dear Parent(s)/Guardian(s):

Under ordinary circumstances, school authorities cannot request or require that a student provide a password or other related account information in order to gain access to the student's account or profile on a social networking website.

School authorities may require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

Social networking website means an Internet-based service that allows students to: (1) construct a public or semi-public profile within a bounded system created by the service; (2) create a list of other users with whom they share a connection within the system; and (3) view and navigate their list of connections and those made by others within the system. Social networking website does not include electronic mail.

Please contact the school if you have any questions. Sincerely,

## Video & Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

# Transportation Policies and Procedures

## Transportation:

Transportation to and from the Bridge Program will be the responsibility of the individual student or their Home School District. All rules and regulations concerning transportation will be decided by the Home School District. Any questions, concerns or problems with transportation issues should be directed to the administration of the Home School District.

Students will not be permitted to go to their vehicles after they arrive at school. The parking lot and all vehicles will be off limits to any student during school hours. The Bridge staff will arrange any transportation necessary during the school hours, such as for community-based learning opportunities (field trips).

## Parking:

Students may park their vehicles in the designated parking lot during school hours. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. Students park their vehicles on or near school property at their own risk. Students should be aware that their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots may be searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from the Bridge program.

Vehicles may not be parked or located in the bus lanes or fire lanes at any time. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all measures in the student discipline code and/or withdrawal of parking privileges.

## Student Behavior and Discipline

### Rights and Responsibilities:

All students are entitled to enjoy the rights protected by the Federal and State Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate Bridge policies or rules will be subject to disciplinary measures.

### Classroom Participation and Behavior:

Effective use of class time is critical to student learning. Teachers prepare lessons for each class and it is the shared responsibility of each student to meet the day's objectives for the class. Students who cooperate with the teacher, help the class as well as themselves in the learning process. The primary goal of the school is academic achievement and improvement for all students' emotional well-being.

Classroom distractions, disruptions and lack of participation will not be tolerated. Refusal to participate in classroom activities, complete academic assignments or involvement in activities in ways that disrupt the academic environment for others will be addressed with the Bridge Director and could result in withdrawal from the Bridge Program.

### School Rules:

Students remain legally registered in their Home School District and are therefore subject to the policies, rules and regulations as outlined in the student handbooks of their Home School District.

Students are expected to assume the responsibility for their conduct in a manner consistent with the respect for all other people and other people's property. Failure to do so will result in

disciplinary action by the Site Coordinator, which could result in the student's removal from a class or the program. In situations that violate criminal laws, students may also have charges filed against them with appropriate law enforcement officials.

## Bridge Academy Specific Rules:

### **Daily Student Check In:**

For the safety and supervision of students, to maintain discipline and order, to provide for the health, safety, and welfare of the students and staff; Bridge staff members are authorized to conduct searches of students as they enter the building on a daily basis. The search includes a student's personal effects such as purses, wallets, knapsacks, backpacks, personal electronics etc. The search itself must be conducted in a manner that is reasonably related to promoting the overall safety of all students and staff and not excessively intrusive in light of the age and sex of the student. The search should be conducted in the presence of an adult witness. If necessary, Bridge reserves the right to utilize a metal detecting wand during searches, if staff have reasonable suspicion regarding contraband, vapes, drug paraphernalia or other safety concerns.

### **Suspension:**

All suspensions are for at least one day. However, students suspended and their parents/guardians are required to meet with Bridge staff prior to the student returning to school. The suspended student will not be allowed to return to school prior to this meeting.

## Sexual Harassment Policy

### **When the offender is an adult:**

Definition: Sexual harassment is any sexual behavior or inappropriate sexual comments from an adult towards a student. If you believe that you have been the victim of sexual harassment by an adult or if you have questions or concerns about this issue, seek the help of another adult whom you trust, such as a teacher, counselor, your parent or guardian, or one of the building administrators. As soon as the Director is advised of your concern, an investigation will be immediately conducted. If it is determined that an adult has sexually harassed a student, serious disciplinary action towards the adult may occur.

### **When the offender is a student:**

Definition: Sexual harassment is unwanted sexual attention (verbal or physical) from anyone with whom the student may interact in the course of receiving an education in school or at school sponsored activities. If you believe that you have been the victim of sexual harassment by another student or if you have any questions about this issue, seek the help of an adult whom you trust, such as a teacher, counselor, your parent/guardian, or one of the building administrators. As soon as the Director is advised of your concern, an investigation will be immediately conducted.

If it is determined that a student has sexually harassed another student, the possible consequences to the offending student may include the following:

- Parent Conference
- Suspension/Expulsion
- Apology to the victim
- Referral to the police for investigation

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Reprisals, threats or intimidation of the victim will be treated as serious offenses that could result in an external suspension or expulsion. In all cases, the school and school authorities to protect both the student and the victim will maintain a high degree of confidentiality.

## Discipline Code & Procedures

Bridge expects all students to conduct themselves in a socially responsible manner. Disciplinary measures are used to maintain a safe and orderly school environment where all students have the opportunity to improve their academic skills. Students guilty of gross disobedience or misconduct or continue actions that disrupt the learning environment for other students may receive an external suspension up to ten days or removed from the program.

## Bridge Home School Dance Policy:

Students, who have **no** home school property restrictions, may be eligible to attend functions at their home school with permission from both the home school and the Bridge director. Students who wish to participate in these activities must pick up a permission sheet from their home school. The director of Bridge will sign off on the document if the following criteria are met. The student must: 1) maintain a minimum grade average of a “C” in all classes, 2) have less than 2 referrals, and 3) less than 10 absences. The director reserves the right to evaluate each situation on its own merit.

## Student Discipline:

### Prohibited Student Conduct

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, or selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley’s Law*).
  - a. Any anabolic steroid unless it is being administered in accordance with a physician’s or licensed practitioner’s prescription.
  - b. Any performance-enhancing substance on the Illinois High School Association’s most current banned substance list unless administered in accordance with a physician’s or licensed practitioner’s prescription.
  - c. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician’s or licensed practitioner’s instructions. The use of or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley’s Law*.



- d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance:
  - a. that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - a. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student engaged in behavior that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
  - b. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, or store, or conceal cannabis or controlled substances.
  - c. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
- 2. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
- 3. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- 4. Using or possessing an electronic paging device.
- 5. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication devices or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cell phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); 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 direct supervision and in the context of instruction.
- 7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
- 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.

9. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer, a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
11. Engaging in teen dating violence.
12. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indication the presence of an emergency; or indication the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
15. Being absent without a recognized excuse.
16. Being involved with any public school fraternity, sorority, or secret society.
17. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
19. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
20. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
21. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

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

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

### **Disciplinary Measures:**

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and the local law enforcement agencies.

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

### **Corporal Punishment:**

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

### **Re-Engagement of Returning Students:**

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

### **Weapons Prohibition:**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
2. A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alike" of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

### **Gang & Gang Activity:**

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or nonverbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in

furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

## Search and Seizure:

In order to maintain order and safety 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" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

## Student Search of Property

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, backpacks, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

## Preventing Bullying, Intimidation, Teen Dating Violence, and Harassment:

Bullying, intimidation, teen dating violence and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important district and school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual **or** perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

- During any school-sponsored education program or activity.
- While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
- Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if bullying causes a substantial disruption to the educational process or the orderly operation of a school.

For purposes of this policy, the term bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, district complaint manager, or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager, or any staff member. Anonymous reports are also accepted by phone or in writing.

## Complaint Managers [1]:

Trisha Malott

2000 Jacobssen Dr. Normal, IL 61761

309-888-5120

[tmalott@cibridge.org](mailto:tmalott@cibridge.org)

Reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

### Gross Disobedience or Misconduct:

The following is not a comprehensive list, but are acts considered as examples of "gross disobedience or misconduct":

- Fighting
- Assault on a student or any school employee (Assault is interpreted as an attempt to do bodily harm to a student or to any staff member)
- Arson
- Creating a false fire alarm
- Use of profane, vulgar or obscene words, gestures or other actions which disrupts the school environment
- Insubordination (Refusal to follow orders, directions or stated school rules)
- Participation in acts designed to disrupt classroom or school activities
- Repeated failure to follow stated school rules and procedures
- Under the influence of and/or possession of alcohol or drugs, including "look-alike" drugs
- Destruction of property
- Theft
- Involvement in gang activity, including the wearing of gang clothing and displaying of gang signs
- Possession of weapons
- Acts that obstruct or interrupt the instructional process in the classroom
- Any acts that endanger the safety of the other students, teachers or any school employee
- Repeated refusal to participate in classroom activities or complete academic assignments

Each discipline case will carry its own merit and will be adjudicated according to the facts accompanying the case. The following options may take place:

- Warnings and advisement to assist the student to discontinue the undesirable behavior.
- Student placed on a behavior management plan that outlines consequences for his/her behavior.
- A student may be externally suspended or removed from the program for extreme behavior (even if the first offense), or if the student presents a danger to himself/herself or others, or demonstrates an unwillingness or inability to abide by school rules after the above consequences have been tried. The term of each suspension is at the discretion of the administration.

Procedural "Due Process" will be afforded to all students subject to discipline and shall include the following procedures:

- The opportunity to respond to the charges in front of a qualified teacher or administrator of the school.
- Notification of all evidence.

- Right to a formal hearing with the Director of the Program.
- Right to know the outcome of the hearing within five school days.

When a student is externally suspended or dismissed from the program, the following procedures will be followed:

- In non-emergency situations, immediately prior to the suspension, the school administrator will advise the student of the charges and explain the evidence supporting those charges. The student will be provided the opportunity to tell his/her side of the story. This will be followed by a letter to the parents as soon as possible.
- The parent/guardian will be immediately notified by phone that the student is being suspended and requested to come to school to take the student home.
- In emergencies, if the conduct of the student is severely disruptive, the student may be immediately removed from the building by the police if necessary and formal charges may follow.
- The parent/guardian and the student will be presented the reasons for the suspension and be given a conference date as soon as possible. The conference may occur on the same day as the suspension, but there must be a conference held with the parent/guardian, student and school officials prior to reinstatement to school.
- The school administrator will clearly state the number of days the student will be suspended. A written follow-up will be sent to the parents/guardians summarizing the reasons for the suspension, the conference date and the right to request a formal hearing of appeal with a hearing officer, usually the Program Director.
- A written request for a formal hearing of appeal must be submitted to the Director within five school days following the initial suspension. A formal hearing with a hearing officer, usually the Director of the program, will be scheduled within five school days after receiving the written request. The parent/guardian will receive a written decision from the hearing officer within five school days following the formal hearing.
- Copies of any written correspondence or information concerning suspensions will be forwarded to the student's Home School District.

### Discipline of Students with Disabilities:

The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.



# Privacy Protections

## Third Party Surveys:

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the Director.

## Surveys Requesting Personal Information:

School officials and staff members will not request, nor disclose the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine program eligibility.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

## Homeless Child's Right to Education:

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Assistance and support for homeless families:

Truancy/Outreach/Homeless Specialists:

(309) 828-5807 ext. 1214

[truancy@roe17.org](mailto:truancy@roe17.org)

[homeliasion@roe17.org](mailto:homeliasion@roe17.org)

[www.roe17.org](http://www.roe17.org)

## Mandated Reporters:

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

## Sex Offender Notification Law:

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

### Sex Offender & Violent Offender Community Notification Laws:

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/cmvo/>.

**CENTRAL ILLINOIS BRIDGE ACADEMY SCHOOL YEAR CALENDAR 2024-2025**

# CENTRAL ILLINOIS BRIDGE ACADEMY SCHOOL YEAR CALENDAR 2024-2025

## AUGUST 2024

- August 14 & 15
  - Teacher Institute Days
- August 16
  - First Day of School for Students

## SEPTEMBER 2024

- September 2
  - No school, Labor Day
- September 27
  - Half-day, School Improvement Day

## OCTOBER 2024

- October 11
  - No School, Parent Teacher Conferences
- October 14
  - No school, Indigenous People's Day

## NOVEMBER 2024

- November 5
  - No school, Election Day
- November 27-29
  - No School, Thanksgiving break

## DECEMBER 2024

- December 20
  - Last day before winter break
- December 21 - January 5
  - Winter Break

## JANUARY 2025

- January 1
  - No school, New Years Day
- January 6
  - No School, Teacher Institute Day
- January 7
  - School Resumes
- January 20
  - No school, Dr. Martin Luther King's Birthday

## FEBRUARY 2025

- February 12
  - No School, Lincoln's Birthday
- February 21
  - No school, Parent Teacher Conferences

## MARCH 2025

- March 5
  - Half-day, School Improvement Day
- March 21
  - Last day before Spring Break
- March 24 - March 28
  - Spring Break
- March 31
  - School resumes from Spring Break

## APRIL 2025

- April 25
  - Half-day, School Improvement Day

## MAY 2025

- May 2
  - Attendance Day; Parents Invited
- May 22
  - Half-Day Final Student Attendance Day; School Improvement Day
- May 23
  - No school, Teacher Institute Day
- May 26
  - No school - Memorial Day
- May 27 through 29
  - Emergency Makeup Days

**\*School Improvement Days (half-days) begin at 8:15 a.m. with an 11:30 a.m. dismissal**

