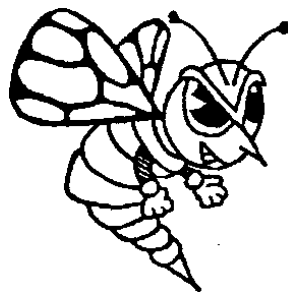


**Parent-Student
Handbook
2012-2013
Brown County
Elementary School**

501 N.W. Cross
Mt. Sterling, IL 62353
217-773-2624



We Read. We Think. We Explain.

TABLE OF CONTENTS

Welcome	4
Educational Philosophy	5
Board of Education	5
Exit Outcomes	6
Mission Statement	6
Building Procedures	
Arrival – Departure Procedures	7
Pick-Up / Drop-Off Points	7
Visitors	7
Physical/Dental Exams & Immunizations	7
Birth Certificates	10
Federal Educational Rights and Privacy Act (FERPA)	10
Destruction of Student Records	14
Requests for Teacher’s Qualifications	14
Equal Educational Opportunities – Sex Equity	14
Medications	14
Self-Administration of Medication	15
Health Services	15
Emergency Medical Treatment	16
Student Insurance	16
Authorization for Release of Health Information	16
School Closing Procedures/Weather-Related Dismissal Notices	16
Photographs and Artwork	17
Bicycles	17
Class Field Trips	17
Lost and Found	17
Lockers/Desks	17
Treats	17
Head Lice	18
Vision & Hearing Tests	18
Fire and Disaster Drills	18
Internet Usage	18
Telephone Usage	19
Electronic Devices	19
Cell Phone Policy	19
Integrated Pest Management Program	20
Sex Offender Registration	20
Physical Education Excuses	20
Student Services	
Lunch Period	20
Breakfast	21
Free and Reduced Price Lunches and Breakfasts	21
Book Rental	21
Posted Materials	21
Academics	
Grades	21
Plagiarism	21
Performance Reports – Report Cards	22
Additional Educational Programs	22
Testing Program	22
Attendance and Discipline	
Attendance Procedures	22
Late Arrival to School	23
Absences	23
Excessive Absences	24
Student Dress	24
Discipline Policy and Procedures	24
Due Process Procedure for Students and Guardians	25
Detentions	26
Suspensions	26
Expulsions	26

Sexual Harassment	26
Gang Activity	27
Bus Regulations	27
General Student Rules and Information	28
Teacher-Student Regulations	29
Hazing	29
Search and Seizure	29
Bullying	30
Restitution	30
Brown County Schools Truancy Referral	31
Brown County Schools Tobacco/Smoking Referral	32
Brown County Schools Drugs/Look-A-Like Drugs/Alcohol Referral	32
Brown County Schools Sexual Harassment Referral	33
Brown County Schools Computer/Internet Incident Report	34
Brown County Schools Incident Report/Referral	35
Glossary of Terms and Consequences for Student Incident Report/Referral	36
Acceptable Usage Policy for Student Network and Internet Access	40
Student Discipline Policy	42

TELEPHONE NUMBERS:

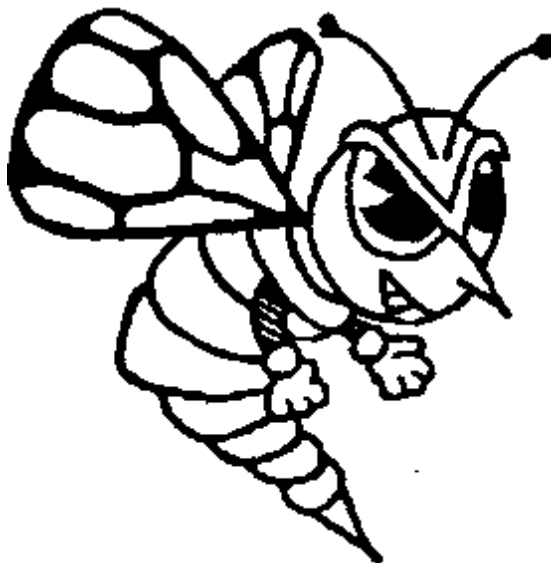
Brown County Elementary School: 773-7500 – “3” at prompt

Brown County Middle School: 773-7500 – “2” at prompt

Brown County High School: 773-7500 – “1” at prompt

Board of Education Office: 773-7500 – “4” at prompt

Bus Garage: 773-7500 – “6” at prompt





WELCOME
TO
BROWN COUNTY ELEMENTARY SCHOOL
Grades Pre-Kindergarten through Four

This handbook states current rules and practices of Brown County Elementary School and Brown County Community Unit School District # 1. These rules and practices may be amended at any time by the Brown County Community Unit School District Board of Education, and by the Brown County School District administration, or as is necessary to comply with changes in the law. Students and parents will be notified of changes in advance, except in case of emergency. Students and parents are responsible for knowing the contents of this handbook. This handbook is not a contract, and does not create any rights.

Throughout this handbook the word “parent” or “parents” also includes legal guardians. If only one parent has legal custody of a child the word “parents” means that parent solely.

We extend a warm greeting to the new students, parents, and teachers and welcome back the familiar faces that will be in our school. Through the cooperation of everyone we can make this a very successful year. Good communication between the school and home is necessary to provide the best education possible. Parents should call, write, or email the principal if they have questions about this handbook, or other school matters.

The Brown County School District is beginning the seventh year of “Focus on Results”, a program designed to improve student achievement and increase expectations. A critical component of this is parental involvement. If you would like a classroom tour during a school day, contact the principal at your building to schedule an appointment. If you would like to join our district volunteer program, contact the board of education office. In addition, much information about our schools is available on our website at www.bchornets.com. This website is updated regularly and we encourage you to use it to keep up on school activities, contact faculty and staff, and access your student’s academic progress.

These are our schools and we hope you will become actively involved in our programs. Your participation makes a stronger program for everyone.

Have a great year and I look forward to working with you as the Brown County Elementary Principal!

Ben Ellefritz, Principal
Brown County Elementary School

We Read. We Think. We Explain.

Educational Philosophy
Brown County Community Unit School District #1

The goal of the Brown County Community Unit School District #1 School Board is to develop, plan, and implement the most appropriate educational program possible for all students, individually and collectively.

We believe that a cooperative venture involving the community, students, staff, state and federal governments will provide a quality educational program for our Brown County students.

We believe in the development of:

1. Reading, listening, speaking, and writing skills
2. Patriotic and sportsmanship skills
3. Social, emotional, and physical development
4. Mathematical, science, English, and social studies skills
5. Tolerance, kindness, and justice
6. The arts
7. Appreciation for work in our society
8. Critical and analytical thinking skills
9. Technological skills
10. Family life skills

Brown County CUSD #1 Board Policy



Board of Education

Alan Koch, President
Kevin Kackley
Philip Krupps

Stan Adcock, Superintendent of Schools

Jeff Kassing
Kyle Long
Deb Meservey
Don Kerley

BROWN COUNTY COMMUNITY UNIT SCHOOL DISTRICT #1
“EXIT OUTCOMES”

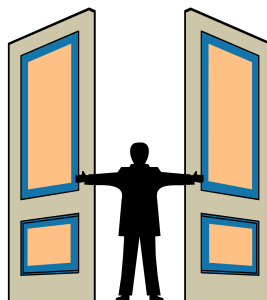
As a result of their schooling, graduates will have, as a minimum, marketable abilities in the following exit outcome areas:

1. Skill in communication (reading, writing, speaking, listening)
2. Skill in computations and application of the scientific method
3. Preparedness to be self-directed life-long learners
4. Technological literacy (computers, vocational, occupational skills)
5. Skill in group interaction (tolerance, kindness, respect, and justice)
6. Skill in problem-solving and decision-making
7. Skill in expressing themselves creatively and responding to creative works of others (Fine Arts)
8. Civic understanding as demonstrated by good citizenship
9. A capacity for enhancing and sustaining self-esteem through emotional, intellectual, and physical well-being
10. Self-disciplined (able to function in a reliable and mature manner)
11. Ability to be flexible and adaptive to new and complex situations
12. Abilities in family life-skills

NOTE: Outcomes are not independent factors but hopefully work in concert and result in a graduate who is prepared for life’s challenges.

BROWN COUNTY COMMUNITY UNIT SCHOOL DISTRICT #1
MISSION STATEMENT

To provide an educational opportunity which will allow each student to develop those skills, understandings, and capacities which allow them, as graduates, to become productive and competent individuals and members of society.



BUILDING PROCEDURES

Arrival-Departure Procedures

Once students arrive at their school in the morning, they are not to leave school grounds until the end of the school day unless they secure the permission of the principal. This includes the lunch period.

School starts at 8:00 a.m. Unless eating breakfast, we ask that town students arrive after 7:50 a.m. Any student not eating breakfast must report directly to the gymnasium upon entering the building before 8:00. Town students who eat breakfast may enter the building and go to the cafeteria at 7:45 a.m. The official school day ends at 2:55 p.m. Students are expected to report to their classrooms when the 8:00 a.m. bell rings. Students arriving after 8:10 a.m. are to report to the office and will be considered tardy.

Pick-Up / Drop-Off Points

Parents should drop off children in the mornings on N.W. Cross Street in front of the school or in the parking lot north of the school. No cars should enter the west parking lot by the cafeteria in the mornings. At dismissal time, children should be picked up in front of the school, in the north parking lot, or in the west parking lot by the cafeteria. During these times, N.W. Cross Street in front of the school is a one-way street running south with parking only on the school side of the street. We ask that you obey this for the safety of your children. If you need to come into the school, don't park in front of the steps at the entrance. Leave this area open for others who are dropping off their children.

Parents need to stress to their child the importance of crossing streets carefully and only at crosswalks.

Visitors

Brown County Schools cordially invite and encourage the parents and guardians of students to visit their child's classes. All visitors are required to first report and register at the office and seek permission to visit classes (State law). This includes all individuals who are not Brown County School District students or employees. School-age friends/relatives of students are not permitted to visit school. The administration retains the prerogative to handle special incidents on an individual basis and to alter the guidelines under special circumstances. **The administration reserves the right to refuse visitation permission to anyone visiting the school, whenever, in their judgment, such refusal is in the best interest of the district or employees.** If you are waiting to pick up a student, you will need to wait outside or in the vestibule. Any parent or visitor coming into the building must sign in at the office and get a visitor's badge. If you are picking up a student early, you will need to sign them out. You should have a purpose other than waiting on a student (ex. IEP meeting or conference with the teacher).

Physical/Dental Examinations and Immunizations

All students must be in compliance with state regulations concerning immunizations. Students will not be allowed to attend classes until the completed physical examination with proof of immunizations has been submitted to the school. Students new to the state, as well as those going into Pre-K, Kindergarten, sixth, and ninth grade, must have physicals. Kindergarten, second and sixth grade students must present proof of a dental examination by May 15th of the school year.



All Illinois school students are required to show proof of having met physical examination and immunization requirements prescribed by the Illinois State Board of Education. Section 27-8.1 of the Illinois School Code states: "If a child does not comply, then the local school authority shall exclude that

child from school until such time the child presents proof of having had either the health examination or those required immunizations which are medically possible to receive immediately."

Certain exceptions to immunization requirements are provided for by law if either:

- 1) The parent or guardian of the child objects on the grounds that the administration of immunizing agents conflicts with his or her religious tenets or practices, or
- 2) A physician licensed to practice medicine in all its branches states in writing that the physical condition of the child is such that the administration of one or more of the required immunizing agents is medically contraindicated.

The law provides that if a religious objection is made, a written and signed statement from the parent or legal guardian detailing such objections must be presented to the principal.

The religious objection statement shall be considered valid if:

- a) The parent or guardian of a child entering a child care facility objects to the immunization(s) on the grounds that they conflict with the tenets and practices of a recognized church or religious organization of which the parent is an adherent or member; or
- b) The objection by the parent or guardian of a child entering school (including programs under the kindergarten level) sets forth the specific religious belief which conflicts with the immunization(s). The religious objection may be personal and need not be directed by the tenets of an established religious organization.

Physical examinations may be performed by Physicians licensed to practice medicine in all of its branches, advanced practice nurses who have a written collaborative agreement with a collaborating physician which authorizes them to perform health examinations, or physician assistants who have been delegated the performance of health examinations by their supervising physician. The physical examination must be reported on the physical examination report form that the Illinois Department of Public Health and the Illinois State Board of Education have prescribed for statewide use. These forms are available at the school offices.

Documentation must be provided by the parent at registration when the student is first enrolled at the school. The dates of required immunizations must be verified by the health care provider (Physician or physician's assistant). Some of the immunizations are completed in a series of shots that may require several months to complete. For instance, the three Hepatitis B shots may require up to twelve (12) months to complete. It is important that parents not delay until the last minute to schedule an appointment with the care provider.

Students will not be allowed to attend school until all immunization requirements are met, except for the Dental Exam requirement, which must be met by May 15 of the current school year.

Kindergarten/New students

• Chicken Pox (Varicella)

All PreK-Early Childhood Education and Kindergarten students must show proof and date of having received the VARIVAX vaccine on or after their first birthday, proof of prior varicella disease, or laboratory evidence of varicella immunity. Proof of varicella disease must be verified with:

- 1) Date of illness signed by a physician ("had chicken pox") is not acceptable without a date of illness.
- 2) A healthcare provider's interpretation that a parent or legal guardian's description of varicella disease history is indicative of past infection and a date is documented by the healthcare provider.
- 3) Laboratory evidence of varicella immunity.

• Diphtheria, Pertussis, Tetanus (DPT)

Any child, five years of age or younger, entering school for the first time, must show proof (dates) of having received four (4) or more doses of DPT with the last dose being a booster and having been

received on or after the 4th birthday. Individual doses in the series must have been received no less than four weeks apart, with the booster being received not less than six (6) months after the initial series.

- Polio

Any child, five years or younger, entering school for the first time, must show proof (dates) of having received three (3) or more doses of TOPV with the last dose being a booster and having been received on or after the 4th birthday. Individual doses in the series must have been received no less than four weeks apart, with the booster being received not less than six (6) months after the initial series.

- Measles

The school requirement is acceptable documentation of two (2) doses of live measles virus vaccine with the first dose administered at 12 months of age or older and the second dose not less than one month later for all students.

- Mumps/Rubella

Any child entering school in grades K-12 must show proof (date) of receiving mumps and rubella vaccine on or after the child's 1st birthday. Proof (date) of mumps, verified by a physician, may be substituted for proof of vaccination. Proof of rubella is not acceptable unless laboratory evidence is presented with blood titer of 1:16 or greater.

- Lead Screening

Illinois State law requires that all children entering school for the first time must show evidence of having completed a lead screening test. A test result or physician's verification are both acceptable documentation.

- Physical Examination

- Dental Exam

All school students in Illinois are required to show proof of having dental examinations and immunization requirements as mandated by the State of Illinois (Public Act 93-946). The Act requires all children in Kindergarten and the 2nd and 6th grades of any public, private, or parochial school to have a dental examination. It provides that if a child in the 2nd or 6th grade fails to present proof of having been examined by a dentist by May 15th of the school year, the school may hold the child's report card until one of the following occurs: (a) the child's parent presents proof of a completed dental examination or (b) the child's parent presents proof that a dental examination will take place within 60 days after May 15th. It also requires the Department of Public Health to establish, by rule, a waiver for children who show an undue burden or a total lack of access to a dentist.

Second grade

- Dental Exam

All school students in Illinois are required to show proof of having dental examination. All children in kindergarten and the 2nd and 6th grades must have a dental examination. If a child in the 2nd or 6th grade fails to present proof of having been examined by a dentist by May 15th of the school year, the school may hold the child's report card until one of the following occurs: (a) the child's parent presents proof of a completed dental examination or (b) the child's parent presents proof that a dental examination will take place within 60 days after May 15th. The Department of Public Health has a rule for waiver for children for whom this is an undue burden, or who have a total lack of access to a dentist.

Sixth grade

- Hepatitis B

The Illinois School Code requires all new students and students entering 5th grade to show proof of immunity to Hepatitis B. The vaccine is given in a series of three separate shots and may require up to twelve (12) months to complete.

- Tdap (Tetanus-Diphtheria-Pertussis)

- Physical Examination

Sixth grade

- Dental Exam

Ninth grade

- Tetanus (DPT)

A Td booster is required when 10 years have elapsed since the last dose.

- Physical Examination



Birth Certificates

Any student entering Brown County Schools for the first time must provide a certified copy of his/her birth certificate. A hospital/baptismal certificate is not acceptable. The certified copy is available from the county in which the child was born.

Federal Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to their education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. A parent/guardian or eligible student should submit to the Records Custodian, Principal, or other appropriate official, written requests that identify the record(s) they wish to inspect. The District official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If the records are not maintained by the District official to whom the request was submitted, that official shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s education record that the parent/guardian or eligible student believes is inaccurate.

A parent/guardian or eligible student may ask the School to amend a record that they believe is inaccurate. They should write the School Principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent/guardian or eligible student, the School will notify the parent/guardian or eligible student of the decision and advise the parent/guardian or eligible student 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.

3. The right to consent to disclosures of personal identifiable information contained in the parent/guardian or eligible student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School 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 School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent 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 responsibilities.

Upon request, the District discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Brown County School District #1 to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

Family Educational Rights and Privacy Act (FERPA): Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Brown County Community Unit School District #1, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Brown County School District #1 may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Brown County School District #1 to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for basketball, showing the weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.¹

If you do not want Brown County School District #1 to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1 of the current school year. Brown County School District #1 has designated the following information as directory information:

- | | |
|---------------------------|---|
| - Student's name | - Participation in officially recognized activities |
| - Address | activities and sports |
| - Telephone listing | - Weight and height of members of athletic teams |
| - Electronic mail address | - Degrees, honors, and awards received |
| - Photograph | - The most recent educational agency or |
| - Date and place of birth | institution attended |

¹ These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nations armed forces.

- Major field of study
- Dates of attendance
- Grade level

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s parent;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except of hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

Brown County School District #1 will/has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Brown County School District #1 will notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Brown County School District #1 will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have violated may file a complaint with:

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

Notice to Parents/Guardians of Their Rights Concerning a Student's School Records

The District maintains two types of school records for each student: *permanent record* and *temporary record*. These records may be integrated.

The *permanent record* shall include:

- Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s)
- Academic Transcripts, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations
- Attendance record
- Accident and health reports
- Record of release of permanent record information in accordance with 105 ILCS 10/6(c)
- Scores received on all state assessment tests administered at the high school level (that is, grades 9 through 12)

The *permanent record* may include:

- Honors and awards received
- School-sponsored activities and athletics

No other information shall be kept in the permanent record. The permanent record shall be maintained for at least 60 years after the student graduated, withdrew, or transferred.

All information not required to be kept in the student permanent record is kept in the student *temporary record* and must include:

- A record of release of temporary record information in accordance with 105 ILCS 10/6 (c)
- Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8)
- Information regarding serious infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction
- Information provided under the Abused and Neglected Child Reporting Act (325 ILCS 5/8.6) including any final finding report received from a Child Protective Service Unit
- Completed home language survey

The *temporary record* may include:

- Family background information
- Intelligence test scores, group and individual
- Aptitude test scores
- Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation or interviews
- Elementary and secondary achievement level test results
- Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
- Honors and awards received
- Teacher anecdotal records
- Other disciplinary information
- Special education files, including the report of the multidisciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals
- Verified reports or information from non-educational persons, agencies, or organizations

Records Destruction Notification Procedures 105ILCS 10/4

Illinois law provides as follows:

1. Each school shall designate an official record's custodian, who is responsible for the maintenance, care, and security of all school student records, whether or not such records are in his personal custody or control.
2. Each school shall maintain student permanent records and the information contained therein for not less than 60 years after the student has transferred, graduated, or otherwise permanently withdrawn from the school.
3. Each school shall maintain temporary records and the information contained in those records for not less than 5 years after the student has transferred, graduated, or otherwise withdrawn from the school.
4. The principal of each school or the person with like responsibilities or his or her designate shall periodically review each student temporary record for verification of entries and elimination or correction of all inaccurate, misleading, unnecessary or irrelevant information.
5. Before any school student record is destroyed or information deleted therefrom, the parent shall be given reasonable prior notice in accordance with regulations adopted by the State Board and an opportunity to copy the record and information proposed to be destroyed or deleted. (Source P.A. 79-1108)

Press Release for Destruction of Temporary Student Record Information

Brown County Community School District #1 annually reviews all student records. This school district keeps student information such as grades, classes taken and graduation date for not less than 60 years. Other information such as disciplinary actions, test scores, and IEP information is retained for 5 years. Parents of students and students that graduated or left this school during the years 2007 to 2008 are hereby notified that if they wish a copy of any "temporary" information before it is deleted/destroyed, they must make that request to the School Principal, records custodian by September 30, 2012.

Requests for Teacher's Qualifications

Parents of students in a Title I school have the right to request and be informed of the qualifications of their child's teachers or paraprofessionals. All such requests should be made to the principal.

Equal Educational Opportunities-Sex Equity

No student shall, on the basis of his/her sex, be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage, or opportunity.



Medications

If it is necessary for your child to take medication during the school day, the parent/guardian and physician must complete the BCSD#1 Medical Form. All medications must be in the original medication container as prescribed by the physician and packaged by the pharmacist. The forms will be available at registration and during the school year as needed. No medications will be administered until the forms are returned.

From the BCCUSD#1 Board Policy 7:270

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours, they must request that the school dispense the medication to their child/ward and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent(s)/guardian(s). No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than it's provided for in the policy and its implementing procedures. A student may possess medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent(s) have completed and signed a "School Medication Authorization Form".

Self-administration of Medication

Brown County Community Unit School District #1 will permit the self-administration of medication by a pupil with asthma or the use of an epinephrine auto-injector by a pupil, provided that: (1) the parents or guardians of the pupil provide to the school written authorization for the self-administration of medication or use of an epinephrine auto injector; and (2) the parents or guardians of the pupil provide to the school a written statement from the pupil's physician, physician assistant, or advanced practice registered nurse containing the following information:

- (a) the name and purpose of the medication or epinephrine auto injector;
- (b) the prescribed dosage; and
- (c) the time or times at which or the special circumstances under which the medication or epinephrine auto-injector is to be administered.

The information provided shall be kept on file in the office of the school nurse or, in the absence of the school nurse, the school's administrator. The school district or nonpublic school and its employees and agents are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication or use of an epinephrine auto-injector by the pupil. The parents or guardian of the pupil must sign a statement. The permission for self-administration of medication or use of an epinephrine auto-injector is effective for the school year for which it is granted and shall be renewed each subsequent school year. Provided that the requirements of this Section are fulfilled, a pupil with asthma may possess and use his or her medication or a pupil may possess and use an epinephrine auto-injector (i) while in school, (ii) while at a school-sponsored activity, (iii) while under the supervision of school personnel, or (iv) before or after normal school activities, such as while in before-school or after-school care on school-operated property.

Health Services

The district will provide limited first aid in case of minor injuries. No medication will be provided by the school district, including aspirin, Tylenol or similar analgesics. In case of injuries or illnesses which school staff considers not minor, school staff will endeavor to contact a physician and the student's parents. In the unusual circumstance of a sudden and severe illness or injury or other medical emergency, school staff may immediately call for emergency medical assistance. The school district is not liable for the costs of medical care, including emergency medical care. Such costs remain the responsibility of the parents.

Parents should provide up-to-date contact information and physician information so that school staff will be able to contact the parents and physician under such circumstances. In case of major injuries, a physician and the student's parent are contacted. Under no circumstances may a student who is ill leave

school without checking with the administrative staff. After permission to leave is granted by the administrative staff, the student's parent/guardian must sign the student out with the attendance secretary.

Emergency Medical Treatment

In the event reasonable attempts to contact a parent, legal guardian or the emergency person(s) listed on the registration sheet have been unsuccessful, then as a parent/legal guardian, you give consent to the administration for any treatment deemed necessary to be administered by the physician indicated on your registration form, and in the event the designated preferred practitioner is not available, the treatment may be administered by another licensed physician in an emergency situation. If it is deemed necessary to transfer your student to a hospital, your student will be transferred to the hospital indicated on your registration sheet unless the physician indicates he prefers a different hospital reasonably accessible for the emergency situation. This authorization does not cover major surgery unless the medical opinions of two (2) other licensed physicians concurring in the necessity for such surgery are obtained prior to the performance of the surgery.

Student Insurance

The school district does not assume liability for medical expenses related to injuries students might suffer at school, during school transportation and other school related activities. Parents remain liable for these expenses. The school district arranges to provide student accident insurance at a nominal fee which covers many expenses arising from school-related injuries. It is recommended for all students whose family does not have such coverage.

Authorization for Release of Health Information to Brown County Health Department

I hereby authorize Brown County Public Health Department to obtain from or disclose to Brown County Community Unit School District #1, Mt. Sterling, Illinois, any school health records which include vision/hearing records, immunization records, head lice program records and medication administration. The information should be released for the current 2012-2013 school year.

I understand that I have the right to revoke this authorization by giving written notice to the health department. I understand that if the health department has already used or released my health information in reliance on authorization, that I cannot revoke the authorization. If I refuse to sign the authorization, the above-described health information will not be disclosed except as provided by law.

I understand that the health department may not condition treatment, payment, enrollment or eligibility for benefits on my signing the authorization unless I am to receive health care solely for the purpose of creating protected health information to be disclosed to a third party or as otherwise authorized by law.

I understand that the information disclosed pursuant to this authorization may be subject to re-disclosure by the recipient and no longer protected. I understand that this authorization is valid until the date of expiration listed on the release form or until I revoke it in writing by delivering a written revocation to the health department.

I have the right to inspect and copy the information contained in my designated record set. I am entitled to a copy of the authorization if the health department is seeking this authorization.

School Closing Procedures/Weather-Related Dismissal Notices

In the event of emergency conditions that will result in the closing of school, an announcement will be made over the local radio and television stations. Please do not call the school or administrators as they are in the process of notifying the media.

Brown County Schools utilize an automated phone system as well as an e-mail system to notify parents of school closings or early dismissals. Parents should update any changes in their telephone and e-mail contact information with the personnel at the individual building office.

Photographs and Artwork

It is understood by the parent/guardian and the student that permission is granted for the student to be photographed or filmed during his/her attendance at a school or school-related function. These photographs may be displayed throughout the school and community or distributed to the media and internet. Internet usage will be confined to pictures and first name only usage to protect identities.

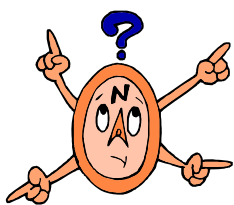
Permission is also granted for schoolwork, artwork or projects to be displayed in the school or community OR to be photographed or filmed to be released to the media.

Bicycles

All bicycles are to be parked in the bike racks. Bicycles are not to be ridden on school grounds during school hours.

Class Field Trips

As a parent/guardian of an elementary student, my signature on the 2012-2013 Permission Form gives my student permission to walk or be bussed for class field trips in the city limits of **Mt. Sterling, Illinois**.

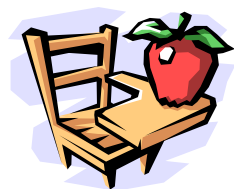


Lost and Found

Articles found in and around the building should be brought to the office. The school cannot be responsible for personal property lost, stolen, or damaged. Identifying labels should be put on all personal articles. Do not leave books or other property in places where these items might be easily stolen.

Lockers/Desks

Lockers and desks remain, at all times, the property of the Brown County Community Unit School District #1 and are assigned to students for their temporary use only. Students should not have any expectation of privacy in lockers or desks assigned to them. Lockers or desks may be subject to general administrative search from time to time for contraband (things which are illegal or contrary to school rules to possess at school), missing books and other school materials, and the like. Lockers or desks may be subject to search by school district officials or their designees based upon reasonable cause. If a search produces evidence that the student has violated or is violating the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities. Students should not place valuable items in school desks and lockers. The school is not responsible for items taken from lockers or desks. Lockers or desks shall not be defaced in any manner. The student and student's parents will be responsible for paying restitution for damage to school lockers or desks.



Treats

Any food items brought to school for treats are to be commercially prepared. Homemade food items are not permissible. This includes items brought for birthdays and holidays. Before bringing treats, please check with child's teacher for permission.

Head Lice

The Brown County School District has a No Nit Policy that means if a student is identified to have lice or nits, the child's siblings will be checked and all those with lice or nits will be sent home immediately. The parent/guardian will treat the problem. The parent/guardian must have the child(ren) checked at the Brown County Health Department or their family Physician to insure the student(s) is/are free of the problem. The Health Department/Doctor's Office will give the student(s) a note stating the student(s) is/are free of nits. To allow re-entry into the classroom, this note from the Health Department/Doctor's Office must be given to the building office.

*As the School nurse is not always available, other school personnel may check for lice/nits.

Vision and Hearing Tests

Hearing screening services shall be provided annually for all school age children who are in grades K, 1, 2 and 3; are in any special education class; have been referred by a teacher; or are transfer students. Vision screening will be done, as mandated, for the children in grades K, 2 and 8. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening *if* an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. This notice is not a permission to test and is not required to be returned. Vision screening is *not* an option. If a vision examination report is not on file at the school for the student, each student in the mandated age/grade/group will be screened.

* Illinois law requires that proof of an eye examination by an optometrist or physician who provides complete eye examinations be submitted to the school no later than October 15 of the year the child is first enrolled or as required by the school for other children. The examination must be completed within one year prior to October 15 of the year the child enters an Illinois school.

Fire and Disaster Drills

Fire and disaster drills are scheduled periodically throughout the year. Designated safety areas and exit procedures are posted at the doorway of each classroom. The fire drill warning sound is the continuous ringing of the fire alarm system buzzer. The disaster drill warning sound is the continued ON-OFF ringing of the classroom bell system. Permission to return to class will be given by the principal or his designee.

Internet Usage

Students must comply with all district policies and rules, and rules regarding computer, network and Internet usage policies. Students who fail to do so, may have their computer, network or Internet privileges curtailed or terminated at the discretion of the teacher, principal or other computer/network system administrator. Students who violate those rules and policies may also be subject to discipline, including suspension and expulsion from school. Rules regarding computer, network and Internet usage are attached to this handbook, and may be supplemented at any time by school administrators, teachers or the system administrator.

Each student and his or her parent(s) must sign the Permission Form each school year before being granted access to the Brown County Community Unit School District #1 (hereafter referred to as "District") computer network and Internet connection. Each user must sign this Authorization each school year as a condition for using the District's computer network and Internet connection.

Please read this carefully

All use of the network and Internet connection shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This Authorization does not attempt to state all required or proscribed behavior for users. However, some specific examples are provided. The failure of any user to follow the terms of the *Acceptable Usage*

Policy for Student Network and Internet Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) at the end of this document is/are legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Telephone Usage

Students are to use school telephones only in cases of emergency and only after receiving permission for usage from the school staff. The office will deliver incoming messages for students as time permits. All telephone calls may be monitored for training or security purposes.

Electronic Devices

Radios, tape players, CD players, MP3 players, iPods, digital cameras, cell phones, and similar devices may only be used with permission of school personnel and if they do not disrupt the educational process. Laser lights and pagers are prohibited at school and on school property.

Cell Phone Policy

Student cell phone use during school hours has become an increasing problem and a disruption to the educational experience. Rules regarding cell phone use will be strictly enforced. The following policy is provided so students are clear on expectations regarding this issue. Other electronic devices such as iPods and MP3 players are also covered under this policy.

The intent of the policy passed by the Brown County Board of Education is to promote safety and provide students with the ability to readily communicate with parents and/or family **after school hours**.

Brown County School District #1, its employees, and third party agents contracted by the District shall not be financially or legally responsible for lost, stolen, or damaged phones. In addition, these same parties shall not be responsible for the illegal or improper use of cell phones or cell phone accessories, or any violation of the responsibilities that students must take on when parents choose to have their child possess a cell phone at school. The responsibility for cell phone possession at school or on school buses shall therefore rest entirely with the parent/guardian and the student.

The following rules must be observed in connection to any cell phone possession or use at school or any school related event during school hours:

- Students must keep their cell phones **OFF** and **OUT OF SIGHT** during the school day on school grounds or when entering a school building. If students need to have one, we encourage them to keep their cell phones in their lockers.
- When using the cell phone after school no portion of the phone other than the voice feature or text messaging may be used. This includes using the device to take photographs of any kind, cheat, or otherwise violate student conduct rules.
- Cell phones may not be used to transfer or record the voice of anyone but the user. Images also may not be transferred or recorded. Any violation of this rule, including but not limited to, posting the voice or image in a public forum may be referred to local law enforcement.

Cell phones may appropriately be used:

- after normal school hours only. During school hours, students can communicate with a parent or family member with a school phone.
- when given permission by the administration or it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- if use of the device is provided in the student's IEP (individual education plan).

Violations of these rules will result in the following:

1st offense – Warning and confiscation of phone until the end of the school day

- 2nd offense – Detention and confiscation of the phone until a parent/guardian can pick it up
- 3rd offense – One day of in-school suspension and confiscation of the phone until parent can pick it up
- 4th offense or any subsequent offenses will result in Saturday Morning Suspension and loss of privilege to have a cell phone at school. Illegal use of a cell phone is likely to be referred to law enforcement.

Integrated Pest Management Program

Brown County CUSD #1 has adopted an Integrated Pest Management (IPM) program that incorporates guidelines developed by the Illinois Department of Public Health (IDPH). The IPM program provides that notification is to be given to any participants (e.g., parents, guardians, and employees) who want to be contacted as to when the district has indoor pesticide applications. The Superintendent or Principal should be contacted with the name and phone number of anyone wishing to be directly notified of any pesticide applications.

Sex Offender Registration

Principals and or teachers of public or private elementary or secondary schools are required to notify parents that information about sex offenders is available to the public. Illinois Compiled Statutes (730 ILCS 152/115 (a) and (b)) mandate that the Illinois State Police establish and maintain a statewide Sex Offender Database, accessible on the Internet, identifying persons who have been convicted of certain sex offenses and/or crimes against children and must register as a sex offender. The sex offender information is available at www.isp.state.il.us/sor.

Physical Education Excuses

Any student who is unable to participate in Physical Education should talk with their teacher at the beginning of class. Students will be excused from participation in Physical Education class no more than one (1) day based upon a parental note. **After three (3) consecutive absences from Physical Education, a doctor's excuse is necessary.** Students will be assigned alternate activities or assignments in connection with an absence and/or during a class period of nonparticipation.

STUDENT SERVICES

Lunch Period

The lunch hour is a closed period. We encourage students to eat lunch at noon. This is vital for effective academic performance in the afternoon. A student may participate in the hot lunch program or bring a sack lunch from home.

The classroom teachers will collect money for lunches and breakfasts. Please send money in an envelope with student's name stating what the money is for and the amount enclosed. A carton of milk is included in the price of a school lunch. Additional milk at lunch, milk for students bringing sack lunches, or milk for milk break may be purchased. Soft drinks are not permitted at lunch. Lunches and extra milk should be paid for in advance. Menus are sent home at the beginning of every month to make it easier for parents.

A computerized lunchroom accounting system is used to manage student accounts. Money that is collected is credited to each student's personal account. Then the account is debited with each day's meal purchase. Students whose accounts have negative balances on the last day of the school week will be given a sheet with the account balance to take home to parents.



Breakfast

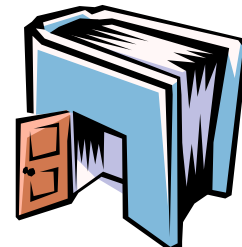
Students may purchase breakfasts the same as they would purchase lunches. If you qualify for free or reduced price lunches you will qualify for free or reduced price breakfasts. Bus students may eat breakfast upon arrival at school. Town students will be served beginning at 7:45 a.m.

Free and Reduced Price Lunches and Breakfasts

Free and reduced price lunches and breakfasts are available to students whose parents have applied and have been approved according to the state requirements. Free or reduced price lunches or breakfasts will not be issued until approved. Application forms are available upon request on registration day and will be available in the office throughout the year. This form must be filled out each school year at each building you have children attending.

Book Rental

Brown County Schools charge a book rental fee. The classroom teacher issues rental books on the first day of school. Students are responsible if the books are lost, damaged, or stolen and will be charged the replacement cost. Damage to books will be assessed at the end of school and charged to the student. All fees must be paid in full before a student will be promoted to 5th grade.



Posted Materials

All materials to be posted (flyers, advertisements, etc.) must be approved by the building administrator in advance and be posted only in designated areas.

ACADEMICS

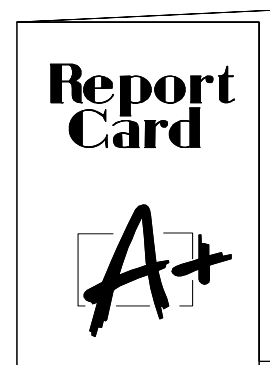
Grades

It is important that students get off to a good start academically. A student needs to keep his/her grades passing from the beginning. You can help your child develop good homework habits by providing him/her a quiet time and place to study.

We are here to help your child become prepared for life's challenges. We will go to great lengths to help our students, but the responsibility is ultimately his/hers. Failure to assume this responsibility and complete the assigned work is the leading cause of failure. Please create a partnership with your child's teacher which will help your child succeed.

Our grading system is as follows:

A	90-100	Superior
B	80-89	Very Good
C	70-79	Average
D	60-69	Passing
F	Below 60	Failure



Note: A student who has a yearly grade average of F in three or more subjects may not be promoted to the next grade.

Plagiarism

Plagiarism is defined as taking ideas, writings, etc. from another and passing them off as one's own. Disciplinary action in accordance with the individual teacher's classroom management plan for

academic credit may include but is not limited to: a zero for the plagiarized document, a compatible document at a reduced grade, failure for the quarter, or failure of the course for the semester.



Performance Reports – Report Cards

Performance reports are given to students at approximately halfway through each quarter, detailing the student’s progress in each class. Parents are encouraged to consult with the reporting teacher as soon as possible to discuss corrective measures to be taken by the student. Part of a student’s education is development of self-discipline and learning skills. A student’s academic success depends upon the quality and quantity of work the student performs, and attention in class and to assignments.

Grades are reported to students and parents four times a year at the end of each quarter. Report cards will be sent home with students or may be picked up at their respective school by parents. **Report cards will not be mailed.** You may follow your students’ personal grading progress on our website by obtaining your students ID number and password at registration or any time by calling the office at 217-773-7500. Disbursals of progress reports and report cards will be announced on our website www.bchornets.com and on the school calendar.

Additional Educational Programs

Brown County Schools have the following educational programs available which can help to meet the individual needs of students: Title I (remedial reading/language arts and math), early childhood education, social work services, special education, speech/language therapy, and a pre-kindergarten at-risk program. If at any time you believe that your child would benefit from additional services please discuss this with his/her classroom teacher. All parents have the right to receive, upon request, a copy of the rights of exceptional children and rules pertaining thereto.

Testing Program

Kindergarten – Grade 2: Illinois Snapshot of Early Literary (ISEL)

Kindergarten – Grade 4: AimsWeb Interim Testing

Grade 3 & 4: Illinois Standards Achievement Test (ISAT)

ATTENDANCE & DISCIPLINE

Attendance Procedures

Good attendance and being on time at school is essential for your child to achieve the greatest success in his/her schoolwork. Each day’s absence makes it more difficult for him/her. A lifetime of good attendance patterns begins at school. It is important that your child attends school every day unless there is a justifiable reason for being absent. Illinois law places on *PARENTS* the responsibility for insuring the student’s regular punctual attendance.



If your child is absent from school for any reason, it is your obligation to call or contact the school office at 773-7500. Senate Bill #730 requires parents to notify the school if their child is absent. Please call the school office before 10:00 a.m. on the day of the absence. If telephone contact is not made, the office may attempt to call the parents of absent students. At least two phone numbers are required to comply with this mandate. After calling the home the school may call the parent’s place of work regarding the absence. You may choose to send a note with a brother or sister stating the reason for the absence. If there is no contact between the parent and the school prior to 3:00 p.m. on the day of the absence, that student will receive an **UNEXCUSED ABSENCE**.

For your convenience, the school has an answering machine that you may call the night before or early morning on the day of the absence. You may also leave a message if you need someone to return a call to you regarding a school-related concern at 773-7500 – “3” at prompt.



Upon returning to school the child must bring a written excuse if the parent was unable to contact the school during the student’s absence. Students will be given two days to make up homework for each day of illness, excluding extended illnesses.

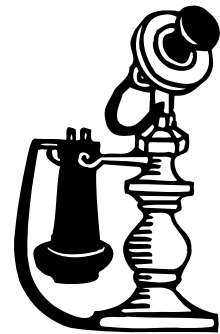
Late Arrival to School

It is the responsibility of parents and students to ensure that students arrive at school on time. Late-arriving students disrupt and interrupt class instruction and routine. Students that arrive late should come to the office before going to class to sign in and receive an admit slip before going to class. Any student arriving after 8:10 is considered late. If not accompanied by a parent, the student should bring a signed note. Excessive late arrivals will result in administrative involvement and may include a student conference, a parental conference, detention, or suspension from school. **Late arrival is considered 10 minutes or less. Any absence in excess of 10 minutes will be construed as an unexcused absence or truancy.**

Absences

Classified Reasons for Absence:

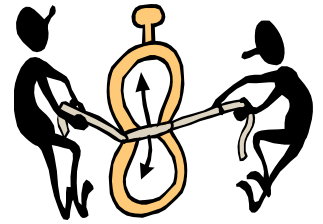
1. **Excused Absence:** The school recognizes as an excused absence those that are due to personal illness, death in the family, or an emergency situation acceptable to school administration as defined in the Illinois School Code. The burden is on parents and students to demonstrate the need for the student to be away from school. Shopping, vacations, and caring for pets or sibling are not excused absences. *An excused absence entitles the student to a reasonable amount of time and help in making up assignments and/or tests missed.* “Reasonable time” is defined by the teacher, and depends upon the complexity of the work, the age of the student and the amount of time away from school. In order to keep from falling behind, the student should make up any tests and/or assignments that were missed. Work assigned prior to the absence is due the day a student returns. The school may require a doctor’s excuse for any absences beyond three consecutive days.
2. **Planned Absence:** A student who knows in advance that he/she will be absent is encouraged to make arrangements with the office. Routine appointments with physicians and dentists are to be scheduled on out-of-school time when possible. When it is necessary to make medical or dental appointments during school time, the student should make every effort to return to school as soon as possible following the appointment with a signed doctor’s or dentist’s excuse verifying the appointment. **A parental note and/or phone call will be necessary for each day’s absence.**
3. **Unexcused Absence/Truancy** is any absence, one day or any portion thereof, from school without valid cause as defined in the Illinois School Code. Student work may be made up within a reasonable time frame. The portion of the grade for student participation in daily classroom work will be deducted during the time of the unexcused absence/truancy.
4. **Chronic Truant** is any student absent from school without valid cause for 10% (18) days of the previous 180 regular school days. Students may be suspended or expelled for chronic truancy.



5. **Truant Minor** is any student defined as a "chronic or habitual truant" to whom supportive services have failed to result in the cessation of chronic truancy.

Excessive Absences

After the 3rd, 6th, and 9th day absences in a semester, the parents and the student will be notified in writing that the student has accumulated 3, 6, and 9 days of absence. After the 9th day of absence in a semester, the parents and the student will be notified in writing that the student has accumulated 9 days of accumulated absences and a parental conference may be arranged. Please remember the positive relationship between attendance and success in school. "Valid cause" for absence shall be illness, observance of a religious holiday, death in the immediate family, family emergency, and shall include such other situations beyond the control of the student as determined by the board of education in each district, or such other circumstances which cause reasonable concern to the parent for the safety or health of the student.



Student Dress



Children should be encouraged to wear appropriate clothing while at school in a manner consistent with accepted community standards of decency, good taste, and respectability. Students should take pride in being clean and well groomed. Examples of unacceptable apparel include, but are not limited to, clothing with messages of alcohol, tobacco, drugs, disrespect, or gang-related. Other examples of unacceptable items include chains hanging from the belts or billfolds. Sandals, flip flops, shoes without laces, etc., should not be worn to P.E. class for safety reasons. In grades 3-4, tank tops, halter tops or the spaghetti-strap style tops may only be worn if a shirt is either worn on top or underneath them. The wearing of short shorts or skirts is not allowed.



Discipline Policy/Philosophy and Procedure

Students are expected to exhibit appropriate behavior at all times. Students are prohibited from engaging in behavior that will endanger the health, safety, or well being of others (including school personnel), that will damage property, or will impede the orderly conduct of the school program. School staff members will make every effort to help each student gain acceptable self-discipline standards. When self-discipline fails, the school must enforce the regulations for the orderly conduct of the school program. Students are encouraged to report unsafe conditions to an adult.

These regulations apply to actions committed on or adjacent to school property (including bus stops), at all school activities either on or off school grounds, against school personnel or property, or while in a school vehicle.

When breeches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his/her parents and other support personnel to help the student correct his/her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous school history, his/her age and maturation, any mitigating circumstances, and the effect of his/her actions on the welfare of the school community. An Incident Report/Referral form has been developed and will help guide the school's response to unacceptable behavior. The form will be filled out when a student is sent to the office for a disciplinary incident. It describes the type of behavior that occurred and the corrective action that was taken by the teacher/supervisor and/or dean/administrator. Four copies will be made with one given or sent to each of the following: the

student, the parent, the referring staff member, and the dean/administrator. A copy of the Incident Report/Referral form is included in the handbook on page 35.

A teacher may use reasonable force as needed to maintain safety for the child who is misbehaving, other students, himself/herself, or school property.

A teacher may temporarily remove a student from any classroom in the school because of disruptive behavior that is detrimental to the normal educational process.

The teacher, principal, superintendent, and/or School Board will administer the disciplinary penalties. The parent/guardian, the teacher of the student, the principal, the superintendent, the School Board may be informed about the incident. Law enforcement authorities may be informed about the incident, depending upon the seriousness, and charges may be filed against the student.

The admittance to and the continued attendance in public schools is dependent upon compliance with the rules, regulations and policies of the Board of Education of Brown County Community Unit District #1 and those supplemental rules of the administration and teachers authorized by the Board of Education. If a student does not comply with the rules, the right to attend school may be revoked. The failure of a student to comply with the rules constitutes misconduct and such a student is liable to probation, suspension, expulsion, or other disciplinary action.

Students are expected to:

1. Comply with the policy statement of the Board of Education of Brown County Community Unit #1 regarding student misconduct. This policy (7:190) is found in the back of this handbook under Appendix A.
2. Obey and respect the authority of all faculty and staff members who have charge over students of Brown County Elementary School. Instruction given to students by these faculty and staff are to be promptly obeyed.
3. Rules of conduct apply going to and from school, and in respect to all school sponsored activities. **Note:** The penalties for violation of attendance and discipline rules are general standards. In severe or extreme cases, the principal, superintendent, or board of education may impose additional or lengthier penalties.

Due Process Procedure for Students and Guardians

All students are entitled to due process procedure when there is a deprivation of their property rights. Should a property right grievance not be resolved between the student or guardian and teacher, the grievant may take his/her grievance through the following channels within ten (10) calendar days of the date the student/parent/guardian was informed of the incident:

1. Principal or designee
2. Superintendent or designee
3. Board of Education

The final recourse for the grievant locally is the Board of Education. In connection with student rights relating to the disciplinary procedure, students are entitled to the following: to know what the rules and regulations are; to know what charges are being brought against them; to have an opportunity to present his/her point of view and/or evidence about the charge; to have notice of discussion and a right to a discussion if there is a property right violation; and to have the charges or penalties removed from the record if evidence demonstrates innocence or non-involvement.

Detentions

- Teachers or administrators may issue detentions to be served beyond the regular school day.
- Anytime a detention is issued, a written notification will be provided to the student, parent, principal, and the referring staff member. Parents/guardians are responsible for providing transportation for students serving a detention.
- When a student has been issued a detention, the student will be given a two-day advance notice before serving to allow for transportation arrangements. A staff member is assigned to supervise the students.
- Failure to serve the detention as assigned will result in a Saturday Morning Suspension.



Suspensions

A suspension from school is a disciplinary removal of the student from the right to attend school. The Board and Administration retain the right to assign the time and place of student school activities. Suspensions do not exceed 10 school days in length. A suspension from the school bus is a disciplinary removal of the student from the right to transportation on the school bus. School bus suspensions do not exceed 10 school days in length. A suspension may be imposed by the superintendent, principal, and assistant principal. If a student is suspended from school, they may not attend school district activities during the suspension. During a suspension from school, the student may not attend school, be on school grounds at any time, or attend any school related activity, even if that activity is open to the general public. Students may make up work assigned during an out of school suspension, but must have all work completed and ready to turn in when they return to school. In addition, they will lose points in classes which use “participation” in determining daily grades. Test and quizzes will be made up in a time-frame determined by the teacher.

Expulsions

A student may be expelled from school for gross disobedience and gross misconduct. An expulsion is defined as the removal of the student from the total school program for a period of time not to exceed two calendar years. The Board of Education has the sole authority to expel a student. No student will be expelled until they have been offered a hearing before the Board of Education.

Sexual Harassment

Sexual harassment is a form of sex discrimination. Sexual harassment of students or staff is prohibited.² An employee, District agent, or student engages in sexual harassment whenever he/she makes unwelcome sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

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

The terms “intimidating”, “hostile”, and “offensive” include conduct, which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include unwelcome

² Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex in any educational program or activity receiving federal assistance (42U.S.C.2000h).

touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics and spreading rumors related to a person's alleged sexual activities.

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

Nondiscrimination Coordinator:
Stan Adcock, Superintendent
Brown County School District #1
503 N.W. Cross
Mt. Sterling, IL 62353
Phone 217-773-7500

Complaint Manager:
Ray Driskell, Dean of Students
BCMS/BCHS
500 East Main
Mt. Sterling, IL 62353
Phone 217-773-7500

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

Gang Activity

Gang activity in the Brown County Schools will not be tolerated. Any student who is found to be involved in any type of gang activity on school property or at school related activities will be disciplined through suspension and expulsion.

Students are prohibited from:

1. Writing or drawing gang symbols or any gang-related message.
2. Wearing gang symbols, gang colors, or any gang-related apparel.
3. Displaying gang signs, gestures, or any gang-related signal.
4. Organizing or participating in any gang or gang-related activities.
5. Soliciting members for gang membership.

For purposes of this policy, a "gang" is a group of three or more persons, at least one of whom is a Brown County Community Unit School District student, one of the purposes of which is to advocate, plan or engage in violations of law or violations of school rules.



Bus Regulations

The bus driver has district authority to provide safe and reliable transportation for students to and from school. Students must obey the bus driver's instructions at any time students are on the school bus. Any behavior which may cause an accident or endanger the safety of students will result in discipline up to expulsion from school.

In the interest of the students' safety and in compliance with state law, students shall observe the following regulations:

1. The driver is responsible for the safe pick-up and delivery of every child who rides the bus and is in charge of all students while they are passengers on his/her bus.
2. Use the emergency door only in an emergency.

3. Good behavior is required. Behavior that will not distract the bus driver from operating the bus safely is essential.
4. Special permits from the principal will be needed for the following:
 - A. Extra passengers along on the bus.
 - B. Students not regularly on the bus.
 - C. Students getting off the bus at any other than their regular stop.

Bus rules are as follows:

1. For safety reasons all students will be assigned a seat for all bus trips.
2. Be on time at the school bus stop. Be considerate of others.
3. Wait until the bus comes to a complete stop before attempting to enter the bus. Observe precautions at all discharge points. Where it is necessary to cross a two-lane highway only, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for the signal from the bus driver permitting you to cross safely.
4. Do not ask the driver to stop at places other than the regular bus stop.
5. Do not leave your seat while the bus is in motion. Seats may be assigned on the bus.
6. Arms and hands should never be outside the window. Do not lower windows below marks on the frame. Do not throw anything in or out of the bus. Face the front of the bus with feet out of the aisles.
7. In case of a road emergency, remain in the bus until the driver gives instructions.
8. Treat bus equipment as you would valuable furniture in your own home. Never tamper with the bus or any of its equipment.
9. Don't leave books, lunches, or other articles on the bus. Keep books, packages, band instruments, athletic equipment, project materials, and all other objects out of the aisles.
10. Loud talk, confusion, profanity, and smoking will not be tolerated. Conduct on the bus should be the same as at school. There is to be the same conduct on a game or fans' bus as on a regular route.
11. Help maintain the safety and comfort of smaller children.

Students may be suspended from the bus or school when deemed necessary to assure safety on the school bus. The Superintendent or his designee will determine readmission to the bus. A video camera may be used on the buses to assure bus rules are being followed and to record student disciplinary infractions.

General Student Rules and Information

1. No pocket knives, water pistols, laser lights, and items of this nature are allowed. These items will be confiscated. If deemed appropriate the item will be returned when the parent comes to the school to pick it up. The item will not be returned to the student. If necessary, law enforcement authorities will be notified.
2. Chewing gum is not permitted during school hours because of the large amount of carpeting in the building.
3. Students are expected to pay for any books or textbooks that are lost, stolen, or damaged at replacement cost.
4. Students are not to be in the classroom at noon, before, or after school unless a teacher is present. Students are to be in designated areas.
5. Students are not to run or yell at any time when in the hallways. Caution should always be used when going up or down stairways.
6. Students are not to leave the designated play area without permission from the supervising person.
7. Fighting, using profanity, and name-calling are not permitted.



8. Students should not bring baseballs, footballs, softballs, or hard bats to school. Tackle football is not permitted at any time during the school day.
9. Only one person should be in a swing at a time. Jumping out of a swing or standing up in a swing is not allowed. Students should not run in front of or in back of the swings.
10. Drinks and use of restrooms should, as much as possible, be before school, at lunchtime, during recesses, or at designated times.
11. Hats and/or caps should not be worn inside the building unless authorized by the administration.
12. Town students should arrive at school no earlier than 7:50 a.m. unless eating school breakfast.
13. Skates and skateboards are not to be used on school grounds during school hours.
14. No food or opened soda cans are allowed in the hallways, gym, or lockers unless authorized by the administration.
15. Obey and respect the rules and authority of the supervisor/teacher/administrator(s) in charge.

Teacher-Student Regulations

- Since teachers are responsible for the success of their classes, they have the authority to make rules that they think necessary to produce a positive learning environment.
- The teachers expect an attitude of respect from students. The students also have the right to be treated with respect.
- If a problem cannot be solved through discussion with your teacher and a misunderstanding still exists, ask to go to the office and discuss it with the principal. Anger has no place in solving problems between teachers and students. Any person attempting to use such methods will be dealt with by the administration.
- The principal's office is open to students, parents, and school personnel for consultation and conferences.

Hazing

The school does not sponsor hazing of students of the school. Those who attempt to haze students will be subject to arrest by legal authorities and will be dealt with by strict disciplinary measures by school authorities. Please report to school authorities or local law enforcement authorities any action not in accordance with this order by the Board of Education.

Search and Seizure

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

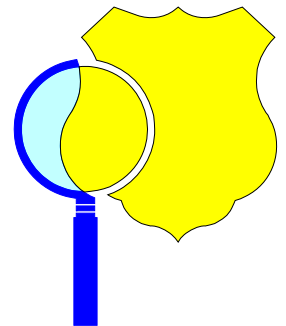
School Property and Equipment as well as Personal Effects Left There by Students

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. This paragraph applies to student vehicles parked on school property. In addition, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

The Superintendent 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.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, 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 District's student conduct rules. The search itself must be conducted in a manner that is reasonable related to its objectives and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students.
2. In the presence of a school administrator or adult witness; and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

Seizure of Property

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

Bullying

Research shows that bullying is most common in grades 6 to 10, but it can happen at nearly any age and among both sexes. While it takes many forms, bullying usually involves several kinds of behavior. Among boys, *physical bullying* (pushing, tripping, and hitting) seems to be the "typical" method used. Among girls, *emotional or relational bullying* is the most widespread. In relational or emotional bullying, peer pressure and manipulation is used to isolate a target and hurt his or her feelings. Common among both sexes is *verbal bullying*. Bullies tease, mock, threaten, and taunt their peers. This form of bullying also includes spreading rumors, gossip, and lies.

Bullying can be very harmful to young people and result in emotional or physical injury. While no single method can be used to deal with all bullying incidents, it is important that students, parents, teachers, and other school officials work together to address this ever-present issue.

Brown County schools will not tolerate bullying of any kind. Those who attempt to bully students will be subject to discipline including, but not limited to, detention and/or suspension.

Restitution

Students are responsible for payment of any damage to school property when that damage is caused by negligent, irresponsible or intentional behavior. Restitution will be assigned in all vandalism or damage to property infractions.

BROWN COUNTY SCHOOLS TRUANCY REFERRAL

STUDENT NAME: _____ DATE: _____ TIME _____

REFERRED BY: _____ POSITION: _____

Date(s) of Truancy _____

_____ 1st Offense

_____ Truancy of **one (1)** class period or less will result in a detention equal to the time missed to be served within 48 hours of assignment. If not served, a Saturday Morning Suspension (SMS) will be assigned.

_____ Truancy **beyond (1)** class period will result in a Saturday Morning Suspension. Multiple days of truancy will result in multiple Saturday Morning Suspensions assigned up to one SMS for each two consecutive days of truancy.

_____ Conference with student and administration. Explanation of 2nd offense.

_____ Letter to Parent/Guardian.

_____ Explanation of unexcused absences / truancy definitions.

Date of detention or SMS _____

_____ 2nd Offense

_____ Assignment of Saturday Morning Suspension. Multiple days of truancy will result in two Saturday Morning Suspensions assigned.

_____ Conference with student and administration. Explanation of 3rd offense.

_____ Letter to Parent/Guardian.

_____ Explanation of unexcused absences / truancy definitions.

Date of detention or SMS _____

_____ 3rd Offense

_____ Assignment of Saturday Morning Suspension. Multiple days of truancy will result in two Saturday Morning Suspensions assigned.

_____ Referral to district counselor (2 weeks for intervention).

Date referred: From _____ to _____.

_____ Parental conference in person with administrator before readmission of student. Explanation of 4th offense.

_____ Letter to Parent/Guardian.

_____ Explanation of unexcused absences / truancy definitions.

Date of SMS _____

_____ 4th Offense

_____ Assignment of Saturday Morning Suspension. Multiple days of truancy will result in two Saturday Morning Suspensions assigned.

_____ Conference with student and administration. Explanation of 5th offense.

_____ Referral Agency (2 weeks for intervention).

Date referred: From _____ to _____.

_____ Truancy referral to County Truant Officer (2 weeks for intervention).

Date referred: From _____ to _____.

_____ Letter to Parent/Guardian.

_____ Explanation of unexcused absences / truancy definitions.

Date of SMS _____

_____ 5th Offense

_____ Assignment of Saturday Morning Suspension. Multiple days of truancy will result in two Saturday Morning Suspensions assigned.

_____ Conference with student and administration. Explanation of chronic truancy.

_____ Recommendation for expulsion to the Board of Education at 18 truanancies.

_____ Letter to Parent/Guardian

_____ Explanation of unexcused absences / truancy definitions

Date of SMS _____

Date of Expulsion Hearing _____

BROWN COUNTY SCHOOLS TOBACCO / SMOKING REFERRAL

STUDENT NAME: _____ DATE: _____ TIME: _____

REFERRED BY: _____ POSITION: _____

Infraction:

- _____ 1st Offense: Saturday Morning Suspension or Report/Agency Referral:
Participate in a Smoking Cessation Program, confirmation/verification of attendance required.
- _____ 2nd Offense: 1 Day Out-of-School Suspension, Date _____
Telephone Conference with Parent/Guardian
- _____ 3rd Offense: 3-5 Day Out-of-School Suspension, Date _____
Parental Conference in Person Required for Readmission
- _____ 4th Offense: 5-10 Day Out-of-School Suspension, Date _____
- _____ 5th Offense: 10 Day Out-of-School Suspension, Date _____
Recommendation for expulsion to the Board of Education

BROWN COUNTY SCHOOLS DRUGS / LOOK-A-LIKE DRUGS / ALCOHOL REFERRAL

STUDENT NAME: _____ DATE: _____ TIME: _____

REFERRED BY: _____ POSITION: _____

Infraction:

- _____ 1st Offense: _____ 3-5 Day Out-of-School Suspension
_____ Referral Agency, Participate in an appropriate program, confirmation/verification required.
_____ Parent Conference Required for Readmission
_____ Written Administrative Report to local law enforcement
- _____ 2nd Offense: 10 Day Out-of-School Suspension
_____ Referral Agency, Participate in an appropriate program, confirmation/verification required.
_____ Parent Conference Required for Readmission
_____ Written Administrative Report to local law enforcement
- _____ 3rd Offense: 10-Day Out-of-School Suspension
_____ Recommendation for Expulsion to the Board of Education
_____ Parental Conference in Person Required for Readmission
_____ Written Administrative Report to local law enforcement

BROWN COUNTY SCHOOLS SEXUAL HARASSMENT REFERRAL

STUDENT NAME: _____ DATE: _____ TIME: _____

REFERRED BY: _____ POSITION: _____

Infraction:

_____ 1st Offense: Saturday Morning Suspension or Agency Referral:
Participate in an appropriate program. Confirmation/verification of attendance required.

_____ 2nd Offense: 1 Day Out-of-School Suspension, Date _____
Telephone Conference with Parent/Guardian

_____ 3rd Offense: 3-5 Day Out-of-School Suspension, Date _____
Parental Conference in Person Required for Readmission

_____ 4th Offense: 5-10 Day Out-of-School Suspension, Date _____

_____ 5th Offense: 10-Day Out-of-School Suspension, Date _____
Recommend Expulsion to the Board of Education

**BROWN COUNTY ELEMENTARY SCHOOL
Computer/Internet Incident Report**

Level I

- Disobeying posted lab rules
- Having food/beverage in lab
- Not reporting printer or technical problems to supervisor
- Not logging off properly
- Shutting down/Restarting without permission
- Violate the rules of common sense and etiquette
- Other

Level II

- Repeat of Level I offense
- Using unauthorized programs
- Downloading copyrighted software
- Using impolite, obscene, or abusive language on the computer
- Access, display, or send materials that are not school-acceptable (including Chat Rooms)
- Harass, insult, or attack other users
- Other

Level III

- Continuation of Level II offenses
- Installing/Removing software without supervisor's permission
- Vandalism (minor)
- Intentionally access, send, or display offensive or abusive messages or pictures
- Post addresses, full names, or phone numbers
- Change any computer files that do not belong to the user
- Trespass in others' folders, work or files
- Other

Level IV

- Continuation of Level III offenses
- Vandalism
- Using Internet for illegal purposes
- Accessing services illegally
- Use the network for commercial purposes
- Damage computers, peripherals, systems and/or networks

ACTION TO BE TAKEN INCLUDES:

Level I – Verbal reprimand and loss of privilege* for not more than 1 (one) class period

Level II – Loss of privileges for not more than 5 (five) school days

Level III – Loss of privileges for not more than 1 (one) month

Level IV – Loss of privileges for 1 (one) school semester and restitution of any damages caused.

***Privilege** in this content refers to Internet and personal use and not the use of a class where the computer is required. Those classes would be: Keyboarding, Media, PageMaker, Internet Class, PowerPoint, Computer Applications, Business Orientation, and Advanced Electronic Media. For other classes where the computer is used but not required for subject matter, the student would have to find other sources (i.e. the Public Library or a friend's computer).

Date/Time _____

Student Name _____

Class _____

Referred by _____

Position _____

Comments _____

Glossary of Terms and Consequences for Incident Report/Referral

Appropriate Placement: Student services provided beyond the scope of the immediate school setting, district, or staff.

Arson/Setting Fires: The intentioned destruction of property by fire; immediate interim suspension of 10 days; Recommendation for expulsion to the Board of Education for 2 years. Written administrative report made to local law enforcement.

Assault: Verbal threat of physical harm; written administrative report made to local law enforcement.

Battery: Carrying out threatened physical or verbal harm or violence; written administrative report made to local law enforcement.

Behavioral Contract: A written contract delineating specific expected student behaviors agreed upon by affected parties, i.e. students, teachers, parents, administration.

Bomb Threat: Any exchange, written or verbal, indicating the potential harm to students, staff, community, or facilities by an explosive device will be cause for an immediate interim suspension of 10 days, and a recommendation for expulsion to the Board of Education for up to 2 years. Written administrative report made to local law enforcement.

Bus Misconduct: Any action that distracts the driver from properly and safely discharging his/her designated or organized bus route.

Classroom Disturbances: Any actions, which disrupt the educational process in an individual teacher's classroom, lab, or other area of study.

Conference: Meeting with parent(s) or guardian in person or on the telephone to discuss area of concern, regarding student conduct.

Continuation of Level Offenses: Disciplinary action will get progressively harsher for repeated offenses.

Detention: A structured work period beyond school or class time caused by disruptive student behavior.

Discharged Fire Extinguisher: Intentional misuse of fire safety equipment. Suspension of 1 to 10 days; discretion of administration. Restitution for cleanup and refill of equipment.

Disciplinary Umbrella: Students involved in school related activities beyond the school grounds are under the jurisdiction of the student handbook and all school rules will be in force.

Explosive Device: Any composition, substance or article used to produce a detonation, i.e. fireworks, ammunition, bomb.

Extortion: To get property by violent means or threats; Immediate interim suspension of 1 to 10 days; Written administrative report made to local law enforcement.

Failure to Abide by Corrective Measures: Not serving detentions in a timely manner as assigned by staff or administration.

Failure to Complete Assignments: Homework, projects, testing/quizzes, and seat work assignments, time tables; not meeting the assigned deadlines may result in disciplinary action.

False Fire Alarm: Intentional misuse of fire alarm system; Immediate interim suspension of 10 days; Recommendation to the Board of Education for expulsion for up to 2 years; written administrative report made to local law enforcement, financial restitution to the local fire department for services rendered.

Fighting: Inappropriate, violent contact between combatants; examples, but not limited to, pushing, shoving, slapping, hitting, punching, kicking, etc. Written administrative report made to local law enforcement.

Financial Restitution: Compensation for destruction of personal or public property.

Forgery: To counterfeit with the purpose of deception.

Improper Clothing: Any clothing, which will distract from the safety or educational purpose as defined in the Student Handbook.

In-School Suspension: Students assigned to In-School Suspension will report to the designated isolate area upon arrival at school and will be responsible to complete classroom assignments from previous days or the day(s) of the suspension until the end of the school day. Students who come to the In-School Suspension without work will be given busy work and assigned additional days of In-School Suspension.

Insubordination/Disrespect (Serious): Loss of personal control directed at staff, students, or community. Using verbal or physical conduct to illustrate or demonstrate inappropriate conduct or contempt.

Intimidation/Harassment: To force or deter with threatening actions, either verbal or physical or to direct sexual slurs, actions, or intimidation toward any staff member or student.

Juvenile Referral: Written administrative report made to local law enforcement/or juvenile authority (court/probation).

Lying: False, not truthful.

Malicious Mischief/Criminal Damage to Property: The intended/willful damage to school property resulting in an interim suspension of 1 to 10 days; complaint filed and written administrative report made to local law enforcement; financial restitution.

Off Campus: Students are not to leave campus after morning arrival or before afternoon dismissal.

Out-of-School Suspension: Suspension from school grounds and any extra curricular events for a designated period of school days.

Physical Assault of Staff: Intentional striking of a staff member with the intent to do bodily harm; immediate interim suspension of 10 days, and a recommendation to Board of Education for expulsion for up to 2 years.

Police Referral: Complaint filed for gross misconduct or violation of Illinois Revised Statutes.

Possession of/Illegal Use/Sale-Tobacco/Drugs/Alcohol: (105 ILCS 5/10-27.1A)

Drugs: An addictive or habit-forming narcotic or hallucinogen used in various medicines.

Alcohol: An intoxicating element used in the production of liquor, such as, whiskey, wine, beer, etc.

Possible recommendation for expulsion (drugs and alcohol) to the Board of Education.

Possession and/or Sale of Stolen Property: Immediate disciplinary action, including but not limited to interim suspension of 1 to 10 days; Written administrative report made to local law enforcement; financial restitution.

Possession/Use/Transfer of Weapons: (105 ILCS 5/10-27.1A) Any instrument used to harm, threaten, intimidate, or produce bodily harm to students, staff, or community, may be cause for recommendation for expulsion to the Board of Education. A "weapon" may include a gun or device which discharges a projectile by the force of an explosion, or include but not limited to a weapon as defined in Section 921 of title 18, United States Code, or firearm, as defined in Section 1.1 of the Illinois Revised Criminal Code to include knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs, or "look-a-likes" thereof, or such items as baseball bats, pipes, bottles, locks, sticks, pencils, pens, if such items are used or attempted to be used to cause bodily harm will be cause for a recommendation for expulsion to the Board of Education for up to 2 years. An interim suspension of 1 to 10 days will be imposed by the building administrator following a parental conference. Local law enforcement will be given a written report of the incident.

Referral Agency: Any of a number of local agencies which provide of services to the community for specific student problems or issues.

Restricted Areas: Any area beyond the limits of the school building.

Robbery: Taking another persons property while he is present by violence or threat of violence; written administrative report filed to the local law enforcement.

Profanity/Abusive Language: Inappropriate language used to show disrespect or contempt.

Saturday Morning Suspension: An assigned detention on a designated Saturday by the building administrator; Student will have work to complete for 4 hours between 8AM and 12 Noon; Student must be on time at the cafeteria doors by 8AM or a 3 day Out-of-School Suspension will immediately follow using the first available school days.

Sexual Harassment: a form of sex discrimination in which an individual makes unwelcome sexual advances, requests sexual favors, or engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex.

Simple Disrespect: Failure to adhere to simple courtesies or polite mannerisms afforded to other students, staff, or the public community.

Special Assignment: An agreed upon resolution between the affected parties, student, teacher, parent, and administration.

Student Support Services: The high school counseling department has a directory from Brown County Mental Health, which lists agencies providing referral services and support groups.

Suspension/Expulsion: Defined in the Student Handbook.

Tardiness: A student will be in his/her seat, with the proper books, materials, and supplies ready to begin work at the bell designating the beginning of the class period. Penalties for tardy infractions are listed in the Student Handbook.

Temporary Removal from Class: Student is asked to leave the classroom because of disruptive behavior.

Theft: Taking something that does not belong to you and depriving someone or something of his or her property.

Time for Time: Disciplinary action equal to disruptive behavior beyond the school day.

Tobacco: Use of cigarettes, cigars, pipes, tobacco and/or look-a-like products by burning; Any of various plants of the nightshade family, with large leaves cultivated for smoking, chewing, snuff.

Trespassing: To go onto another's property without permission.

Truancy/Chronic Truant/Truant Minor: See the "Attendance & Discipline" section of the handbook for referencing specific definitions.

Vandalism: Willful destruction of private or public property; Restitution of cost of cleaning/repair of damage.

Verbal Abuse: To mistreat using words.

Withdrawal of Privileges: Loss of opportunity to participate in school social and/or academic events.