

**Parent-Student
Handbook
2016-2017
Brown County
Elementary School**

501 N.W. Cross
Mt. Sterling, IL 62353
217-773-7500



We Read. We Think. We Explain.

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WELCOME

TO

BROWN COUNTY ELEMENTARY SCHOOL
Pre-Kindergarten through Fourth Grades

I would like to extend a warm welcome to new and returning students, parents, and teachers! Together we will make this a very successful school year. Good communication between the school and home is necessary to provide the best education possible. Call, write, or email the classroom teacher or the school office if you have questions about this handbook or other school matters.

The purpose of this handbook is to acquaint you with the rules and practices that will be used during the current school year. Many of the events and situations that will arise during the school year are covered in this handbook. 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 necessary to comply with changes in the law. Students and parents will be notified of changes in advance, except in the 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.

A critical component in the success of our students is parental and community involvement. We welcome and encourage the participation of parents and the community in the educational process. 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. To access your student's academic progress, the website is skyward.bchornets.com.

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

Mrs. Eager
Principal
Pre-K - 4th grade

Who to Contact

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

To Communicate A Concern Regarding A School Situation:

1. Students and/or parents should first contact the staff person directly involved in the concern in an attempt to resolve the situation.
2. If issues remain unresolved, contact the building Principal.
3. If a concern continues to exist, contact the district Superintendent.
4. A concern that remains unresolved can be brought to the attention of the school board by submitting a written request to the Superintendent at least one week in advance of the next board meeting. She will then send each board member a copy of your request and place you on the board agenda.



Board of Education

Philip Krupps, President	Matt McCaskill
Alan Koch – Vice President	Jennifer Blaesing
James Blakeley - Secretary	Heath Fullerton
	Kerry Fry
Vicki Phillips, Superintendent of Schools	

Faculty & Staff

PreK

Ashley Beck
Ashley Behymer
Patty Nelson
Diane Settles, PK coordinator
Kris Taylor, 0-3 P.I. Educator

Kindergarten

Annie Fullerton
Lynn Tomlinson

1st Grade

Amber Sichtung
Melissa Ransom
Tabitha Royer

2nd Grade

Mary Ingram
Jillian Theis
Kristen Wagner

3rd Grade

Renee Grady
Anna Melgreen
Stephanie Furman

4th Grade

Anne Oliver
Susie Woodward

Special Services

Rhonda Harris, Social Work
Ann Hill, Speech
Heather Lair, K, 1, 2 SPED
Emily Mason, 3rd grade SPED
Arlene Brys, 4th grade SPED
Heather Miller, Title
Sandy Prather, Title

Specials

Amanda Terry, Music
Wyatt Gard, Music
Kathy Yingling, Library
Jared Hoots, PE
Kathy Rohrer, PE

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

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 that 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.

Brown County Elementary School Parent Involvement Policy

Brown County School District will involve parents in regular, two-way meaningful communication addressing student achievement and ensuring:

- that parents play an integral role in assisting their child's learning
- that parents are encouraged to be actively involved in their child's education
- that parents are full partners in their child's education and are included, as appropriate, to assist in the education of their child

**For more information, visit our website and click on the TITLE 1 parent involvement policy tab.

Building Procedures

Arrival-Departure Procedures

The school day begins at 8 a.m.

A.M. Pre-K Arrival

Bus students are dropped off at the front of the building and enter through the main entrance. If you are dropping children off, please park in the north parking lot near the gym, and walk your child into the building through the main entrance. Staff will be available to help your child get to the gym. Classrooms open at 8 a.m. so if you bring your child at 8 a.m., you may walk your child directly to their classroom at that time.

P.M Pre-K Arrival

Arrival is at 12 noon. Busses and parent drop-off are at the main entrance in the front of the building.

Kindergarten – 4th grade

Bus students are dropped off at the front of the building and enter through the main entrance. Students will go directly to the gym.

Students dropped off by a parent will be dropped off in the rear of the building. Please do not drop your child off prior to 7:30. Enter the lower/cafeteria side parking lot via the east drive from Lincoln Street/closest to the building. Please stay in your car and form a line. Once your child is safely on the sidewalk, proceed through the parking lot out of the west drive and turn right onto Lincoln Street to maintain the flow of traffic. Students will enter through the door near the playground and will go directly to the gym where they sit with their class. Staff will be on hand to assist.

Students eating breakfast at school will be released from the gym to go to the cafeteria and are to return to the gym when they finish eating.

Teachers will pick their classes up from the gym at 8 a.m. Any student arriving at or after 8 a.m. will need to be signed into the office. Students will then go to their classroom on their own.

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. Parents/guardians must sign students out of the office.

School dismisses at 3:00 p.m. Bells will ring at 2:55 p.m. to signal all students/teachers to leave the school building. Please do not arrive early to pick up your student. **Pull all the way forward** when entering the parking lot. A staff member will ask you which child(ren) you need and bring them to your vehicle. Stopping early causes delays in the pick-up line. **Do not park and come and get your child.** Remain in your car and wait in the pick-up line. The staff will gladly help get your students to your vehicles and help buckle them in. **Do not park in the alley ways or on the side of the road.** The Mt. Sterling Police Department will be patrolling the area and issuing warnings for those blocking the road. Middle School students do not arrive at the elementary school until after 3:00 p.m. If you are picking up a middle school student, it is best to wait until later to enter the pick-up line.

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, employees and/or students.** 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 be buzzed in and will need to 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 if you are entering the building (ex. IEP meeting, conference with the teacher or volunteering).

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.

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 to notify parents of school closings or early dismissals. Parents should update any changes in their telephone contact information with the personnel at the individual building office to ensure receipt of automated messages.

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.

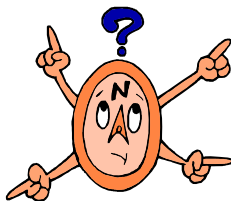
Permission is also granted for schoolwork, artwork or projects to be displayed in the school or community OR to be photographed or filmed to be released to the media.

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 your signature on the 2016-2017 Permission Form gives your 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/Tables

Lockers, desks and tables 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, etc. 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.

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 3-6, 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.

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 & Acceptable Use Policy

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.

Each student's parent(s) must sign the Acceptable Usage Policy 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 have this Policy signed each school year as a condition for using the District's computer network and Internet connection.

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 and Cell Phones

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.

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 or other electronic devices. 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/electronic device possession or use at school or any school related event during school hours:

- Students must keep their cell phones/electronic devices **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 or any subsequent offense – Loss of privileges and confiscation of the phone until a parent/guardian can pick it up.

Health Requirements



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

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.



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

You will be required to sign a release to 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 may include vision/hearing records, immunization records, head lice program records and medication administration. The information will be released for the current 2016-2017 school year.

You have the right to revoke this authorization by giving written notice to the health department. If the health department has already used or released health information in reliance on authorization, authorization cannot be revoked. If authorization is refused, the above-described health information will not be disclosed except as provided by law.

Head Lice

The Brown County School District has a No Nit Policy. If a student is identified to have lice or nits, the child's siblings and/or any children residing in the household, will be checked and all those with lice or nits will be sent home immediately. The parent/guardian will treat the problem. To allow re-entry into the classroom, the school nurse or other school personnel will re-check for lice/nits to ensure the student is lice/nit-free.

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.

Physical/Dental/Eye 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. 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 Eye Exam requirements, which must be met by October 15 of the current school year, and the Dental Exam requirement, which must be met by May 15 of the current school year.

Pre-K/Kindergarten/New students

- Chicken Pox (Varicella) – 2 doses are recommended by CDC & ACIP 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.

- Hepatitis B (HBV)

All children need at least 3 doses.

- Haemophilus Influenzae Type B (HIB)

All children entering Pre-K need at least 1 dose after 15 months of age.

- Pneumococcal Conjugate Vaccines (PCV)

12 – 23 months of age will need at least 2 doses at least 2 months apart if no history of illness

24 – 59 months of age (Healthy children) will need 1 dose at least 2 months after most recent one

24 – 59 months of age (At risk children) will need 2 more doses separated by 2 months

- 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.

- Eye Examination

All children enrolling in kindergarten in a public, private, or parochial school and any student enrolling for the first time in a public, private, or parochial school are required to have an eye examination. Examinations must be performed by a licensed optometrist or medical doctor who performs eye examinations. Before October 15 of the school year, each child to whom the eye examination requirement applies is required to present proof of an eye examination by a licensed optometrist or medical doctor who performs eye examinations. The required eye examination must be completed within one year prior to the first day of the school year in which the child enters kindergarten or the child enters the Illinois school system for the first time.

Second grade

- Dental Exam

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.

- Meningitis

Beginning August 2015, students entering 6th grade are required to have 1 dose of the MCV4 (Meningitis) vaccine and 2 doses for 12th grade entrance (unless first dose was administered to a child who was 16 yrs. of age or older, in which case only one dose would be required for 12th grade entrance).

- Tdap (Tetanus-Diphtheria-Pertussis) – Show proof of 1 dose regardless of interval since last DTaP, DT or Td dose.
- Show proof of 2 doses of Varicella vaccine or other proof of immunity.
- Physical Examination
- Dental Exam

Ninth grade

- Tetanus (DPT)

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

- Meningitis vaccine – recommended by CDC & ACIP
- Physical Examination

Student Records

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)/guardians(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 2011 to 2012 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, 2016.

Student Services

Lunch & Breakfast

Brown County School District has been awarded a State grant providing a free breakfast and lunch for every student in grades K-8. Additional milk at lunch, milk for students bringing sack lunches, or milk for milk break may be purchased. The classroom teachers and/or the office will collect milk money. Please send money in an envelope with the student's name stating what the money is for and the amount enclosed. Lunches and extra milk should be paid for in advance.

We encourage students to eat lunch as 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. Menus are sent home at the beginning of every month to make it easier for parents. Sack lunches should include a main entrée (sandwich, cheese and crackers, cheese stick), fruits and veggies. A bag of chips and a small dessert are a nice addition but please make sure that those treats are not the main components of the lunch. Soft drinks are not permitted at lunch. Do not send food items that require an adult to prepare at school. If you send an item that needs to be warm, please warm it at home and put it in a thermos to send to school. A school lunch will be provided if the teacher discovers a child's lunch is missing vital nutritious components.

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 purchase. Students whose accounts have negative balances on Tuesday night will get an automated phone call stating the amount owed. Parents will also get an e-mail on Friday afternoon if their student owes money.

Parents may make use of our on-line payment method for either credit or debit card payment, which is accessible through our Skyward Parent Portal. This should allow an easier method of payment for those of you who may not remember to send a check or cash with your child.



Registration Fee

The Brown County School District charges a flat registration fee. The classroom teacher issues textbooks 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. A student shall be eligible for a registration fee waiver upon completion, submission and approval of the registration waiver form. The parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of the student's registration fee. The Building Principal will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied. A Building Principal's denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent or designee shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the School Board. The decision of the Board is final and binding. All fees are expected to be paid in full at registration. If you are not able to pay at that time, you must sign a payment plan agreement and make payments on your child's fees.



Academics

Grades

It is important that students get off to a good start academically. You can help your child develop good learning and homework habits by providing him/her a quiet time and place to study and read.

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		S	Satisfactory
B	80-89	Very Good		P	Progressing
C	70-79	Average		N	Not Meeting
D	60-69	Passing			
F	Below 60	Not Passing			

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

Standards-Based Scoring and Reporting

In addition to letter grades on your child's report card you will find specific information regarding how they are progressing toward meeting standards. The purpose of this type of information is to create a more specific, accurate and understandable description of student learning.

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 4: Fountas & Pinnell Benchmark Assessment for Reading Comprehension, Fluency, and Writing

Grade 3 - 4: PARCC – Partnership for Assessment of Readiness for College & Careers

Attendance

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 work ethic and 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 for the ES and “2” for the MS.



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 tardy for truancy reporting.** 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.

Absences

Classified Reasons for Absence:

1. **Excused Absence:** Absences listed below do not count toward absence consequences so long as the prescribed procedure is followed for each absence. If requirements are not met for an absence to be excused, it will be deemed an unexcused absence.

- a. Medical/dental related appointments (when notification of reason for absence is made by parent AND verified with written confirmation from the doctor/hospital/dentist). Confirmation must be received by the office within 5 days of the appointment. If confirmation is not received, this absence will be marked as a personal illness day. This also includes coming in late or leaving early for medical/dental appointments.
 - b. Personal illness. Students are allowed 5 days/occurrences of personal illness or 3 consecutive days **per semester**. After the 3rd consecutive day or 5th accumulated illness called in by a parent, a doctors' note will be needed to make the absence an excused absence. This includes coming in late or leaving early for illness.
 - c. Court appearance (when verified by note from court official). Verification must be received by the office within 5 days of the court appearance. If confirmation is not received, this absence will be marked as unexcused.
 - d. Funeral or visitation of immediate family member (up to three days) when verified by a note/phone call from a parent. Immediate family members are: mother, father, brother, sister, grandparent, uncle or aunt.
 - e. Quarantine.
 - f. Religious holiday.
2. **Planned Absence:** A student who knows in advance that he/she will be absent is should make arrangements with the office and classroom teacher. Routine appointments with physicians and dentists are to be scheduled during 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 Absences:** When a student is absent and a) the parent does not notify the school that the student is absent, or b) the student absence is not an excused absence as defined above. Examples of unexcused absences are: Missing the school bus, family trip/vacation that causes student to have more than 5 days of absences without verification (see 1a and 1c above) per semester, more than 5 days of personal illness with no doctor's note per semester, car problems, oversleeping, haircuts/pictures/shopping, and weather conditions (unless school is cancelled for weather related issues). The administration has the authority to disapprove other absences that he/she deems inappropriate. (Also, see excused absences above 1b.)
 4. **Chronic or Habitual Truant** is any student absent from school without valid cause for 5% (9) days of the previous 180 regular school days.

Excessive Absences

The truancy officer will contact families upon the 4th day of unexcused absences or 8 tardies.

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.

Disciplinary Procedures

It is the policy of BCSD #1 that whenever possible, discipline is the responsibility of the supervising teacher. It is expected that discipline problems will be handled by the teacher with cooperation of the parent. To this end, the following steps will be taken in dealing a discipline problem:

1. Rules and expected behavior, as well as the consequences for inappropriate behavior, will be communicated to the students via the classroom management plan.
2. Group or individual warnings will be issued whenever the teacher sees inappropriate behavior beginning.
3. Students who fail to heed reasonable warnings or posted procedures are subject to disciplinary action.
4. Continued inappropriate behavior will result in a required parent-teacher conference by telephone or in person.
5. The District reserves the right to allow teachers to require students to serve detentions in their room for minor disciplinary matters. These detentions may be assigned either before school or after school as the teacher deems necessary. Students and parents will be given notice.
6. Chronic misbehavior will result in referral to the office. A copy of this referral with a notice of the penalty assigned will be mailed to, e-mailed to, or provided to the student for the parent.

Referral to the office is considered a serious step. The student may face loss of privileges, after school detention, in-school suspension, out-of-school suspension, and expulsion. Exclusions from extra-curricular activities, assemblies, field trips, or class trips may be assigned as, or in addition to, the punishments listed elsewhere. A referral will be sent home detailing the reasons for the disciplinary referral and the action taken by the school. Parents may contact the school at any time to discuss the situation or express any concerns they may have.

THE ADMINISTRATION AND/OR BOARD OF EDUCATION RESERVE THE RIGHT TO ALTER ANY PENALTIES OR GUIDELINES AS IS NECESSARY DUE TO EXTENUATING CIRCUMSTANCES.

General Elementary School Rules

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 without permission of the teacher.
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 unless a teacher is present. Students are to be in designated, supervised areas.
5. Quiet halls ensure a positive learning environment for all students. Brown County Elementary School encourages quiet hallway behavior at all times. Students are not to run or yell at any time when in the hallways. When moving from the classroom to other areas of the building students should walk and not talk. 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. Skates and skateboards are not to be used on school grounds during school hours except during the skating unit in Physical Education class.
13. No food or opened soda cans are allowed in the hallways, gym, or lockers unless authorized by the administration.
14. Obey and respect the rules and authority of the supervisor/teacher/administrator(s) in charge.

Prohibited Student Conduct

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

1. Disobeying rules of student conduct or directives from staff members or school officials.
2. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
3. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
4. Using, possession, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.

5. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
6. Entering school property or a school facility without proper authorization.
7. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
8. Being absent without a recognized excuse.
9. Using or possessing electronic devices that have not been pre-approved by the classroom teacher or principal:
 - a. electronic paging device.
 - b. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting".
 - c. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
10. Using, possessing, distributing, purchasing, selling or offering for sale and drug or alcohol:
 - a. Tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
 - b. Alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
 - c. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
 - d. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - e. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - f. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - g. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The

prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

- h. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by his policy but one: (1) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
- i. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store or conceal cannabis or controlled substances.
- j. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

- 11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
- 12. Being involved with any public school fraternity, sorority, or secret society.
- 13. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
- 14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
- 15. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
- 16. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
- 17. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's

student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

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

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

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

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

Disciplinary Measures

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.

11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look-alikes,” alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

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.

Definitions Regarding Discipline

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 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

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).

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:
Vicki Phillips, 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.

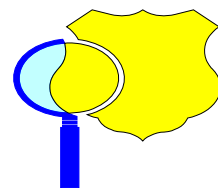
For purposes of this policy, a "gang" is a group of three or more persons, at least one of whom is a Brown County Community Unit School District student, one of the purposes of which is to advocate, plan or engage in violations of law or violations of school rules.

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

Bullying usually involves several kinds of behavior: *physical bullying* (pushing, tripping, and hitting), *emotional or relational bullying* (peer pressure and manipulation is used to isolate a target and hurt his or her feelings) and *verbal bullying* (teasing, mocking, threatening, and taunting, spreading rumors)

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. Students are encouraged to report bullying to a school official.

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.



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. Bus videos are only viewed by school and/or law enforcement officials to ensure privacy and confidentiality of persons on the video.

General Information

Equal Education 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.

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.

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.

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.