

**Brown County Senior High School  
2016-2017 Student/Parent Handbook**

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## WHO TO CONTACT

**District Office**  
Superintendent

503 N.W. Cross Street

(217)773-3359  
Vicki Phillips

**Senior High**

500 E. Main

(Office Hours: 7:30 am – 4:00 pm)

Principal

Asst. Principal/Discipline

Administrative Assistant

Administrative Assistant

Athletic Director

Transportation/Athletic Secretary

(217)773-3345  
(217)773-2128 (fax)  
Pollee Craven  
Ray Driskell  
Carmen Smith  
Melissa Markert  
Dave Phelps  
Stacy Scheer

### To Communicate A Concern Regarding A School Situation:

- First contact the staff person directly involved in the concern in an attempt to resolve the situation.
- If issues remain unresolved, contact the building Principal.
  - If a concern continues to exist, contact the district Superintendent.
    - 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.

## BROWN COUNTY BOARD OF EDUCATION

Mr. Philip Krupps, President  
Mr. James Blakeley, Secretary  
Mr. Kerry Fry  
Mr. Matt McCaskill

Mr. Alan Koch, Vice President  
Mrs. Jennifer Blaesing  
Mr. Heath Fullerton

**BROWN COUNTY HIGH SCHOOL  
CERTIFIED STAFF**

Ms. Martha Bartlett	School Counselor	Ms. Sarah Maas	Science
Ms. Karen DeWitt	Educational Assistant	Ms. Kris McCaskill	Business Education
Ms. Erin Eveland	Art	Mr. Morris McClelland	Ag Construction
Ms. Gail Gallaher	Math	Ms. Nichole Miller	PE/Health
Mr. Wyatt Gard	Band	Ms. Whitney Phillips	Agriculture
Mr. Jeremy Garrett	Social Science	Ms. Jill Schenk	Math
Mr. Chad Griswold	Science	Ms. Jami Schuwerk	English
Ms. Rhonda Harris	Social Work	Ms. Addie Thomas	Educational Assistant
Ms. Ann Hill	Speech Therapist	Ms. Lauren Vinlove	Special Education
Ms. Julie Limkeman	Family & Consumer Science/Foreign Lang.	Ms. Kathy Yingling	Library
Mr. Tom Little	PE	Ms. Jennifer Zimmerman	English

**SUPPORT STAFF**

Ms. Peggy DeWitt	Cafeteria/Custodian	Ms. Rhoda Herald	Cafeteria
Ms. Tammy Yeager	Cafeteria	Ms. Patty Jennings	Custodian
Ms. Pam Gregory	Custodian	Ms. Lindsey Luthy	Cafeteria
		Mr. Chad Roley	Head of Maintenance

**BROWN COUNTY COMMUNITY UNIT SCHOOL DISTRICT #1**  
**EDUCATIONAL PHILOSOPHY**

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

The Board of Education believes in the development of student skills in the following areas:

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

The entire program of education at Brown County High School is aimed at fostering the development of these skills. However, whether they are achieved depends upon diligent work and effort by students and support by parents. Even the best curriculum and finest teachers cannot achieve these goals unless students and parents strive for success through continued and sustained effort.

**BROWN COUNTY COMMUNITY UNIT SCHOOL DISTRICT #1**  
**MISSION STATEMENT**

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

**BROWN COUNTY HIGH SCHOOL  
MISSION STATEMENT**

To develop a well-rounded student who is eager to learn, self-confident, and a productive member of society. We will pursue this mission by challenging each student to reach his/her potential while promoting a safe and caring environment. Our staff, in cooperation with parents, will prepare students for success in today's and tomorrow's world.

**Brown County School District #1  
2016-2017 Calendar**

<b>AUG.</b>	22	FIRST DAY OF ATTENDANCE – ONE HOUR EARLY DISMISSAL	<b>SEPT.</b>	5 15 30	LABOR DAY – NO SCHOOL SCHOOL IMPROVEMENT DAY – 11:30 DISMISS HOMECOMING – 2:00 DISMISSAL
<b>OCT.</b>	10 13 20 26-27 28	COLUMBUS DAY – NO SCHOOL TEACHER TEAM MEETINGS – 2:00 DISMISSAL SCHOOL IMPROVEMENT DAY – 11:30 DISMISSAL 2:00 DISMISSAL – PARENT/TEACHER CONFERENCES: 5:00 – 8:00 PM NO SCHOOL	<b>NOV.</b>	10 11 17 18 22 23-25	SCHOOL IMPROVEMENT DAY – 11:30 DISMISS VETERANS DAY – <i>SCHOOL IN SESSION</i> TEACHER TEAM MEETINGS – 2:00 DISMISSAL NO SCHOOL 2:00 DISMISSAL NO SCHOOL – THANKSGIVING BREAK
<b>DEC.</b>	8 21 22-30	TEACHER TEAM MEETING – ONE HOUR EARLY DISMISSAL 2:00 DISMISSAL HOLIDAY BREAK – NO SCHOOL	<b>JAN.</b>	2 3 12 16 26	TEACHER INSTITUTE – NO SCHOOL FOR STUDENTS SCHOOL RESUMES SCHOOL IMPROVEMENT DAY – 11:30 DISMISSAL MARTIN LUTHER KING, JR. DAY – NO SCHOOL TEACHER TEAM MEETINGS – 2:00 DISMISSAL

**FEB.** 2 SCHOOL IMPROVEMENT DAY – 11:30 DISMISSAL  
 16 TEACHER TEAM MEETINGS – 2:00 DISMISSAL  
 20 PRESIDENT’S DAY – NO SCHOOL  
 18

**APRIL** 10-19 SPRING BREAK (IF NO SNOW DAYS USED)  
 13 NO SCHOOL  
 14 GOOD FRIDAY – NO SCHOOL  
 17 NO SCHOOL

**MARCH** 6 CASIMIR PULASKI DAY – NO SCHOOL  
 9 SCHOOL IMPROVEMENT DAY – 11:30 DISMISSAL  
 15-16 2:00 DISMISSAL – PARENT/TEACHER CONFERENCES  
 5-8 PM  
 17 NO SCHOOL  
 23 TEACHER TEAM MEETINGS – 2:00 DISMISSAL

**MAY** 4 TEACHER TEAM MEETINGS – 2:00 DISMISSAL  
 25 8<sup>TH</sup> GRADE PROMOTION  
 26 HIGH SCHOOL GRADUATION  
 29 MEMORIAL DAY – NO SCHOOL  
 30 LAST DAY OF SCHOOL – 2:00 DISMISSAL  
 31 TEACHER INSTITUTE

**REGULAR DAY**

<b>A LUNCH</b>	<b>B LUNCH</b>	<b>C LUNCH</b>
PERIOD 1 8:10-9:04	PERIOD 1 8:10-9:04	PERIOD 1 8:10-9:04
PERIOD 2 9:08-9:56	PERIOD 2 9:08-9:56	PERIOD 2 9:08-9:56
PERIOD 3 10:00-10:49	PERIOD 3 10:00-10:49	PERIOD 3 10:00-10:49
PERIOD 4 10:52-11:22 (LUNCH)	PERIOD 4 10:52-11:40	PERIOD 4 10:52-11:40
PERIOD 5 11:25-12:13	PERIOD 5 11:44-12:14 (LUNCH)	PERIOD 5 11:44-12:32
PERIOD 6 12:17-1:06	PERIOD 6 12:17-1:06	PERIOD 6 12:36-1:06(LUNCH)
PERIOD 7 1:10-1:58	PERIOD 7 1:10-1:58	PERIOD 7 1:10-1:58
PERIOD 8 2:02-3:00	PERIOD 8 2:02-3:00	PERIOD 8 2:02-3:00

### 2:00 DISMISSAL DAY

A LUNCH	B LUNCH	C LUNCH
PERIOD 1 8:10-8:55	PERIOD 1 8:10-8:55	PERIOD 1 8:10-8:55
PERIOD 2 8:59-9:38	PERIOD 2 8:59-9:38	PERIOD 2 8:59-9:38
PERIOD 3 9:42-10:21	PERIOD 3 9:42-10:21	PERIOD 3 9:42-10:21
PERIOD 4 10:25-10:55(LUNCH)	PERIOD 4 10:25-11:04	PERIOD 4 10:25-11:04
PERIOD 5 10:59-11:38	PERIOD 5 11:08-11:38 (LUNCH)	PERIOD 5 11:08-11:47
PERIOD 6 11:42-12:21	PERIOD 6 11:42-12:21	PERIOD 6 11:51-12:21 (LUNCH)
PERIOD 7 12:25-1:04	PERIOD 7 12:25-1:04	PERIOD 7 12:25-1:04
PERIOD 8 1:08-2:00	PERIOD 8 1:08-2:00	PERIOD 8 1:08-2:00

## ACADEMICS

### Academic Classification of Students

Students at Brown County High School are classified into the proper grade level based on the number of credits. Students acquire credits at the end of a semester when a class is completed and passed. A student's academic classification will be evaluated at the end of each semester. In order to achieve a designated status, a student must have earned and completed the following number of credits and semesters of attendance.

- Freshmen (9): 0 to 5.99 credits earned
- Sophomore (10): 6.0 to 11.99 credits earned and 2 semesters
- Junior (11): 12.0 to 16.99 credits earned and 4 semesters
- Senior (12): 17.0 and above credits and 6 semesters

Students will belong to each grade level and participate in the functions and activities of that grade level. Examples would include class meetings, class fundraisers, class dues, attendance or non-attendance at Prom, etc.

### Academic Dishonesty/Cheating/Plagiarism

Cheating is misrepresenting another person's work as one's own, or allowing one's work to be used in such a manner. Students are expected to perform their own work. Any situation where a student is found to be cheating or plagiarizing may result in no credit for the particular test/assignment and the administrators will be notified of each incidence of cheating. Repeated cheating/plagiarism incidents may result in a failing grade for the course and/or administrative imposed consequences and may impact participation in school activities/athletics. Additional consequences will be administered as outlined in the school discipline policy.



## **Academic Fees**

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

The building principal will give additional consideration where one or more of the following factors are present: (1) An illness in the family; (2) Unusual expenses such as fire, flood, storm damage, etc.; (3) Seasonal employment; (4) Emergency situations; or, (5) When one or more of the parents/guardians are involved in a work stoppage. Within 30 days, the building principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the building principal at 773-3345.

Refer to the Registration Fee Sheet for a listing of academic fees. Students enrolled in Drivers Education will not be issued their driving permit or allowed to complete behind-the-wheel instruction until the driver's education fees are paid. Academic transcripts will not be released to the student, parent, or post-secondary institution unless all school fees have been paid.

## **Class Rank**

Class rank will be determined by GPA at the end of the freshman year and each semester thereafter. Class rank will be based upon the weighted grade point average.

## **Course Credit**

Each semester course successfully completed will receive ½ credit towards graduation requirements. Full year courses count as one credit. If a student fails a semester of a required course, then he/she will be expected to repeat that same semester of the course the next year unless a comparable course is completed in summer school or via approved online/correspondence programs.

## **Credit Recovery via Correspondence/On-Line Courses**

No more than two (2) credits of correspondence or credit recovery online courses may be applied toward the required units of credit for graduation. No more than one (1) credit may be accepted toward graduation from any one discipline (i.e. English, math, social studies, etc.) without permission from the appropriate department and the counselor. A student enrolled in a correspondence course may receive high school credit for work completed, provided:

- The course is given by an institution accredited by the North Central Association of Colleges and Secondary Schools;
- The student assumes responsibility for all fees; and
- The building principal approves the course in advance.

## Dual Credit Guidelines

Brown County High School students will have the opportunity to earn both high school and college credit in selected courses utilizing John Wood Community College staff or through an approved dual credit program. These courses will fulfill high school graduation requirements while also allowing students to gain college credit prior to entry into most statewide institutions.

The following guidelines will be followed by the students when considering taking a dual credit course:

1. Dual credit courses will be open to Juniors and Seniors only.
2. Approval of the student's parents, school counselor and principal will be required prior to registering for a dual credit course.
3. Students may be limited on the number of dual credit courses that they may take.
4. All charges and fees for any dual credit course will be the responsibility of the student.
5. Grades earned in a dual credit class will count towards a student's grade point average, class rank and eligibility for extra-curricular activities.
6. A dual credit student who withdraws from a dual credit class after the second week of the semester will be required to enroll in APEX or other distance learning courses to replace the lost credit. The fee for the course(s) will be the responsibility of the student. Once the dual credit course is dropped, the student will be required to attend BCHS for the full day. Students who do not complete another distance learning course will receive a 'W' on their transcript. The 'W' will count as zero points in the cumulative grade point average.
7. If the dual credit class is held off-campus, the student will be responsible for securing transportation to and from the class. When dual credit classes are not in session, students are excused from being at BCHS during the dual credit class periods or may volunteer to assist teachers for those periods, but must attend all other BCHS classes for which they are registered.
8. Students who fail to attend off-site class during the regularly schedule time will face the same rules as if an on-campus course is missed without valid cause.

## Grading Scale, Progress Reports, and Report Cards

Report cards are issued four times a year at the end of each quarter. The midterm point of each quarter is approximately 4 ½ weeks. At the end of each midterm and quarter a SkyAlert call will be made to all parents notifying them that grades can be viewed on Skyward. Parents that do not have computer access may request a copy to be sent home with their child. Incomplete grades (I) will be issued to students who have been absent immediately prior to the end of the quarter. Parents are encouraged to contact their teacher or principal for a conference at any time they have a question or concern about their student's achievement.

The grading scale and corresponding honor points are listed below:

94 – 100	A	4.0	80 – 82	B-	2.67	67 – 69	D+	1.33
90 – 93	A-	3.67	77 – 79	C+	2.33	63 – 66	D	1.0
87 – 89	B+	3.33	73 – 76	C	2.0	60 – 62	D-	0.67
83 – 86	B	3.0	70 – 72	C-	1.67	59 & below	F	0.00

## Graduation Ceremonies

If a student is presently serving the term of a suspension or expulsion, the student may not be permitted to participate in the graduation ceremony.

## Graduation Requirements

All students must complete a program of study to satisfy state and local graduation requirements. To earn a diploma from Brown County High School, a student must earn a total of 24 credits and complete specific course requirements. Any student who does not complete required courses and earn the required number of credits will not have met all of the high school graduation requirements. The Board of Education does not allow for early graduation, however students who meet the following conditions may be approved for Early Completion Status:

1. Complete all required credits and courses no later than the end of the 7<sup>th</sup> semester of attendance.
2. Submit a written request to the Board of Education no later than the October board meeting.

Students who are approved for Early Completion Status will not attend BCHS and will no longer be considered BCHS students and will lose all privileges attached to student status, including but not limited to: extra-curricular participation, student admission to extra-curricular activities, and attendance at dances and social events, with the exception of Prom. Students will be permitted to participate in the graduation ceremony at the end of the school year.

The following course requirements must be fulfilled in order to graduate:

<i>Subject Area</i>	<i>Credits Required</i>
English	4.0
Math (including Algebra I & Geometry content)	3.0
Science (Biology I and Physical Sci or Chemistry I)	2.0
Social Science (American History, 1 sem Geography & Civics)	2.0
Resource Management	0.5
Health	0.5
Physical Education	3.5

Students are required to be enrolled in six (6) academic classes, in addition to physical education, at all times. One semester of Physical Education shall be an 18 week course in Health, normally scheduled during the freshman or sophomore year. Students may not enroll in more than one PE class in any given semester unless past failures require the taking of additional PE classes.

Driver Education (a ¼ credit, nine week course) in most cases may be taken after the student reaches his/her 15<sup>th</sup> birthday. A student must have his/her white slip for a total of 9 months, according to state law. To be eligible for Drivers Education, students must successfully complete 8 classes in the two preceding semesters (including 8th and 9th grade).

All students are required to successfully pass an examination on the Constitution of the United States and the State of Illinois prior to graduation.

The above requirements do not apply students with disabilities whose course of study is determined by an Individualized Education Program.

## Home and Hospital Instruction

A student who is absent from school, or whose physician anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital. A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage. For information on home or hospital instruction, contact the building principal.

## 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 PE class no more than one (1) day based upon a parental note. *After three consecutive absences from PE, 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 non-participation.

## Physical Education Waivers

According to school code and school board policy, students may request and be granted waivers from Physical Education class under certain circumstances. Students in grades 11 and 12 may request to be excused from engaging in PE courses for any of the following reasons: (1) ongoing participation in an interscholastic athletic program; (2) to enroll in academic classes which are required for admission to an institution of higher learning, provided that failure to take such classes will result in the student being denied admission to the institution of his or her choice; or (3) to enroll in academic classes which are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate. In addition, students may be excused if they must utilize time set aside for Physical Education to receive special education support and services. All requests for waivers from PE must be made in writing on the appropriate form provided by the school district, obtained by request at the high school or counselor's office. The counselor and/or principal must approve these requests.

## Exemption From Physical Education Requirement

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

## Schedule Changes

Due to the difficulty of scheduling and limited number of places available, students may not be enrolled in all the courses they request, but may be assigned to courses that are still open. Students are allowed to make schedule changes with administrative approval only during the first five (5) days of a semester. After that, drops or additions will only be allowed by permission of the teacher, parent, and administration.

### **School Day and Class Load**

The regular school day for students is 8:10 a.m. – 3:00 p.m. A standard class load consists of six (6) academic subjects and physical education.

### **Transfer of Credit – Home Schooled Transfer Students**

For home-schooled students transferring into BCHS, credits will not be accepted for classes unless they are from accredited programs such as Illinois Virtual High School. Home-schooled classes taken from high school textbooks that are not taken through an accredited program will not receive credit. BCSD #1 reserves the right to require students entering directly from a home-schooled educational environment to pass placement/proficiency exams to determine the appropriate grade level and/or courses.

### **Valedictorian & Salutatorian Honors**

The student(s) who has/have earned the highest weighted grade point average from all courses taken after eight (8) semesters of high school shall be named Valedictorian. The next highest student shall be named Salutatorian. If more than one (1) student is ranked as the Valedictorian, no Salutatorian will be named.

### **Waiver of Fees**

Fees are charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students will pay for loss of school books or other school-owned materials. Fees for textbooks, other instructional materials, and driver education are waived for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, materials, supplies, and equipment. A student shall be eligible for a fee waiver when the student is currently eligible for free lunches or breakfasts. The parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of the student's 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.

### **Weighted Classes**

The following classes will receive one additional honor point in GPA calculation: Chemistry II, Physics, Trigonometry, College Algebra, Calculus, Spanish III, Spanish IV, Honors English IV, and JWCC Dual Credit general education classes.

## ATTENDANCE & DISCIPLINE PROCEDURES

### **Philosophy of Attendance & Discipline Procedures**

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

#### ***Students are expected to:***

1. Comply with the policy statement of the Board of Education of Brown County CUSD #1 regarding student misconduct. Policy (7:190)
2. Obey and respect the authority of all faculty and staff who have charge over students of Brown County High High School. Instruction given to students by these faculty and staff are to be promptly obeyed.
3. Rules of conduct apply going to and from school, and in respect to all school sponsored activities. **Note:** The penalties for violation of attendance and discipline rules are general standards. In severe or extreme cases, the Principal, Assistant Principal, Superintendent, or Board of Education may impose additional or lengthier penalties.

### **Attendance**

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session. There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

### **Truancy**

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

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

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

### **Reporting an Absence by Parent**

It is the parent's responsibility to notify the school by telephone prior to 10:00 a.m. on the day of a student's absence of the reason for the absence. If telephone contact is not made, the office may attempt to call the parents of absent students. (For this reason, and also to contact parents in case of medical or other emergency, parents are responsible for maintaining current telephone numbers on file at the school office.) Upon request of the parent or guardian, the reason for an absence will be kept confidential.

### **Excused Absences**

Listed below are excused absences which do not count toward absence consequences so long as the prescribed procedure is followed for each absence. Students will receive an excused absence when gone from school for the following reasons. If the requirements are not met for an absence to be excused, the absence will be deemed an unexcused absence.

1. 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.
2. Personal illness. Students are allowed 5 days/occurrences of personal illness or 3 consecutive days per semester. After the 3<sup>rd</sup> consecutive day or 5<sup>th</sup> accumulated illness called in by the parent, a doctor's note verifying that an office visit occurred on one of the dates of the absence will be needed for the absence to be considered excused. Additionally, in order to be excused the doctor's visit must be for the student. Absences for doctor/hospital visits for parents, siblings, or other relatives will be unexcused unless prior approval from the building administrator is received.
3. 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.
4. 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.
5. Quarantine.
6. Religious holiday.

### **Release Time for Religious Instruction/Observance**

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

### **Unexcused Absences**

Unexcused Absences: When a student is absent and 1) the parent does not notify the school that the student is absent or 2) the student absence is not an excused absence as defined above. Unexcused Absences are counted according to the individual class periods. See Discipline Code Guide for consequences of unexcused absences. Examples of unexcused absences are: Missing the school bus; family trip/vacation that was not pre-approved; more than 3 consecutive or 5 total days of personal illness per semester with no doctor's verification; car problems; oversleeping; college visit without pre-approval; working; 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.

### **Pre-Arranged Absences (required for HS students)**

Students who know they will miss a class because of field trips, club trips or other “excused” reasons should fill out a pre-arranged absence form. This form should be presented to the classroom teachers as far in advance of the absence as is feasible. Failure to provide teachers with adequate time to gather assignments will not exempt the student from submitting the work on the deadline or upon return to school. (Students can find and submit assignments via the Virtual Desktop, Haiku, and email during their absence.) This form should be turned in to the office at least 24 hours in advance and contain the signatures of teachers and the assignments of all classes affected. All work must be made up either the day of their return, prior to their departure, or at the discretion of the teacher. Teachers do not have to sign this form if the student is failing or struggling in their particular class or if an important test is being given the day of the planned absence. This is strictly up to the judgment of the individual teacher. If a teacher refuses to authorize the absence by signing the form, the absence will not be excused. Students who are in academic or behavioral difficulty will not be permitted to attend field trips.

### **Make-Up Work**

Students with absences will be allowed one school day for each day absent to make up work missed while absent. Students who received an assignment prior to their absence will be expected to submit the assignment on the due date or upon return to school if the due date occurred during the absence. Should a pre-arranged absence be taken, all work must be made up either the day of their return, prior to their departure, or at the discretion of the teacher. Students who are unexcused from school will not be allowed to make up missed work.

Students who are present for any part of the school day are still required to submit homework on that day. Students who arrive late need to turn in the work for the missed classes and pick up any new assignments before leaving school that day. Likewise, students who leave early need to turn in all work and pick up any new assignments from classes that they will be missing that day. Exceptions will be made in the case of students who must leave early due to emergencies or extreme, sudden illness.

### **Excessive Absences**

After the 3<sup>rd</sup>, 6<sup>th</sup>, and 9<sup>th</sup> absence in a semester, the parents and the student will be notified in writing that the student has accumulated 3, 6, and 9 absences. After the 9<sup>th</sup> day absence in a semester, a parental conference will be required. “Valid cause” for absence shall be illness, observance of a religious holiday, death in the immediate family, family emergency, and shall include such other situations beyond the control of the student as determined by the board of education in each district, or such other circumstances which cause reasonable concern to the parent for the safety or health of the student.

### **Attendance Required for School Activities**

Students must be in attendance for their 1<sup>st</sup> period class (more than 10 minutes missed counts as an absence) and remain in attendance for the remainder of the school day in order to participate in/attend school sponsored activities that occur outside of regular school hours. The only exceptions are: medical/dental related appointments (when notification of reason for absence is made by parent AND verified with written confirmation from the doctor/hospital/dentist prior to the end of the school day); funeral of an immediate family member; or court appearance (when verified by note from court official), or other emergencies as approved by the Principal.



### **Late Arrival To School**

It is the responsibility of the 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 to sign-in and receive an admit slip before going to class. If not accompanied by a parent, the student should bring a signed note. Excessive tardiness will result in administrative involvement and will include a student conference, a parent conference, detention, or suspension from school. *Tardy for late arrival is considered 10 minutes or less. Any tardiness in excess of 10 minutes will be construed as an unexcused absence or truancy.*

### **Tardiness**

1. Students are expected to report to class on time. Classroom teachers will record each student who arrives late to class as being tardy unless a written excuse from a teacher or the office is presented by the student.
2. See Discipline Code Guide for consequences of tardies.

## **DISCIPLINE**

### **General Conduct**

Students, teachers, staff, and administration have the right to expect mutual courtesy, fair and equitable treatment, and to be informed of their rights and responsibilities. The goals of Brown County Schools are to assist students in developing the ability for self-direction and self-discipline and to provide an opportunity for decision making. However, in pursuit of these goals, those students who infringe upon the rights of others or who violate school policies, rules, and/or regulations shall be subject to corrective action. In all cases, constitutional rights of students shall be preserved and protected. Listed below are the expected standards of conduct for all persons at Brown County High School.

1. Everyone is to show courtesy, consideration and respect to all members of the school community.
2. Everyone is to behave in a manner that is not disruptive to the educational process.
3. Everyone is to comply with school and classroom rules, procedures, and requirements as designed for their individual needs and the needs of the classroom and school as a whole.
4. Everyone is to respect and assume responsibility for school and personal property.
5. Everyone is to dress in a manner that does not interfere with the work of the school or create a safety or health hazard to themselves or others.
6. Everyone is to comply with local, state, and school health, safety, and attendance regulations.
7. Everyone is to comply with state statutes, local laws, and regulations.
8. Bullying, harassment and/or ridiculing others by anyone for any reason including race, religion, sex, belief, ability or appearance is unacceptable at all times and places.
9. Students are expected to arrive on time with the appropriate tools to do the job in the classroom.
10. Students and staff are expected to turn out quality products that reflect the best they are capable of producing.
11. Students are expected to follow all the rules extending to all activities connected with the school program, including all athletic and extra-curricular programs. (This includes all activities at other sites.)

NOTE: ALL TOBACCO, ALCOHOL, DRUGS (INCLUDING MEDICAL MARIJUANA), AND ASSOCIATED PARAPHERNALIA (LIGHTER, PIPES, ETC.), WEAPONS OF ANY TYPE (GUNS, AMMUNITION, KNIFES, CLUBS, BRASS KNUCKLES, EXPLOSIVES, ETC.) AND LOOK-ALIKES OF ANY OF THE AFORE-MENTIONED ITEMS, ARE PROHIBITED ON ALL SCHOOL GROUNDS, BUSES, PICK-UP POINTS, AND SCHOOL ACTIVITIES AT ALL TIMES. DISCIPLINARY ACTION, WHICH COULD INCLUDE SUSPENSION AND/OR RECOMMENDATION FOR EXPULSION, WILL BE TAKEN FOR ANY AND ALL VIOLATIONS INVOLVING THESE SUBSTANCES OR ITEMS.

### **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 24 hours notice.
6. Chronic misbehavior will result in referral to the office. A written discipline referral detailing specific problems or violations of classroom rules must be entered into the student management system whenever a student is referred 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 after school detention, Saturday 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.

### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling 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.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.

- c. 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.
- d. 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.
- e. 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.
- f. "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.
- g. 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.
- h. 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.

- 4. Using, possession, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- 5. Using or possessing an electronic paging device.
- 6. 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".
- 7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
- 9. 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.
- 10. 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.

11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. 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.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. 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.
21. 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.
22. 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.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and 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.

## Detentions

### 1. *Teacher Assigned Before/After School Detentions:*

- a. Detentions assigned by teachers shall not exceed thirty minutes before or after school. Students and parents will receive 24 hour notice of the detention.
- b. Students are required to bring appropriate school work.
- c. No food, drink, gum, games or electronic devices will be allowed.
- d. Students will serve all detentions in rooms or other areas to be designated.
- e. The teacher will give the student a notice indicating the reason for the detention and the date, time, and place the detention is to be served.
- f. If misbehavior occurs while serving the detention, the punishment will be doubled.
- g. Failure to serve a detention will result in a doubling of the detention. Failure to serve this detention will result in a referral for insubordination, which may result in a Saturday Detention or an in-school suspension.

### 2. *After School Detentions (ASD) – Assigned by Administration*

- a. Students may be assigned After School Detentions at the discretion of the Administration and/or in accordance with violation offense consequences as outlined in this handbook.
- b. After School Detentions will be served Monday through Thursday for no longer than 30 minutes at a time. Students who receive detentions for longer than 30 minutes will be required to serve them on multiple days. Students and/or parents will be given at least 24 hour notice of the exact date and length of the ASD.
- c. Students are required to bring appropriate school work. No food, drink, gum, games or electronic devices will be allowed.
- d. If misbehavior occurs during the detention, the punishment will be doubled.
- e. Failure to serve an ASD will result in a Saturday Detention. Failure to serve the Saturday Detention will result in a one day ISS.

### 3. *Saturday Detention (SD)*

- a. Students may be assigned Saturday Detentions (SD) at the discretion of the Administration and/or in accordance with violation offense consequences as outlined in this handbook.
- b. Saturday Detentions will be served from 8:00 AM until 12:00 PM.
- c. Students are required to bring appropriate school work. No food, drink, gum, games or electronic devices will be allowed.
- d. Failure to serve a Saturday Detention will result in a one day ISS.

## Suspension Procedures

Before a student may be suspended, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.

A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.

Any suspension shall be reported immediately to the student's parent/guardian. A written notice of the suspension shall state the reasons for the suspension, including any school rule that was violated, and a notice to the parent/guardian of their right to a review of the suspension.

Upon request of the parent/guardian, a review of the suspension shall be conducted by the School Board or a hearing officer appointed by the Board. At the review, the student's parent/guardian may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

### ***1. In-School-Suspensions (ISS)***

An in-school-suspension is not a removal from school or educational activities, but is a mandatory disciplinary re-assignment of the student to a particular location and work other than the normal class activities. ISS may be assigned by the administration for a variety of disciplinary infractions. The following rules apply to ISS:

- a. Students receiving ISS will report immediately to the office upon arrival to school. Students must bring school work with them. Any work assigned to the student for the ISS date and completed during the ISS will be turned in at 3:00 PM and given to the teacher for 100% credit of the grade earned.
- b. No talking, eating, sleeping or electronic devices of any kind will be allowed.
- c. Students will be given a restroom break at mid-morning and mid-afternoon. Sack lunches may be brought, given to the supervisor, and will be eaten in the ISS room, or a student may purchase a school lunch. Meals will be eaten under supervision in the ISS room. They may not order food out, have a parent/guardian, etc. pick up food for them, or obtain food in any other manner.
- d. Students assigned to in-school suspension may ***attend*** practices or after school/evening school activities on the day of the suspension but ***may not participate*** in the event or activity.
- e. Additional time may be added to the length of the ISS for the student's inactivity or disruption.
- f. In the event a student is issued ISS that covers multiple days, the student cannot participate in extra-curricular activities until the entire suspension is served. (Attendance at the activity is allowed.)

### ***2. Out-of-School Suspension (OSS)***

An OSS 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 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.

- a. Students assigned OSS may not be on school grounds or at school activities during the period of the suspension, even if the activity is open to the general public. Failure to abide by this restriction will result in additional suspensions and the filing of a complaint of trespassing with the local police.
- b. The student will be allowed to make up work assigned during an OSS but must have all work completed and ready to turn in when they return to school. Students will lose points in classes which use "participation" in determining daily grades. Tests and quizzes will be made up in a time-frame determined by the teacher.
- c. Students suspended from school are not eligible to participate in any school activities, practices, or games.

## **Expulsions**

A student may be expelled from school for gross disobedience and gross misconduct. Only the Board of Education may expel a student from school. Students may be expelled for up to two calendar years. The principal may suspend a student up to 10 days and recommend expulsion to the board. The school board may suspend students for a specified period of time longer than ten days and/or expel the student. Before a student may be expelled, the student and parent/guardian shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent/guardian. If requested, the student shall have a hearing at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.

During the expulsion hearing, the student and his/her parent/guardian may be represented by counsel, present witnesses, and other evidence and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

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

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

## **Corporal Punishment**

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

## **Bullying, Intimidation, Teen Dating Violence & Harassment**

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

Bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations: (1.) During any school sponsored education program or activity. (2.) While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities. (3) Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, and (4) Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.



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

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

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

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

Nondiscrimination Coordinator and Complaint Manager:

Name: Ray Driskell, Asst. Principal  
Address: Brown County High School  
500 East Main  
Mt Sterling, IL 62353  
Telephone: 217-773-3345  
E-Mail: rdriskell@bchornets.com

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

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

### **Bus Transportation and Regulations**

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by calling the student's attendance center office and receiving approval by the administrator. While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be

investigated and handled by the building principal. Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

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

Students are expected to follow all school rules when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

### **Dress Code**

It is the obligation of parents and the responsibility of students to see that reasonable and proper dress and appearance be maintained at all times in school and at school activities. When a student's style of dress or appearance presents a clear and present danger to the students' health and safety, causes an interference with school work, or creates a classroom or school distraction, he/she will be asked to correct the condition.

Clothing which promotes or mentions alcohol, tobacco, drugs or drug paraphernalia may not be worn to school. Clothing shall be free from sexually provocative or obscene reference, writing or graphics, conveyed either expressly or implied. This determination shall be at the discretion of individual staff members and/or administration. Appropriate footwear must be worn at all times. Skirts, shorts and dresses must be fingertip length. Jeans that show underwear or buttocks are not permitted. Any top which shows midriff skin or is otherwise too revealing while the student is in a standing or sitting position is not permitted. Halter tops and spaghetti-strap tops are not allowed. Tank tops with adequate undercover are acceptable. Boys are not permitted to wear sleeveless shirts.

Clothing shall not create or hold the probability of creating a disruption in the classroom order or school order. Clothing with holes, rips and tears so as to be sexually revealing or provocative are not permitted. Jackets or coats may not be worn and book bags may not be carried into the classroom unless approved by administration. The aforementioned items are to remain in the lockers until dismissal time.

Hats or other head coverings and sunglasses (unless prescribed by a physician) are not to be worn in the school building before or during school hours or carried in the classroom or hallways between classes and are to remain in the lockers until dismissal time. Students will be given one warning by staff members on a hat/head covering violation. A second incident will result in the confiscation and detainment of the item for the remainder of the school year. Subsequent violations will result in additional discipline.

Accessories that present a potential safety factor for the wearer or others, or that could damage furniture or property, are not acceptable at school. Examples of these are chains on wallets, spiked necklaces, spiked bracelets, hair picks, boots with cleats, etc.

Students enrolled in the Enrichment Program will be expected to adhere to the additional dress code requirements outlined by their instructor. If there is any question about dress and appearance, the principal or her designee will make the final decision. Students may be required to change into an appropriate clothing item if available or may be allowed to cover the item with another item of clothing. Parents may be called. Students will not be allowed to attend classes or activities until appropriate clothing is worn. Special rules regarding clothing and wearing of hair may be required by teachers in shops, laboratories, physical education and art class, etc. to protect the safety of the student.

### **Gang Activity Prohibited**

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

### **Halls**

Unnecessary noise and confusion must be avoided so as not to disturb classes. Running in the halls is not permitted at any time. No student should be in the hallway during class time unless they have a pass from a teacher. Teachers will give only limited passes for students to leave the classroom. Students are not to be in classrooms, locker rooms, gym areas, cafeteria, workrooms, or teacher offices without direct teacher supervision.

### **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, desk, 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 administrators shall require each high school student, in return for the privilege of parking on school property, to consent to

school searches of his/her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing. School administrators 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 a 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 reasonably 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 witnesses, and
3. By a certified employee or liaison police officer of the same sex as the student.

### 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.

## **Sexual Harassment & Teen Dating Violence Prohibited**

### Sexual Harassment Prohibited

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

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 Has the purpose or effect of:

Substantially interfering with a student's educational environment; Creating an intimidating, hostile, or offensive educational environment; Depriving a student of educational aid, benefits, services, or treatment; or Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms intimidating, hostile, and offensive include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include 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. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

### Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited.

For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

**Making a Complaint; Enforcement** Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student 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 and Complaint Manager:**

Name: Pollee Craven, Principal  
Address: Brown County High School  
500 East Main  
Mt Sterling, IL 62353  
Telephone: 217-773-3345  
E-Mail: pcraven@bchornets.com

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

### **Restitution**

Students and parents 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.

### **Weapons Prohibition**

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

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

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

## GENERAL INFORMATION

### **Accommodating Individuals with Disabilities**

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

### **Access to Student Social Networking Passwords & Websites**

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

### **Administering Medicines to Students** (From 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".

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 a 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 guardians 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.

#### **Americans With Disabilities Act/Section 504**

Brown County Community Unit School District complies with the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act. These laws prohibit discrimination in the provision of services, programs, or facilities to individuals with disabilities. In accordance with these laws, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the school, or be subjected to discrimination by the district. Persons who believe their rights have been violated may use the Uniform Grievance Procedure.

#### **Animals on School Property**

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

#### **Buildings, Classrooms, Campus and Restricted Areas**

1. Once students arrive at school in the morning, they should not leave the school campus until the end of the school day unless they secure permission of the principal. This includes lunch period.
2. Breakfast will be served to both junior high and high school students in the Middle School cafeteria beginning at 7:30 a.m. Students who arrive before 8:00 a.m. will wait in a designated area until the bell rings. The junior high and high school will have separate designated areas. Students may go to classrooms at 8:00 a.m. Classes begin at 8:10 a.m. Students arriving after 8:10 a.m. are considered tardy and must go to the office to receive a pass to enter class.
3. Classrooms will be open to students in the morning at 8:00 a.m. and students may go to classrooms at that time. Discipline may be imposed for repeated tardy attendance.
4. During class periods, the halls must be clear of all students. If there is a special reason for a student to leave their classroom during the period, they must have a written hall pass from their teacher.
5. A little effort on the part of each student will keep our classrooms, corridors, and campus looking neat and clean. Waste paper and other refuse materials should be placed in the waste containers or appropriate recycling container. All food and drinks should be consumed in the cafeteria. **There will be no food, candy, gum and/or drinks other than water during the school day in the gym, auditorium or classrooms unless authorized by the administration.**
6. Each room should be left in order for the next class. Students are to take all their belongings with them when they leave the classroom.
7. Students should pass promptly in an orderly fashion from class to class and should not loiter in the halls.

8. The parking lot and football bleachers are considered out-of-bounds areas. No student will be allowed to go to these areas at any time, including lunchtime, without special permission from a teacher or administrator.

### **Cafeteria/Lunch Time**

So that all may enjoy a pleasant lunch, each student is to do as follows:

1. Walk to position in the lunch line.
2. Keep his/her place in the food line. Do not move ahead of others.
3. Clean off the table when through eating.
4. Refrain from loud conversation, singing, boisterous conduct, unnecessary noise, etc.

In order to avoid litter on the campus, all food must be eaten in the cafeteria. This means that all students who bring their lunch must eat in the cafeteria. Furthermore, no food or drinks other than water may be taken from the cafeteria. During lunch time, students will not be allowed to leave the cafeteria for any reason except to go to the restroom nearest the cafeteria or to meet with a teacher who has provided the student with a pass to leave.

### **Care of Student With Diabetes**

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

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

For further information, please contact the Building Principal.

### **Cell Phone/Smart Phone/Electronics Policy**

The following policy is provided so students are clear on expectations regarding this issue. Other electronic devices such as iPods and MP3 players are also covered in this policy.

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

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



- High school students may use their cell phone/electronic device if the adult providing supervision has permitted use of the device for a specific purpose.
- High School students will be permitted to use electronic devices and cell phones during lunch period while in the cafeteria. Students who send text/twitter messages or post to social network sights at any other time during normal school hours will be in violation of this policy and will face disciplinary measures, even if the message was sent to a parent. During school hours students can communicate with a parent or family member with a school phone.
- Use of cell phones/electronic devices to serve as a “hot spot” is not allowed.
- Students will be permitted to use electronic devices if use of the device is provided in the student’s IEP (individual education plan).
- When using the device during or after school, no portion of the device other than the voice feature or text messaging may be used. This included 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.
- Students will not be permitted to use electronic devices during testing sessions. Devices must remain off and out of sight during all testing.

Cell phone/electronic device use during class periods will be in accordance with individual teacher’s classroom policy. Failure to abide by classroom rules will result in teacher issued discipline and could result in an office referral for insubordination/failure to follow classroom rules. The administration may modify the stated guidelines for a student and/or the student body should cell phone/electronic device use become a disruption to the educational process.

### **Change of Address or Phone Number**

Any change in a student’s or parent’s address or phone number should be reported to the principal’s office or submitted via Skyward as promptly as possible. This enables the school to send all mail to the proper address and to contact the home at any time.

### **Class Materials**

Students should have books, paper and pen/pencil with them when they come to class. Students are advised to take materials for more than one class period, keeping locker trips to a minimum.

### **College Visitation**

*Sophomores* may request one (1) day of excused absence to attend a school sponsored college or university tour. *Juniors* may request up to two (2) days of excused absence to visit a college or university. One of those days must be a school sponsored college tour and the other can be a visit to a school of the students’ choice. *Seniors* may request up to three (3) days excused absence to visit a college or university. These requests must be made to the guidance counselor at least five days in advance. These days are for the purpose of selecting a college and are not vacation days. They cannot be taken during the last week of a semester or the end of the school year. College visits will not be allowed on days when school is in session for students who are receiving a failing grade in any class at the time of the request or for those who have excessive absences. The building administrator will make the final decision on whether the visit will be allowed. In addition, students must have the college visitation form signed by a college official showing that a visit was made to the college. The college visitation form is available from the high school counselor. Students who do not return the signed form to the counselor will receive an unexcused absence and a Saturday morning detention.

## **Communicable Diseases**

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases. Parents are required to notify the school nurse if they suspect their child has a communicable disease. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

## **Counseling**

Career, academic and personal-social guidance services are available for every student in the school by the school counselor. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study helps, or any situation the student may feel he/she would like to discuss. A student may arrange for a conference before or after school or during his/her lunch hour. What the student discusses with the counselor is held in confidence with the exception of harm to self, harm to others, and someone causing harm to the student. Because family support is essential to academic and personal success, the counselor welcomes contact with and questions from parents/guardians concerning students' academic progress or career plans.

In addition to the school counselor, the district employs a full-time social worker who can provide counseling services to students. A list of referral sources is available upon request. The Brown County Mental Health Department provides a number of counseling services and may be contacted at 217-773-3325.

## **Dances**

**High School:** All school rules apply and will be enforced. Out of district or out of high school students who are high school age or older must pre-register in the high school office and receive administrative permission to attend all BCHS sponsored dances. No grade school or junior high students of any age will be allowed to attend. Persons 21 or over are not allowed to attend. Students who are attending the dance must be checked in by 9:00 p.m. Students who leave the dance may not re-enter later.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

Homecoming/Prom Royalty – Students selected for Homecoming and Prom courts are representing BCHS and as such are expected to demonstrate outstanding character and behavior. Students who, during the current school year, have: excessive absences; received an OSS; has received school or court discipline for underage use/possession of alcohol/tobacco/drugs; or who have violated the athletic code will not be eligible for selection to the Homecoming/Prom courts.

**Junior/Senior Prom:** Underclassmen (freshmen and sophomores) may only attend the Prom and After-Prom if escorted by a junior or senior. Out-of-district or out-of-high school students who are high school age or older must pre-register in the high school office and receive administrative permission to attend the Prom and After-Prom. No grade school or Junior High students of any age will be allowed to attend Prom or After-Prom.

No person 21 or over may attend. Formal dress will be expected at the Prom, shorts or t-shirts will not be allowed. After-Prom is organized and supervised by parents; it is not a school sponsored event and no school supervision is provided.

Students who have accumulated 5 or more days of OSS or 10 or more days of ISS and those who have missed 5% or more of school attendance days (unexcused absences) for the school year may not be permitted to attend school dances, at the discretion of the Principal.

### **Electronic Devices**

CD players, MP3 players, iPods, digital cameras and similar devices may only be used with permission of school personnel and if they do not disrupt the educational process. E-readers may be brought and used with permission of the teacher. Brown County High School does not assume responsibility for any damage or loss incurred concerning any electronic device voluntarily brought to school by students. Laser lights and pagers are prohibited on school property and school buses.

### **Emergency School Closings**

Brown County CUSD utilizes an automated phone system (Alert Now) to notify parents of school closings or early dismissal. Parents should update any changes in their telephone contact information with the personnel in each individual school building. In cases of bad weather and other local emergencies, local radio or television stations will be advised of school closings or early dismissals. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically canceled.

### **Equal Opportunity and Sex Equity**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student or parent/guardian with a sex equity or equal opportunity concern should contact the building principal.

### **Field Trips**

As a parent/guardian, my signature on the 2016-2017 Permission Form gives my student permission to walk or be bussed for field trips during normal school hours. Students who are in attendance, academic or behavioral difficulty may not be permitted to attend field trips, at the discretion of the Principal. Students who are failing one or more classes at the time of the field trip WILL NOT be permitted to attend. The sponsor of the trip will provide an alternate assignment if the trip is required for a grade.

### **Head Lice**

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation. Students will not be allowed to stay at school with either live head lice or nits. If a student has been excluded from school due to lice or nits, parents must show

proof of treatment before the student will be re-admitted to school. Nits must be removed from the student's hair and scalp before re-admission to school. Infested children are prohibited from riding the bus to school to be checked for head lice.

### **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 pest 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. The normal/regular day for the pesticides to be applied is the fourth Friday of each month (after school has been dismissed for the day). There are exceptions to this with holidays or other interrupted days.

### **Internet Usage**

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

### **Lab and Shop Safety, Glasses, and Dress**

Each instructor shall inform his/her students of appropriate dress in the shop or laboratory based upon requirements for student safety. The instructor shall send students inappropriately dressed for shop or lab to the principal. Repeated violations may result in permanent removal from that class.

Students may purchase safety glasses and/or other safety equipment from school or they may provide their own as long as the instructor approves the equipment as meeting the safety requirements.

### **Library**

The Media Center is a resource center for students and faculty members. We have two library collections, one suitable for Junior High students and one for High School students. In addition, there are materials available for use by teachers. Students are expected to return their books on time. Students may be subject to disciplinary action if books are not returned in a timely manner. Parents will be required to pay a replacement fee for lost or damaged books.

High School students may check out books for four (4) weeks and may renew those books once unless someone else has requested them. There is not a limit to the number of books that high school students may check out, as long as books are returned on time. Reference materials are not checked out to students, but students may request permission to have copies made.

Students must have a pass to go to the library. Students not having a definite need for library materials should not go to the library. The library is not set up to function as a study hall, lounge, or detention center. Students without a purpose for being in the library will be instructed to return to class.

Students are not allowed to have candy, soda, food, or gum in the library at any time for any reason.

The library's computers are for research, not games. Students without a research need will be instructed to return to class. Students are NOT allowed to personalize the library's computers at any time for any reason. A student's library/computer privileges can and will be suspended for misconduct or abuse of the library or library materials.

### **Lockers/Desks**

Lockers and desks remain, at all times, the property of the Brown County CUSD #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 and desks are 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, or in the case of bomb or explosion threats. From time-to-time and without notice, drug-sniffing dogs may be used in or around campus to identify illegal drugs or drug paraphernalia. Student lockers or desks may be subject to search 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.

### **Lost and Found**

Students should bring any article found on the campus, in buses or at school-sponsored events to the office. A lost and found service will be maintained in the office. Items that remain in lost and found will be donated after Parent-Teacher Conferences in the fall and spring and at the end of the school year.

### **Lunch and Breakfast Programs**

Payment for meals may be made in the respective school offices or in the cafeteria during lunch. Students may pay for meals by the day, week, month, semester, or annually. (For bookkeeping purposes, payment weekly or for multiple weeks is encouraged.) A computerized accounting system is used to manage student accounts. Money that is collected is credited to each student's personal account. Then the account is debited with each day's meal purchase.

Parents will receive an automated phone call informing them when their child's balance reaches -\$5.00. 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 easier method of payment for those of you who may not remember to send a check with your child.

Parents are liable for the costs of meals purchased by students less than 18 years of age. Students 18 and over are personally liable for the costs of those meals. Meals are available at reduced or free prices if the parent's financial circumstances meet District qualifications. Forms are available at the High School office.

### **Nondiscrimination**

Brown County Community Unit School District will not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity, and will comply with all federal and state nondiscrimination, and equal opportunity laws, orders and regulations. This nondiscrimination policy applies to all students, parents, and employees, and access to and treatment in the district's programs and activities.

Students who engage in conduct constituting harassment on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity are subject to discipline.

Parents or students who believe they have been the victims of discrimination on the basis of any of the foregoing factors should use the uniform grievance procedure (see below):

#### **Equal Educational Opportunities – Sex Equity**

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

#### **Uniform Grievance Procedure**

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy or have a complaint regarding:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Individuals With Disabilities Education Act, 20 U.S.C. § 1400 et seq.;
5. Title VI of the Civil Rights Act, 42 U.S.C. § 2000d et seq.;
6. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. § 2000 et seq.;
7. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
8. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, and/or programs;
10. Victims' Economic Security and Safety Act, 820 ILCS 180;
11. Illinois Equal Pay Act of 2003, 820 ILCS 112;
12. Provision of services to homeless students; or
13. Whistleblower Act, 740 ILCS 174/1

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. All deadlines may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, "school business days" means days on which the District's main office is open.

### **1. Filing A Complaint**

A person (hereinafter Complainant) who wishes to avail himself or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed.

### **2. Investigation**

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his/her behalf. If the complainant is a student, the Complaint Manager will notify his/her parent(s) that the parent may attend any investigatory meetings which the student attends. The complaint and identity of the Complainant will not be disclosed except (1) as required by law in any collective bargaining agreement or policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. The identity of any student witnesses will not be disclosed except: (1) as required by law, any collective bargaining agreement or this policy, (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his/her finding with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment or ethics/gift ban violations contain allegations which involve the Superintendent, the written report shall be filed with the School Board, which will make a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

### **3. Decision and Appeal**

Within five (5) school business days after receiving the Complaint Manager's report, the Superintendent shall mail his/her written decision to the Complainant and the Complaint Manager by U.S. mail. Within five (5) to ten (10) school business days after receiving the Superintendent's decision, the Complainant may appeal the decision to the School Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the School Board. Within 30 school business days the School Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information for the Board. Within five school business days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action.

This grievance procedure shall not be construed to create an independent right to a School Board hearing. The failure to strictly follow the timelines in this grievance procedure shall not be deemed prejudice to any party.

#### 4. Appointing Complaint Managers

The Superintendent shall appoint at least two Complaint Managers, one of each sex. The Superintendent shall insert into this handbook the names, business addresses, and telephone numbers of the current Complaint Managers.

Name: Pollee Craven, Principal and Ray Driskell, Asst. Principal  
Address: Brown County High School  
500 East Main  
Mt. Sterling, IL 62353  
Tel. 217-773-3345

#### Parking/Driving

All students who wish to drive to school must complete a parking permit request form, which can be obtained in the office. Students applying for a permit must show proof of a valid driver's license, proof of insurance, and list the year, make of car, and car license number. Any student not following these rules will not be allowed to drive his/her car to school and park on school grounds. Driving privileges may also be revoked as a form of discipline for other rules, including those not related to driving. Traffic laws, including such things as spinning or squealing tires, parking procedures, and safety rules must be observed while driving on school property, or when driving to or from school, or any school sponsored event.

The following rules apply to Brown County High School campus parking and driving:

- (a) Do not park in assigned fire lanes. (b) Traffic must traverse in a counter-clockwise rotation in the student lot and buses will be given the right of way at all times. (c) Pedestrians always have the right of way. (d) Speed limit on the school parking lot is 10 MPH. (e) No driving or parking is permitted which endangers any persons or property, or which results in unnecessary noise, of tires or horn usage (except in case of emergency such as preventing a collision). (f) Local police may be called and can issue tickets on school property for traffic or parking violations. Vehicles may be towed off school property at owner's expense. (g) Students are not permitted to enter any automobile on campus except before the start or after the end of the student school day unless given permission by a teacher or principal. (h) Students must obey all traffic laws at all times while driving to and from school, or any school sponsored event. ***Driving to school is a privilege, which may be revoked for violations of school rules.***

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

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



### **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.

### **Posted Materials**

All materials to be posted (flyers, advertisements, etc.) must be cleared by the building administration and can be posted only in designated areas.

### **Protection of Personal Property**

It is the student's responsibility to see that the student's name only is clearly and conspicuously printed in each of the student's books and on other supplies and equipment. It is impossible to assist the student in regaining lost property unless this is done.

### **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](http://www.isp.state.il.us/sor).

### **Safety Drill Procedures and Conduct**

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

### **Student Distribution of Non-School-Sponsored Publications**

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.

5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
  - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
  - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
  - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
  - d. Is reasonably viewed as promoting illegal drug use; or
  - e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.<sup>1</sup>
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

### **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. All students participating in athletics and cheerleading must be covered by school insurance or show evidence in writing to the athletic director that they have a family accident insurance policy.

### **Students With Food Allergies**

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his/her education as effectively as students without disabilities. Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means. If your student has a life-threatening allergy or chronic illness, please notify the building principal at 217-773-3345.

### **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. Students will only be

allowed to use their cell phone to contact a family member with permission from the school office. All other cell phone communication with parents at any time other than lunch will be considered a cell phone violation and students will be disciplined accordingly.

### **Textbooks**

In most cases, textbooks are rented from the school. It is the student's responsibility to keep the books in good condition and free of marks. If books are not returned or not returned in good shape, the student and parent will be responsible to pay for damage or replacements.

### **Title I**

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

### **Title IX**

Brown County Community Unit School District complies with all requirements of Title IX. This law provides that no person in the United States shall, on the basis of sex, be excluded from participation in, or be denied benefits of, or be subjected discrimination under any education program or activity receiving federal financial assistance. Persons who believe their rights have been violated may use the Uniform Grievance Procedure.

### **Treats/Home Baked Goods**

All food items brought to school for treats to be distributed to students in class are to be commercially prepared. Homemade food items are not permissible. This includes items brought for birthdays and holidays. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging.

### **Visitors**

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

The administration is authorized by the board of education to handle special circumstances on an individual basis and to alter the rules of visitation under special circumstances. **The administration reserves the right to refuse permission to anyone visiting the school, whenever, in their judgment, such refusal is in the best interest of the district or employees.**

### **Volunteers at School**

All school volunteers must complete the “Volunteer Information Form” and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

### **Work Permits**

Students under 16 years of age who apply for employment outside of school are required by law to obtain an “Employment Certificate” commonly called a “Work Permit”. These permits can be obtained in the principal’s office. The prospective employer must supply the student with a statement of intention to employ said minor

## **HEALTH REQUIREMENTS AND STUDENT RECORDS**

### **Birth Certificates**

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

### **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 for 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.

### **Health Services**

The district will provide limited first aid in case of minor injuries. No medications will be provided by the school district, including aspirin, Tylenol or similar analgesics. In case of injuries or illnesses which school staff consider not to be minor, school staff will endeavor to contact a physician and the student’s parents. In the unusual circumstances 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 parents 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 must sign out with the attendance secretary.

### **Immunization, Health, Eye and Dental Examinations**

Required Health Examinations and Immunizations All students are required to present appropriate proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to: Entering Kindergarten or the first grade; Entering the sixth and ninth grades; and Enrolling in an Illinois school for the first time, regardless of the student's grade. The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning. Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination All students entering Kindergarten or the school for the first time must present proof before October 15 of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Exemptions A student will be exempted from the above requirements for:

- Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
- Health examination or immunization requirements on medical grounds if a physician provides written verification;
- Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist

### **Student Records**

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

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

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

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

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

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

(3) The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent. Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

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

(4) The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

(5) The right to prohibit the release of directory information.

Throughout the school year, the District may release directory information regarding students, limited to: Name; Address; Gender; Grade level;

Birth date and place; Parent/guardian names, addresses, electronic mail addresses, and telephone numbers; Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs; Academic awards, degrees, and honors; Information in relation to school-sponsored activities, organizations, and athletics; Major field of study; Period of Attendance in school

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

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

(7)The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

(8)The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

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

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

## **BROWN COUNTY EXTRA-CURRICULAR ACTIVITIES**

### **BCHS Student Council**

Elections for Student Council members will be held each spring. Students in grades 8-11 will be eligible to run for election into the Student Council by selection of the student body. Selection for officer positions will be made by the elected Student Council members.

### **BCHS Class Officers**

The method of selection of class officers will be left to the discretion of the class sponsors. Officers shall consist of the following: President, Vice President, Secretary and Treasurer.

### **Graduating Class Activity Account**

Each graduating class should withdraw their class money (\$1,500 limit) from the Brown County High School activity account by August 1<sup>st</sup> after their graduation date. A 10% handling fee will be charged to the account if it is not removed by this date. Account funds over \$1,500 may be donated and designated for school improvements or donated to a charity. The President of the senior class and the class sponsors will be responsible for designation of any extra money. If money in the class account (up to \$1,500) has not been withdrawn by five years after the graduation date of the class, it will become the sole property of Brown County High School.

### **Family Career and Community Leaders of America**

FCCLA is a national organization of students who study family and consumer sciences in high school. Benefits include improving communication skills, leadership skills, and citizenship skills, and increasing self-confidence. The group participates in local, region, state and national conferences, events, activities and competitions.

### **National Honor Society**

The Brown County Chapter of the National Honor Society is open to Juniors and Seniors with at least a 3.50 weighted G.P.A. based on at least four semesters of academic work. Selection for membership takes into consideration not only scholarship but also leadership, character and service. Each member must continue to maintain these standards to remain in the society.

### **Cheerleaders**

Cheerleaders must exemplify citizenship, be strong supporters of all school activities, maintain the same standards as those required of members of athletic teams and enthusiastically participate in the planning and exertion of pep meetings and the leading of crowd support at all basketball and football games. In addition to these duties, cheerleaders are often called upon to represent the school at other functions. The school cheerleaders are selected through competition each spring.

### **Drama**

Drama is open to any high school student who is willing to participate either on stage or behind the scenes. Plays will be produced and presented to the public as permitted by student interest and facility availability. Drama is an activity that brings out hidden talent in many of our students and promotes self-confidence in those who participate.



### **Science Club**

Any high school student interested in science is welcome to participate in club activities. These activities include presenting programs to elementary students, maintaining a school wide recycling program, maintaining the science department display case, taking an annual field trip and participating in various science oriented community events.

### **Scholastic Bowl**

This academic competition quiz bowl team participates in the Western Illinois Valley Conference. Two matches a week are held with the BCHS team competing against other conference schools. Practices begin in January and applications to join the team are available in the high school office. Sponsors have the final say on who makes the team.

### **W.Y.S.E. Team**

An acronym representing World Youth in Science and Engineering, WYSE tests engineering aptitudes, mathematics and science. Selection for this academic competition team is from outstanding students, usually Juniors and Seniors, in the fields of Graphic Arts, Chemistry, Physics, Mathematics, English and Biology. Competition begins in February of each year.

### **Athletics**

Inter-Scholastic sports at the high school are offered in Boy's/Girl's Golf, Volleyball, Football, Boy's/Girl's Basketball, Baseball, Softball, and Track. All athletes must be eligible according to the rules established by the IHSA, IESA, and Brown County CUSD #1 adopted policy. A student must be in attendance at school for their 1st period class and remain in attendance for the full day in order to participate in a school activity that evening unless they have 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 prior to the end of the school day); funeral of an immediate family member; or court appearance (when verified by note from court official prior to the end of the school day), or other emergencies as approved by the Principal.

In addition to the above requirements, the Board of Education requires the following before any athlete is allowed to practice or participate:

1. A current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete is physically able to participate; and
2. Proof the athlete is covered by medical insurance; and
3. A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian; and
4. A receipt showing the athlete and his/her parent received a copy of the Extra-Curricular Code, understand the terms of the Extra-Curricular Code and agree to abide by its terms and conditions; and
5. A signed agreement by the student not to use any drugs on the IHSA's most current banned drug classes list and an agreement to take part in random testing for these substances; and
6. A signed agreement by the student's parent or guardian authorizing random performance-enhancing substance testing and recognizing the dangers of drug use.

## Participation in Multiple Sports

The following are the current interscholastic sports offered at Brown County: football, volleyball, golf, basketball, baseball, softball, track and cheerleading. Students are not allowed to participate in more than one interscholastic sport per season. Seasons are defined as the fall season, winter season and spring season.

## Brown County High School Extra-Curricular Activity Code

### Mission Statement

Participation in extra-curricular activities is an integral component of adolescent growth and development. As such, the Brown County School System offers numerous opportunities for our young men and women to explore and develop their personal skills as part of a team or group. Participation in a team or group brings with it certain responsibilities that are above and beyond that which is expected of an individual. Club and team members are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district.

### Extra-Curricular Eligibility

*Students must be eligible according to the requirements a-f below:*

#### (a) Academic Standards for Extra-Curricular Participation

High School students who participate in any extra-curricular activities are required to have an accumulated grade point average of 2.0\* in all subjects taken in all prior semesters, or they will be ineligible to participate in these activities. IHSA rules require a weekly eligibility check for all the students participating in IHSA sponsored sports or activities. Generally, students must be passing all classes in order to participate. If a student is failing any class, the student will not be eligible to participate until a passing grade is obtained during the next weekly eligibility check. Students will not be permitted to miss instructional time to attend extra-curricular activities unless they are passing all classes in which they are currently enrolled. Extra-curricular activities are any athletic team, club or organization sponsored by the school that meets beyond the school day and which a grade for participation is not given. This includes, but is not limited to, sports, cheerleading, FCCLA, Drama, Scholastic Bowl, and Science Club.

\*For eligibility at the conclusion of a semester, the accumulated GPA is the accumulated semester grade that would have been figured if the student were to leave the district. An accumulated GPA is defined as the numerical grade equivalent of the letter grade assigned to the course divided by the number of courses taken in the semester. The accumulated GPA is an average of all course work taken to date in all preceding semesters. If at the end of any semester, a student does not have an accumulated GPA of at least 2.0, that student will be ineligible for any extra-curricular activity the following semester. The exemption to this would be a student who completes an additional class in the summer (summer school or credit recovery) which would serve to raise the overall GPA to 2.0 or above in time for participation.

At the end of the first semester, if the student fails a single class the student may drop the class with parent permission or continue with tutorial assistance and continue to participate. If the student is still failing the class at the conclusion of the school year, the student will be ineligible the

following semester unless credit is made up in the subject area failed during the summer. If a student is failing two or more classes at the conclusion of the first semester, the student will be ineligible for any extra-curricular activities the second semester.

At the conclusion of the second semester, if a student has failed a class or classes that they did not fail the first semester, that student would also be ineligible for the first semester of the following year unless credit is made up during the summer in the subject area(s) failed and the cumulative GPA is raised to 2.0 or higher.

#### **(b) Participation Fees**

A participation fee will be charged for students who are involved in certain extra-curricular activities. (Refer to the Registration Fee sheet for a list of these fees.) This fee does not entitle the team member to event participation time or playing time. *Students will not be allowed to begin participation in an extra-curricular activity until all extra-curricular activity fees have been paid in full.* Participation fees will not be refunded after the first content/event has been held unless the student has a written medical excuse to discontinue the activity.

#### **(c) Behavioral Conduct**

Misconduct by student-athletes will not be tolerated. Misconduct shall include but shall not be limited to:

1. Insubordination; or
2. Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
3. Any behavior which disrupts the appropriate conduct of a school program or activity; or
4. Hazing, bullying, or harassment of any kind; or
5. Use of profanity; or
6. Exhibition of bad sportsmanship; or
7. Violation of any school rules or regulations or law.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. Bullying is any physical or verbal act or conduct that has or can be reasonably predicted to place a student in reasonable fear of harm; cause a detrimental effect on a student's physical or mental health; interfere with a student's academic performance; or interfere with a student's ability to participate in or benefit from school activities.

Coaches and/or school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and/or school officials.

#### **(d.) Training Rules**

BCSD does not condone the use of alcohol, illegal drugs, or tobacco products. Accordingly, the Statement of Agreement, found below, governs students who participate in extra-curricular activities. These rules will apply to any athletic team, club or organization sponsored by the school that meets after school and does not receive a grade for participation. Participation in extra-curricular activities is a privilege, not a right. By choosing to

participate in an extra-curricular activity, students are electing to comply with the terms of the extra-curricular code. If a student fails to comply with the terms of this code, the privilege to participate in extra-curricular activities may be lost in accordance with the terms of this code.

***By choosing to participate in Brown County extra-curricular activities, students are hereby agreeing they WILL NOT, regardless of whether or not a written agreement is signed:***

1. Smoke or use tobacco in any form (including, but not limited to, chewing tobacco, smokeless tobacco, and e-cigarettes).
2. Consume, possess or distribute alcoholic beverages.
3. Consume, possess or distribute illegal drugs (including, but not limited to, steroids). Illegal drugs include drugs or medications not prescribed for me, or taken in excess of that prescribed for me, or abuse of any substance by inhaling, injections or ingestions so as to change mood or perception. Illegal drugs do not include over-the-counter medications taken in accordance with manufacturer's recommendations, unless prohibited by a coach or sponsor.
4. Violate any criminal code or criminal ordinance.

The rules set forth in this Extra-Curricular Code are in effect throughout the calendar year and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply from the beginning of the student's first tryout or practice in the first sport/club which the student attempts until the completion of the student's extra-curricular eligibility in all activities. Participation in any extra-curricular activity obligates the student to adhere to these guidelines and rules during this entire period of time, regardless of what extra-curricular activity the student is participating in or where, and regardless of whether the student is participating in an extra-curricular activity at the time of the offense. (For example, a student who participates only in a spring activity is still obligated to adhere to the rules stated herein during the entire 12 months prior to the spring activity.) If a student violates a rule in a season when he/she is not participating in an extra-curricular activity, the penalty will be served in the period in which he/she next participates in an extra-curricular activity. ***It is incumbent on each student to avoid an environment where prohibited activities are taking place. There is a presumption that any student remaining in such an environment is violating this code.***

### **Penalties for Violations of Training Rules**

If violations of the above training rules should occur, the coach and the administration will administer the following consequences:

#### **First Offense in High School Career**

Suspension from "dressing", playing, and/or participating in extra-curricular activities for a period of two (2) weeks from the time the penalty is put into effect. This must include, but is not limited to, at least five (5) contests in all sports (excluding football) and at least two (2) contests, events or trips in all other extra-curricular activities (including football). This may overlap seasons. If the student ceases participation in the extra-curricular activity during or following the suspension, then another two week suspension will be incurred during the next extra-curricular activity in which the student participates.

### **Second Offense in High School Career**

Suspension from “dressing”, playing and/or participating in extra-curricular activities for 60 days, in season calendar days, from the time the penalty for the offense is put into effect. This must include, but is not limited to, a minimum of 50% of contests, events or trips specific to the nature of the extra-curricular activity. This may overlap seasons. If the student ceases to participate in the extra-curricular activity during or following the suspension, then another 60-day suspension will be incurred during the next extra-curricular activity in which the student participates.

### **Third Offense in High School Career**

Student will forfeit the opportunity to participate in any extra-curricular activity for the remainder of his/her high school career.

Until the student has completed the penalty imposed by the principal, superintendent, or board of education, he/she will not be allowed to participate in any extra-curricular activities. In the event the student is also disciplined for a violation of school rules, and such discipline is more severe than the penalties provided herein, then those penalties will supersede the penalties in this code. Coaches, sponsors and the athletic director are authorized to impose additional rules at any time for the benefit of the students, team or group. They are authorized to impose lesser penalties than suspension in accordance with their judgment.

### **Due Process Procedures**

1. A violation of this code may be reported to the Brown County School District administration, head coach and/or sponsor only by another coach and/or sponsor, and administrator, a certified BCSD #1 staff member, a law enforcement officer and/or state’s attorney, by admission of the student or his/her parents, or any other person, who, in the opinion of the Superintendent, reliably and credibly reports a violation.
2. Upon receiving a report of a violation, the administration, head coach and/or sponsor will consider the information and evidence, determine if a violation has occurred, and determine the penalty, if necessary.
3. Following the determination of penalty, the administration will notify the student and his/her parents or guardian of the decision. At that point, a student may exert due process rights by requesting a conference with the administration and coach or sponsor to review the penalty within five (5) school days of the imposition of the penalty.
4. If the student and parent desire a review of the decision by the board of education, they may submit a request in writing to the Superintendent of Schools, 503 NW Cross St., Mt. Sterling, IL 62353. This request must occur within ten (10) days of the student’s meeting. If a review is requested, the board of education will determine a time and place of the review, and notify the parents and student in writing. The purpose of this review will be to determine if appropriate due process procedures were utilized and if the disciplinary consequences imposed were consistent with the extra-curricular activity code.

Participation in extra-curricular activities is a privilege, not a right. At the review meeting with the board of education, the only issues discussed will be whether there is reason to believe that the student violated either the athletic code or other rules of the school, and if the penalty falls within the range permitted by the code. No attorneys or other advocates will be permitted in the meeting. The consequences of the code violation will remain in effect even if a due process hearing is held.

**(e) General Expectations**

1. Use of school issued equipment is prohibited by all students. Exceptions may be permitted with consent of the head coach.
2. Any equipment and/or uniform must be turned in before the student will be permitted to begin the next sport season/activity.
3. Students are expected to attend awards ceremonies unless excused by prior consent of their coach. Awards will be forfeited for non-attendance.

**(f) Travel**

All students shall travel to extra-curricular events and return home from these events with the team on which the student participates by use of school approved means of transportation. A written waiver of this rule may be issued by a coach or administrator upon advance written request of a student's parent or guardian and provided the parent or guardian appears and accepts custody of the student. In no case shall a waiver be issued unless the alternate means of transportation anticipated by the waiver will be provided by the parent. Oral requests shall not be honored and oral permissions shall not be valid.

Any student found to be in violation of this policy shall be subject to discipline in accordance with the school district's extra-curricular discipline policies, rules and regulations as provided herein.

**Additional Training Rules**

The coaches of the athletic teams have other important training rules, including, but not limited to, sports, practice, school conduct, diet, rest, care of equipment, grooming, and travel. These particular training rules will be established by the head coach of each sport and penalties for violation of such rules will be determined by the head coach with the approval of the administration and may include suspension and/or dismissal from participation. Parents will be notified in writing of these additional rules during a pre-season parent meeting in each sport or activity. Parents are reminded that event participation (i.e. playing time) is determined solely by the coach/sponsor of each activity.

**Student Athlete Concussions and Head Injuries**

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.