

Brown County  
Community Unit  
District #1



2018-2019  
District and Middle School  
Handbook

## DISTRICT PHONE AND FAX NUMBERS

District Office Superintendent	N.W. Cross Street	(217)773-7401 Vicki Phillips
Brown County High School		(217)773-7701
Middle School		(217)773-7601
Elementary School		(217)773-7501
Transportation		(217)773-7401
District Website		<a href="http://www.bchornets.com">www.bchornets.com</a>

### 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.

### 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.

## BROWN COUNTY BOARD OF EDUCATION

Mr. Philip Krupps, President  
Mr. James Blakeley, Secretary  
Mr. Kerry Fry  
Mrs. Dawn Hughes

Mrs. Jennifer Blaesing, Vice-President  
Mr. Matt McCaskill  
Mr. Heath Fullerton

This handbook is a summary of the school's rules and expectations. It is not a comprehensive statement of school policy and procedures. The Brown County Community Unit School District's comprehensive policy manual can be viewed at the district board office located at N.W. Cross Street.

## 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.

## TABLE OF CONTENTS

### District Information

District Contact Numbers/Website	2
Emergency School Closings	2
Change of Address/Phone Number	2
Board of Education	2
District Mission Statement	2
Calendar	5
BCSD #1 Educational Philosophy	6
How to Communicate a Concern	6
Visitors	7
Academic Fees	7
Waiver of Fees	7
Entrance Requirements	8
Birth Certificates	8
Immunization, Health, Eye and Dental	8
Exemptions	9
Pre-K/Kindergarten/New Students	9
Second Grade	10
Sixth Grade	10
Ninth Grade	11
Vision and Hearing	11
Other Health Information	12
Emergency Medical Treatment	12
Health Services	12
Administering Medicines to Students	12
Students with Food Allergies	13
Care of Students with Diabetes	13
Communicable Diseases	13
Counseling	14
Head Lice	14
Home and Hospital Instruction	14
Attendance & Discipline Procedures	15
Philosophy of Attendance & Discipline	15
Attendance	15
Reporting an Absence by Parent	15
Excused Absences	16
Pre-Arranged Absences	17
Unexcused Absences	17
Excessive Absences	17
Late Arrival to School	18
Tardiness	18
Truancy	18
Make-Up Work	18
Attendance Required for School Activities	19
Field Trips	19
Discipline	19
General Conduct	19
Disciplinary Procedures	20

Prohibited Student Conduct	20
When and Where Conduct Rules Apply	23
Disciplinary Measures	23
Detentions	24
Suspension Procedures	24
In-School Suspension	24
Out-of-School Suspension	25
Expulsions	25
Re-Engagement of Returning Students	25
Corporal Punishment	26
Bus Transportation & Regulations	26
Bullying, Intimidation, Teen Dating Violence & Harassment	26
Sexual Harassment & Teen Dating Violence	28
Gang Activity Prohibited	28
Weapons Prohibition	29
Search & Seizure	29
School Property and Equipment...	29
Students	29
Seizure of Property	30
Lockers/Desks	30
Halls	30
Restitution	30
Dress Code	30
Cell Phone/Smart Phone/Electronics Policy	31
Electronic Devices	32
General Information	32
Access to Student Social Networking Passwords & Websites	32
Accommodating Individuals with Disabilities	32
Americans with Disabilities/Section 504	32
Animals on School Property	33
Equal Opportunity and Sex Equity	33
Integrated Pest Management Program	33
Internet Usage	33
Lunch & Breakfast Programs	33
Nondiscrimination Policy & Procedures	34
Office Telephone Usage	35
Photographs and Artwork	36
Posted Material	36
Outside Food and Drink	36
Protection of Personal Property	36
Safety Drill Procedures and Conduct	36
Sex Offender Registration	36
Student Distribution of Non-School-Sponsored Publications	36
Student Insurance	37
Student Records	37
Textbooks	40
Title I	40
Title IX	40
Treats / Home Baked Goods	40
Volunteers at School	40
Work Permits	41

Brown County School District #1  
2018-2019 Calendar

Aug.	13	New Teacher Orientation
	14-15	Teacher Institute
	16	First Day of Attendance – One Hour Early Dismissal
Sept.	3	Labor Day – NO SCHOOL
	6	School Improvement Day – 11:30 Dismissal
	13	School Improvement Day – 11:30 Dismissal
	17	Mid Terms
	19	Mid Term Grades Due
	21	Homecoming – One Hour Early Dismissal... Progress Reports to go home
	27	Teacher Team Meetings – One Hour Early Dismissal
Oct.	4	Teacher Team Meetings ....EARLY DISMISSAL 1 HOUR
	8	Columbus Day – NO SCHOOL
	17	1 <sup>st</sup> Quarter Ends
	19	GRADES DUE BY NOON
	24	P/T Conferences 5 pm – 8 pm... EARLY DISMISSAL 1 HOUR
	25	P/T Conferences 5 pm – 8 pm... EARLY DISMISSAL 1 HOUR
		REPORT CARDS HANDED OUT DURING CONFERENCES
	26	NO SCHOOL
Nov.	8	Teacher Team Meetings...EARLY DISMISSAL 1 HOUR
	16	Deer Day ....NO SCHOOL
	20	Mid Term....EARLY DISMISSAL 1 HOUR
	21-23	NO SCHOOL – Thanksgiving Break
	26	Mid Term Grades Due
	28	Progress Reports to go home
Dec.	6	Teacher Team Meetings – EARLY DISMISSAL 1 HOUR
	19-20	SEMESTER EXAMS
	21	EARLY DISMISSAL 1 HOUR
	24-31	Holiday Break – NO SCHOOL
Jan.	1	Holiday Break – NO SCHOOL
	2	Teacher Institute – NO SCHOOL for students 2 <sup>nd</sup> Quarter Ends/1 <sup>st</sup> Semester Ends
	3	School Resumes
	8	Grades Due by NOON
	10	REPORT CARDS GO HOME.....SCHOOL IMPROVEMENT DAY....11:30 DISMISSAL
	21	Martin Luther King, Jr. Day – NO SCHOOL
	24	SCHOOL IMPROVEMENT DAY....11:30 DISMISSAL
Feb.	6	Mid Term
	7	Teacher Team Meetings – One Hour Early Dismissal
	8	Mid Term Grades Due
	11	Progress Reports to go home
	18	Presidents' Day – NO SCHOOL
	21	SCHOOL IMPROVEMENT DAY....11:30 DISMISSAL
March	4	Casmir Pulaski Day.....NO SCHOOL
	7	Teacher Team Meetings – One Hour Early Dismissal
	12	3 <sup>rd</sup> Quarter Ends
	14	GRADES DUE BY NOON
	20-21	One Hour Early Dismissal – Parent/Teacher Conferences: 5:00 – 8:00 pm
		REPORT CARDS PASSED OUT DURING CONFERENCES
	22	NO SCHOOL
April	4	Teacher Team Meetings – One Hour Early Dismissal
	12	Mid Term
		** POTENTIAL SPRING BREAK...MONDAY, APRIL 15 – TUESDAY, APRIL 23
	25	Mid Term Grades Due
	26	Progress Reports to go home
May	2	Teacher Team Meetings – One Hour Early Dismissal
	21-22	FINAL EXAMS
	23	LAST DAY OF SCHOOL...EARLY DISMISSAL 1 HOUR
	24	TEACHER INSTITUTE

8<sup>th</sup> Grade Promotion – TBD  
High School Graduation – TBD

# 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.

All persons within the district between the ages of 5 -21 are accorded the right and opportunity to a free and equal education.

No pupil in the district is excluded from or segregated within any school on account of his or her color, race, nationality, religion, sex, sexual orientation, ancestry, age, marital status, or physical or mental handicap or status of being homeless.

The school does not refuse to admit or enroll a student because of that student's failure to present his/her student permanent or temporary record from a school attended previously.

The district ensures that the enrollment of homeless children is ongoing and is not delayed due to scheduling issues or residency document requirements or lack of legal guardianship or student records nor charges tuition for homeless students or refuse enrollment.

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 Community Unit School District 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.

## 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. He/She will then send each board member a copy of your request and place you on the board agenda.

## 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 and safety of the district, employees, and students.

### 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.

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.

### 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, participation in sports, 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.

## Entrance Requirements

### 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. Another reliable proof of the child's identity and age could be acceptable if accompanied by an affidavit explaining the inability to produce a copy of the birth certificate and submitted within 30 days of enrollment.

### Immunization, Health, Eye and Dental Examinations

1. Physicals are needed for ... 1<sup>st</sup> entry into school such as Pre-K and Kindergarten, 6<sup>th</sup>, 9<sup>th</sup> as well as out-of-state and in-state transfers. If your child had a physical in the 1<sup>st</sup> year of Pre-K, a physical is not needed for the 2<sup>nd</sup> year of Pre-K
  - A. School physicals count as sports physicals, but ... a sports physical does not count as a school physical. Physicals are due by the first attendance day.
2. Immunizations... are needed typically in K, 6<sup>th</sup>, and now 12<sup>th</sup>. This is also dependent on past vaccine history. Immunizations are due by the first day of attendance.
3. Eye exam ... is needed... for all children enrolling in K or first time entry in any public or private school beyond K, (i.e. grades 1-12).
4. Dental exam... is needed... by May for grades K, 2<sup>nd</sup> and 6<sup>th</sup>.
5. Lead test... is needed... one lead test is needed prior to first entry to school such as Pre-K or K.

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.

Dental Examination: All students entering kindergarten, second, and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents (1) proof of a completed dental examination or (2) that a dental examination will occur within 60 days after May 15.



## Exemptions

A student will be exempted from the above requirements for the following reasons:

- 1) Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
- 2) Health examination or immunization requirements on medical grounds if a physician provides written verification;
- 3) 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;
- 4) Dental examination requirement if the student's parent/guardian shows an undue burden or lack of access to a dentist.

### Pre-K/Kindergarten/New students

- Chicken Pox (Varicella) – 2 doses are recommended by CDC & ACIP All Pre-K-Early Childhood Education and Kindergarten students must show proof and date of having received the VARIVAX vaccine on or after their first birthday, proof of prior varicella disease, or laboratory evidence of varicella immunity. Proof of varicella disease must be verified with:

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

- Diphtheria, Pertussis, Tetanus (DPT)

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

- Polio

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

- Measles

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

- Mumps/Rubella

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

- Hepatitis B (HBV)

All children need at least 3 doses.

- Haemophilus Influenzae Type B (HIB)

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

- Pneumococcal Conjugate Vaccines (PCV)

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

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

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

- Lead Screening

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

- Physical Examination

- Dental Exam

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

- Eye Examination

All children enrolling in kindergarten in a public, private, or parochial school and any student enrolling for the first time in a public, private, or parochial school are required to have an eye examination.

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

## Second grade

- Dental Exam

## Sixth grade

- Hepatitis B

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

- Meningitis

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

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

#### Ninth grade

- Tetanus (DPT)  
A Td booster is required when 10 years have elapsed since the last dose.
- Meningitis vaccine – recommended by CDC & ACIP
- Physical Examination

#### Vision and Hearing Tests

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

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

The district excludes students for health examinations and immunization requirements after the October 15 exclusion date of the current school year or earlier if so determined by the Board of Education. The district gives notice to the parents/guardians at least 60 days prior to May 15 of each school year that children in Kindergarten and the second grade and sixth grade must present proof of having been examined by the dentist before May 15 of the school year. If a child in the second or sixth grade fails to present proof by May 15<sup>th</sup>, the school may hold the child's report card until one of the following occurs: the child presents proof of a completed dental examination or the child presents proof that a dental examination will take place within 6 days after May 15<sup>th</sup>. Students entering the sixth grade are required to show proof of the receiving one does of Tdap vaccine regardless of the interval since the DTaP, DT, of Td dose. Students entering grades seven through twelve who have not already received Tdap are required to receive 1 Tdap does regardless of the interval since the last DtaP, DT or Td dose.

## Other Health Information

### 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 in an emergency situation. The school district or nonpublic school and its employees and agents are to incur no liability, except for willful and wanton conduct.

### 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 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 under such circumstances. In case of major injuries, 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.

### 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.

### 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.

### Care of Students With Diabetes

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

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- 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.

### 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 strives to employ 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.

### Head Lice

The Brown County School District has a No Nit Policy. If a student is identified to have lice or nits, the child's siblings and/or any children residing in the household will be checked and all those with lice or nits will be sent home immediately.

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. Nits must be removed from the student's hair and scalp before re-admission to school. In order to be re-admitted, a child must be accompanied by a parent or a responsible family member who will be able to transport the child home, if necessary. Children must be cleared by the school nurse/administration before being re-admitted.
4. Infested children are prohibited from riding the bus to school to be checked for head lice.

### 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.

## 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 CUSD students. 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.

- Students are expected to be at school unless they are ill. If a student has a doctor appointment, or religious observance and cannot attend school for some specific reason, parents are to notify the office **prior** to the absence. If a student is absent for illness, the parent must call the office before 10:00 a.m. on the day of the absence. Failure to call to report an absence will cause the absence to be deemed unexcused. This will be an "administrative unexcused absence" and may receive the penalty of a zero in each missed class and assignment of detention or suspension.

### 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.

In order for an absence to be excused, the following steps must be followed:

- Parent/Guardian must call the office before 10:00 a.m. on the day the student is ill. Voicemail is available for parents to leave messages before 7:30 a.m.
- If no call is received, a note or phone call must be received within 48 hours of the student's return (weekend days excluded) or the absence will remain unexcused.

- To receive a medical absence, the student must present an appointment verification slip or a written doctor's excuse that is signed by the doctor or nurse practitioner to the office within 48 hours of the student's return (weekend days excluded) which lists the specific times/days in question (See "Excused Absences").

### Excused Absences

Listed below are excused absences which do not count toward absence consequences so long as the above-prescribed procedure is followed for each absence. Students will receive an excused absence when gone from school for the following reasons:

1. **Personal Illness (Parent Contact):** Students are allowed 5 days/occurrences of absence per semester which can be excused with a parent phone call and/or note. If a student reaches five parent contact absences (a partial-day occurrence or a full-day occurrence will both be counted for the purposes of personal illness/parent contact days as 1 day of absence), all subsequent absences will be considered as unexcused, unless one of the reasons listed below apply.

NOTE: Students who become ill at school and wish to leave MUST communicate this to a parent/guardian through office communication (telephone, email, etc.) and NOT personal student cell phone contact. Failure to follow this procedure will result in an UNEXCUSED absence for the time the student is absent from school on that occurrence.

2. Medically-excused Illness: Absences which are medically excused will not be counted toward attendance limits if the parents/legal guardians provide the school with a written doctor's excuse signed by the doctor or nurse practitioner within 48 hours of the student's return (weekend days excluded), which lists the specific dates in question. 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.** Please note: for a student's absence to be deemed "medically excused," the doctor or nurse practitioner must specifically state in the communication that the student is being excused by the medical provider for the dates in question. Excuses received from the medical provider that merely state that the parent has reported illness to the provider will not be accepted as valid excuses. Medical providers' communication to the school must indicate that medical opinion has been utilized and that the provider is excusing the absence based on his/her professional judgement.
3. 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 48 hours of the student's return (weekend days excluded) of the appointment. If confirmation is not received, this absence will be marked as a parent-contact day (if days remain for the student) or as an unexcused absence. The time of the appointment should be noted on the written confirmation from the doctor/hospital/dentist office. Students will only be excused for the time that they were at the appointment and for reasonable travel time to and from the appointment. Written confirmation from the provider that does not provide this appointment time information will not be accepted. Note: students wishing to participate in extracurricular activities on the day of their appointment MUST provide written confirmation promptly upon their return to school. See "Attendance Required for School Activities."
4. Court appearance: (when verified by note from court official). Verification must be received by the office within 48 hours (weekend days excluded) of the court appearance. If confirmation is not received, this absence will be marked as unexcused. These absences must be pre-arranged with administration.



5. 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. These absences must be pre-arranged with administration in order to be excused.
6. Quarantine: These absences must be pre-arranged with administration in order to be excused.
7. Religious holiday/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.

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

A pre-arranged absence may be given if absence is unavoidable. 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 Google Classroom and/or 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.

#### 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. Examples of unexcused absences are missing the school bus; family trip/vacation that was not preapproved by administration; more than 5 total days of personal illness per semester with no doctor's verification; car problems; oversleeping; college visit without pre-approval by administration; working; haircuts/pictures/shopping; and, weather conditions (unless school is cancelled for weather-related issues). Skipping class, leaving school grounds without permission and/or without signing out in the office, and being removed from a classroom for disciplinary reasons will be considered unexcused absences. Unexcused absences may carry a consequence of detention or suspension. No grade credit shall be given for unexcused absences; however, students are encouraged to make up the work missed so that they can maintain academic progress.

Brown County CUSD #1 encourages families to make every effort to take vacation during non-attendance days so as to minimize student absence and promote student learning. "Day trips," including three-day weekends for the purposes of shopping, camping, attending professional sporting events, etc., are discouraged.

The administration has the authority to disapprove other absences that he/she deems inappropriate.

#### Excessive Absences

After a student's fourth day of personal illness (parent contact days) in a semester, the student and parent will be notified in writing that the student has accumulated the fourth of five available personal illness absences and that anything over five will be unexcused without a doctor's written verification. After a student's third day of unexcused absence, a parental conference will be required in an effort to intervene and

deter the student's emerging patterns of truancy before the ROE Abolish Chronic Truancy program must be notified.

After a student's 4th, 7th, and 9th unexcused absence, the parents and the student will be notified in writing from ROE #1 Truancy Team that the student has accumulated 4, 7, and 9 absences. "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.

### 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 **MUST** 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 may 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/truancy.

### Tardiness

- Students are expected to report to school and 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.
- See building handbooks for consequences of tardies and other specific building attendance procedures/policy.

### Truancy

*(105 ILCS 5/26-2a)Sec. 26-2a.) A "truant" is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.*

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% (9 days) 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.

### 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 for credit. Students who are suspended are allowed to make up any work that is missed, including homework and tests/quizzes.

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.

### 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 the following: medical/dental related appointments (when notification of reason for absence is made by parent AND verified with written confirmation from the doctor/hospital/dentist with appointment time listed prior to the end of the school day); funeral of an immediate family member that has been pre-arranged with administration; court appearance (when verified by note from court official); or other emergencies as approved by the Principal.

### Field Trips

As a parent/guardian, my signature on the 2018-2019 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.

## **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 AFOREMENTIONED 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 with 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 a 24-hour 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, 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 this 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 overt public displays of affection, including, but not limited to, hand-holding, kissing, and walking arm-in-arm.
13. Engaging in teen dating violence.
14. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
15. Entering school property or a school facility without proper authorization.
16. 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.
17. Being absent without a recognized excuse.
18. Being involved with any public school fraternity, sorority, or secret society.
19. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
20. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
21. 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.
22. 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.
23. 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 (detention) 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 may be doubled.
- g. Failure to serve a detention may result in a doubling of the detention. Failure to serve this detention will result in a referral for insubordination.

### 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 may be doubled.

## 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 extracurricular 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 and Principal.

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.

- a. 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.
- b. 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.

### 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 buses. 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.

### 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 non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if 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 Managers:**

Vicki Phillips, Superintendent	Telephone:	217-773-7401
Shelly Sheffler, E.S. Principal	Telephone:	217-773-7501
Karen Jirjis, M.S. Principal	Telephone:	217-773-7601
Pollee A. Craven, H.S. Principal	Telephone:	217-773-7701

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.

## 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 Managers:**

Vicki Phillips, Superintendent	Telephone: 217-773-7401
Shelly Sheffler, E.S. Principal	Telephone: 217-773-7501
Karen Jirjis, M.S. Principal	Telephone: 217-773-7601
Pollee A. Craven, H.S. Principal	Telephone: 217-773-7701

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

### 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.

### Weapons Prohibition

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

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alike" of any firearm as defined above.

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

### 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 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.

### 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.

### 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.

### 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.

### 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. Clothing shall not create or hold the probability of creating a disruption in the classroom order or school order. 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, will be confined to a designated area, and/or be issued a consequence. Time spent out of class for a dress code violation will be considered an unexcused absence. The following dress requirements have been established by the Brown County Board of Education:

- 1) Shorts and Yoga Pants: Shorts are acceptable attire and can be worn to school if they are an acceptable length (fingertip length). Yoga pants/spandex/tights/legging can be worn only if they are worn under something (ex. shorts) or if a shirt or dress is worn over them and is acceptable length (fingertip length).
- 2) 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.
- 3) Appropriate footwear must be worn at all times.
  - 4) Jeans that show underwear or buttocks are not permitted.
  - 5) No midriffs, strapless shirts, or tube tops are allowed. Halter tops and **spaghetti-strap tops** are not allowed. Tank tops with adequate undercover are acceptable. Racerback shirts may be worn if bra straps are not visible. Male students may wear tank tops only if the arm holes are of a normal size.
  - 6) Clothing with holes, rips and tears so as to be sexually revealing or provocative are not permitted.
  - 7) 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.
  - 8) 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 retrieval by parent. Subsequent violations will result in additional discipline.
  - 9) 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.
  - 10) 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.

If there is any question about dress and appearance, the building principal will make the final determination.

#### 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 any type of electronic 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.

- Students are NOT permitted to use cell phones/electronics in the hallways during school hours. This includes wearing any type of headphones or any type of electronic transmission.
- 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.

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.

### 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 CUSD#1 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.

## **General Information**

### 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.

### 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.

### 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.



When a parent/guardian requests an evaluation for special education, it will be considered with 14 days after the request has been made.

### 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.

### 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.

### 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.

### Lunch and Breakfast Programs

Payment for meals may be made in the respective school offices. 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 building offices.

### Nondiscrimination Policy and Procedures

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. Complaint Managers:

Vicki Phillips, Superintendent	Telephone:	217-773-7401
Shelly Sheffler, E.S. Principal	Telephone:	217-773-7501
Karen Jirjis, M.S. Principal	Telephone:	217-773-7601
Pollee A. Craven, H.S. Principal	Telephone:	217-773-7701

## Office 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.

### 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. This includes postings on district and building FACEBOOK pages and other social media outlets as they relate to school/community. All images found on school district media (electronic or print) sites are the sole property of the Brown County School District and may not be copied or used in any way without permission.

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.

### Outside Food and Drink

In accordance with IHSA post-season policy, no coolers (IHSA) or outside food and drink (district) are allowed to be brought into district facilities by the general public during after-hours extracurricular activities.

### 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.

### 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.

### 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).

### 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.
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.

### 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.

Within 10 days of the receipt of request, the district will forward an unofficial record of a student's grades to the school to which the student is transferring. Each school shall forward written information relative to the grade levels, subjects and record of academic grades achieved, current mathematics and language arts placement levels, health records and a most current set of standardized test reports. The district, within 10

days after the student has paid all of his or her outstanding fines and fees, will forward an official transcript of the scholastic records of each student transferring.

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

#### Records Destruction Notification Procedures 105ILCS 10/4

Illinois law provides as follows:

1. Each school shall designate an official record's custodian, who is responsible for the maintenance, care, and security of all school student records, whether or not such records are in his personal custody or control.
2. Each school shall maintain student permanent records and the information contained therein for not less than 60 years after the student has transferred, graduated, or otherwise permanently withdrawn from the school.

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

#### Press Release for Destruction of Temporary Student Record Information

Brown County Community School District #1 annually reviews all student records. This school district keeps student information such as grades, classes taken and graduation date for not less than 60 years. Other information such as disciplinary actions, test scores, and IEP information is retained for 5 years. Parents of students and students that graduated or left this school during the years 2012 to 2013 are hereby notified that if they wish a copy of any “temporary” information before it is deleted/destroyed, they must make that request to the School Principal, records custodian by September 30, 2018.

#### 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.

#### 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.

## Table of Contents

Brown County Middle School Staff	43
Brown County Middle School Mission Statement	44
Bell Schedule	44
District Calendar	44
Cheating/ Dishonesty/Plagiarism	45
Academic Fees	46
Grading	46
Requesting Teachers	46
School Day and Class Load	46
Attendance	47
Philosophy of Attendance	47
Unexcused Absences	47
Pre-Arranged Absences	47
Attendance Required for School Activities	47
School Dances	48
Library	48
Lost and Found	48
Lunch and Breakfast Programs	48
Athletics	49

**BROWN COUNTY MIDDLE SCHOOL  
STAFF**

Superintendent  
Principal  
School Secretary  
School Secretary  
Athletic Director  
Transportation Secretary  
Athletic Secretary

Vicki Phillips  
Karen Jirjis  
Megan Lawson  
Lori Roberts  
Dave Phelps  
Stacy Barfield  
Melissa Markert

**BROWN COUNTY MIDDLE SCHOOL  
CERTIFIED STAFF**

Ms. Melanie Harvey  
Ms. Molly Babb  
Ms. Kim Root  
Ms. Tish Rowlands  
Ms. Nikki Mountain  
Ms. Julie Kallenbach  
Ms. Hannah Kline  
Ms. Lori Jackson  
Ms. Ericka Jensen  
Mr. Dave Phelps  
Mr. Jared Hoots  
Mr. Wyatt Gard  
Ms. Lori Berquist  
Ms. Karen Dickhut  
Mr. James Planting  
Ms. Kris McCaskill  
Mr. Chris Miller  
Mr. Dave Woodruff  
Ms. Andi Vogel  
Ms. Brook Dawson  
Ms. Judy Jones  
Ms. Jolene Hall  
Ms. Cassie Kindhart  
Ms. Kathy Yingling  
Ms. Megan Woodward  
Ms. Jennifer Van Giesen

5<sup>th</sup> Grade  
5<sup>th</sup> Grade  
5<sup>th</sup>Grade  
6<sup>th</sup> Grade  
Social Studies  
Literature/English  
Literature/English  
6<sup>th</sup>/7<sup>th</sup> Math  
Science  
Physical Education  
Physical Education  
Band  
Vocal Music  
Vocal Music  
Art  
Computers  
Agriculture  
Health  
Special Education  
Special Education  
Special Education  
Special Education/6<sup>th</sup> grade science  
Speech Therapist  
Library/6<sup>th</sup> grade social studies  
FACS  
math

**SUPPORT STAFF**

Ms. Addie Thomas  
Mr. Jonathon Thomas  
Ms. Rhoda Herald  
Ms. Deb Kemper  
Ms. Tammy Kendrick  
Mr. James McKay  
Mr. Chad Roley  
Ms. Courtney Bereta  
Mrs. Sandy Barr  
Ms. Michelle Carmean  
Ms. Charlotte Scott

Day Custodian  
Evening Custodian  
Cafeteria  
Cafeteria  
Cafeteria  
Head of Maintenance  
Maintenance  
Paraprofessional  
Paraprofessional  
Paraprofessional  
Paraprofessional

**BROWN COUNTY MIDDLE 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.

**BCMS SCHEDULE OF  
CLASS TIMES**

REGULAR DAY WITH 3:00 PM DISMISSAL	2:00 DISMISSAL DAY	11:30 DISMISSAL
<b>6<sup>TH</sup>, 7<sup>TH</sup> AND 8<sup>TH</sup> GRADE</b>	<b>6<sup>TH</sup>, 7<sup>TH</sup> AND 8<sup>TH</sup></b>	<b>6<sup>TH</sup>, 7<sup>TH</sup> AND 8<sup>TH</sup></b>
PERIOD 1 8:00-8:47	PERIOD 1 8:00-8:39	PERIOD 1 8:00-8:27
PERIOD 2 8:50 – 9:37	PERIOD 2 8:42 – 9:21	PERIOD 2 8:30 – 8:57
PERIOD 3 9:40 – 10:27	PERIOD 3 9:24 – 10:03	PERIOD 3 9:00 – 9:27
PERIOD 4 10:30 – 11:17	PERIOD 4 10:06 – 10:45	PERIOD 4 9:30 – 9:57
PERIOD 5 (1 <sup>ST</sup> HALF) 11:17 – 11:47	PERIOD 6 10:48-11:27	PERIOD 6 10:00-10:27
PERIOD 5 (2 <sup>ND</sup> HALF) 11:47 – 12:17	PERIOD 5 (1 <sup>ST</sup> HALF) 11:27 – 11:57	PERIOD 7 10:30 – 10:57
PERIOD 6 12:21 – 1:08	PERIOD 5 (2 <sup>ND</sup> HALF) 11:57 – 12:27	PERIOD 8 11:00 – 11:20
PERIOD 7 1:12- 1:59	PERIOD 7 12:30 – 1:09	
PERIOD 8 2:03-2:50 (ALLOWING TIME TO LOAD BUSES)	PERIOD 8 1:12 – 2:00 (LOAD BUSES AT 1:50)	

**5<sup>TH</sup> GRADE STUDENTS WILL FOLLOW THE SUBMITTED SCHEDULE DETERMINED BY THEIR CLASSROOM TEACHER & APPROVED BY ADMINISTRATION**  
**5<sup>TH</sup> GRADE LUNCH PERIOD WILL BE FROM 11:17 – 11:47**  
**(TIMES FOR 5<sup>TH</sup> MAY BE SUBJECT TO CHANGE DUE TO SCHEDULING)**

**Brown County School District #1  
2018-2019 Calendar**

Aug.	13	New Teacher Orientation
	14-15	Teacher Institute
	16	First Day of Attendance – One Hour Early Dismissal
Sept.	3	Labor Day – NO SCHOOL
	6	School Improvement Day – 11:30 Dismissal
	13	School Improvement Day – 11:30 Dismissal
	17	Mid Terms
	19	Mid Term Grades Due
	21	Homecoming – One Hour Early Dismissal... Progress Reports to go home
	27	Teacher Team Meetings – One Hour Early Dismissal
Oct.	4	Teacher Team Meetings ....EARLY DISMISSAL 1 HOUR
	8	Columbus Day – NO SCHOOL
	17	1 <sup>st</sup> Quarter Ends
	19	GRADES DUE BY NOON
	24	P/T Conferences 5 pm – 8 pm... EARLY DISMISSAL 1 HOUR
	25	P/T Conferences 5 pm – 8 pm... EARLY DISMISSAL 1 HOUR
		**REPORT CARDS HANDED OUT DURING CONFERENCES
	26	NO SCHOOL

Nov.	8	Teacher Team Meetings...EARLY DISMISSAL 1 HOUR
	16	Deer Day ....NO SCHOOL
	20	Mid Term....EARLY DISMISSAL 1 HOUR
	21-23	NO SCHOOL – Thanksgiving Break
	26	Mid Term Grades Due
	28	Progress Reports to go home
Dec.	6	Teacher Team Meetings – EARLY DISMISSAL 1 HOUR
	19-20	SEMESTER EXAMS
	21	EARLY DISMISSAL 1 HOUR
	24-31	Holiday Break – NO SCHOOL
Jan.	1	Holiday Break – NO SCHOOL
	2	Teacher Institute – NO SCHOOL for students 2 <sup>nd</sup> Quarter Ends/1 <sup>st</sup> Semester Ends
	3	School Resumes
	8	Grades Due by NOON
	10	REPORT CARDS GO HOME.....SCHOOL IMPROVEMENT DAY....11:30 DISMISSAL
	21	Martin Luther King, Jr. Day – NO SCHOOL
	24	SCHOOL IMPROVEMENT DAY....11:30 DISMISSAL
Feb.	6	Mid Term
	7	Teacher Team Meetings – One Hour Early Dismissal
	8	Mid Term Grades Due
	11	Progress Reports to go home
	18	Presidents’ Day – NO SCHOOL
	21	SCHOOL IMPROVEMENT DAY....11:30 DISMISSAL
March	4	Casmir Pulaski Day.....NO SCHOOL
	7	Teacher Team Meetings – One Hour Early Dismissal
	12	3 <sup>rd</sup> Quarter Ends
	14	GRADES DUE BY NOON
	20-21	One Hour Early Dismissal – Parent/Teacher Conferences: 5:00 – 8:00 pm ** REPORT CARDS PASSED OUT DURING CONFERENCES
	22	NO SCHOOL
April	4	Teacher Team Meetings – One Hour Early Dismissal
	12	Mid Term
		** POTENTIAL SPRING BREAK...MONDAY, APRIL 15 – TUESDAY, APRIL 23
	25	Mid Term Grades Due
	26	Progress Reports to go home
May	2	Teacher Team Meetings – One Hour Early Dismissal
	21-22	FINAL EXAMS
	23	LAST DAY OF SCHOOL...EARLY DISMISSAL 1 HOUR
	24	TEACHER INSTITUTE

8<sup>th</sup> Grade Promotion – TBD  
High School Graduation – TBD

## ACADEMICS

### **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 administrator and parents 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 if continues incidents occur.

### Academic Fees

-8<sup>th</sup> Grade Promotion Certificates will be granted when all fees have been paid.

### Grades

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

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

Our grading system is as follows:

A	90-100	Superior		S	Satisfactory
B	80-89	Very Good		P	Progressing
C	70-79	Average		N	Not Meeting
D	60-69	Passing			
F	Below 60	Not Passing			

**Note:** A student will earn a middle school credit each semester for math, science, reading, writing, social studies, and health/P.E. for a possibility of 12 credits a year. The student must earn 8 credits out of 12 to pass to the next grade level.

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

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

The district provides 5 days advance notice to parents prior to offering any class or course in sex education and/or recognizing and avoiding sexual abuse to pupils in grades Kindergarten through 8. The district provides that such pupils shall not be required to take the course if their parent/guardians submits written objection. Math I taken during the eighth grade year will appear on the high school transcript and count toward a student's high school G.P.A. If a semester grade of B- or above is not attained in Math I, the course will be retaken in high school. All students completing Math I their 8<sup>th</sup> grade year are eligible to retake the course their freshman year if they feel it would be beneficial.

### **Standards-Based Scoring and Reporting for 5<sup>th</sup> and 6<sup>th</sup> grade students:**

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

### **Requesting Teachers**

Due to the difficulty of scheduling and limited number of places available, students/parents may not request teachers.

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

The regular school day for students is 8:00 a.m. – 2:50 p.m. A standard class load consists of six (6) academic subjects and physical education.

## ATTENDANCE

### **Philosophy of Attendance**

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 CUSD Schools. 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.

### **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 Examples of unexcused absences are: Missing the school bus; family trip/vacation that was not pre-approved by administration; car problems; oversleeping; working; haircuts/pictures/shopping; **the student contacting a parent/guardian stating that he/she does not feel well and wants to go home and does not follow correct procedure, report how he/she feels to the correct school personnel, and use the office phone:** 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 7<sup>th</sup> and 8<sup>th</sup> grade students)**

**Students who miss school for an “excused” reason** 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.

### **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 (with appointment time listed) prior to the end of the school day); funeral of an immediate family member that has been pre-arranged with administration; or court appearance (when verified by note from court official), or other emergencies as approved by the Principal.

### Dances

Throughout the school year 7<sup>th</sup> and 8<sup>th</sup> grade students may have an opportunity to have a school dance. Only 7<sup>th</sup> and 8<sup>th</sup> grade BCMS students and **7<sup>th</sup>/8<sup>th</sup> grade students from St. Mary's School in Mt. Sterling** will be allowed to attend. School appropriate dress is expected. School rules apply.

**Students who have accumulated 2 or more days of OSS or 5 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.**

### 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.

Middle 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 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.

### 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

**Brown County School District has no longer been awarded a State grant providing a free breakfast and lunch for every student in grades K-8. Therefore, unless families are on the free or reduced lunch program, they will need to purchase their meals daily. The cost for middle school breakfast will be \$1.75 and the cost for middle school lunch is \$2.50. Milk will cost \$.50.** Additional milk at lunch or milk for students bringing sack lunches may be purchased. The classroom teachers and/or the office will collect **milk/lunch** money. Please send money in an envelope with the student's name stating what the money is for and the amount enclosed. Lunches and extra milk should be paid for in advance.

We encourage students to eat lunch as this is vital for effective academic performance in the afternoon. A student may participate in the hot lunch program or bring a sack lunch from home. Menus are available at the beginning of every month and can be accessed on the district website,



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

A computerized lunchroom accounting system is used to manage student accounts. Money that is collected is credited to each student's personal account. Then the account is debited with each day's purchase. Students whose accounts have negative balances on Tuesday night will get an automated phone call stating the amount owed. Parents will also get an e-mail on Friday afternoon if their student owes money.

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

#### **Athletics**

Participation in athletics is a privilege, not a right. The athlete must earn this privilege through dedication, desire and discipline. Without the pursuit of these, the athlete can in no way do justice to himself/herself or the school. The athlete must discipline himself/herself to be a good citizen and student in order to achieve athletic excellence. In order for the pursuit of athletic achievement and the character training of young people, the Athletic Policies need to be understood by the student athlete, parents and school. These are found in the District Extra Curricular handbook.

Brown County Middle School  
Student Handbook  
2018-2019

