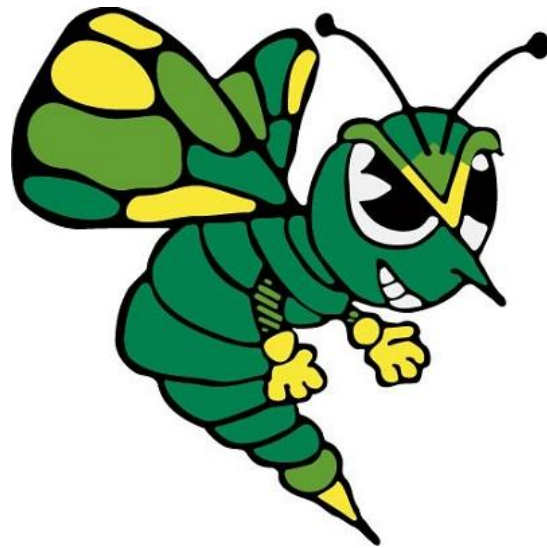


Brown County Community Unit District #1



2025-2026
District and High School
Handbook

DISTRICT PHONE AND FAX NUMBERS

District Office Superintendent	502 Main Street	(217)773-7401 Dr. Lan Eberle
Brown County High School		(217)773-7701
Middle School		(217)773-7601
Elementary School		(217)773-7501
Transportation		(217)773-7401
District Website		www.bchornets.com

Emergency School Closings

Brown County CUSD utilizes an automated phone system (Skylert) 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

Mrs. Dawn Hughes, President	
Mr. Mark Gregory, Vice-President	Mr. Garrett Ingram
Mr. Todd Koch, Secretary	Mr. Kurt Reische
Mr. John Eichelberger	Mr. Perry Wilkerson

This handbook is a summary of the school's rules and expectations. It is not a comprehensive statement of school policy and procedures. The Board's comprehensive policy manual is available for public inspection through the District's website www.bchornets.com or at the Board office, located at 502 East Main Street, Mt. Sterling, Illinois.

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.

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Brown County School District #1 2025-2026 Calendar

Aug.	12-13	Tue-Wed	New Teacher Orientation
	14-15	Thu-Fri	Teacher Institute
	18	Mon	First Day of Attendance – One Hour Early Dismissal
Sept.	1	Mon	No School – Labor Day
	4	Thu	Teacher Team Meetings – One Hour Early Dismissal
	11	Thu	School Improvement Day – 11:30 Dismissal – NO PRE-K
	17	Wed	1 st Quarter Mid-term
	26	Fri	One Hour Early Dismissal - Homecoming
Oct.	2	Thu	Teacher Team Meetings – One Hour Early Dismissal
	13	Mon	NO SCHOOL – Columbus Day
	16	Thu	School Improvement Day – 11:30 Dismissal – NO PRE-K/End of 1 st Quarter
	22-23	Wed-Thu	One Hour Early Dismissal – Parent/Teacher Conference 4:00 – 7:00 p.m.
	24	Fri	No School
Nov.	6	Thu	Teacher Team Meetings – One Hour Early Dismissal
	17	Thu	2 nd Quarter Mid-term
	21	Fri	No School
	25	Tue	One Hour Early Dismissal
	26-28	Wed-Fri	No School – Thanksgiving Break
Dec.	19	Fri	One Hour Early Dismissal/End of 2 nd Quarter
	22-31	Mon-Wed	No School – Holiday Break
Jan.	1-2	Thu-Fri	No School - Holiday Break
	5	Mon	Teacher Institute
	6	Tue	Students Return
	16	Fri	School Improvement Day – 11:30 Dismissal – NO PRE-K
	19	Mon	No School – Martin Luther King Jr. Day
Feb.	5	Thu Fri	Teacher Team Meetings – One Hour Early Dismissal 3 rd Quarter Mid-term
	6		
	11-12	Wed-Thu	One Hour Early Dismissal – Parent/Teacher Conference
	13	Fri	No School
Mar.	16	Mon	No School – President’s Day
	5	Thu	Teacher Team Meetings – One Hour Early Dismissal
	12	Thu	School Improvement Day – 11:30 Dismissal – No-PRE-K
	13	Fri	End of 3 rd Quarter
Apr.	2	Thu	One Hour Early Dismissal
	3	Fri	No School - Spring Break
	6	Mon	No School - Spring Break
	9	Thu	Teacher Team Meetings – One Hour Early Dismissal 4 th Quarter Mid-term
	16	Thu	
May	7	Thu	School Improvement Day – 11:30 Dismissal – NO PRE-K
	20-27	Thu-Fri	Possible Last Day of School Depending on Emergency Days Used – One Hour Early Dismissal Teacher Institute One Day Following the Last student attendance day

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 on 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.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

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 trespassing and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local, or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and District policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including rollerblading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

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.

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 schoolbooks 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 required for ... 1st entry into school such as Pre-K and Kindergarten, 6th, 9th as well as out-of-state and in-state transfers. If your child had a physical in the 1st year of Pre-K, a physical is not needed for the 2nd 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 required in Pre-K, K, 6th, and 12th. This is also dependent on past vaccine history. Immunizations are due by the first day of attendance. If your child is behind in their immunization schedule and is not in one of these grades, they will be expected to get caught up in order to attend school. See next page for immunization requirements specific to grade.
3. An 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, 2nd, 6th, and 9th. Deadline is May 15.

5. A lead screening is needed prior to first entry to school such as Pre-K or K. Lead screenings are a required portion of the school physical. If the lead screening indicates testing, a copy of the result must be submitted to the school.

Required Health Examinations and Immunizations

All students are required to present appropriate proof that the student received a health examination and required immunizations within one year prior to: entering Pre-K, Kindergarten, 6th and 9th grade; or 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 1st 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 1st, the student must present, by October 1st, 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. Appointment cards for physicals or immunizations will only be accepted if the appointment falls before October 15, 2025. Proof of appointment must be provided by October 1st to protect the student from exclusion.

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) proof 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 religious exemption form signed by a physician 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 student

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 Varicella vaccine on or after their first birthday, proof of prior varicella disease, or laboratory evidence of varicella immunity. All Kindergarten students must have a 2nd dose of Varicella on or after 4th birthday. Proof of varicella disease must be verified with the following:

- 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 four (4) or more doses of IPV 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. 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, 6th, and 9th grades of any public, private, or parochial school to have a dental examination. It provides that if a child in the 2nd, 6th, or 9th grade fails to present proof of having been examined by a dentist by May 15th of the school year, the school may hold the child's report card until one of the following occurs: (a) the child's parent presents proof of a completed dental examination or (b) the child's parent presents proof that a dental examination will take place within 60 days after May 15th. It

also requires the Department of Public Health to establish, by rule, a waiver for children who show an undue burden or a total lack of access to a dentist.

- Eye Examination

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

Second grade

- Dental Exam

Sixth grade

- Hepatitis B

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

- Meningitis

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

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

Ninth grade

- Tetanus (DPT)

A Td booster is required when 10 years have elapsed since the last dose. (Only required if Tdap was not received in 6th grade.)

- Meningitis vaccine – recommended by CDC & ACIP (If first dose was not received in 6th grade.)
- Physical Examination

Twelfth Grade

- Show proof of 2 doses of Meningitis vaccine or 1 dose received after 16th birthday.

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 15th, 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 15th. Students entering the sixth grade are required to show proof of the receiving one dose of Tdap vaccine regardless of the interval since the DTaP, DT, or Td dose. Students entering grades seven through twelve who have not already received Tdap are required to receive 1 Tdap dose regardless of the interval since the last DtaP, DT or Td dose.

Education of Homeless Children

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths, including a public pre-school education. A *homeless child* is defined as provided in the McKinney Homeless Assistance Act and the Ill. Education for Homeless Children Act. The Superintendent or designee shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment. A homeless child may attend the district school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any district school's attendance area may attend that school.

The superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and state law.

The superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children may, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

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

(1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

(2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Assistance and support for homeless families includes educational organizations and schools; food bank and meal programs; local service organizations (Goodwill, Salvation Army, etc.); family shelters; medical services; and other support.

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.

Prevention of Anaphylaxis

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

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."

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has 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 shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan. 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 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.

Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their

parents/guardians should consult their own physician regarding these medication(s). Only trained professionals will administer such medication in good faith in the event a student is experiencing life-threatening symptoms.

Emergency Aid to Students

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Accommodating Breastfeeding Students

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

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

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

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 and Guidance

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

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, physician assistant or licensed advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

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, physician assistant, or licensed advanced practice nurse 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.

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

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/Absenteeism

It is difficult for a child to learn if he or she is not consistently in the classroom. Attendance rules and procedures are designed to develop students' punctuality, self-discipline, and responsibility. School is the primary occupation of students, and, as in any occupation, regular attendance is expected.

The Brown County School District shall not be liable for the educational progress of students who fail to maintain regular attendance habits, nor for the progress of students who are removed from the school for extended periods of time contrary to law or good educational procedure.

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.

Student Absences

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, attend a civic event, or other reason as approved by the building principal. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

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

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

In the event of any absence, the student's parent/guardian is required to call the school before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m.

on the day of a student's absence, a school official will call the home to inquire why the student is not at school.

If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence.

Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make

resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include parent conferences, student counseling, family counseling, and information about existing community services.

Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit.

This statute defines a chronic truant as any child who has been truant from school 5% or more of the previous 180 school days.

In accordance with Policy 7:70, administrators may excuse students for up to 14 days annually which will be divided into 7 days per semester (includes single periods). Excused absences, pre-arranged absences (excluding allowable college and job-shadowing absences), unexcused absences, etc., are all included in the 14 days. Written notification will be mailed to the parents after the 6th absence each semester. Medical verification is then due on the 8th absence day each semester. Situations not included within the days are as follows: medically-verified absences, religious holidays, or a death in the immediate family.

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.

EXCUSED ABSENCES - Excused absences are absences for "valid cause", which include, but are not limited to, the following:

- o Personal illness (Parent Contact): Students are allowed 7 days/occurrences of absence per semester which can be excused with a parent phone call and/or note. This includes five mental health days* per Public Act 102-0266. If a student reaches seven parent contact absences in a semester (a partial-day occurrence or a full-day occurrence will both be counted for purposes of personal illness/parent contact days as 1 day of absence), all subsequent absences will be considered unexcused.
- o Death in the immediate family (mother, father, brother, sister, grandparent, uncle or aunt);
- o Family/home emergency (approved by administration/reviewable);
- o Court appearance (Court dates are excused absences if the student has a note from the probation officer or judge saying they were required to appear in court);
- o Religious observances;

*Per Public Act 102-2066, after the second mental health day used, the child may be referred to the appropriate school support personnel.

NOTE: Students who become ill at school and wish to leave should communicate this to a

parent/guardian through office communication (telephone, email, etc.) and NOT personal student cell phone contact. Failure to follow this procedure could result in an UNEXCUSED absence for the time the student is absent from school on that occurrence.

o Medical (a documented, health-related absence) - 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.

o Medical or dental 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."

o School-sanctioned field trips - Students who know they will miss a class because of field or club trips should request a pre-arranged absence form at least 3 days in advance. Students can find and submit assignments via Microsoft Teams, Google Classroom and/or email during their absence. This form should be turned into 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.

o Armed forces recruiter visit or enlistment-related activity (with official note)

o Out-of-school suspension (Administrative removal from school property for a school day or portion thereof for violations of school disciplinary policies);

o In-school suspension (an in-building administrative reassignment from a class period or periods for violations of school disciplinary policies).

o Administrative approval;

o Pre-arranged approved absences (see procedures below)

NOTE: The above absences are examples of "valid cause" absences, i.e., absences cited in the Illinois School Code and/or District #1 School Board policy.

PRE-ARRANGED APPROVED ABSENCES - Permission for a pre-arranged absence must be secured in the office at least 3 days in advance of the absence. Pre-arranged absence could include the following:

1) College Visits (beyond the number allotted per handbook) – All college visits must be pre-approved

through the guidance counselor and principal. The student must obtain signed documentation from the college verifying the college visit (3 college days per school year for seniors, 2 college days per school year for juniors; and 1 day college day per year for sophomores will be allowed and will not count towards the number of excused absences).

- 2) Job-shadowing for the purposes of the BC and Beyond Program (beyond the number allotted per handbook) – All job-shadowing visits must be pre-approved through the guidance counselor and principal (One job-shadowing experience per year will be allowed and will not count toward the number of excused absences).
- 3) Religious Program of Instruction or Conference.
- 4) Family-Related/Family-Time Absences – Parents/guardians should make every attempt to schedule family-related/family-time absences around the school schedule. However, when such trips must be made while school is in session, an application for pre-approved family-related activities will be reviewed and considered for excused status when students are absent from school. These absences are to be reviewed by, but not limited to the following: an assistant principal and principal. Pre-planned family-related/family time are limited to one per semester. Please refer to the school calendar if planning such an absence.
 - * Pre-arranged absences requested by the parents or guardians for family-related or family-time absences are not to exceed five days per school year and may be excused with the permission of the principal. At least three school days prior written notice is required to pre-arrange an absence. Schoolwork missed is to be made up according to the classroom teacher's policy. Failure to pre-arrange in the required timeframe will cause the absence to be considered unexcused and all attendance penalties will apply.
 - * A day of school includes any part of a school day. For example, an excused absence under this section for an afternoon counts as one day of the five days allowed.
 - *Requests for an absence that would exceed five pre-arranged days in a school year, requests for students in danger of failing any class, and requests for absences for students who have extensive absences due to other reasons are not normally approved.

UNEXCUSED ABSENCES/TRUANCY - An unauthorized absence is any absence caused by a failure to follow prescribed school procedures or reasons not accepted by the school. Examples include, but are not limited to, the following:

- o No contact with parent
- o Oversleeping;
- o Babysitting
- o Missed school bus or lack of ride to school
- o Car trouble;
- o Undocumented health-related absences;
- o Non-approved family-related activity or pre-approved family-related activity days exceeding the pre-approval limit
- o Shopping
- o Working
- o Passport appointments
- o Animal appointments or animal illness
- o Weather-related reasons (raining, etc.)

Unexcused absences may carry a consequence of detention or AEP (alternate education placement). 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. Students serving AEP's will be eligible to participate in extracurricular activities on the day the student serves the AEP.

NOTE: Any unexcused absence is reviewable by the administration.

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/Truancy

- 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 tardiness and other specific building attendance procedures/policy.

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

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

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

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

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

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, for equivalent academic credit.

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.

Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe.

Grading & Promotion

School report cards are issued to students on a quarterly basis (K-8) and semester basis (9-12). For questions regarding grades, please contact the classroom teacher or building principal.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

Accelerated Placement

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented.

By the fall of 2023, for each student who meets or exceeds State standards in English language arts, mathematics, or science on a State assessment, the school district is required by State law to automatically enroll the student in the following school year in the next most rigorous level of advanced coursework offered by the high school as follows:

- a. A student who meets or exceeds State standards in English language arts shall be automatically enrolled into the next most rigorous level of advanced coursework in English, social studies, humanities, or related subjects.
- b. A student who meets or exceeds State standards in mathematics shall be automatically enrolled into the next most rigorous level of advanced coursework in mathematics.
- c. A student who meets or exceeds State standards in science shall be automatically enrolled into the next most rigorous level of advanced coursework in science.

Attendance Required for School Activities

Students must be in attendance for their 1st 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

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

As a parent/guardian, my signature on the 2025-2026 Permission Form gives my student permission to walk or be bused 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

Students shall not arrive at school before 7:30 a.m. and classes begin at 8:00 a.m. and students are dismissed at 3:00 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in 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 in Brown County School District.

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.)

General Building Conduct

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.

- Chewing of gum is not permitted in the school building.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- No radios, tape players, CD players, cameras are permitted without permission from the principal.

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 and vapes and vaping substances.
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 unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
- 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 unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
- 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: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student 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, smartwatch, 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.
5. During periods of remote learning.

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. AEP – Alternative Educational Placement (Attendance consequence)
8. 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.)
9. 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.

Isolated Time Out, Time Out and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures

were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

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 schoolwork.
- 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 schoolwork. 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 schoolwork 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 timeframe 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. Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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.

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:

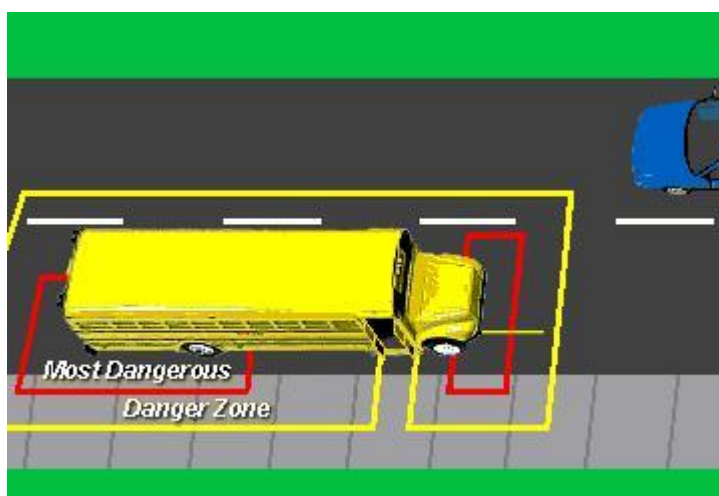
1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. 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.

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.

3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
7. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
8. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
9. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
10. Never run back to the bus, even if you dropped or forgot something.



Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact Superintendent Dr. Lan Eberle.

Video & Audio Monitoring Systems

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

Prevention of and Response to Bullying, Intimidation, and Harassment

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

Bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, physical appearance, socioeconomic status, academic status, pregnancy, parenting status, homelessness, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, order of protection status, 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.
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. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

Definitions from [105 ILCS 5/27-23.7](#)

Bullying includes *cyberbullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the

definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below.

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the [First Amendment to the U.S. Constitution](#) or under [Section 3 of Article I of the Illinois Constitution](#).
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a 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 named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.
4. Consistent with federal and State laws and rules governing student privacy rights, the parents/guardians of all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident. As appropriate, the school's administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained within the 24-hour period.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.

- b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
- c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
- d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal
- e. or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

- 6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
- 7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
- 8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) *bullying*, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
- 9. The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.
- 10. The Superintendent or designee shall post this policy on the District's publicly accessible website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
- 11. Pursuant to State law and Board policy [2:240](#), *Board Policy Development*, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

- 1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
- 2) If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary; or
- 3) A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

The Superintendent or designee must post the information developed as a result of the policy re-evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - a. [2:260](#), *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - b. [2:265](#), *Title IX Grievance Procedure*. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.
 - c. [2:270](#), *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*. Any person may use this policy to complain about discrimination or harassment on the basis of race, color, or national origin in violation of Title VI of the Civil Rights Act of 1964 and/or the Illinois Human Rights Act.
 - d. [6:60](#), *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - e. [6:65](#), *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
 - f. [6:235](#), *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 - g. [7:20](#), *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in [7:20](#) is the same as the list in this policy).
 - h. [7:185](#), *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
 - i. [7:190](#), *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
 - j. [7:310](#), *Restrictions on Publications; Elementary Schools*, and [7:315](#), *Restrictions on Publications; High Schools*. These policies prohibit students from and provide consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

13. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:

- a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
- b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
- c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
- d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

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.

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*. Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

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:

Dr. Lan Eberle, Superintendent	Telephone: 217-773-7401
Lisa Hannel, E.S. Principal	Telephone: 217-773-7501
Alex Ebbing, M.S. Principal	Telephone: 217-773-7601
Pollee A. Craven, H.S. Principal	Telephone: 217-773-7701

Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited

Discrimination and harassment on the basis of race, color, or national origin negatively affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District and School goal. The District and School do not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities and comply with federal and State non-discrimination laws.

Examples of Prohibited Conduct

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

Making a Report or Complaint; Investigation Process

Individuals are encouraged to promptly report claims or incidences of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports will be processed under the District's Uniform Grievance Procedure.

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Federal and State Agencies

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Illinois Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to: <https://dhr.illinois.gov/about-us/contact-idhr.html> or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

Prevention and Response Program

The District maintains a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program includes procedures for responding to complaints which:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;

3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary actions
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and
6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Sexual Abuse Response and Prevention Resource Guide

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at www.isbe.net or you may request a copy of this guide by contacting the school's office.

Harassment Prohibited

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. 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.

Sexual Harassment Prohibited

The School and District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

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.

For more information about this issue, please see the Centers for Disease Control and Prevention's educational materials at: www.cdc.gov/injury/features/dating-violence/index.html.

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:

Dr. Lan Eberle, Superintendent	Telephone: 217-773-7401
Lisa Hannel, E.S. Principal	Telephone: 217-773-7501
Alex Ebbing, 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.

Investigation Process

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the

District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness

- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents/guardians have indicated as unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges

- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

Faith's Law Notifications

Employee Conduct Standards

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.

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-alikes" of any firearm as defined above.

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

Search and Seizure

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

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

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

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

Students Searches

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

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

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.

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 lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

Targeted School Violence Prevention Program

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure environment is an important goal of the School and District. While it is not possible to completely eliminate threats, the School and District maintain a Targeted School Violence Prevention Program and a Threat Assessment Team to reduce these risks to its environment.

Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement authorities, or the Safe2Help Illinois helpline (www.safe2helpil.com/).

Students and parents are urged to participate in behavioral threat assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if for some reason there is a reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat assessment process will continue in order to ensure a safe and caring learning environment for all.

For further information, please contact the Building Principal

Student Appearance

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. The school will not prohibit students from wearing or accessorizing the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or any other protected characteristic or category identified in the Illinois Human Rights Act. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

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 schoolwork, 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: Shorts are acceptable attire and can be worn to school if they are an acceptable length (fingertip length).
- 2) Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- 3) Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- 4) Appropriate footwear must be worn at all times. No "heelys" allowed.
- 5) Jeans that show underwear or buttocks are not permitted.
- 6) 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. Students may wear tank tops only if the arm holes are of a normal size.
- 7) Clothing with holes, rips and tears so as to be sexually revealing or provocative are not permitted.
- 8) 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.
- 9) 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.
- 10) Accessories that present a potential safety factor for the wearer or others, or that could damage furniture or property, are not acceptable at school. Examples of these are chains on wallets, spiked necklaces, spiked bracelets, hair picks, boots with cleats, etc.

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

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.

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/Smartwatch/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 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.

Student Use of Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone/watch, audio or video recording device, personal digital assistant (PDA), iPod®, iPad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept silenced and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student’s individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school, at lockers during passing periods, and during the student’s lunch period.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:

1. The student will be directed to turn the device off and take it immediately to the office. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office. Failure to comply with the staff directive will result in consequences for insubordination.
2. Repeated offenses –The student’s parent/guardian may be notified and required to pick up the device in the school office if the student continues to violate policy. Additionally, the student may be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
3. Students committing serious violations of any student electronics policy (i.e. – 1) using the device to take photographs in locker rooms or bathrooms; 2) cheating; 3) creating, sending, sharing, viewing receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images; 4) recording the voice of anyone but the user; 5) recording or taking images without subject’s consent and/or posting to a public forum) may be subject to consequences, including but not limited to in-school and out-of-school suspension and referral to local law enforcement.

Acceptable Use of the District’s Electronic Networks

All use of the District’s *electronic networks* shall be consistent with the District’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.

Terms and Conditions

The term *electronic networks* includes all of the District’s technology resources, including, but not limited to:

1. The District’s local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District’s networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

Acceptable Use - Access to the District’s electronic networks must be: (a) for the purpose of education or research, and be consistent with the District’s educational objectives, or (b) for legitimate business use.

Privileges - Use of the District’s electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

- a. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
- b. Using the electronic networks to engage in conduct prohibited by board policy;
- c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
- d. Unauthorized use of personal removable media devices (such as flash or thumb drives);

- e. Downloading of copyrighted material for other than personal use;
- f. Using the electronic networks for private financial or commercial gain;
- g. Wastefully using resources, such as file space;
- h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
- i. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
- j. Using another user's account or password;
- k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
- l. Posting or sending material authored or created by another without his/her consent;
- m. Posting or sending anonymous messages;
- n. Creating or forwarding chain letters, spam, or other unsolicited messages;
- o. Using the electronic networks for commercial or private advertising;
- p. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
- q. Misrepresenting the user's identity or the identity of others; and
- r. Using the electronic networks while access privileges are suspended or revoked.

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

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the networks in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the electronic networks to be private property.

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

Indemnification - By using the District's electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

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

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

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of *public domain* documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
- d. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.

- e. Use of the District's email system constitutes consent to these regulations.

Internet Safety

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures. Staff members will supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The system administrator and Building Principals shall monitor student Internet access.

Guidelines for 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, e.g., 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 a material and 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, slanderous or obscene, 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;
 - e. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students (K-8 only) or
 - f. Incites students to violate any Board policy.
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.

Guidelines for School-Sponsored Publications, Productions and Websites [HS only]

School-sponsored publications, productions, and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites.

Student journalists must:

1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
2. Produce media based upon professional standards of accuracy, objectivity, and fairness;
3. Review material to improve sentence structure, grammar, spelling, and punctuation;
4. Check and verify all facts and verify the accuracy of all quotations;
5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with the District's media literacy curriculum mandate; and
6. Include an author's name with any personal opinions and editorial statements, if appropriate.

Student journalists may not create, produce, or distribute school sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwarranted invasion of privacy;
3. Violates Federal or State law, including the constitutional rights of third parties; or
4. Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.

The District will not engage in prior restraint of material prepared by student journalists for school-sponsored media, unless the material fits into one of the four prohibited categories listed above, in which case the Building Principal and/or student media advisers may review, edit, and delete such media material before publication or distribution of the media.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the School District or an expression of Board policy.

Access to Non-School Sponsored Publications

Non-School Sponsored Publications Accessed or Distributed On Campus

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;

3. Is socially inappropriate or inappropriate due to maturity level of the students, 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 the Student Handbook;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
6. Incites students to violate any Board policies.

Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Annual Notice to Parents about Educational Technology/Vendors Under the Student Online Personal Protection Act

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule

- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

Use of Artificial Intelligence

“Artificial intelligence” or “AI” is intelligence demonstrated by computers, as opposed to human intelligence. “Intelligence” encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP).

Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

General Information

Accommodating Individuals with Disabilities

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

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 within 14 days after the request has been made.

Education of Children with Disabilities

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

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

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact:

Dr. Lan Eberle, Superintendent
217-773-7401
502 East Main Street; Mt. Sterling

Discipline of Students with Disabilities

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Isolated Time Out, Time Out, and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The School may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

Exemption From Physical Education Requirement

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

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

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

Certificate of High School Completion

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

Request to Access Classroom or Personnel for Special Education Evaluation or Observation

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

For further information, please contact the building principal.

Related Service Logs

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

PUNS (Prioritization of Urgency of Need for Services) Database Information for Students and Parents or Guardians

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services.

IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs.

Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services.

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at <https://www.dhs.state.il.us/page.aspx?item=41131>.

You may also contact the following District employee for assistance:

Dr. Lan Eberle, Superintendent
502 East Main Street
Mt. Sterling, Illinois 62353

Animals on School Property/Athletic Events

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.

Complaints About Curriculum, Instructional Materials, and Programs

Parents or guardians have the right to inspect all instructional materials used as a part of their child's education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the District's uniform grievance policy.

Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or program by completing a Curriculum Objection Form.

English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee. For questions related to this program or to express input in the school's English Learners program, contact Dr. Lan Eberle, Superintendent, at 502 East Main Street, Mt. Sterling, Illinois.

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.

Family Life and Sex Education Classes

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

Fines, Fees, and Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district 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 applies to all fees related to school, instruction, and extracurricular activities.

Applications for fee waivers may be obtained from the school office and 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 at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals programs;
2. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.
3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;

- Unemployment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process or an appeal of the District's decision to deny a fee waiver should be addressed to the Building Principal.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

Free and Reduced-Price Food Services; Meal Charge Notifications

The following notification is provided to all households of students at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, *Free and Reduced-Price Food Services*, and 4:140, *Waiver of Student Fees*. This notification is also provided to households of students transferring to the District during the school year. For more information, see www.fns.usda.gov/school-meals/unpaid-meal-charges, and/or contact the Building Principal or designee.

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 district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact: Dr. Lan Eberle, Superintendent; 502 East Main Street, Mt. Sterling, Illinois.

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.

Mandated Reporters

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

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.

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

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:

Dr. Lan Eberle, Superintendent	Telephone:	217-773-7401
Lisa Hannel, E.S. Principal	Telephone:	217-773-7501
Alex Ebbing, M.S. Principal	Telephone:	217-773-7601
Pollee 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.

Parking

The school has multiple locations available for school visitor parking.

Those dropping off and picking up children may do so in designated locations during the following hours: 7:30 a.m. until 3:15 p.m.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

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.

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. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to the students.

School Operations During a Pandemic or Other Health Emergency

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

Sex Offender Notification Law

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

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

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

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

A violation of this law is a Class 4 felony.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, <https://isp.illinois.gov/Sor/Disclaimer>

Illinois Murderer and Violent Offender Against Youth Registry, <https://isp.illinois.gov/MVOAY/Disclaimer>

Frequently Asked Questions Concerning Sex Offenders, <https://isp.illinois.gov/Sor/FAQs>

Sex Offender & Violent Offender Community Notification Laws

Date: August, 2025

To: Parent(s)/Guardian(s)

Re: Offender Community Notification Laws

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Ill. Dept. of State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, <https://isp.illinois.gov/Sor>

Illinois Murderer and Violent Offender Against Youth Registry,

<https://isp.illinois.gov/MVOAY>

Frequently Asked Questions Concerning Sex Offenders, <https://isp.illinois.gov/Sor/FAQs>

Standardized Testing

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, which may include the following: Fountas & Pinnell (K-4); Illinois Assessment of Readiness (3-8); PLAN and ACT (9-11); Illinois Science Assessment (Grades 5,8); NWEA MAP Testing (K-11); WIDA Access Test (K-12 English Language Learners); IXL Diagnostic testing (5-8); Dynamic Learning Maps (DLM – 5-12); and District Math Placement Assessment (7-8).

Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents/Guardians can assist their students to achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep during the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind students and emphasize the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

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.

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 2018-2019 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, 2025

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 (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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:

The right to inspect and copy the student's education records within 10 business 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. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. 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.

The right to have one or more scores received on college entrance examinations included on the student's academic transcript.

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student 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 included.

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

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

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

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 school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); 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 or contractual obligation with the district.

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; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, 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.

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.

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
- 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.

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 student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

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.

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:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington DC 20202-8520

Student Biometric Information

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

Requests from Military or Institutions of Higher Learning

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

Student Privacy Protections

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

Surveys by Third Parties

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

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

Surveys Requesting Personal Information

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

Political affiliations or beliefs of the student or the student's parent/guardian.
Mental or psychological problems of the student or the student's family.
Behavior or attitudes about sex.
Illegal, anti-social, self-incriminating, or demeaning behavior.
Critical appraisals of other individuals with whom students have close family relationships.
Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Prohibition on Selling or Marketing Students' Personal Information

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term *personal information* means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

Unless otherwise prohibited by law, the above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other post-secondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

The school expects to administer the following surveys that request personal student information on the following approximate dates: surveys conducted through state-required testing vendors may be conducted in the spring of

each school year.

A complete copy of the District's Student and Family Privacy Rights policy may be obtained from the Superintendent's office or accessed on the District's website.

Teacher Qualification

Parents/guardians may request information about the qualifications of their student's teachers and paraprofessionals, including:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher's certification;
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

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

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to: (1) All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education; and (2) Any student who is a victim of a violent criminal offense that occurred on school grounds during regular school hours or during a school-sponsored event.

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. All applicable documents must be supplied by the student before the permit can be issued.

Invitations & Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home using the list in the school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

Parent Organizations and Booster Clubs

Parent organizations and booster clubs are invaluable resources to the District’s schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District’s name, a District school’s name, or a District school’s team name, or any logo attributable to the District provided they first receive the Superintendent or designee’s express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

- The organization’s or club’s name and purpose, such as, to enhance students’ educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.

- The rules and procedures under which it operates.

- An agreement to adhere to all Board policies and administrative procedures.

- A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.

- A statement that the District is not, and will not be, responsible for the organization’s or club’s business or the conduct of its members, including on any organization or club websites or social media accounts.

- An agreement to maintain and protect its own finances.

- A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board’s legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club’s recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District’s representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

Parent Notices Required by the Every Student Succeeds Act

I. Teacher Qualifications

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

- a. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- b. The teacher is teaching under emergency or other provisional status.
- c. The teacher is teaching in the field of discipline of the certification of the teacher.
- d. Paraprofessionals provide services to the student and, if so, their qualifications.

II. Testing Transparency

The State and District requires students to take certain standardized tests. For additional information, see handbook procedure 12:20.

A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

III. Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregated and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at www.bchornets.com.

IV. Parent & Family Engagement Compact

V. Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances. For additional information, see handbook procedure 12:100.

VI. Student Privacy

Students have certain privacy protections under federal law. For additional information, see handbook procedure 12:105.

VII. English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. For additional information, see handbook procedure 12:60.

VIII. Homeless Students

For information on supports and services available to homeless students, see handbook procedure 12:30.

For further information on any of the above matters, please contact the building principal.

Brown County High School Student and Parent Information

Dear Parents and Students of Brown County High School,

The teachers and administration extend our sincere welcome to all Brown County High School students for the 2025-2026 school year. We look forward to this new year and want it to be one in which you grow not only intellectually, but also socially and emotionally as well. Your growth in these areas and success this year will be contingent, to some degree, on the information contained within this handbook. Please read it thoroughly. It contains policy and rules that are designed to create a safe and productive learning environment for all students.

The handbook serves as a guide and is not meant to be all-inclusive. Rather, it represents the current status of the rules, practices, and policies at Brown County High School and is subject to change. We expect that each student will abide by these rules and policies that have been established for the benefit of all who attend BCHS. Let's have a great 2025-2026 school year!

Mrs. Pollee Craven
Principal

District Administration and Board of Education

Dr. Lan Eberle – Superintendent
Dawn Hughes – Board President
Mark Gregory- Vice-President
Todd Koch – Secretary
John Eichelberger
Garrett Ingram
Kurt Reische
Perry Wilkerson

BROWN COUNTY HIGH SCHOOL MISSION STATEMENT

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

BCHS Faculty and Personnel

POLLEE CRAVEN – BCHS Principal
ACHESON, HOLLY – Counselor
AURAND, MICHELE – Guidance Counselor
BAUER, TERESA – Math
BOTTORF, JEFF – Boys' Basketball
BOWEN, KIM – Cafeteria
BURTON, MOLLY – Head Volleyball Coach
DEWITT, KAREN – Paraprofessional
FEENSTRA, JOSEPH - Music
GALLAHER, GAIL – Math; Scholastic Bowl Co-Sponsor
GARD, WYATT – Band
GARRETT, JEREMY – Social Science
HAM, AMY – Social Science; Student Council Co-Sponsor
HOOTS, JARED – Driver's Education; Phys. Education; Head Boys' Baseball/Asst. Football Coach
INGRAM, JENNIFER – CEO Facilitator/Special Education; Drama Sponsor
JONES, JUDY – Paraprofessional
LITTLE, TOM – Physical Education; Head Football Coach; HS Track Coach
LUTHY, LINDSEY - Cafeteria
MAAS, SARAH – Science
MARKERT, MELISSA – Administrative Assistant; Athletic Secretary
MAXWELL, NIKI – Head Cheer Coach
MACGREGOR, ADRIAN – Biology
MACGREGOR, KATHLEEN, Spanish; Spanish Club Advisor
MILLER, CHRIS – Agriculture; FFA Advisor
MILLER, SHERYL – English; Scholastic Bowl Co-Sponsor; Speech Coach
MILLER, NICHOLE – Physical Education; ACES Sponsor; Student Council Co-Sponsor
PHELPS, DAVE –Head Girls' Basketball Coach
PLANTING, JIM – Art; Gaming Club Sponsor
RAYBORN, COURTNEY – Business; Yearbook Advisor
ROHRER, KATHY – Head Boys' and Girls' Golf Coach
SCHEER, LINDSEY – Administrative Assistant
SCHENK, JILL – Math
WALLACE, REBECCA – Special Education
WOODRUFF, DAVE – Special Education; Head Girls' Softball Coach
WOODWARD, MEGAN – Family and Consumer Science; FCCLA Advisor
ZIMMERMAN, JENNY – English; Student Council Co-Sponsor

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ACADEMICS

Academic Classification of Students

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

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

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

Academic Dishonesty/Cheating/Plagiarism

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

Class Materials

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

Class Rank

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

Course Credit

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

Credit, Credit Recovery via Online Courses

No more than three (3) credits of online courses or credit recovery online courses may be applied toward the required units of credit for graduation. No more than one (1) credit may be accepted toward graduation from any one discipline (i.e. English, math, social studies, etc.) without permission from the appropriate department, guidance counselor, and principal. A student may petition to waive this stipulation in the event that such courses are necessary to advance the student's four-year plan. A student enrolled in an online course may receive unweighted high school credit for work completed, provided:

- The course is given by an accredited institution; the student assumes responsibility for all fees; the building principal approves the course in advance, and the credit earned figures into the student's overall GPA.

Dual Credit Guidelines

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

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

1. Dual credit courses offered at the high school will be open to seniors. The exception to this guideline will occur if a junior level class, taught by a BCHS instructor, is eligible for and meets the requirements for dual credit (i.e. American History). Junior students in this class would then be eligible to enroll for dual credit provided all other guidelines are met.
2. Approval by the student's parents, school counselor and principal will be required prior to registering for a dual credit course.
3. Students taking dual credit courses at the high school will be limited to course/credit hours listed on the high school schedule.
4. All charges and fees for any dual credit course will be the responsibility of the student.
5. Grades earned in a dual credit class will count towards a student's grade point average, class rank, and eligibility for extra-curricular activities.
6. A dual credit student will have three days to withdraw from a dual credit class after the semester begins.

Grading Scale, Progress Reports, and Report Cards

Report cards are issued at the end of each semester and a midterm report is issued approximately 9 weeks after each semester begins. Parents that do not have computer access may request a copy to be sent home with their child. Incomplete grades (I) will be issued to students who have been absent immediately prior to the end of the quarter. Parents are encouraged to contact their teacher or principal for a conference at any time they have a question or concern about their student's achievement.

The grading scale and corresponding honor points are listed below:

94 – 100	A	4.0	73-76	C	2.0
90 – 93	A-	3.67	70-72	C-	1.67
87 – 89	B+	3.33	67-69	D+	1.33
83-86	B	3.0	63-66	D	1.0
80-82	B-	2.67	60-62	D-	.067
77-79	C+	2.33	59 & below	F	0.00

Graduation Ceremonies

If a student is presently serving the term of a suspension or expulsion, the student may not be permitted to participate in the graduation ceremony. Students are to adhere to graduation dress code, which includes wearing pants (no shorts), appropriate footwear (no flip-flops), and other appropriate attire as deemed acceptable by administration. Participating in the graduation ceremony at BCHS is a privilege and will be treated as such. Failure to comply with graduation expectations may result in the loss of this privilege.

Graduation Requirements

All students must complete a program of study to satisfy state and local graduation requirements. To earn a diploma from Brown County High School, a student must earn a total of 24 credits and complete specific course requirements. Any student who does not complete required courses and earn the required number of credits will not have met all of the high school graduation requirements.

Early Graduation

Students who will have successfully completed graduation requirements after seven (7) semesters may petition to graduate. Applications must be submitted to the building principal prior to October of the student's seventh semester. Early graduates must make arrangements with the high school office for anything pertaining to the graduation ceremony (i.e. announcements, cap and gown rental, graduation practices, etc.).

Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course(s) by the last day of the seventh semester. Failure to produce this documentation will result in denial of the early graduation petition. The student and a parent will schedule a conference with the Principal and the senior counselor prior to the beginning of the student's seventh semester. At the conference the student should be prepared to justify his/her request to graduate early.

Students who are approved for Early Graduation will not attend BCHS and will no longer be considered BCHS students and will lose all privileges attached to student status, including but not limited to the following: extra-curricular participation, student admission to extra-curricular activities, attendance at dances and social events (including prom), and senior class trip.

High School Graduation Requirements

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all State mandated graduation requirements listed below.
2. Completing all District graduation requirements that are in addition to State graduation requirements.
3. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
4. Participating in the State assessment required for graduation.

State Mandated Graduation Requirements

- (a) Four years of language arts (Myths, Legends, and Fairy Tales may be taken for English credit senior year only; Lit and Film is considered a Fine Art Credit and will not be accepted for English credit)
- (b) Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
- (c) Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course.
- (d) Two years of science.
- (e) Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government. Within the two years of social studies requirement, one semester of civics is required.
- (f) One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, (D) vocational education, or (E) forensic speech (speech and debate). A forensic speech course used to satisfy the course requirement for language arts may not be used to satisfy the course requirement under this subdivision (F).
- (g) One semester of health education.
- (h) Physical education classes.
- (i) A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag.
- (j) Nine weeks of consumer education (Semester course at Brown County High School)
- (k) For students first entering high school in the 2022-23 school year, one year of a course that includes intensive instruction in computer literacy, which may be English, social studies, or any other subject and which may be counted toward the fulfillment of other graduation requirements.

Driver's Education (a ½ credit, semester course) is usually taken during a student's freshman year. A student must have his/her white slip for a total of 9 months, according to state law. Also according to state mandate, to be eligible for Driver's Education, students must successfully complete 8 classes in the two preceding semesters (including 8th and 9th grade).

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

Subject Area	Credits Required
English	4.0
Math (including Algebra I & Geometry content)	3.0
Science (Biology I and Physical Sci. or Chemistry I)	2.0
Social Science (American History (1), Geography(½), Civics(½)) (beginning Class of 2021)	2.5
Resource Management	0.5
Health	0.5
Driver's Education (classroom portion only)	0.5
Physical Education (PE I; PE II)	3.5
Art, music, foreign language, or vocational education	1.0

Students are required to be enrolled in seven (7) classes.

The above requirements do not apply students with disabilities whose course of study is determined by an Individualized Education Program or students who are exempted from participation in certain courses in accordance with State law.

Free Application for Federal Student Aid (FAFSA) Graduation Requirement

As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:

- (1) File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid.
- (2) File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application.

Upon request, the school will provide a student and his or her parent or guardian any support or assistance necessary to comply with this requirement.

A school district may award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (i) the student has met all other graduation requirements, and (ii) the principal attests that the school district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver.

Physical Education Excuses

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

Exemption from Physical Education Requirement – High School

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

A student in grades 9-12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below.

1. Enrollment in a marching band program for credit;
2. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic or extracurricular athletic program;
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above or in Handbook Procedure 10.30.

Credit for Proficiency, Non-District Experiences, and Accelerated Placement

Credit for Non-District Experiences

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course.
2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College or high school courses offering dual credit at both the college and high school level.

5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.
6. Work-related training at manufacturing facilities or agencies in a Tech Prep Program.
7. Credit earned in a Vocational Academy.

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

Students who do not otherwise meet a community college's academic eligibility to enroll in a dual credit course taught at the high school may enroll in the dual credit course, but only for high school credit.

Proficiency Credit

Proficiency credit is available in limited subjects where a student demonstrates competency. Contact the building principal for details.

Advanced placement computer science. The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

Volunteer service credit. A student participating in the District's Volunteer Service Credit Program, if any, may earn credit toward graduation for the performance of community service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies.

Accelerated Placement

By the fall of 2023, for each student who meets or exceeds State standards in English language arts, mathematics, or science on a State assessment, the school district is required by State law to automatically enroll the student in the following school year in the next most rigorous level of advanced coursework offered by the high school as follows:

- a. A student who meets or exceeds State standards in English language arts shall be automatically enrolled into the next most rigorous level of advanced coursework in English, social studies, humanities, or related subjects.
- b. A student who meets or exceeds State standards in mathematics shall be automatically enrolled into the next most rigorous level of advanced coursework in mathematics.
- c. A student who meets or exceeds State standards in science shall be automatically enrolled into the next most rigorous level of advanced coursework in science.

Schedule Changes

Due to the difficulty of scheduling and limited number of places available, students may not be enrolled in all the courses they request, but may be assigned to courses that are still open. Students are allowed to make schedule changes with administrative approval only during the first three (3) days of a semester. After that, drops or additions will only be allowed by permission of the teacher, parent, and administration.

School Day and Class Load

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

Semester Exams

Students (grades 9-11) will be required to take semester exams. The final grade configuration will be as follows:

Semester: 80%

Semester Exam: 20%

Semester exams will be comprehensive, meaning that tests will be based on material/content from the full semester. Students who receive unexcused absence during semester exam days will receive a zero on tests that were missed.

Transfer of Credit – Home Schooled Transfer Students

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

Valedictorian & Salutatorian Honors/Junior Marshals and Ushers

The student(s) who has/have earned the highest weighted grade point average from all courses taken after eight (8) semesters of high school shall be named Valedictorian. The next highest student shall be named Salutatorian. If more than one (1) student is ranked as the Valedictorian, no Salutatorian will be named. At mid-term of their sixth semester, the two juniors with the highest grade point averages will be named as marshals for graduation ceremony. The four juniors with the next highest grade point averages will be named as graduation ushers. To be considered for Valedictorian or Salutatorian, a student must have completed the last four semesters of high school at Brown County. Only weighted credit earned at Brown County High School will be used to determine ranking for Valedictorian and Salutatorian.

Weighted Classes

The following classes will receive one additional honor point in GPA calculation: Chemistry II, Physics, Anatomy and Physiology, Math IV, Spanish III, Spanish IV, all Advanced Placement classes, Advanced (College) Algebra. Note: Students failing a weighted course WILL NOT receive any additional honor points (F=0); eligibility will be calculated on the “non-weighted” weekly grade.

When an Advanced Placement Class is also offered as a dual credit course (i.e. – Advanced Placement Language), students opting to take the class as only dual enrollment will receive the same weighted credit as a student opting to take it as Advanced Placement.

ATTENDANCE & DISCIPLINE PROCEDURES

SEE DISTRICT HANDBOOK FOR COMPLETE PROCEDURES/POLICY.

College Visitation

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

Students who do not return the signed form to the counselor will receive an unexcused absence.

Dances

High School: Attendance at school-sponsored dances is a privilege. All school rules apply and will be enforced. Out-of-district or out-of-high school students who are high school age or older must pre-register in the high school office and receive administrative permission to attend all BCHS-sponsored dances. No grade school or junior high students of any age will be allowed to attend. Persons 21 or over are not allowed to attend. Students who are attending the dance must be checked in within an hour of the start of the dance or receive permission for late entrance by building administration. Students who leave the dance may not re-enter later.

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

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

Junior/Senior Prom: Underclassmen (freshmen and sophomores) may only attend the Prom and After-Prom if escorted by a junior or senior. Out-of-district or out-of-high school students who are high school age or older must pre-register in the high school office and receive administrative permission to attend the Prom and After-Prom. This pre-registration must be received in the high school office no later than Wednesday of the week of the dance/event. No grade school or Junior High students of any age will be allowed to attend Prom or After-Prom. No person 21 or over may attend. Formal dress will be expected at the Prom; shorts or t-shirts will not be allowed. After-Prom is organized and supervised by parents; it is not a school-sponsored event and no school supervision is provided.

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

Tardy Policy

- 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. Students should be counted as tardy if they are not in their seats when the bell rings.
- High School students may receive three unexcused tardies/lates per semester without consequence. After the third unexcused tardy or "late," the student will be notified and assigned a detention on the fourth tardy/late. Each subsequent tardy after the third will be assigned a consequence. High School students who are chronically late to school and class may be assigned to an intervention homeroom so that supports can be offered to aid the student in developing good school and workplace habits. Students who receive a consequence for tardiness will not be considered for attendance awards for the semester during which the consequence occurred.

Accumulated tardies will be erased at the end of the semester and a new tardy count will begin for each student.

GENERAL INFORMATION

Buildings, Classrooms, Campus and Restricted Areas

1. Once students arrive at school in the morning, they should not leave the school campus until the end of the school day unless they secure permission of the principal. This includes lunch period.
2. Breakfast will be served to high school students in the cafeteria beginning at 7:30 a.m. Students who arrive before 8:00 a.m. will wait in a designated area until the bell rings.-
3. During class periods, the halls must be clear of all students. If there is a special reason for a student to leave their classroom during the period, they must have a hall pass from their teacher.
4. A little effort on the part of each student will keep our classrooms, corridors, and campus looking neat and clean. Wastepaper and other refuse materials should be placed in the waste containers or appropriate recycling container. All food and drinks should be consumed in the cafeteria. There will be no food, candy, gum and/or drinks other than water during the school day in the gym, auditorium or classrooms unless authorized by the administration. Outside food and drink are not allowed to be brought into the school building/grounds by the general public during after-hours extracurricular activities.
5. Each room should be left in order for the next class. Students are to take all their belongings with them when they leave the classroom.
6. Students should pass promptly in an orderly fashion from class to class and should not loiter in the halls.
7. The parking lot and football bleachers are considered out-of-bounds areas. No student will be allowed to go to these areas at any time, including lunchtime, without special permission from a teacher or administrator.

Cafeteria/Lunch Time

Lunch Rules

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table. Students shall remain seated until directed, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch.

Cafeteria Rules

- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food or drinks.
- Students shall not trade food.
- Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machine, and must wait in line to use the machines. Students may not save spots in line, cut in line, or otherwise cheat or intimidate their way into line.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall not leave the cafeteria until after the appropriate tone rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.

Misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

In order to avoid litter on the campus, all food must be eaten in the cafeteria. This means that all students who bring their lunch must eat in the cafeteria. Furthermore, no food or drinks other than water may be taken from the cafeteria. During lunch time, students will not be allowed to leave the cafeteria for any reason except to go to the restroom nearest the cafeteria or to meet with a teacher who has provided the student with a pass to leave. Students should make arrangements before the school day concerning lunch plans. Lunch hour deliveries that occur daily will not be accepted. Students should bring their lunch to school or eat cafeteria lunch. Lunch deliveries/drop-offs are prohibited at the cafeteria doors.

Lab and Shop Safety, Glasses, and Dress

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

Library

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

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

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

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

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.

Parking/Driving

Students may park their vehicles in the lot designated to the east of the high school building and located at 500 East Main Street between the hours of 7:30 a.m. and 3:00 p.m. Vehicles must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The lots designated to the north and west of the building are for school staff, personnel, and others designated by administration. These lots MAY NOT be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

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

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

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

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

ALL STUDENTS are required to purchase a parking tag to park on school property and will be assigned a parking spot. Students who fail to purchase a parking tag yet park on school property are subject to having their vehicle towed at the owner's expense.

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

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

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

Loitering in the school parking lot after school hours is not permitted. Students will receive one warning before on-campus driving privileges will be revoked. After entering the school parking area, students must exit vehicles and enter the building. Students should not be in the school parking lot before 7:30 a.m. unless they have a school-sponsored class or club meeting or practice for a school-sponsored activity.

BROWN COUNTY EXTRA-CURRICULAR ACTIVITIES

BCHS Student Council

Any high school student may participate as a member of Student Council. Individuals who have participated fully in council activities for at least one year are eligible to serve as members of the executive board. Student Council officers are elected each spring (for the following school year) by members of the executive board.

BCHS Class Officers

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

Gaming Club

Any high school student may participate in the Gaming Club that meets once in week in the middle school library. The club has an advisor, but operates on a student-led basis.

Graduating Class Activity Account

Each graduating class should withdraw their class money from the Brown County High School activity account by June 30th after their graduation date. Any money left in the class activity account after June 30th will become sole property of Brown County High School. Final withdrawal of funds will be approved at the request of the Class President and the Class Treasurer, in conjunction with the senior class sponsors, and the transfer will be made in the form of a check written to both class officers. The graduating class may decide to donate any remaining balance to a school improvement initiative or to a charity of their choice, in lieu of opening an outside account. Senior class sponsors will advise the class concerning their activity account balance before the end of the school year.

Family Career and Community Leaders of America

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

The National FFA Organization

FFA is an intra-curricular component of the Brown County High School agriculture education program. To be eligible for active membership in the organization, a student must 1) be enrolled in an agricultural course, have completed all the courses offered in agriculture education at Brown County High School, or have completed an agricultural course in a previous semester and because of scheduling conflicts with a required course be unable to schedule an agriculture course, but show great interest in supporting the activities of the Brown County FFA Chapter; 2) show an interest in the affairs of the organization by attending meetings, striving for degrees of membership, and participating in other organized activities; 3) Pay all current state and national dues by the date determined by the chapter.

National Honor Society

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

Cheerleaders

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

Drama

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

Science Club

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

Scholastic Bowl

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

Academic Challenge Team

Members of this team take part in the competition formerly known as the Worldwide Youth in Science and Engineering. Selection for this academic competition team is from outstanding students, usually juniors and seniors, in the fields of Graphic Arts, Chemistry, Physics, Mathematics, English and Biology. Competition begins in February of each year.

Athletics

Inter-Scholastic sports at the high school are offered in Boys'/Girls' Golf, Volleyball, Football, Boys'/Girls' Basketball, Baseball, Softball, and Track. All athletes must be eligible according to the rules established by the IHSA, IESA, and Brown County CUSD #1 adopted policy. A student must be in attendance at school for their 1st period class and remain in attendance for the full day in order to participate in a school activity that evening unless they have a medical/dental related appointments (when notification of reason for absence is made by parent AND verified with written confirmation from the doctor/hospital/dentist prior to the end of the school day). 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. Other excused absences are funeral of an immediate family member; or court appearance (when verified by note from court official prior to the end of the school day), or other emergencies as approved by the Principal.

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

1. A current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete is physically able to participate; and
2. Proof the athlete is covered by medical insurance; and

3. A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian; and
4. A receipt showing the athlete and his/her parent received a copy of the Extra-Curricular Code, understand the terms of the Extra-Curricular Code and agree to abide by its terms and conditions; and
5. A signed agreement by the student not to use any drugs on the IHSA's most current banned drug classes list and an agreement to take part in random testing for these substances; and
6. A signed agreement by the student's parent or guardian authorizing random performance-enhancing substance testing and recognizing the dangers of drug use.

Participation in Multiple Sports

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

Brown County High School Extra-Curricular Activity Code

Mission Statement

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

Extra-Curricular Eligibility

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

Requirements for Participation in Athletic Activities

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association's "Pre-Participation Physical Examination Form."
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. Proof the student is covered by medical insurance.
4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IHSA's Performance-Enhancing Substance Testing Program.

5. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

Absence from School on Day of Extracurricular or Athletic Activity

A student who is absent from school is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach for justifiable reasons, including: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor or coach.

Illinois High School Association

Eligibility for most athletics is also governed by the rules of the Illinois High School Association and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IHSA and this Code, the most stringent rule will be enforced.

Students must be eligible according to the requirements A-F listed below:

(a) Academic Standards for Extra-Curricular Participation

All Brown County High School students participating in any extra-curricular activity, athletic or non-athletic, must maintain (in addition to all IHSA eligibility requirements) a minimum of a passing D grade (accumulative) in every subject each week. Eligibility will be checked weekly and students must be passing all classes in order to participate. If a student is failing any class, the student will not be eligible to participate until a passing grade is obtained during the next weekly eligibility check. Eligibility will run from Monday through the following Sunday. Each Monday begins a new eligibility period. The grade shall be cumulative for the semester and is defined as the grade that the student would receive if he or she were to transfer to another school on that date (per IHSA). Students will not be permitted to miss instructional time to attend extra-curricular activities unless they are passing all classes in which they are currently enrolled. Extra-curricular activities are any athletic team, club or organization sponsored by the school that meets beyond the school day and which a grade for participation is not given. This includes, but is not limited to sports, cheerleading, FCCLA, Drama, Scholastic Bowl, and Science Club.

At the end of a semester, if the student fails a single class, the student may continue to participate. If a student is failing two or more classes at the conclusion of the first semester, the student will be ineligible for any extra-curricular activities the second semester. At the conclusion of the second semester, if a student has failed two or more classes, that student would also be ineligible for the first semester of the following year.

(b) Participation Fees

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

(c) Behavioral Conduct

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day.

This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct.

The student shall not:

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look-alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that disrupts or adversely affects the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a detrimental effect on the student's or students' physical or mental health;

3. Interfering with the student's or students' academic performance; or
4. Interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

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

(d) Training Rules

BCSD does not condone the use of alcohol, illegal drugs, or tobacco products. Accordingly, the Statement of Agreement, found below, governs students who participate in extra-curricular activities. These rules will apply to any athletic team, club or organization sponsored by the school that meets after school and does not receive a grade for participation. Participation in extra-curricular activities is a privilege, not a right. By choosing to participate in an extra-curricular activity, students are electing to comply with the terms of the extra-curricular code. If a student fails to comply with the terms of this code, the privilege to participate in extra-curricular activities may be lost in accordance with the terms of this code.

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

1. Smoke or use tobacco in any form (including, but not limited to, chewing tobacco, smokeless tobacco, and e-cigarette (vapes)).
2. Consume, possess or distribute alcoholic beverages.
3. Consume, possess or distribute marijuana.
4. Consume, possess or distribute illegal drugs (including, but not limited to, steroids). Illegal drugs include drugs or medications not prescribed for me, or taken in excess of that prescribed for me, or abuse of any substance by inhaling, injections or ingestions so as to change mood or perception. Illegal drugs do not include over-the-counter medications taken in accordance with manufacturer's recommendations, unless prohibited by a coach or sponsor.
5. Violate any criminal code or criminal ordinance.
6. Post (on social media or other on-line forums) pictures of illegal drugs, alcohol, or other questionable substances/behaviors that insinuate a code violation or call into a question an athlete's adherence to the Hornet Code.

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

Penalties for Violations of Training Rules

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

following consequences:

First Offense in High School Career

Suspension from “dressing,” playing, and/or participating in extra-curricular activities for at least five (5) contests in the following sports: Girls’ and Boys’ Basketball; Baseball, Softball, Volleyball, and Scholastic Bowl; at least three (3) contests in the following sport(s): golf; at least two (2) contests, events or trips in all other extra-curricular activities (Cross Country; Track), excluding football which will be one and one half contests (1.5) (this penalty will run in accordance with the IHSA calendar and will be based on varsity level play). This may overlap seasons. If the student ceases participation in the extra-curricular activity during or following the suspension then the remainder of the suspension will be incurred during the next extra-curricular activity in which the student participates.

Second Offense in High School Career

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

Third Offense in High School Career

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

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

Due Process Procedures

1. A violation of this code may be reported to the Brown County School District administration, head coach and/or sponsor only by another coach and/or sponsor, and administrator, a certified BCSD #1 staff member, a law enforcement officer and/or state’s attorney, by admission of the student or his/her parents, or any other person, who, in the opinion of the Superintendent, reliably and credibly reports a violation.
2. Upon receiving a report of a violation, the administration, head coach and/or sponsor will consider the information and evidence, determine if a violation has occurred, and determine the penalty, if necessary.
3. Following the determination of penalty, the administration will notify the student and his/her parents or guardian of the decision. At that point, a student may exert due process rights by requesting a conference with the administration and coach or sponsor to review the penalty within five (5) school days of the imposition of the penalty.
4. If the student and parent desire a review of the decision by the Board of Education, they may submit a request in writing to the Superintendent of Schools, 502 East Main Street, Mt. Sterling, IL 62353. This request must occur within ten (10) days of the student’s meeting. If a review is requested, the board of education will determine a time and place of the review and notify the parents and student in writing. The purpose of this review will be to determine if appropriate due process procedures were utilized and if the disciplinary consequences imposed were consistent with the extra-curricular activity code.

Participation in extra-curricular activities is a privilege, not a right. At the review meeting with the board of education, the only issues discussed will be whether there is reason to believe that the student violated either

the athletic code or other rules of the school, and if the penalty falls within the range permitted by the code. No attorneys or other advocates will be permitted in the meeting. The consequences of the code violation will remain in effect even if a due process hearing is held.

(e) General Expectations

1. Use of school-issued equipment is prohibited by all students. Exceptions may be permitted with consent of the head coach.
2. Any equipment and/or uniform must be turned in before the student will be permitted to begin the next sport season/activity.
3. Student-athletes not dressing out for PE on game day will be ineligible to participate in extracurriculars on the date the no-dress occurred.

(f) Travel

All students shall travel to extra-curricular events and return home from these events with the team on which the student participates by use of school- approved means of transportation. Students will be permitted to ride home with a parent/guardian after the conclusion of an event provided the parent or guardian appears, signs a written release, and accepts custody of the student- Oral requests shall not be honored and oral permissions shall not be valid. Students **MUST** travel to an event by use of school-approved means of transportation. Students are encouraged to ride home from the event on school-approved transportation and may be required by their respective coaches to do so as part of their team rules.

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

Additional Training Rules

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

Student Athlete Concussions and Head Injuries

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

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

Uniform Modification

The district allows a student to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is accordance with the requirements of his or her religion or his or her cultural values or modesty preferences. A student is not required to receive the prior approval of the school board for such modification.

Brown County Community Unit School District
#1 Annual Asbestos Management Notification

Dear Parents:

This letter is to inform you of the asbestos management plan within Brown County Community Unit School District #1. It has been determined by the Illinois Department of Public Health (IDPH) and the Environmental Protection Agency (EPA) that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials.

As required under the AHERA regulations, our buildings were initially inspected for asbestos in 1988. The AHERA law requires that visual surveillance of asbestos containing areas be completed every six months, with a re-inspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the Asbestos Management Plan as required.

The Inspection/Management Plans are available for public review in the District Office located at 502 E. Main Street, Mt. Sterling, Illinois 62353. Should you wish to review the plans, please call to make an appointment between 8:00 am to 4:00 pm.

Any concerns related to asbestos-containing materials should be directed to the district office at 217-773-7401.

Dr. Lan Eberle, Superintendent
Brown County Community Unit School District
#1 502 E. Main Street
Mt. Sterling, Illinois 62353

Brown County High School
500 East Main Street
Mt. Sterling, Illinois 62353

Parent/Guardian Handbook Acknowledgement

Dear Parent/Guardian,

Please complete the following form and return to the high school office by August 29, 2025.

To: Brown County High School

I have reviewed the Student/Parent Handbook with my child(ren). My signature below acknowledges my understanding of the Student/Parent Handbook for Brown County Community Unit District #1 and High School.

I understand that this handbook may be amended during the year without notice. This handbook, in the latest version, is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook.

Signature of Parent or Guardian

Date

Student Handbook Acknowledgement

I have received a copy of the Student/Parent Handbook. I have read the handbook and understand all the rules and expectations. I agree to be responsible for following all of the rules and expectations of the school and understand the consequences for failing to follow the requirements.

I understand that this handbook may be amended during the year without notice. This handbook, in the latest version, is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook as soon as is practicable.

Signature of Student

Date

Thank you.

Pollee Craven
Principal