2019-20 BRHS (S)
Handbook.

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STUDENT HANDBOOK
2019-2020

This document contains the rules for this school. These rules are supported by administrative procedures that will be applied in a consistent fashion at all school events to protect the educational environment and image of the Blue Ridge High School.

STATEMENTS AND BELIEFS

Philosophy Statement

Students bring a diverse set of human needs to Blue Ridge High School. It is our responsibility to provide diverse opportunities to meet these needs in a professional, engaging, and caring environment. Each student matters, has promise, and deserves the right to achieve his or her potential

Vision Statement

We envision Blue Ridge High School as an educational organization where students and faculty actively choose diverse opportunities to complete their personal, professional, and career goals.

Mission Statement

Our mission is to empower students by providing them a positive and challenging environment that builds knowledge and skills necessary for success.

This knowledge and these skills will include but will not be limited to: communication, problem solving, critical thinking, teamwork, cultural awareness, and interpersonal.

School Improvement Goals

Goal 1: The students of Blue Ridge High School will improve their reading across the curriculum. Improvement of reading comprehension will include but will not be limited to:

1. Recognition of vocabulary in context
2. Understanding main ideas of text
3. Differentiating between main ideas and supportive details
4. Use of information to complete tasks
5. Distinguishing between relevant and irrelevant information

Goal 2: The students of Blue Ridge High School will improve their critical thinking skills in a variety of contexts.

Critical thinking is the process of using knowledge and experience to predict future outcomes and act with fairness, clarity, and accuracy. To accomplish this, students should be able to:

1. Make and identify goals
2. Reflect on past experiences
3. Gather options
4. Make predictions (hypothesize)
5. Make inferences
6. Evaluate options

ACADEMIC INFORMATION

ALTERNATIVE COURSE OPTIONS

Blue Ridge High School offers different alternatives for students to fulfill the graduation requirements. Alternative courses must be taken as extensions of courses offered at Blue Ridge High School. These courses cannot be taken

to substitute for courses offered at Blue Ridge High School except in the case when they are taken for credit for courses failed at Blue Ridge High School.

The following options are available. Class standing determines eligibility for these alternative options. The grades from alternative courses are not calculated in a student's GPA. They count for credit only provided that the student receives a C or better for the course.

DUAL CREDIT AT PARKLAND, ILLINOIS VIRTUAL HIGH SCHOOL, AND CORRESPONDENCE COURSES

All dual credit, IVHS, and Correspondence courses will be accepted for high school credit at the discretion of the administration. Under most circumstances, the following principles will be used to guide such decisions:

Dual credits are courses taken simultaneously at both the high school and college level. Students can take dual credit courses at the beginning of the school day or at the end of the school day missing no more than 2 class periods. In order to enroll in any dual credit courses, students must adhere to the following regulations:

1. Students must be of Junior or Senior standing.
2. ½ credit will be given at the high school for each semester of a dual credit course of 3 or more semester hours.
3. Dual credit courses cannot replace courses that are required for graduation except in cases where they are replacing failed courses.
4. Students may take dual credit courses for elective courses or courses required for graduation that were previously attempted and failed with a maximum of two credits obtained through either dual credit courses, correspondence courses, or the Illinois Virtual High School. Students wishing to take a dual credit course in an area already offered by Blue Ridge may only take the course with consent of a committee that shall consist of an administrator, counselor, and faculty member in the affected subject area.
5. In extenuating circumstances, a parent/student may petition the board in writing for permission to register for up to a third credit through dual credit courses, correspondence courses, or the Illinois Virtual High School.
6. The cost of the dual credit course will be the responsibility of the student.
7. A student who drops a dual credit course after six days into the high school semester will be assigned to study hall and required to attend.
8. Dual Credit grades will not be used in determining class rank or GPA. The dual credit will be issued in terms of a credit toward graduation only.

ARTICULATION COURSES WITH PARKLAND COLLEGE

When high school teachers and Parkland faculty agree that the content of courses taught at the high school, including both knowledge and performance skills, are substantially the same as a specific course taught at Parkland, an articulation agreement is signed. This agreement specifies that students who meet performance levels agreed to by both parties will be given college credit for that course.

The following policies and procedures apply:

1. credit by articulation must be applied for within two years of high school graduation
2. the credit is shown on the student's Parkland transcript as proficiency credit
3. articulated credit will not be entered on the student's Parkland transcript until the student has successfully (C or better unless otherwise noted) completed 12 semester hours at Parkland
4. no more than 16 semester hours of proficiency credit may be earned by articulation and/or proficiency methods additional requirements may be spelled out in agreement for individual courses

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 courses offering dual credit courses at both the college and high school level.
5. Foreign language courses taken in an ethnic school program.
6. Work-related training at manufacturing facilities or agencies in a Youth Apprenticeship Vocational Education Program (Tech Prep).

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.

PROFICIENCY CREDIT

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

ACCELERATION ACT (Public Act 100-0421)

Blue Ridge Schools offer three types of acceleration: early entrance to Kindergarten, early entrance to 1st grade, single subject acceleration, and full grade acceleration. Participation in accelerated placement is not limited to those children who have been identified as gifted and talented, but rather is open to all children who demonstrate high ability and who may benefit from accelerated placement. Referrals for acceleration may originate from a teacher, parent, family physician, or licensed educational professional. When a child is referred for consideration for any type of acceleration, parents/guardians will be notified and asked to give consent for the school to begin an assessment process that includes multiple valid and reliable indicators regarding the child's ability, aptitude, and achievement. Following the completion of the assessments, a team, comprised of the building administrator, speech and language pathologist, school counselor, teacher(s), and parents/guardians, will be assembled to discuss additional considerations, resulting in a fair and equitable decision. If the team's decision includes any type of acceleration, a written plan will be developed. If you are interested in learning more about this process, please contact your building principal.

SUBSTITUTIONS FOR REQUIRED COURSES (such as PE and others)

Vocational or technical education. A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and the student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

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.

AUDITING CLASSES

Under certain circumstances, students may audit a class with permission from the guidance counselor and the course instructor. Students who wish to audit a class should meet with the counselor to discuss their options.

CLASS RANK

The following list indicates the value of each letter grade when determining the grade point average for class rank. College Prep Biology, Chemistry II, and AP Calculus are considered honors classes and receive additional weight in calculating the grade point average. The additional weight is done by adding 1 additional point to the grade point average. Example: an A+ would normally be 4.25, but with weighted grading it would be 5.25.

A+ (98-100)	4.25	C+ (78-79)	2.25	F+ (59)	0.25
A (92-97)	4.00	C (72-77)	2.00	F (<59)	0.00
A- (90-91)	3.75	C- (70-71)	1.75		
B+ (88-89)	3.25	D+ (68-69)	1.25		
B (82-87)	3.00	D (62-67)	1.00		
B- (80-81)	2.75	D- (60-61)	0.75		

Note: A student needs to carry a full-time schedule for the last four semesters at Blue Ridge in order to receive an official class rank.

CLASS STANDING

A student must have accrued a minimum number of course credits in order to be considered a member of a given class for academic purposes such as participation in ACT testing and meeting with college representatives during school hours. This class standing will not affect class-related extracurricular activities. These minimums are as follows:

Sophomore - 4 credits
Junior - 10 credits
Senior - 18 credits

It should be noted that the usual number of graduation credits accrued by members of a class are:

Sophomore - 7
Junior - 14
Senior – 21

A student remains in same class standing for the entire year.

COMMUNITY SERVICE

"Community Service" can be placed on a student's transcript by performing acts of service to the community in a variety of ways. To earn this placement, the student must complete 40 hours of service. In order to receive credit for community service, the student must obtain a "Community Service Voucher" from the Guidance Office to be completed by someone of authority connected with the community service completed. This form must be completed and returned to the Guidance Office. All "Community Service Vouchers" will be kept on file in the Guidance Office until the end of each school year. Those students who have met the qualifications will have the "Community Service" stamp placed on their official transcript. A student could obtain the community service endorsement each year if the qualifications are met during the course of each school year.

Community Service hours can be earned by volunteering time to various civic and community organizations, including but not limited to such groups as the American Legion, Veterans of Foreign Wars, Kiwanis, 4-H, churches, and nursing homes. Service hours may also be obtained by performing tasks for civic governmental bodies such as the City Council, police or fire departments, or mayor's office. The final decision of what civic or community groups are acceptable is left to the discretion of the Guidance Counselor. If a student disagrees with the decision of the Counselor, it may be appealed to a committee which would include the Principal and one additional staff member.

Community service hours may also be obtained by performing voluntary tasks for school personnel. Examples of these could be things such as office aides, library aides, and teacher aides or to help with special projects such as athletic tournaments, FFA contests, and music contests. Student aides, however, can only accumulate 10 service hours per semester for this category of service. There may be additional activities that a faculty member might like to include for Community Service which could be activities such as school beautification projects, food drives, and blood drives.

CURRICULUM GUIDE

A curriculum guide listing requirements and classes offered is published and distributed each January. This is done at this time so that students and parents will have an up-to-date listing of all classes offered.

DROPPING AND ENTERING COURSES

No student may enter a course after the sixth attendance day of the semester without permission of the principal, counselor, and instructor. Students may be removed from a course at any time by an administrator and/or counselor.

DRIVER EDUCATION

The Illinois State Board of Education requires students to receive a minimum of 30 ***clock*** hours of classroom instruction and attain a passing grade before becoming eligible for a driver's license. Students enrolled in the driver education class will be rescheduled to the subsequent semester if their absences will not permit completion of the required 30 ***clock*** hours of instruction.

According to requirements of the Illinois State Board of Education, students must have received a passing grade in at least eight courses during the previous two semesters to be eligible for driver education.

Students who have not fulfilled financial responsibilities at BRHS will not receive their blue slips until these obligations have been met.

Driver's Ed will be pass/fail. Though it counts for eligibility, it does not count for GPA or graduation. Passing is 70% or higher.

ENROLLMENT DEADLINES

Students desiring to enroll in Blue Ridge High School, who are not transferring from or have not been in attendance at an accredited high school, or junior high school in the case of entering freshmen, must register and begin attendance prior to the first progress report of the semester in order to receive credit for the semester. Students who fall under the description above and do not enroll before the date of the first progress report can still enroll, but they will not receive credit for these courses.

ENGLISH LEARNERS

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in and information about the District's English Learners programs.

EQUAL EDUCATIONAL OPPORTUNITIES

The District provides equal opportunities to all students regardless of sex and complies with *Section 3.10, Section 2-3.8 and Section 200.90b of the Illinois School Code.* These laws are available at the unit office to anyone who wants additional information and/or to begin a Grievance Procedure.

FACULTY CONSULTATION

Faculty members welcome and encourage discussion of parental concerns regarding their son/daughter's progress at Blue Ridge High School. Parents wishing a conference may reach teachers by calling the school office (309) 928-2622 before classes from 8:00 - 8:15 A.M., after school from 3:10 - 4:00 P.M., or may leave a message by calling the office during the school day. Staff members can also be contacted through email. Faculty addresses can be found at the high school website www.blueridge18.org. Simply click on the Staff Contacts link on this page.

There are times when misunderstandings will occur between teachers and students and/or parents. If a problem does arise during the school year, we encourage you to make the teacher aware of the problem and discuss the problem with the teacher before contacting the principal. In most cases, misunderstandings can easily be resolved by simply talking with the teacher. If after speaking with the teacher you still have concerns, then please contact the principal. If the problem is of an extremely serious nature, then please contact the principal immediately.

FIELD TRIPS

Student field trips which have significant educational and/or social value will be scheduled as opportunity and finances permit. Such trips are planned by the classroom teacher and are coordinated with the school curriculum. Parents will be notified by the teacher about time, date, special clothing needed, lunch arrangements, and if any money will be required for tickets, extra fees, etc. Parents must give permission for these trips in order for the student to participate. The need for chaperones will be determined by classroom teachers. Participating in field trips is a privilege. In some cases, a child's behavior may prevent him/her from participating. Should that happen, parents will be notified prior to the trip.

GRADING SYSTEM

The Blue Ridge High School grading system is as follows:

A	90-100%	Excellent
B	80-89%	Above average
C	70-79%	Average
D	60-69%	Below average
F	0--59%	Failing
I		Incomplete
M		Medical excuse (P.E.)
P		Pass (Opting in PE)
W		Withdrawal
WF		Withdrawal Failing

GRADUATION CEREMONY

Students are to meet in the library 45 minutes prior to the ceremony. Students are not allowed to carry anything with them during the processional. Any dress code violation, possession of disruptive material or uncooperative attitude or behavior may immediately eliminate the student from participation in the ceremony. Any disruption during the ceremony may lead to the ceremony being stopped until the disrupting students are removed from the gymnasium.

GRADUATION CEREMONY PARTICIPATION

Graduation is a school-sponsored ceremony. Proper decorum is expected of all participants. Participation in the ceremony is optional.

Students must have fulfilled all financial and disciplinary obligations to the school in order to be eligible for participation in the graduation ceremony. In addition to the regular statement of fees and fines currently sent to each family, information about the financial and disciplinary status of a student planning to graduate is always available by contacting the high school office.

All fees and fines of graduating students paid within the two weeks prior to graduation must be cash or money order.

A student must be enrolled at BRHS during his or her 8th semester in order to participate in the graduation ceremony, unless they have met early graduation requirements.

GRADUATION DRESS CODE FOR PRACTICE AND CEREMONY

Men will wear a collared dress shirt, full-length dress pants (no blue jeans), socks, and dress shoes. No jogging-type shoes permitted. Women will wear a skirt/dress or full-length dress slacks and dress shoes. No jogging-type shoes permitted. All students will wear their gown zipped up with their tassel on the left.

GRADUATION REQUIREMENTS

A total of 26 credits are required for graduation

The required subjects are:

4 credits in English for Class of 2012 and beyond

3 credits in Mathematics (four years strongly recommended)

2 credits in Science

2 credits in social studies (including 1 credit in U.S. History and ½ credit in Civics)

½ credit in health
½ credit in Consumer Education
1 credit in art, music, foreign language, or vocational class
PE is required every semester unless student is enrolled in Driver Ed or Health class.
Students may not be enrolled in more than two English courses at the same time.

When correspondence classes are needed to meet requirements for students without enough credits for May graduation, the school will issue their diploma if all requirements are met before the first day of school the following school year. If requirements are not met by the first day of school the following school year, and the student requests a diploma, he/she is responsible for paying for his/her diploma.

EARLY GRADUATION

1. A student may be considered for graduation after seven semesters of attendance with the following stipulations:
2. All students must meet the Blue Ridge Board of Education and Illinois State Board of Education requirements for graduation from High School.
3. The student must apply by September 1 prior to the eighth semester. Applications may be obtained from the counselor. The student must submit a written letter to the School Board giving rational for their request. Students wishing to graduate early are strongly encouraged to meet with the counselor before the end of their 6th semester in order to ensure meeting graduation requirements.
4. The academic record of each applicant will be reviewed as part of the approval process. Students must have a minimum of a 2.5 GPA.
5. The student must secure the permission of parent/guardian in order to graduate early, regardless of the student's age and status.
6. The student must be prepared to relinquish any academic status he/she may have attained in seven semesters (e.g. valedictorian, salutatorian, top-ten rank, etc.)
7. The student will be allowed to participate in commencement exercises. The ordering of cap, gown, and announcements, will be entirely the student's responsibility (including financial responsibility).
8. The student will be restricted from the school grounds during the regular school day (8:20 to 3:10) for the duration of the waived eighth semester.
9. The student will waive the right of participation in all inter-scholastic activities. (This does not include Prom or Senior Sponsored Activities)
10. Permission for early graduation may be granted by the principal, with information to the board.

VALEDICTORIAN AND SALUTATORIAN

These honors are based solely on class rank. At Blue Ridge High School, GPA determines class rank. To achieve these honors a student must attend Blue Ridge High School for a minimum of their last three consecutive semesters before graduation.

In the event a student transfers into the district inside of, or with less than three consecutive semesters left before graduation and would qualify for one of these honors, this student will be awarded a co-valedictorian or salutatorian honor.

GUIDANCE SERVICES

The guidance counselor offers a variety of services for students at Blue Ridge High School. Students might see their counselor for assistance in any of the following situations:

1. Planning and scheduling classes
2. College information and scholarships
3. Personal/social/educational problems
4. Recommendations for jobs, colleges, and scholarships
5. Career counseling
6. Transcript evaluation

7. Parent conferences
8. Testing
9. Referrals for serious family problems

Students are encouraged to talk with the counselor when a problem arises. If the school cannot directly help resolve the problem, every effort will be made to make referrals for assistance from the appropriate agency. The guidance office has forms available to sign up for an appointment with the counselor. The counselor can provide a link between the student, the school, and the home. Parents are encouraged to contact the guidance office at any time for assistance.

HALL PASSES

Hall passes will be issued on an as-needed basis. Teachers will write the passes on the appropriate form to the students who need them. No "permanent passes" will be issued.

Students are not to be in the hallway during class without a hall pass. Students who are late for class as a result of being held by another teacher must have a pass from that teacher. Tardy students must have a pass when they arrive or will be subject to the tardy policy.

A student wishing to be excused from study hall to confer with a faculty member must secure a written pass from the teacher s/he wishes to see. These passes must be secured before the start of the hour. A student may not leave the study hall to get a pass except in cases of emergency. No student is to be out of class without a pass.

HONOR ROLL

The Honor Roll is published after each semester grading period. Only full credit courses that receive ½ credit per semester count toward Honor Roll. **The only subject that is not included is Driver Education.** Students with Incompletes (I) or grades of D or F are not considered for Honor Roll.

For the High honor roll, students must have a 3.75 and above in all full-credit subjects. For the Honor Roll, students must have between a 3.5 – 3.75 with no grades below a C-.

LIBRARY RULES

1. Students may use the library by acquiring a pass from their study hall teacher or classroom teacher. At times students will come with their entire class to work on assignments.
2. Books may be checked out for a 2-week period, magazines a 2-day period, and reference books overnight. Students are charged a fine and lost materials are charged to the student at the price which the library purchased them.
3. Computers in the library must be used for school work, only. (No games, no videos, no personal e-mails) Academic assistant students have priority for use of computers.
4. The library is often used for students to make up tests so a quiet atmosphere is required at all times.
5. No food, drink, cell phones, I-Pods, or water bottles are allowed in the library.

LUNCHES FOR HIGH SCHOOL STUDENTS

All students who eat hot lunch at the cafeteria will be required to prepay in the High School Office. A student may pay weekly, monthly, or yearly.

NATIONAL HONOR SOCIETY

Students who have at least a 3.25 cumulative grade point average after four or six semesters will be considered for membership in the National Honor Society.

Candidates who have qualified scholastically will be invited to complete an application for membership. Those who apply will then be evaluated by faculty members based on service, leadership, and character. All teachers will be consulted for recommendations.

The final selection of members to the chapter shall be by majority vote of the NHS faculty council which shall consist of five faculty members appointed annually by the principal.

NATIONAL HONOR SOCIETY SELECTION PROCEDURE

1. Students' academic records shall be reviewed to determine scholastic eligibility.
2. Students who are eligible scholastically will be notified and told that for further consideration for selection to NHS they must 1) complete the student activity information form and 2) submit an application for membership. Only students who apply will be considered as candidates for membership.
3. The student activity information form, teacher recommendations, and any other verifiable information about each candidate shall be reviewed by the faculty council. Candidates receiving a majority vote of the faculty council will be inducted into the chapter.

NCAA ELIGIBILITY STANDARDS

Following are the Freshman Eligibility Standards for participation in college athletics at the Div. I or Div. II levels:

Division I – 16 Core-Course Rule

- 4 years of English
- 3 years of Math (Algebra I or higher) (Algebra 1A & 1B will only count for one year combined)
- 2 years of natural/physical science (1 year of lab)
- 1 year of additional English, math, or natural/physical science
- 2 years of social science
- 4 years of additional courses (from any area above, foreign language or nondoctrinal religion/philosophy

Division II – 14 Core Courses

- 3 years of English
- 2 years of math (Algebra I or higher)
- 2 years of natural/physical science (1 year of lab)
- 2 years of additional English, math, or natural/physical science
- 2 years of social science
- 3 years of additional courses (from any area above, foreign language or nondoctrinal religion/philosophy)

NEW STUDENTS

Students new to Blue Ridge High School must have a current physical, birth certificate, transcripts of previous school records, and, in appropriate cases, present official papers of custody/guardianship and be able to prove in-district residency. Students transferring from another Illinois public school must present the Illinois State Board of Education Student Transfer Form. Students who enter school during the school year will be assessed prorated fees for classes and registration.

PHYSICAL EDUCATION GUIDELINES

Students will receive a letter grade in PE that will count toward their GPA. Junior and Senior athletes by class standing can opt out of PE provided they are passing PE at the time they opt out. Athletes who are failing PE will not be able to participate in their sport or opt out of PE until they are passing PE. Athletes who opt out of PE will be out for the entire semester in which their sport is played. Athletes who participate in basketball only will have the option of opting out of either fall or spring semester for basketball, but not both.

A student-athlete may opt out of PE and, in lieu of taking an additional study hall, enroll in a semester class. In order to do so, the student must have a cumulative B average (minimum 3.0 GPA) and be currently enrolled in a study hall. If the student doesn't complete the sport in good standing, they will earn a WF for PE.

PROGRESS REPORTS

Progress reports will be handed out three times each semester. However, parents are encouraged to use Skyward to track student progress.

REPORT CARDS

The report card gives a scholastic progress report as well as the attendance report and the number of times tardy to

school. The report card also contains an evaluation of the student's work, behavior, and conduct. These are issued at least twice a year.

SEMESTER GRADING

When figuring semester grades, the cumulative work will be worth 80%. The semester exam will be worth 20%. All percentages .5 or greater will be rounded up on quarter, semester, and exam grades.

Below are some examples of how semester grades will be determined:

Cumulative Work	Exam	Semester Grade	
83%	90%	84%	B
50%	75%	55%	F

SEMESTER EXAMS

During semester exams, students only have to report to their exam(s). They are free to leave school if not scheduled for an exam. If remaining at school, however, students must remain in the library for quiet study purposes. Students who have failed both quarters of a class during a semester are not required to take the exam.

Semester exam dates
Day One – periods 1, 2, 3
Day Two – periods 4, 5, 6
Day Three– periods 7, 8 (make-up)

Seniors may exempt from some exams if they have 4 or fewer absences per semester for any reason other than school-sponsored events—in each class that they wish to exempt, no more than two disciplinary infractions for which a minimum of an LHTT or regular detention is issued, and a B- or higher in each class for which he or she wishes to be exempt from the exam.

SKYWARD FAMILY ACCESS

Skyward Family Access is currently available for all students. This allows parents to view their child's grades, attendance, and book fees online. If you would like to sign up for Family Access go to the Blue Ridge website at www.blueridge18.org. On the left hand side at the top there is a Skyward Family Access link that will let you download the sign-up sheet and a frequently asked question link.

SPECIAL EDUCATION SERVICES

The Blue Ridge School District has available special education services for eligible enrolled children between the ages of 3 and 21. If a child has difficulty learning, talking, behaving, seeing, hearing, or moving, s/he may be eligible for special services. Screening is conducted annually by Blue Ridge teachers to determine if any child is having difficulties that would require additional evaluation. If a child is having difficulty, the parent or guardian will be contacted and written consent requested before conducting a comprehensive case study evaluation. Additionally, parents may request screening and possible referral for special education services for their children.

The following services are available: speech and language therapy, psychological services, social work services, motor services, learning consultant services, resource and instructional classroom services, and preschool screening. Classroom programs are offered to eligible children who are considered speech/language impaired, learning disabled, mentally impaired, hearing impaired, visually impaired, physically handicapped, behavior disordered, emotionally disturbed, and health impaired. A Parent Handbook is available for additional detail regarding the services.

Most children are provided services in local school buildings or in the schools of nearby districts. Severely handicapped students, however, may require services that cannot be provided by public schools and are, therefore, placed in private day programs or residential programs.

Parents of an exceptional child have certain rights pertaining to records, restrictive environment, confidentiality, and legal costs that are safeguarded by state and federal statutes. Please call the administrative office at 309-928-9141 for additional information or to answer questions about these rights. You are entitled to a copy of the rules regarding special education upon request to the Illinois State Board of Education in Springfield.

STUDENT SCHEDULES

The courses you select in the spring semester are the courses you will be enrolled in for the following school year. Any changes in the courses being taken must be made by the last day of the spring semester for the following school year. However, changes can be made at the beginning of a semester under special circumstances. Those reasons might include completion of a course in summer school, a change in career plans, failure of a pre-requisite class, or medical issues that may impact class participation.

If a student feels their circumstances warrant a schedule change they may petition the counselor for such a change but it must be made within the first six days of the semester. No student may enter a class after the 6th attendance day of the semester.

Through the fifth week of the semester a student may withdraw from a class without penalty but may not enter a new class after the sixth day. A student wishing to withdraw from a class after the fifth week of the semester must obtain parental permission in the form of a written note, a phone call, or an email to the counselor or principal thereby granting permission. A class dropped after the fifth week will result in the student being assigned a grade of WF (withdrawal failing) for the semester. This grade will affect the student's G.P.A. as well as eligibility.

Withdrawal from a full year class at the semester is strongly discouraged. In exceptional or extreme circumstances, a student may petition to the counselor for a conference involving parent, teacher, counselor, and principal for special permission.

ATTENDANCE INFORMATION

ATTENDANCE POLICY

Attendance at school is essential since the dynamics of classroom interaction and the instruction offered in the classroom are irreplaceable, even if a student completes the written assignments missed. The high school attendance policy is designed to reinforce the importance of students attending school.

If a student is unable to attend school, the parents or guardians are required to call the high school office (309) 928-2622 before noon on the day of the absence. Excused absences are generally in the following categories: pre-arranged absences, illness, doctor/dentist appointments, family emergency, death in the family, and court appearances. All other reasons will be considered unexcused. Any absence for which a call has not been received on the day of the absence will be considered unexcused. **Students placed in jail will not have their absences excused. However, students placed in juvenile detention will transfer out of Blue Ridge and be enrolled in courses through the juvenile detention system.**

After a total of 10 absences per year (excused or unexcused), a note from a doctor verifying a visit will be necessary in order for an absence to be excused. Any absence accompanied by a note verifying a doctor's visit, so long as it comes within two school days of returning to school, shall not count toward the total absence count. After 10 unexcused absences in a school year, a student is considered a chronic truant and may be dropped from school.

The primary purpose of the BRHS attendance policy is to make students accountable for their attendance. Class cutting occurs without the approval of the parent and will be treated as an unexcused absence.

In addition to information provided on report cards, the principal will alert parents of their student's attendance status periodically should it appear that the student may be in jeopardy.

ILLNESS

If a student becomes too ill to remain in class, we will reach you by phone and recommend that you come to school and pick up your child. It is essential that we have an updated, working telephone number on our emergency information. We will provide what temporary facilities we have to help comfort the sick child while he/she is waiting. However, transportation cannot be provided for sick children. Also, students who are ill are not to go home where no one is available to care for them. If your child is ill, please do not send him/her to school.

Communicable Diseases: A student that contracts a contagious disease or condition, such as pink eye, chickenpox, ringworm, impetigo, or pediculosis (head lice) will be sent home from school and must remain home until the condition or disease is corrected. The DeWitt County Health Department provides the following guidelines for returning to school:

Chicken Pox - students may return after six school days from breaking out – doctor's note is not required

Strep Throat - students may return to school after taking medication for 24 hours

Fever - students may return to school when free of fever for 24 hours

Fifth's Disease Rash – students may return to school once diagnosis is confirmed by a physician

Rash/Skin Condition - students may return to school with a doctor's note indicating it is not contagious

Impetigo-students must be on medication for 24 hours and have a doctor's note before they may return to school

Ring worm - students may return to school with a doctor's note indicating it is being treated

Vomiting - students may return to school after 24 hours without vomiting

Pink eye - students may return to school with a doctor's note and directions for treatment

Scarlet Fever - students may return to school after taking medication for 24 hours and with a doctor's note(rash may be present)

Cases of communicable diseases and contagious infections must be reported to the school.

The physical education program is modified, as needed, to fit the needs of any student with a temporary medical condition. The physical education teacher may, on an emergency basis, excuse a student from active participation for three days with a parent's note. For longer periods of time, a medical excuse from a physician is needed which states the length of time the student is excused. Medical excuses for physical education must be presented to the Principal's Office. Excuses will then be forwarded to the teacher.

Following an absence due to illness, a student may stay inside for recess for three consecutive days without a doctor's note when their parent/guardian notifies their homeroom teacher. Students who need to stay inside for recess for more than three days for health reasons must have a doctor's note.

Head Lice Your child will be checked at school and you will be contacted if it is believed that he/she has head lice. This nuisance is spread very easily via coats, hats, and caps. Head lice are no one's fault, but left untreated can really be a problem. Should your child contract head lice, a parent or authorized adult will have to pick up the child in the school's office. After treatment, the parent needs to make arrangements with the office so that the school nurse can be present to clear the child for re-entry to class. The child must be nit-free. An adult must bring the child to school to be checked by the staff.

We take every precaution, as recommended by the State authorities, at school to prevent the spread of head lice. Listed below are some things that will help you and us.

1. The only treatment that effectively removes head lice is shampoo developed for this purpose, or other treatment recommended by the health department. Follow the directions on the package.
2. Thoroughly clean bedding, coats, hats, book bags, etc. to remove any that might be attached. Seal un-washables (including toys) in plastic bags for two weeks. Vacuum furniture, carpets, and car and dispose of vacuum bag.
3. Encourage your child to use his/her own clothing, comb, and brush. That is, don't trade hats, coats, etc. with a friend.

COLLEGE DAYS

An abundant number of days exist when colleges are in session and Blue Ridge is not. Prospective students are expected to visit the colleges when Blue Ridge is not in session. Exceptions to this would be for the purposes of placement testing and registration, as approved by the principal or counselor.

LEAVING SCHOOL WITH PERMISSION

Blue Ridge High School maintains a closed campus. Students can leave campus only with permission of parent/guardian and principal or designee. This includes students who become ill during the school day. Students must report to the office to check out before leaving school and must register the necessary information with office personnel. Failure to follow this procedure may result in the absence being unexcused and disciplinary action.

Impersonation of a parent or guardian to a school official by a minor is a Class A misdemeanor.

MAKE-UP WORK

Students will receive one-day make-up privilege per each day absent. However, the maximum number of days allowed for make-up privileges will be capped at 5 class meetings. If a student wishes to have additional time, he or she must negotiate a due date within 3 days of returning to school.

In most circumstances, students will be responsible for pre-announced schoolwork the time it is due if they are absent during the time between the announcement of the work and the due date.

In the event an absence is unexcused, the student will receive "no credit" for make-up work.

PRE-PLANNED ABSENCES

A student who will be absent with their parent's awareness for a period of three or more days may be granted a pre-planned absence if the following criteria are met:

1. The parent/guardian contacts the office to request a pre-planned absence at least 3 days before its occurrence.
2. The student obtains the proper form from the office.
3. This form has been presented to his/her teachers to request assignments.
4. The pre-planned absence form has been turned in to the office prior to the beginning of the designated absence period.
5. The student's grades and attendance have been reviewed by the principal or designee.

   All work is due upon the day of the student's return to school. Students will not be required to take a test, either scheduled for the day of their return or missed during their absence, until the day after their return to school. The responsibility for making up missed work rests with the student.

TARDIES

If a student receives two tardies in any one given class in a quarter, s/he will be given a referral form indicating assignment of a lunch hour time for time. (For an explanation of a Lunch Hour Time for Time (LHTT), please see Lunch Hour Time for Time in the discipline section of this handbook).The same applies for a third tardy in a given class. For every tardy in a specific class after the third, the student will be assigned two periods of In-School Service and Study time. Continuing tardiness may result in extended In-School Service and Study time, Out-of-School Suspension, or withdrawal from the class.

Students who are five or more minutes late for school or for any class without a valid cause for absence/tardiness will be assigned one detention for each class or portion thereof missed.

TRUANCY

According to Illinois School Code, a student who is absent without valid cause 10% of the preceding 180 school days is considered truant. A truancy petition may be filed with the Regional Office of Education and additional steps taken according to the Unit #18 Behavior and Discipline Code. Truancy is considered an unexcused absence.

Any person having custody or control of a child subject to the provisions of this article to whom notice has been given of the child's truancy and who knowingly and willfully permits such a child to persist in his truancy within that school year, upon conviction thereof shall be guilty of a Class C misdemeanor and shall be subject to not more than 30 days imprisonment and/or a fine of up to $500.

WORKING

It is important for students to be in school for all classes. Working is generally not an excused absence. Emergency exceptions may be granted by the principal.

ACTIVITIES/ATHLETICS

ACTIVITIES ACADEMIC ELIGIBILITY

Students who participate in school sponsored athletic or extra-curricular activities must be passing all of their courses (no pass – no play). Course grades will be determined as of the last school day of the week; eligibility for the following week will be determined by these grades. Students who are failing one or more classes are required to attend all practices; however, they will not be allowed to participate in any contests or public events. Students who drop a course and have a WF will not be considered eligible. In addition to meeting the requirements of "no pass – no play" they must meet all eligibility requirements of the IHSA. **Any student who is ineligible for three consecutive weeks (or a total of four non-consecutive weeks) will be dismissed from the team or activity.** Coaches reserve the right to set higher academic standards for their teams.

A student who would have been ineligible for a team during the first semester will not be allowed to join a team in mid-season at the start of the next semester.

The preceding policy will not limit attendance at any school-sponsored or school-related events open to all members of the general student body or public.

Co-curricular activities where grades are dependent on participation are not included in this policy.

If a student earns credit in four core subjects in a semester, s/he automatically becomes eligible for the next when the "no pass – no play" policy becomes the eligibility standard.

ACTIVITIES ATTENDANCE REQUIREMENT

Students must be present by the end of 4th period and remain in attendance periods 5-8 in order to observe, practice, or play in an extra-curricular event that same afternoon or evening.

If a student is absent all day because of illness, s/he may not attend any school activity that evening. Exceptions to this rule are emergencies or planned absence through the office. Permission will be granted for absolutely necessary reasons such as funerals, doctor or dental appointments.

ACTIVITY/ATHLETIC AWARDS

1. Any student participating in a sport will receive an athletic award certificate and a varsity letter (first time qualifier only) if they finish the season in good standing (see number 2 below).
2. The first time an athlete qualifies for a varsity athletic letter he or she will be awarded a certificate, a pin and a letter. For qualifying in subsequent years and/or subsequent sports the athlete will receive a certificate and pin.
3. The head coach of each sport will determine the criteria the athlete must meet to be awarded a varsity letter.
4. Before any athlete can be eligible to receive any of the above awards, he/she must complete the season "in good standing" as a member of the team. Actions by the students that could jeopardize this standing include but are not limited to: suspensions, missing practice, team and school discipline, fighting, poor sportsmanship, and other actions of minor or gross misconduct.

ACTIVITIES CODE RATIONALE

Participation in extra-curricular activities is a privilege. Participation is not a right of any student who attends Blue Ridge High School. The process of determining athletic code violations is established to protect the privilege of those students who choose to participate and exact a high standard for their citizenship in Blue Ridge High School and the community. Students who display unacceptable behavior at any time, whether or not such behavior is on school property or at a school sponsored event or activity, violate the athletic code and jeopardize their opportunity for participation in any extra-curricular activity. This policy is in effect 365 days per year.

ACTIVITIES CODE DRUG TESTING POLICY

The Board of Education believes that the use of alcohol or drugs by students who participate in extra-curricular activities presents a particular hazard to the health, safety, and welfare of the student and to those who compete with the student. The Board encourages students to participate in extra-curricular activities, but believes the opportunity

to participate in school-sponsored extra-curricular activities is not a right. Rather, it is a privilege offered to eligible students on an equal opportunity basis. To be eligible to participate in any school-sponsored extra-curricular activity program students must agree to submit to random testing for the use of illegal drugs, if selected, in accordance with this policy.

The purpose of this policy is to protect the health, welfare, and safety of students engaged in extra-curricular activities. It is to better assure the student's health and physical fitness to participate in extra-curricular activities and not to provide a means, which the district may use to punish a student other than by disqualification from participation in extra-curricular activities. Accordingly, the results of any drug test administered under this policy shall be used only for determination of eligibility to try out for, or participate in extra-curricular activities and for no other disciplinary purpose.

The decision to implement the Drug Testing Program is the result of increased student reporting of illegal drug use amongst their peers and the increase in the Athletic and Activities Code of Conduct infractions.

Definitions

A. **Extra-Curricular Activities**—School-sponsored activities outside regular instructional time in the school day, conducted by and representing Blue Ridge CUSD #18 where participation is voluntary and no academic credit or grades are awarded. When an activity or performance is part of a course offered by the school, such as FFA, the student's grade or enrollment in the course will not be conditioned upon consenting to drug testing. However, the student will be given an alternative assignment in lieu of the activity or performance if the student and his/her parents do not consent to drug testing. The students enrolled in these courses will be notified at the beginning of each semester, if possible, which activities or performances they will be precluded from participating in and the alternative assignments.

B. **Extra-Curricular Participant**—Any student who is trying out for or participating in any school-sponsored extra-curricular activity.

C. **Alcohol**—Any liquor, wine, beer, or other drink containing alcohol.

D. **Illegal Drugs**—Any substance considered illegal or controlled by the Food and Drug Administration or prescription drugs not prescribed to the student taking the drugs.

E. **Self-Referral**—Process of a student coming forward, voluntarily, seeking help for a problem with an illegal drug or alcohol. This is done before a violation of the Athletic and Activities Code of Conduct has been verified by notifying staff or administration. Self-referral must occur prior to notification that the student has been selected for a random drug test.

F. **Fall Deadline** – The fall deadline to sign up to be a participant in the random drug testing program will be prior to the first day of practice for fall sports.

Consent Form

To try out for or to participate in any school-sponsored extra-curricular activities, the student and his/her parent/guardian must read this policy and sign a consent form by which the student agrees that as a condition of participation in extra-curricular activities, he/she will consent to the drug testing program outlined in this procedure. Prior to the first day of practice or meeting for a specific activity, the student's parents or guardians must also sign this consent form. If the student signs up by the fall deadline, Blue Ridge CUSD #18 will pay for all initial drug tests requested by the district. If the student does not sign up by the fall deadline, it will be the parent/guardian responsibility to pay for the student's initial drug test.

Financial Responsibility

1. Under this policy, the Blue Ridge CUSD #18 will pay for all initial drug tests requested by the district, if the student signs up by the fall deadline.
2. Students deciding to participate in an extracurricular activity after the fall deadline will be required to be tested after the signed consent form is returned. The cost of this test shall be the financial responsibility of the student's parent/guardian.
3. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student's parent/guardian.
4. Students who have tested positive will need to have a clean drug test before they can resume participation in sports. The cost of this test shall be the financial responsibility of the student's parent/guardian.

Parent-Requested Participation

Parents of students under the age of 18 years who wish for their minor student to participate in the drug-testing

program may voluntarily enroll the student in the district's program even if the student is not involved in extra-curricular activities. Students who are 18 years or older must consent to voluntarily enrollment in the district's program. The student will be placed in the drug pool and noted as a voluntary participant. If selected and the test is positive, the parent or the student, if the student is 18 years or older, will be notified of the positive test, but the student will not be penalized through this policy or the Discipline Policy of the Blue Ridge CUSD 18.

Noncompliance

If the extra-curricular participant, his/her parents or guardians refuse to sign the consent form, the student will not be permitted to be a member of the activity until such consent form is signed. Also, if the extra-curricular participant refuses to be tested or does not complete the test as instructed, the extra-curricular participant will be considered in violation of this policy and it would be considered a violation of the Athletic and Activities Code of Conduct.

Random Selection of Extra-curricular Participants for Testing

At the beginning of each school year, the testing agency will be provided the name of each student that is participating in an extra-curricular activity. The selection of names will be computer generated and made by the testing agency. Participants will be eligible for random testing throughout the school year.

Confidentiality

The results of any test administered under the terms of this policy shall be kept confidential and disclosed only to the extracurricular participant, his/her parents or guardians, and school officials designated by the Superintendent. The test results will not be part of the extracurricular participant's permanent record, but will be kept in a secure file in the high school office. The results for testing, positive or negative, will be kept until the student graduates. Under this drug testing program, no staff, coach, or sponsor shall divulge any information to anyone about a particular student or disposition of the student involved, other than by order of a court competent jurisdiction.

Self or Parent Referral

Student self-referral or parent-referral is a process designed to allow a student or parent to recognize a prohibited substance problem and bring it to the attention of staff or administration. Under the Athletic and Activities Code of Conduct, self or parent referral will count as the first offense under the Code of Conduct. However, the student must receive a substance assessment and/or counseling at the parent's/guardian's expense.

Once a student is selected for testing, a self or parent referral is no longer an option. Second or any subsequent self or parent referrals will be reviewed individually with regard to the basis for self or parent referral and the Athletic and Activities Code of Conduct. The Athletic/Activities Board will conduct this review.

Chain-of-Custody

1. The testing organization will provide appropriately trained staff members, set up the collection environment, guarantee specimens, and supervise the chain-of-custody.
2. A District or testing organization staff member will escort students to the collection site. No student is allowed to go to his or her locker. The staff member should minimize classroom interruptions.
3. Before the testing organization staff member tests a student's urine he or she must sign any form that may be required by the testing laboratory. If a student chooses, he or she may notify the administrator that he/she is taking a prescription medication.
4. Students will be instructed to remove all coats and wash their hands in the presence of the staff member before entering the restroom stall. The stall door will be closed while the student provides a urine specimen. The staff member will wait outside the restroom stall. The testing organization staff member will obtain the urine specimen.
5. A sanitized kit containing a specimen container will be given to each student. The container will remain in the student's possession until the staff member performs the rapid test.
6. If the test is found negative, the student will know immediately. If the test is inconclusive, the specimen bottle will be sent to the testing agency for more testing.
7. The specimen container will be sealed and only the lab testing the specimen may break the seal.
8. If the seal is tampered with or broken after leaving the student's possession or prior to arriving at the lab, the specimen is invalid. The student will remain eligible for extracurricular activities subsequent to a retest.
9. After it is sealed, the specimen will be transported to the testing laboratory by testing organization personnel. The testing organization will report the results to the building principal or designee.

Testing Negative

By using the Rapid Testing, the student will know immediately if the test is negative. The parents or guardians of

the extra-curricular participant who tests negative will be notified by mail.

Inconclusive Test

If the test is inconclusive, it will be sent to the testing agency for further testing. The parents or guardians of the extra-curricular participant, whose tests are inconclusive, will be notified by a phone call and by mail. If the results from the inconclusive test come back as positive, the extra-curricular participant will be considered in violation of the Blue Ridge CUSD #18 Athletic and Activities Code of Conduct.

Testing Positive

The testing agency will notify the school, student, and parents/guardians within 24 to 48 hours. A letter of the results will also be sent home. A positive test will result in a violation of the Blue Ridge CUSD #18 Athletic and Activities Code of Conduct. The consequences of this violation are outlined in the Code of Conduct.

The participant shall be retested by the school district's testing organization, and must test negative, prior to returning to participation in extracurricular activities. The cost of this test shall be the financial responsibility of the student's parent/guardian. If this test is positive it will not count as a second infraction of the Blue Ridge CUSD #18 Athletic and Activities Code of Conduct

ACTIVITIES CODE VIOLATIONS

Students who participate in activities at Blue Ridge High School will be subject to disciplinary action if they commit any act that violates civil law or has a negative impact on the image of Blue Ridge High School within the public domain. This misconduct includes, ***but is not limited to***:

1. Use, possession, association with, or distribution of illegal substances. **(Association can also be defined as at a party in which arrests are made for illegal consumption.)** This includes alcohol, marijuana, tobacco, any non-prescription drugs, and the abuse of prescription drugs.
2. Possession of drug paraphernalia
3. Theft or vandalism of school, public, or private property
4. Acts of unsportsmanlike conduct in which the student is involves such as cheating, fighting, or verbal abuse of students, school personnel, officials, contestants, coaches, or spectators.
5. Any activity that detracts from the image and standards of Blue Ridge High School.

ACTIVITIES CODE ENFORCEMENT PROCESS

Judicious enforcement of the Athletic and Activities Code relies upon thorough investigation and reasonable interpretation and application. A code violation investigation starts when a representative of authority, such as a District #18 employee, a law enforcement representative or an adult community member, brings compelling evidence of student gross misconduct that is contrary to school and public rules. This misconduct includes, but is not limited to, those violations listed above. Any report of this kind will be managed with the process described below:

1. The Athletic/Activities Board consisting of the principal, the athletic director and the coach/sponsor of the extra-curricular activity will investigate reported violations.
2. A member of the Athletics/Activities Board will notify the parents/guardians of the student under investigation once the report is validated.
3. The student's rights to due process will be protected, and the student will be provided the opportunity to discuss the violation before the final decision is made regarding disciplinary actions. At this time, the students' parents may be part of the discussion.
4. The Board will make a decision based on the investigation. If a violation has occurred, the consequences are as follows:

First Violation 25% of activity's contests/performances/ social events **or** 45 school days (equivalent of one quarter) suspension—whichever is least.

If an in-season penalty is unable to be completed, the remainder of the penalty will be served during the next sport or activity season in which the student is a participant. (This only applies to the First Violation.)

Students who admit to a first violation prior to an investigation will have their consequences halved. Consequences will not be lessened for subsequent code violations.

Note: The Social Events referred to in this section are events specific to that sport. Examples: Bowling/Movies

after practice, any social event that the team may do during the season.

Second Violation One Calendar year suspension.

Third Violation Excluded through high school eligibility.

ACTIVITIES CODE SUCCESSIVE VIOLATIONS

If a student athlete is presently serving a Code violation penalty and, during this time, violates the Code again, the subsequent penalty will begin after the current one has been completed.

ACTIVITIES CODE CLEARING THE RECORD

Any student who commits a first offense and remains within the limits of the Athletic and Activities Code for two consecutive years from the date of the infraction will have their record cleared.

ACTIVITIES CODE PRACTICE POLICY

If a penalty for a Code violation will remove a student from participation for an entire season the student is not expected to attend practice. In all other instances, the student is expected to attend all practice sessions and other events as a member of the team. The coach or sponsor of the activity has the right to professional discretion in determine what events the student will attend.

ACTIVITIES COVERED BY ACTIVITIES CODE

Areas where the student must meet the standards of the Activities Code include, but are not limited to, athletics, student council, ecology club music, speech, scholastic bowl, FFA, drama, and academic contests. In other words, students who want to participate in any public activity must meet the minimum criteria.

Students with two or more code violations in the previous two years cannot represent their class or the school on any dance court.

ACTIVITIES PARTICIPATION

Participation and attendance at all school-sponsored athletic activities are encouraged. There are, still, basic attendances and/or academic standards students must meet to participate and/or attend school activities. The attendance and academic standards are the minimum requirements of the Illinois High School Association and Blue Ridge High School for all IHSA sanctioned activities.

Before beginning a sport or activity season, students must meet their obligations from prior seasons. This requires that all school equipment must be returned and fees, debts, and other obligations must be paid in full. Students not cleared by prior coaches will not be permitted to participate in camps, practice or play in the new season.

ACTIVITIES PARTICIPATION EXPENSES

Extracurricular activities are an important supplement to the school's academic program. Participation in extracurricular activities is considered a privilege; students are not required to participate in any extracurricular activity or program. Consequently, costs incurred by a student who elects to participate must be paid by the student or parent. Such costs include but are not limited to expenses for shoes, clothing, camps, participation fees, and admission to events. Scholarships for participation fees are available for those who meet the criteria. Applications are available at the high school office.

When activity fees are paid, students are making a commitment to participate in their designated activities. All fees must be paid by the due date for the season, unless a request is made to extend this deadline. Any extensions must be approved by the athletic director and the principal. Any student who fails to pay their activity fee by the first contest of the activity will not be allowed to participate. Students who fail to return equipment or pay fees associated with a sport will not be allowed to participate in subsequent sports until these responsibilities have been met.

Students who attend the first practice or official meeting of any activity forfeit their right to a refund. Fees for participation in extra-curricular activities will only be refunded if a student is cut from a team following try-outs or if a student is injured prior to the first contest and the student provides documentation from a physician that due to the injury he/she should refrain from participation in the activity for the remainder of the season. Fees will not be refunded if a student is removed from the team for academic or disciplinary reasons or if a student simply decides to

quit or not join the team after the fee has been paid. Students who become injured during the season and are unable to compete, will also not be entitled to a refund of the activity fee.

ACTIVITIES TRANSPORTATION

All students are required to use school provided transportation when participating in contests or activities that require students to be transported. If a student misses the school provided transportation s/he cannot participate unless a parent, grandparent, or guardian transports the student and presents him or her to the coach. Participation will then be based on the coach's/sponsor's rules for participation.

All students are required to use school provided transportation to return from contests or activities. An exception to this rule will be made if a parent/guardian submits a written request to the principal by 4:00 PM the day before the contest. Upon approval of the request by the principal and coach/sponsor, the student will be allowed to ride home with the parent/guardian or grandparent. The parent/guardian must be present and sign the sign-out sheet in the coach's presence.

ATHLETIC AND EXTRACURRICULAR ACADEMIC ELIGIBILITY POLICY

Students in grades 7 - 12 who are members of school-sponsored athletic teams or extracurricular activity organizations must be passing all classes in which they are enrolled during the course of an athletic season or duration of an extracurricular activity to maintain eligibility to participate in any competitive event or any activity sponsored by the organization.

Student eligibility will be determined weekly and in accordance with IHSA and IESA procedures and stipulations.

This policy will not limit attendance at any school-sponsored or school-related event open to all members of the general student body or public.

Students enrolled in co-curricular activities, or any activity that represents the school and participates in an IHSA event, are subject to eligibility rules. Students must be passing all classes to participate in non-graded performances or competitions. Students will not be removed from the class for eligibility issues.

DANCES

Dances are closed to everyone except Blue Ridge High School students and their dates who have signed up prior to the dance. **Students bringing guests currently enrolled in high schools other than Blue Ridge must have a visitor permission slip filled out and returned to the office for approval from the principal 3 days prior to the dance. Guests 21 and over will not be permitted to attend high school dances. Guests may be asked to show ID to verify age prior to admittance.** The person who signs up the date must be the one accompanying that date to the dance. Grade school and junior high students are not allowed to attend. Attempts at "playing games" with the list may result in suspension from dances for the rest of the year.

1. Once a student is admitted to the dance, s/he may not leave the building. Should s/he leave without permission from school personnel or the police, s/he will not be permitted to reenter.
2. Suspicion by sponsors of the use and/or possession of alcoholic beverages and/or drugs will constitute reason enough to ask a student and his/her guest to leave, and s/he may lose his/her dance privileges for the year. Police assistance may be used in such cases. Should his/her use and/or possession of alcoholic beverages and/or drugs be proven, s/he will be subject to school disciplinary action and/or police prosecution.
3. Should students blatantly abuse any of the established dance rules such as abusing the use of the dance list, lying to one or more faculty members, or playing one faculty member against another, s/he may lose his/her dance privileges for the year.

DISTRICT SPORTSMANSHIP POLICY

As representatives of Blue Ridge Community Unit District #18, students, school staff, boards of education, spectators, and all persons connected directly or indirectly with the Blue Ridge schools shall practice courtesy toward others and shall promote the highest principles of sportsmanship and ethics of competition. Anyone considered to be exhibiting gross discourtesy or in violation of the principles of sportsmanship and ethics of competition may be deprived admittance to events and contests for a period of up to one calendar year. A person considered to be in

violation shall be promptly notified of the violation and the term of non-admission by a district official and shall be granted a hearing upon request.

VISITORS TO AND CONDUCT ON SCHOOL PROPERTY

The following definitions apply to this policy:

School property – District and school buildings, grounds and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored event.

Visitor – Any person other than an enrolled student or District Employee.

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Conferences with teachers are held outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass or intimidate a staff member, a 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. An individual licensed to carry a concealed firearm under the Illinois Firearm Concealed Carry Act is permitted to: (a) carry a concealed firearm within a vehicle into a parking area controlled by a school or the District and may store a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area, and/or (b) carry a concealed firearm in the immediate area surrounding his or her vehicle in a parking area controlled by a school or the District for the limited purpose of storing or retrieving a firearm within the vehicle's trunk.

4. Damage or threaten to damage another's property.

5. Damage or deface School District property.

6. Violate any Illinois law or town or county ordinance.

7. Smoke or otherwise use tobacco products.

8. Distribute, consume, use, possess, or be under the influence of an alcoholic beverage or illegal drug; be present when the person's alcohol or illegal drug consumption is detectible, regardless of when and/or where the use occurred.

9. Use or possess medical cannabis.

10. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).

11. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the School Board.

12. 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.

13. Engage in any risky behavior, including roller-blading, roller-skating or skateboarding.

14. Violate other District policies or regulations, or a directive from an authorized security officer or District employee or host school employee.

15. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

16. Repeated violations of the Sportsmanship Code of Conduct.

Exclusive Bargaining Representative Agent

Authorized agents of an exclusive bargaining representative, upon notifying the Building Principal's office, may meet with a school employee (or group of employees) in the school building during duty-free times of such employees.

Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two exceptions:

1. The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or

2. The offender received permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

Enforcement

Any staff member may request identification from any person on school grounds or in any school building; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

Procedures to Deny Future Admission to School Events or Meetings

An individual who is ejected from an interscholastic contest at home or away (including visitors, students, and employees) shall be denied admission to the next interscholastic contest at that level, and all other interscholastic contests for the district at any level in the interim. This applies to ejections occurring prior to, during and following an interscholastic contest. This penalty is not subject to the appeal process.

1. The date, time and place of the Board hearing
2. A description of the prohibited conduct
3. The proposed time period that admission to school events will be denied and
4. Instructions on how to waive a hearing

The Board reserves the right to assess penalties that are more or less severe than those recommended by school personnel.

MEDICAL EXAM

A comprehensive medical examination is **required** for participation in any IHSA – governed sport. The exam is valid for one calendar year. Students will not be allowed to participate in any practice for a sport until the medical exam has been received.

STUDENT CONDUCT AT ACTIVITIES

1. Once a student is admitted to an activity, s/he may not leave the building or grounds and be permitted to reenter.
2. Suspicion of the use of and/or possession of alcoholic beverages and/or drugs will constitute reason enough to ask a spectator to leave. Should his/her use and/or possession of alcoholic beverages and/or drugs be proven, s/he will be subject to school disciplinary action and/or police prosecution as appropriate.
3. Students who are absent from school for more than one half the school day on the day of an activity are not permitted to attend the activity. Exceptions to this rule will be made only in cases of doctor/dental appointments, funerals, or pre-arranged absences.

DISCIPLINE

BEHAVIOR AND DISCIPLINE CODE

Copies of the Behavior and Discipline Code are on the Blue Ridge District website and will be made available in the Main Office.

DISCIPLINE POLICY

The Blue Ridge Unit #18 behavior policy is designed to promote collaborative efforts between students, parents, and school personnel to establish and maintain a positive and productive learning environment which promotes each student's potential achievement.

A thorough presentation of the district's discipline policies and practices appears in the *Blue Ridge Unit District #18 Behavior and Discipline Code Handbook* provided to each student.

Consequences for behavior infractions may be assigned following investigation of an incident and considering the totality of the circumstances. Behavior which negatively affects the learning environment or negatively impacts a legitimate school interest will be addressed and consequences assigned. The Behavior and Discipline Code encompasses behavior on or adjacent to school grounds before, during, or after school and at any school-related event.

AFTER-SCHOOL TIME-FOR-TIME

A time-for-time detention may be assigned by a school staff member when a student commits an infraction of a school rule. When given one, students will be issued a referral form. As a general rule, time for time detentions will be served with the staff member issuing the detention. **After school time-for-time can be served Monday through Thursday.** A time-for-time detention must be served within 2 (two) school days following the infraction and assigning of time. Failure to serve a time for time detention within 2 (two) school days following a discipline infraction will result in 1 day ISS or a Saturday School Detention.

If given an after-school time-for-time detention, students are to secure transportation home. The school does not provide transportation for students.

Students are to report to ***the Commons*** promptly at 3:15 and serve until 3:55. After-school time-for-time may be held in a classroom rather than in the Commons at the detention supervisor's discretion. The students will be advised of any change upon reporting.

Obviously, it is to the advantage of the student to serve any assigned after-school time promptly. Should extenuating circumstances arise which preclude a student serving after-school time within the specified time, the student must contact the principal to make alternative arrangements.

BEFORE SCHOOL TIME-FOR-TIME

Morning detentions will begin at 7:30 and end at 8:15. This must be agreed upon by the issuing teacher and detention supervisor. It must be served within the same two day period as other detentions.

LUNCH HOUR TIME-FOR-TIME

A Lunch Hour Time for Time (LHTT) is issued by a teacher in response to a student's second and third tardy to a

class within one quarter. A student is required to serve the LHTT on the next Tuesday or Thursday, whichever day is closest to the day on which the tardy is received. For instance, an LHTT issued on Monday, Thursday, or Friday has to be served on the following Tuesday and an LHTT issued on Tuesday or Wednesday has to be served on the next Thursday.

Serving an LHTT requires that the student be in the supervising teacher's room at the end of the passing period between lunch and the last period before lunch. The student is required to have lunch from home or have ordered a prepared lunch from the office. Students are not allowed to go to the cafeteria or the Commons to get a lunch or a drink when serving an LHTT.

Students who arrive on time must sit quietly and finish their lunch. Students who arrive on time and serve without incident fulfill the requirements of the discipline actions. The following are responses for actions that do not meet the requirement:

1. Students who do not comply with the behavior rules in the LHTT room will be assigned an I-SSS for the afternoon on which the LHTT is served.
2. Students who are late will not be allowed to serve and will be issued a Saturday morning time-for-time
3. Students who do not serve will be issued a Saturday morning time-for-time
   When students are assigned a time-for-time or a lunch hour time-for-time, teachers will generally make a parent/guardian contact. However, it is the student's responsibility to inform his or her parent of the need to serve this time-for-time and to arrange for transportation. Detention deadlines will not be waived simply because a teacher was unable to contact the parent or guardian.

SATURDAY MORNING TIME-FOR-TIME

Saturday time-for-times may be assigned for the following infractions:

Missing a LHTT
Failure to serve a detention
Failure to serve an ISS or disrupting the ISS room

The principal may assign a SMTT for any infraction s/he deems necessary. In some cases, SMTT may be assigned as an alternative for ISS or OSS at the principal's discretion.

IN-SCHOOL SERVICE AND STUDY

Students assigned to in-school service and study will be allowed to earn full credit on assignments made by teachers and completed by the student while serving the I-SSS. Assignments completed during the I-SSS must be turned in to the Supervisor or to the appropriate teacher on the due date to be considered for full credit. These absences will not be included in tabulating the twelve absences specified in the attendance policy. Students who commit infractions of the Behavior and Discipline Code while assigned to In-School Service and Study may receive out-of-school suspension time.

Students are allowed 3 I-SSS's per semester. Students who receive three I-SSS's in one semester may be issued an out of school suspension for any subsequent actions for which an I-SSS would have been issued. The OSS will be in one-half and full day increments depending on the nature and severity of the action. The principal will have final discretion assigning the out of school suspension.

Students who are assigned to an in-school service and study time that includes the lunch hour will eat their lunch in the in-school room.

OUT-OF-SCHOOL SUSPENSION

Out-of-school-suspension may be used by the principal for repeated rule violations, behavior that might reasonably lead school authorities to forecast substantial disruption or material interference with school activities, or acts of gross misconduct **even if the act is a first time offense.**

Depending upon the severity of the offense, first suspensions will generally be from 1-3 days, a second suspension may also be from 1-3 days, a third will be for 3-5 days, a fourth will be for 5 days, and a fifth will be for 10 days and an expulsion hearing may be scheduled.

Students serving out-of-school suspension are eligible for full credit of earned credit on assignments missed during out-of-school suspension. When a student is on suspension, s/he is not to be on or near the school premises unless permission is given in advance by the principal. This permission is mainly for getting personal belongings or

assignments. In addition, s/he is not to attend or participate in any school-sponsored or school-related activities such as athletic contests, musical events, plays, etc. This includes both home and away events.

EXPULSION

The Board of Education may expel pupils guilty of gross disobedience or misconduct for up to 360 school days or two calendar years. Expulsion shall take place only after the parents have been invited to appear at a meeting of the Board or its delegate(s) to discuss their student's behavior. Notification of this meeting/expulsion hearing shall be made by registered or certified mail and shall state the time, place, and purpose of the meeting. The Board, at such meeting, shall state the reasons of dismissal and the date on which the expulsion is to become effective. Expulsions shall be noted on the permanent record card.

ALTERNATIVE SCHOOL

Any student who demonstrates a chronic abuse of the school truancy and/or discipline policies, may be referred to the McLean/DeWitt Regional Alternative School in Bloomington. It is designed to meet the needs of those students not able to function or succeed in a regular school setting.

DISTRICT DRESS CODE

Goals of this dress code:

1. To empower parents and students to make wardrobe choices for their families.
2. To be easily enforced by staff, keeping educator focus on learning and not on policing clothing choice.
3. To avoid disproportionate enforcement toward any gender or marginalized group.
4. To inspire conversation and teaching opportunities among teachers, students, and parents about a variety of topics, including:
    a. Body shaming
    b. Professional dress vs. casual dress
    c. Consent and sexual harassment
    d. Self-expression

Basic Principle:

1. **Certain body parts must be covered for all students at all times.**
    a. Clothes must be worn in a way such that genitals, buttocks, torso, breasts, and nipples are fully covered with opaque fabric. All items listed in the "must wear" and "may wear" sections must follow this basic principle.

2. **Students Must Wear***, while following the basic principle of section 1 above:
a. A shirt which covers torso: the front, back, and sides under the arms must have fabric. The shirt must also have two sleeves or two straps.
b. Pants or the equivalent: example: skirt, shorts, jeans, dress, casual wear
c. Shoes
d. * Courses that include attire as part of the curriculum (for example, professionalism, public speaking, job readiness, or career and technical education) may include assignment-specific dress. Safety equipment such as safety glasses, closed-toe shoes, or other items may be required for some specific courses. Physical Education may also have a separate and specific dress code and/or uniform. Special events such as field trips, programs, and concerts may have additional dress code rules.

3. **Students May Wear**, as long as these items do not violate section 1 above:
a. Athletic attire
b. Ripped jeans, as long as section 1 is observed
c. Fitted pants such as "skinny jeans" and leggings
d. Hooded sweatshirts as long as the hood is not on the head inside the school building
e. Religious headwear

f. Tank tops of any strap width
g. Shirts/sweaters that expose the shoulders

4. **Students Cannot Wear, on clothing or visible tattoos:**
a. Violent language or images
b. Images of language depicting drugs or alcohol (or any illegal item or activity)
c. Hate speech, profanity, pornography
d. Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups
e. Any clothing that reveals visible undergarments (straps are allowed)
f. Hats, hoods up
g. A shirt with neither sleeves nor straps (example: tube top)
h. Swimsuits, unless required in class or for a field trip
i. Accessories that could be considered dangerous or could be used as a weapon, such as spikes
j. Any items that obstruct the face or head
k. Clothing that exposes the midriff.
l. Blankets or outerwear such as coats or work bibs

5. **When a violation of the dress code takes place:**
a. Students should not return to or remain in class if the inappropriate clothing is still being worn.
b. All efforts to minimize the student's time out of class should be respected.
c. Students may use backup clothing or a PE uniform that they may have at school.
d. Parents can be called to bring students an extra change of clothes.
e. A limited amount of spare clothing is available to borrow from the office. Any office clothing should be returned promptly and clean or the student will be fined.
f. Students should not leave the building to obtain appropriate clothing: If a student leaves the building for this reason, the absence will be unexcused, even if the parent gives permission for the student to leave.
g. We expect that no student should need to be asked more than twice in one year to adjust their attire to meet the dress code rules. Having to ask more than twice becomes an issue of disrespect rather than an issue about dress. After two violations of the dress code, specific discipline and required parent contacts will take place.

Source material: This dress code was extensively copied from two sources:
1. The Oregon NOW Model Student Dress Code
http://www.noworegon.org/uploads/1/2/7/5/12754387/or_now_model_student_dress_code_feb_2016__1_.pdf
2. The Evanston, IL Township HS dress https://www.eths.k12.il.us/site/Default.aspx?PageID=1381

ADOPTED April 18, 2018

BACKPACKS, BOOKBAGS, COATS, AND JACKETS

To help ensure school safety, students may not carry book bags or backpacks or wear coats or jackets, or outer wear in the school building during school hours except as they enter and exit the school.

BULLYING

It is our goal to create a safe and effective learning environment for all students. All forms of bullying can threaten that learning environment. If a student feels he/she is being bullied, he/she is encouraged to report the problem to a staff member. Students are also encouraged to continue reporting the problems if the issues do not improve.

Finally, the term bullying sometimes seems to be assigned to situations where students are feuding with each other and/or one student simply finds another student annoying. While it is still important that students make us aware of these situations, if they cannot peacefully resolve these on their own, these situations may not be regarded as bullying.

Blue Ridge High School believes that every student has the right to enjoy learning, free from intimidation. Our school community will not tolerate bullying behavior of any kind. The school district shall respond promptly and appropriately to address **"students who have demonstrated behaviors that put them at risk for aggressive**

behavior, including without limitation, bullying."[1] Bullying is prohibited. A bully shall be defined as a student who teases, frightens, or hurts others. Prohibited behavior may take the form of unkind actions or remarks, verbal taunting, physical aggression, and exclusion from groups. This includes use of social media and online behavior.

In the event school officials identify bullying or aggressive behavior occurring at school or when such bullying or aggressive behavior has a legitimate school connection, parents and or legal guardians shall be notified. School officials shall involve and employ such district and community-based resources as in the sole discretion of school officials are deemed appropriate in instances of bullying or aggressive behavior including but not limited to:

1. Notification and involvement of the school counselor, social worker, or other school support service provider;
2. Application of the school district's discipline procedures;
3. Notification and involvement of appropriate law enforcement authorities;
4. When appropriate, evaluation or referral for special education services;
5. Notification and involvement of community-based support organizations or services.

[1] Leg. Ref.: 105 ILCS 5/10-20.14(d) eff. January 1, 2002

BUS DISCIPLINE GUIDELINES

The following is the written formal discipline procedure for bus students.

1. Assignment of all students to a seat on the bus.
2. Have the driver enforce the rules uniformly and for every infraction.
3. The bus driver will run the video camera on the bus as they think it is needed or as directed by the Support Services Coordinator.
4. Relocate the student to a seat closer to the driver should behavior continue.
5. Have the Support Services Coordinator meet the bus on school grounds and speak privately with the student.
6. Call the parent and ask for help.
7. Write a letter to parent/guardian identifying the problem and noting the date.
8. Inform the parent/guardian of the next step should the behavior continue.
9. Issue bus referrals through the principal with the original and documentation of the six previous steps taken.

BUS RULES

Bus Conduct Riding the school bus is a privilege—which may be revoked when the behavior of a student does not conform to the rules of safe bus riding. Each bus driver will review the rules with students. Students waiting or loading the bus should be in an orderly manner. K-12 students living in Mansfield and Bellflower board the bus at the bus stops in those communities. Only ECSE students are picked up at their homes/licensed-care givers.

Bus Rules and Regulations School bus riders, while in transit, are under the authority of the school bus driver. To address discipline matters, the driver will follow the procedures listed below. In the case of serious infractions, some steps may be skipped and more severe action taken.

Students will be assigned a seat on the bus.

1. The driver will enforce the rules uniformly and for every infraction.
2. The driver will run the video camera on the bus.
3. Students will be relocated to a seat closer to the driver should misbehavior continue.
4. The Transportation Director will meet on school grounds and speak privately with the student.
5. A letter will be written to the parent/guardian identifying the problem and noting the date.
6. The parent will be informed of the next step should the behavior continue.
7. Bus referrals will be issued through the principal with the original and documentation of the previous steps taken.

<u>Infractions of the following will result in a verbal warning, a letter to parents, and bus suspension or other disciplinary actions for further incidence</u>:

1. Be at the designated school bus stop five minutes early.
2. Stay off the road at all times while waiting for the bus.
3. Only approach the bus after the bus has been brought to a complete stop.
4. Do not leave your seat or stand while the bus is in motion.

5. Be alert to a danger signal from the driver.
6. In the event of an emergency, remain in the bus until instructions are given by the driver.
7. Keep your hands and head inside the bus. Do not throw anything out of the bus windows.
8. Talk quietly and do not make loud or unnecessary noise. Loud talking, laughing, and unnecessary noise diverts the driver's attention and could result in a serious accident.
9. Be absolutely quiet when approaching a railroad crossing.
10. Carry no animals on the bus.
11. Keep books, coats, and all objects out of the aisles. No hair sprays, perfumes, after shave, and other chemicals may be brought on the bus!
12. Leave no books, lunches, or other articles on the bus. Articles left on the bus are not guaranteed against loss.
13. Help look after the safety and comfort of smaller children.
14. Do not ask the driver to stop at places other than the regular bus stop; he is not permitted to do this except by proper authorization from a school official.
15. Observe safety precautions at the discharge point. Where it is necessary to cross the road, proceed around the crossbar in front of the bus on the right shoulder of the road where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross.
16. Observe the same rules and regulations during all trips under school sponsorship. Chaperones are to be treated with respect and courtesy.
17. No eating or drinking will be allowed on the bus. Assist in keeping the bus safe, clean, and sanitary at all times.

The following will result in immediate suspension or other disciplinary action:

1. Vandalism is not permitted. Treat bus equipment respectfully. Never tamper with the bus or any of its equipment.
2. There will be no fighting on the bus. Be courteous to fellow students before entering or after leaving the bus.
3. There will be no profane language, obscene gestures, or disrespect toward the bus driver, other students, or anyone on the road.
4. Possession or use of drugs, alcohol, or tobacco on the bus is prohibited.
5. Possession of a dangerous or potentially dangerous weapon is prohibited.
6. Additionally all provisions provided in our Behavior and Discipline Code apply to students as they ride on the school bus.

A suspension from the bus does not excuse a student from school. It is the parent's responsibility to see that their child or children attend school on a regular basis. If a child who is suspended from riding the school bus is absent, that student will be considered truant.

Bus Permits Any student who would like to ride a bus that he/she is not normally scheduled to ride must have a bus permit. Permits are issued by the Principal's Office upon written permission from parents. **Parents should call the Transportation Director at 928-2150 to verify that a seat is available on the desired bus.**

CHANGES IN BUS PICK UP/DROP OFF Please notify the Transportation Director and the appropriate school with any changes in bus pick up or drop off.

CELL PHONES

Cell phones/**Electronic Devices** must not disrupt the learning environment from the time the students enter the building in the morning until they leave the building at the end of the regular school day.

The use of a camera or video recorder from a cell phone is strictly prohibited during the school day and during school events when a student is directly involved with a school activity or event unless permission has been granted by a staff member. Unauthorized use of a camera phone will result in loss of privilege of bringing the phone to school.

Note: The best way to get a message to your student is to **contact the office (309) 928-2622** and one of the secretaries will deliver the message **at the appropriate time.** Cell phones are perhaps the most convenient method, but this method runs the risk of disrupting classes.

NOTIFICATION REGARDING STUDENT ACCOUNTS OR PROFILES ON SOCIAL NETWORKING WEBSITES

State law requires the District to notify students and their parents/guardians that school officials may 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. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy.

COOP STUDENT GUIDELINES

Students participating in the cooperative education and extra-curricular opportunities are expected to abide by all rules and policies of Blue Ridge High School when in attendance.

ILLEGAL SUBSTANCES AND LOOK-ALIKE DRUGS

According to the *Blue Ridge District #18 Behavior and Discipline Code,* possession of illegal substances and look alike substances is prohibited. For the district, the definition of a look-alike drug is as follows: A substance not containing an illegal drug or substance or controlled substance, but one a) that a student believes to be or represents to be an illegal drug or controlled substance, 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 or controlled substance.

LOITERING

High school and junior high students are not allowed on Schneider School property before or after school, or during lunch hours, other than to eat in the lunchroom or pick up a student. Students found loitering on public and private property adjacent to the school grounds before school, during lunch, and/or after school may be confined to the cafeteria or another supervised site and/or assigned time-for-time. Continued violation may result in a suspension.

LUNCH HOUR GUIDELINES

Blue Ridge High School observes a closed campus for lunch hour. During noon hour, students may eat in the Schneider cafeteria or the commons area. No outside food can be delivered to students on the same day without prior approval of the principal. During noon hour, students are to use the restrooms located in the commons area only.

MAGAZINES

Magazines and other reading material that contain inappropriate reading materials, pictures, or ads that detract from the learning environment will be confiscated.

SEARCH AND SEIZURE

The rights and privacy of the individual student to maintain personal property will be respected always. With reasonable suspicion, school administrators may search student lockers, desks, and computer files for materials which may be illegal, stolen, unsafe, or inappropriate for school. Effects would include, but not be limited to, vehicles driven to school.

Any confiscated materials in violation of school rules or the law will, as deemed appropriate by the administrator, be submitted to the police.

Blue Ridge High School will take necessary steps to ensure that illegal substances are not on school property. If deemed necessary, police canines may be used to find these substances by means of search in accordance with section 34-18.12 of the Illinois School Code

SEXUAL HARASSMENT AND SEX DISCRIMINATION

Sexual harassment and sex discrimination will not be tolerated by Blue Ridge Schools. A student who feels that his/her rights have been violated under this law should file a **confidential** written complaint with the guidance counselor. An investigation will take place involving authorities with confidentiality maintained within the realm of statute.

SKATEBOARDS AND ROLLER BLADES

Skateboards, roller blades, and "healees" are not allowed on school property at any time.

GENERAL

PROVISIONS OF HANDBOOK

The provisions of this handbook are not to be considered as irrevocable, contractual commitments between the school and the student. Rather, the provisions reflect the current status of the rules, practices, and procedures as currently practiced and are subject to change.

Policies in this handbook apply during school hours and at all school-sponsored and related events. This handbook is supplemented by the Blue Ridge Discipline Code and Board Policy.

EQUAL EDUCATIONAL OPPORTUNITIES

The District provides equal opportunities to all students regardless of sex and complies with *Section 3.10, Section 2-3.8 and Section 200.90b of the Illinois School Code.* These laws are available at the unit office to anyone who wants additional information and/or to begin a Grievance Procedure.

ASSEMBLY CLASS SEATING

Seating is assigned by section to members of each class. Students are to report promptly to the gym and sit in the appropriate section. The directions below are for the new gym

Seniors_____Section 1_____CENTER SECTION EAST SDE
Juniors_____Section 2_____CENTER SECTION WEST
Sophs_____Section 4_____BETWEEN JUNIOR AND BAND
Frosh_____Section 5_____EAST SECTION NEXT TO SENIORS

ASSEMBLY RULES

1. Report promptly to the gym or appropriate location.
2. Courtesy and polite behavior are required.
3. While performers are speaking/performing, audience members are to listen without talking.
4. Leave only upon being dismissed by teacher/principal announcement or signal.
5. Stand when the Star-Spangled Banner and the school song are played.

   Students unable to abide by assembly rules will lose the privilege of attending and report to a supervised study hall.

BAND TRIP GUIDELINES

At least once every four years the Blue Ridge High School Marching Band takes a trip to perform in a contest, parade, or a college football bowl game. It is hereby acknowledged that all students enrolled in band during the year in which the trip will be taken assume the academic and financial responsibilities associated with the trip and the trip will require students to travel possibly great distances and spend more than one day away from Blue Ridge High School.

Because trips of this nature require a great deal of planning, some of the components need to be outlined in advance. Some of these steps are on-going:

1. After a student has registered for Band and periodically during a student's involvement in the Music Program, the student and parent will be reminded that there are fundraising opportunities available; and that the student will be expected to participate in a major trip at least once during their High School years. This reminder will be given to both Junior High and High School students.
2. The Band Booster Club along with the Band Director will meet periodically to discuss fundraising opportunities, performance possibilities, and any other activities that support the Music Program and ensure its future success—including possible trip opportunities.
3. The Band Director will submit a recommendation to the principal of the destination or location of the event before the last day of student attendance in the school year prior to the trip.

4. Once the principal approves the recommendation, the school board will be notified at its next regular meeting.
5. After the principal approves the recommendation, there will be an informational meeting at which the students and parents will be given preliminary information about the trip prior to the first day of student attendance in the school year in which the trip will be taken. Such information will include:

   Where the Band will perform
   The Mode of Transportation that will be used
   The Estimated Length of the Trip
   The Estimated Cost for Each Student to go on the Trip
   A Preliminary Itinerary
   A Payment Schedule to ensure progress toward meeting the cost
   How Chaperones will be determined and an estimate of how many may be needed
   A Reminder that the Trip is a requirement of this course
6. Chaperones will be approved by the School Board and will be selected by the following procedure:
   A. At the informational meeting, the director will ask that anyone who is interested in chaperoning the trip notify him or her by the First Day of School on the year of the trip.
   B. Chaperones will be selected before the November Board Meeting by the Band Director and the Principal.
   C. The First Priority will be offered to the Band Director, Principal, and the Band Staff.
   D. Second Priority will be offered to any Certified Teacher of the Blue Ridge School District.
   E. Third Priority will be offered to any other Employee of the Blue Ridge School District.
   F. If there is still a need to select more chaperones after considering members of the other groups, interested parents will be considered and selected through an interview process with the Band Director and the Principal; with the final selection made by the Principal.
7. The list of Chaperones and any District Equipment that needs to be taken on the trip will be requested for approval at or before the Regular School Board Meeting in November. This is to insure that if any requested items or chaperones are denied, ample time will be available to make other arrangements and received Board Approval. Chaperones will not receive any financial compensation for their duties on the trip; but if possible, their expenses will be included in the cost of the trip.
8. After the November Board Meeting a more detailed meeting concerning the trip will be held. All students, parents, chaperones, members of the band booster club, and the school administration will be invited to attend. The purpose of this meeting will be to finalize—as much as possible—the itinerary for the trip, answer any specific questions, or at least give information as to when answers to questions will be made available.
9. Before leaving on the trip there will be a meeting for the chaperones, and another meeting for the students conducted by the Band Director. These meetings will outline final plans for the trip, roles of the chaperones, and expected behavior. It will be emphasized that everyone who goes on this trip represents Blue Ridge High School and the Blue Ridge School District; and in doing so will be on their best behavior and will follow the rules of the Blue Ridge School District at all times.
10. Prior to the trip, Chaperones, the Band Director, and the Administration, will exchange contact information in the event that emergencies or questions arise on the trip that the school district needs to be made aware.

These trips are completely paid for by fundraising and monies that are in Activity Accounts. Therefore, it is necessary to have an accounting of all funds raised by the students and the program. Some notes related to this accounting of funds follows:

A. If a student wishes to pay for some or all of the cost of the trip, without participating in any fundraising activities, he or she is welcome to do so. However, the student needs to notify the Director of this intention and that he or she realizes that his or her participation is expected.
B. All students in the Band Program will be given a subsidiary activity account that will keep record of the student's individual monies raised toward the trip. This is usually called their "Bowl Account".
C. The Band Director, will keep an accurate account of balances and the activity in these accounts.
D. These accounts balances begin with a "Zero Balance" after the most recent "Bowl Trip"; and are maintained for a four year period that ends during the year of the next trip.

E. The Band Director, the student, the parent, and the principal are the only people who may review and discuss the activity and account balance in an individual student's account; with that student and his or her parents. Account activity can be discussed at a reasonable time after a request is made to the Band Director or the Principal.

F. Balances in Bowl Accounts will be up-dated at least once a semester and once a month in the twelve months preceding the trip.

G. If the Band receives a donation that is not specific to any individual, but is "earmarked" for the trip, that amount will be equally divided and placed in each student's account.

H. If a student participates in a fundraising activity, the profit that the band receives will be equally divided and placed in the individual accounts of those that participated in the activity. (Working a Concession Stand is an Example.)

I. If a student performs an individual fundraising activity, then the profit that is due that student will be placed in the individual student's account. (Selling Cookie Dough is an Example.)

J. If a student drops out of the band program, the balance of that student's individual account becomes a part of the Band Activity Account and may be equally divided and placed in all of the other students' individual accounts.

K. Each student is required to make full payment for the trip prior to October 1st of the year in which the trip is to be taken. Students who do not make full payment prior to this date shall not participate.

L. Students enrolled in band, who do not participate in the band trip, will receive a grade reduction associated with a failure to attend one performance.

OFFICE EQUIPMENT USE

The charge for copier use is 10 cents per copy. The charge for Fax use is $ 1.00 for the first page and 25 cents for each page after the first. There is a 10 cent charge per page for receiving a fax transmission.

OFFICE PHONES

Students may use the telephone in the office only for illness or in the case of emergency. This phone is available only during school hours, and all calls should be made between class periods if possible.

POSTERS

Posters to be displayed on school premises must be approved by the sponsor of the club or class sponsoring the activity or election.

REGISTRATION REQUIREMENTS

Students new to Blue Ridge must have a current physical on the most recently approved Illinois form, an immunization record with month, day, and year for each required immunization, certified birth certificate, transcript of previous school records, and, in appropriate cases, present official papers of custody and be able to prove in-district residency. Students transferring to our school from a school in another state are given 30 days in which to comply with the physical and immunization requirements. In addition, a child must be five years old on or before September 1st of the school year he or she enters kindergarten.

Health examination and Immunization requirement: Students must comply with the health examination or immunization requirement before entering school. Students who do not comply with the requirements either through examination and immunization or presentation of a religious or medical exemption, by the first day of school, will be excluded from school.

Dental examination requirement: Dental exams are required for students in kindergarten, grade 2, grade 6, and grade 9 before May 15 of the school year. Report cards may be withheld for non-compliance.

Vision examination requirement: Vision exams are required for all students entering Illinois schools for the first time at kindergarten or after.

SCHOOL ACCESS HOURS

The front school doors will open at 7:45 A.M. and remain open until 8:20. Access to the building after 8:20 A.M. can only be gained by using the door buzzer located at the main entrance on the southeast side of the building by the bus lane. Visitor parking is available. Students who are not with a teacher or involved in an extra-curricular activity need to exit the building by 3:30 p.m.

SCHOOL CLOSING-EARLY DISMISSAL

Though the school website at www.blueridge18.org and local media will announce closings and cancellations, our primary method of communication regarding such events will be through the School Reach Alert System. All parents and guardians are encouraged to keep their contact information up to date.

SCHOOL EQUIPMENT/PROPERTY

Each student is expected to assume responsibility for the care of all school property. Students who damage/lose property accidentally or intentionally are responsible for paying for the damages. Laws of the State of Illinois provide that parents are responsible for property damage caused by their children.

STUDENT AIDES

Interested students may be given the opportunity to become an aide for the main office, the guidance office, the athletic office, or a "lab-type" class. This will be at the invitation of the principal, secretary, athletic director, or counselor for the office aides and the teacher for the "lab-type" class. The student will only be allowed to do this during a scheduled study hall. Student aides will never be asked to work on anything which is not school related or anything which would be considered confidential or personal in relation to other students. The position of Student Aide will be placed on the student's official transcript but the student will not receive course credit or a grade. Student aides are expected to be passing all of their classes in order to keep their role as student aide. Academic progress will be checked through the same system as athletic eligibility.

VEHICLES

Students may drive personal vehicles to school while the vehicles are operated in a legal manner according to the state laws and the policies of the school. Students are to park only in the student-designated parking areas. Students parking in staff-designated areas, handicapped parking, or any area not designated for student parking will receive a warning for the first violation and will lose their parking privileges at the high school for any subsequent parking violations for the remainder of the school year.

Vehicles parked in the school parking lot in an inappropriate manner may be towed at the owner's expense.

Once the vehicle is driven onto school property, it must be parked immediately. All occupants must exit the vehicle immediately and go to the school building. Cruising in and out of the parking lot is not permitted. Once the car is parked, it is not to be entered until the student leaves school or is given permission by the office. No one is to go to the student parking lot or enter a vehicle during school hours without permission from school personnel. A pass must be secured from the main office personnel before going to the parking lot to access a vehicle. Because of the large number of cars and students, it is imperative that all driving in the vicinity of the school be done in a cautious and safe manner. Violations of the above rules can result in parental notification and possible further appropriate disciplinary actions.

To allow the office to communicate readily with a student driver, any student driving to school **MUST** register the vehicle in the office by providing make, model, color, and license plate number. This will assist office personnel in the event of circumstances such as car lights being left on.

Vehicles are subject to search with reasonable suspicion while parked on school property.

Parents who bring their children to school and/or pick them up after school, are asked to drive slowly, obey the Crossing Guard or 4-way stop sign, and use John Street only. **Students must cross the street in the marked crosswalk, obeying the Crossing Guard.** ***Students must use the sidewalks and not walk down the street along cars. Out of courtesy to the community, please stay out of neighboring yards.*** The circle drive between Schneider School and Blue Ridge High School is for **buses only**. No vehicles are allowed to park in this area during the school year during the posted times.

VISITORS

Adult visitors (individuals and/or groups) are welcome to visit school for worthwhile reasons. Parent(s) and guardian are welcome visitors at Blue Ridge High School. Parents must contact the high school office prior to a desired visit so that proper arrangements can be made. A copy of the School Visitation Rights Act and a Verification of Attendance form to be presented to an employer are available upon request.

All visitors must report to the office upon arrival to sign in and receive a visitor's pass.

HEALTH AND SAFETY

ADDRESS/PHONE NUMBER CHANGE

When there is a change in address or work/home phone numbers or emergency numbers, please report this to our school office. Emergencies do arise and we must be able to make contact with parents or an alternate designated adult.

ASBESTOS MANAGEMENT PLAN NOTIFICATION

In compliance with the AHERA law and to ensure the safety of students and staff, Blue Ridge School District #18 conducts a comprehensive asbestos inspection every three years as well as visual surveillance of asbestos-containing areas every six months. The most recent three-year inspection was completed March 13, 2019, and the six- month surveillance was completed on March 13, 2019. An asbestos management plan is available in each school's office and in the district office for public review. Should questions arise, feel free to contact the superintendent.

CUSTODY CONCERNS

The custodial parent must provide the office a copy of any custody agreements and inform the child's teacher of any information that applies. Students will be released only to the custodial parent unless a signed and dated statement is given to the office by the custodial parent, which includes the names of other adults authorized to pick up the child. Non-custodial parents have a right to a parent conference, a copy of all the child's records and may request newsletters and other information. The student or information regarding the student cannot be released to step parents or significant others without written permission from the custodial parent.

DISASTER & EMERGENCY DRILLS

At regular times throughout the year, fire, tornado, intruder and earthquake drills will be held. These drills are necessary for the safety of the students. Should a tornado warning be issued near the end of a school day, Blue Ridge will hold the children until parents sign out children in the school office or until the school receives a directive to dismiss the students.

EXCLUSION/NON-PARTICIPATION

Occasionally, parents request that their student not participate in certain school instruction or activities. The basis for such requests may include, but are not limited to, religious, educational, or personal beliefs.
Requests for exclusion/non-participation must be made annually by the parent or legal guardian and submitted to the principal of the school their student attends. The request must be in writing and parent signatures must be confirmed.

FEES AND INSURANCE

Because of the special nature of certain courses, courses in which students consume or take home finished projects, a lab fee is charged. All lab fees must be paid. Students with outstanding academic fees will not be allowed to participate in any extra-curricular activities until arrangements have been made to meet financial obligations. This includes athletics, clubs, and social activities (Homecoming, Prom, etc.)

Pupils are required to take proper care of textbooks rented to them for their use. Teachers shall examine all books issued to pupils under their charge. Books that are lost or damaged deliberately or by gross carelessness must be paid for. Book rental fees for Grades K-12 are $75.00 per year and include the cost of workbooks and copied materials. Check with the Schneider Office for any questions regarding book rental fees and supply lists. Unpaid fees may be turned over to a collection agency.
Free and Reduced Book Rental is available to students who qualify for free or reduced lunches. Applications are available at registration and in the school office. Free or reduced rates begin when the application is approved. All applicants will have until September 15 to submit applications for total school year approval. Thereafter, fees will be pro-rated according to the portion of the remaining school year.

FOOD & DRINK

Food and drink are to be consumed only in Commons area before and after school and during lunch time. Open food packages and drink containers other than water are not allowed outside of the Commons area. In classrooms, students

will be permitted to eat and drink only in exceptional circumstances at the discretion of the teacher. In all areas other than the classrooms, consumption of food and drink is prohibited during school hours. Should an exception be required for medical reasons, following communication with the parent, the principal may waive this restriction.

HEALTH RECORDS

The State School Code requires that each student must have on file an up-to-date physical examination and a *complete* record of required immunizations. All students in Illinois must have a health examination within one year prior to entering the ninth grade. All transfer students must also be in compliance and if the student transfers from another state, s/he is required to have an Illinois examination. Schools will be audited and if student health records *do not* meet state requirements, funds will be deducted from the school's state aid payments. In addition, schools are required to exclude from school students who are not in compliance with the law prior to the first day of attendance. Students who enter after the first day of attendance will have thirty (30) calendar days to submit the required medical exam.

ILLNESS

PLEASE refer to Attendance section

LOCKERS

All student lockers are located in the halls. Each student will be assigned a locker and must purchase a $8.00 lock from the school for storage of books and wearing apparel. A student is to keep his/her belongings in the locker to which s/he is assigned. It is advisable not to keep large sums of money or other valuables in the locker. A fine of $10.00 will be levied for any locker not properly cleaned out at the end of the school term. All writing, stickers, and other personal items must be removed.

Students are not to share lockers. Students assigned to the locker are solely responsible for its contents, and students are highly encouraged to keep their lockers locked.

It is important to note that these lockers are furnished to the students for the students' use. However, these lockers remain the property of the school; should the occasion arise, inspection of these lockers may be made by school personnel to insure that the lockers are being used for the purpose intended by the school. The display of obscene materials or any materials relating to alcohol, drugs, racial, sexual and other objectionable topics will not be tolerated.

Items of personal property are brought to school at the owner's risk. Neither Blue Ridge CUSD #18 nor BRHS is liable for any losses incurred. All losses should be reported to the office.

Unauthorized items may be removed from a student's locker and the student may be subject to disciplinary action. The school is not responsible for replacement of items which are lost or stolen. Students are encouraged to keep their lockers securely locked and to keep their locker combinations confidential.

LOST AND FOUND

If an article is found, it should be taken to the office. Found items should be turned into the office, and those students who have lost articles should check with the office secretary. Textbooks recovered in the lost and found will be returned with a nominal fee.

LOW INCOME ASSISTANCE

The Board of Education loans textbooks free of charge to students whose parents are unable to pay rental fees. Eligible students are provided free or reduced priced meals. Applications for this assistance may be obtained from the high school office. School board policy does not exempt students from financial responsibility for costs incurred by participation in extracurricular activities, programs, or events.

HOMELESS STUDENTS

The Blue Ridge School District provides an educational environment that treats all students with dignity and respect. Every homeless student shall have equal access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and youth not living with a parent or guardian, applies to all services, programs, and activities provided or made available, as prescribed in the McKinney – Vento Homeless Assistance Act. In an effort to comply with the McKinney – Vento Homeless

Assistance Act, Blue Ridge School District affirms that all Homeless Students will not be denied the benefits of, or be subject to, discrimination under any educational program or activity as students who are not homeless.

LUNCHES FOR HIGH SCHOOL STUDENTS

All students who eat hot lunch at the cafeteria will be required to prepay in the High School Office. A student may pay weekly, monthly, or yearly.

MEDICATION

Students recovering from temporary illness or students on permanent medication who require medication during the school day may bring medication to school following these guidelines:

The medication container must be labeled with the name of student, name of medication, amount to be taken, times to be taken, physician's name, and the date of the prescription and stored in the office.

A student with asthma can self-medicate during the school day and at school-sponsored events, providing that the following requirements are met:

1. The parents or guardians of the student provide to the school written authorization for the self-administration of medication; and
2. The parents or guardians of the students provide to the school a written statement from the student's physician, physician assistant, or advanced practice registered nurse containing the following information:
   a. the name and purpose of the medication;
   b. the prescribed dosage; and
   c. the time or times at which or the special circumstances under which the medication 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.
Leg. Ref: 105 ILCS 5/22-30 eff. August 16, 2001

If a student needs to take over the counter medication such as cough drops or aspirin, a note from the student's parent or guardian must be on file in the office granting permission for this to happen. This note must be updated annually.

MEDICAID ONE YEAR NOTICE

If your child receives special education services and is also Medicaid eligible, Blue Ridge CUSD #18 and Tri-County Special Education Association can seek partial reimbursement from Medicaid for health services documented in your child's Individualized Education Program (IEP). Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services for students.

The reimbursement process requires the school district to provide Medicaid with your child's name, birth date and Medicaid number. Federal law requires annual notification of our intent to pursue this reimbursement opportunity. If you approve of the release of information to Medicaid, do nothing. If you object to the release of information to Medicaid, now or at any time in the future, please state your objection in writing and forward it to:

Blue Ridge CUSD #18 Unit Office
411 North John St.
Farmer City, IL 61842

Regardless of your decision, the district must continue to provide, at no cost to you, the services listed in your child's IEP. This program has no impact on your child's or your family's current or future Medicaid benefits. Under federal law, participation in this program CANNOT:

a. Decrease lifetime coverage or any other public insurance benefit
b. Result in the family paying for services that would otherwise be covered by Medicaid,
c. Increase your premiums or lead to discontinuation of benefits or insurance, or
d. Result in the loss of eligibility for home and community-based waivers.

Your continued consent allows the district to recover a portion of the costs associated with providing health services to your child.

MESSAGES FOR STUDENTS

The school recognizes that occasionally instances arise in which parents must communicate with their student during the school day. If you would like to leave a message for your student, please contact the office and it will be delivered at the appropriate time.

PEST MANAGEMENT NOTIFICATION

In 1999 the Illinois General Assembly passed laws requiring that public schools notify parents/guardians and school employees at least forty-eight hours prior to any pesticide applications on school property. The term "pesticide" includes insecticides, herbicides, rodenticides, and fungicides. The notification requirement extends to both indoor and outdoor pesticide applications. Excluded from the notification requirement are anti-microbial agents (such as disinfectants, sanitizers or deodorizers), insecticide baits, and rodenticide baits.

Therefore, Blue Ridge CUSD #18 has established a notification registry for each school of all people who want to be notified. To be included in this registry, please contact the unit office at 928-9141 and submit the following information: name, address, telephone number, and school(s) your children attend within Blue Ridge CUSD #18. If you have any other questions regarding District #18's integrated pest management practices, you may contact the Operations and Maintenance Supervisor at 928-9141.

POLICE AND EMERGENCY SERVICES NOTIFICATION

Throughout the school year, the police and emergency services personnel provide supportive services to the schools in a variety of ways. In the event that circumstances arise which jeopardize the safety of your student and/or other students, it may not be possible to provide prior parental notification before police or emergency assistance is requested by school personnel.

SCHOOL RESOURCE OFFICER (SRO)

Blue Ridge CUSD #18 has a School Resource Officer (SRO) that is assigned to our schools. This person is stationed at the various schools during the normal school day. This Officer provides the schools with additional police protection and helps to build relationships between students, faculty, and the Police Department.

SUPERVISION OF STUDENTS

Students are required to be under certified staff supervision, around the clock, while in the high school building.

TRANSPORTATION

The Board of Education provides buses to transport students. Students from all grade levels will be combined on the same bus routes. Routes will vary from year to year. Before riding a different bus from the one to which they are assigned, students must present a note from their parent or legal guardian and get permission from the office. Should students not bring a note, they can get permission from the office after parent contact has been made.

The bus driver is responsible for the safety and conduct of the students while boarding, riding, or disembarking from the bus. It is, therefore, necessary that students conduct themselves in an orderly manner. Disciplinary action will be taken with students who fail to comply with the rules and regulations established for riding the bus. The disciplinary action may result in temporary suspension from riding the bus. For repeated violations or a very serious violation, a student and/or students may be permanently removed from the bus for the remainder of the school semester. It is important to note that should students be suspended from riding the bus, they must still attend school and arrange for their transportation. Video cameras are used on district busses to protect the safety and welfare of passengers, the driver, and school property.

TRANSPORTATION REIMBURSEMENT

(Public and Non-Public Age Children)

Parents transporting their children to school less than 1 1/2 miles because of hazardous conditions may apply for reimbursement up to $100 for the current school year as a result of PA24-126. Applications must be obtained through the Regional Superintendent's office on or before January 1 of the current school year. Claims must be filed with the

Regional Superintendent no later than February 1 of the current school year. Contact the administrative office at (309) 928-9141 for any additional information.

VIDEO CAMERAS

Video cameras are used on school buses, and schools to protect the safety and welfare of students, drivers, and school property. This service extends to school activities and grounds.

VISION SCREENING NOTIFICATION

Vision screening conducted by the school/district 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.

STUDENT RECORDS INFORMATION

STUDENT RECORDS—DISTRICT POLICY

Student Records[1]

School student records are confidential and information from them shall not be released other than as provided by law,[2] Any record that contains personally identifiable information or other information that would link the document to an individual student is a school student record if maintained by the District, except: (1) records that are kept in the sole possession of a school staff member, are destroyed not later than the student's graduation or permanent withdrawal, and are not accessible or revealed to any other person except a temporary substitute teacher, and (2) records kept by law enforcement officials working in the school.[3]

State and federal law grant students and parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child.[4] The District may release directory information as permitted by law, but parent(s)/guardian(s) shall have the right to object to the release of information regarding their child.[5] However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the students' parent(s)/guardian(s).[6]

The superintendent shall implement this policy with administrative procedures. The Superintendent shall also designate a *records custodian* who shall maintain student records.[7]

The Superintendent or designee shall inform staff members of this policy, and shall inform students and their parent(s)/guardian(s) of it, as well as their rights regarding student school records.[8]

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1 Both federal (Family Education Rights and Privacy Act, 20 U.S.C. § 1232g) and State (Illinois School Student Records Act, 105 ILCS-10/1 et seq.) laws govern student school records. These laws differ in many respects. State law requires school boards to adopt policy and procedures implementing the Student Records Act and specifying the content of school records (23Ill. Admin. Code §§ 375.100 and 226.135). The release of confidential information given by a student to a therapist (e.g., school counselor or psychologist) is not included in this policy but is governed by the Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/1 et seq. Information kept by law enforcement professionals working in a school are not "school student records" (105 ILCS 10/2).

2 Allowing students to grade each other's papers does not violate FERPA; such student work is not a "school record" until it is recorded by the teacher, Owasso I.S.D. No. I-011 v. Falvo, 122 S. Ct 934 (2002).

3 20 U.S.C. § 1232g(a)(4)(A); 34 C.F.R. § 99.3; 105 ILCS 10/2(d).

4 This statement must be included in the board's policy (23) Ill. Admin. Code § 226.135).

5 This paragraph is required if the board wants to allow school officials to release student directory information (20 U.S.C. § 1232g, 23 Ill.Admin. Code § 375.80, and 34 C.F.R. § 99.6(a)(4).

6 20 U.S.C. § 1232(g)(j), as added by the Sec. 507 of the U.S.A. Patriot Act of 2001.

7 Required by 105 ILCS 10/4(a).

8 Both State and federal law require districts to notify students and parents of their rights concerning school records (105 ILCS 10/3, 23 Ill. Admin. Code § 375.30, and 34 C.F.R. § 99.7). Comprehensive faculty and student handbooks can provide required notices, along with other important information, to recipients. Handbooks can be developed by the Building Principal, but should be reviewed and approved by the

LEGAL REF.: Owasso I.S.D. No. I-011 v. Falvo, 122 S.Ct. 934 (2002).

Family Educational Rights and Privacy Act, 20 U.S.C. § 1232; 34 C.F.R. Part 99.

105 ILCS 5/14-1.1.01 et seq. and 10/1 et seq.

50 ILCS 205/7.

23 Ill. Admin. Code §§ 226 and 375.

ADMIN PROC.: 7.15-E (Exhibit – Notification to Parents of Family Privacy Rights), 7.340-AP (Administrative Procedure – Student Records), 7:340-E (Exhibit – Notification of Rights Concerning a Student's School Records)

Adopted; July 1985: Revised: August 2003

STUDENT RECORDS—RECORD TYPES

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

The *permanent record* includes:

Basic identifying information
Academic transcripts
Attendance record
Accident and health reports
Scores received on the Prairie State Achievement Examination
Information pertaining to release of this record
Honors and awards
School-sponsored activities and athletics

The *temporary record* may include:

Family background
Completed Home Language Survey
Intelligence and aptitude scores
Psychological reports
Achievement test results, including scores on the Illinois Standards Achievement Test
Participation in extracurricular activities
Honors and awards
Teacher anecdotal records
Disciplinary information, including information regarding any punishment for misconduct involving drugs, weapons, or bodily harm to another
Special education files
Verified reports or information from non-educational persons
Verified information of clear relevance to the student's education
Information pertaining to release of this record

STUDENT RECORDS—STUDENT RIGHTS

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 education records. They are:

1. **The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.**
   a. 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. Parents/guardians or students should submit to the Building Principal (or appropriate school official) a written request that identifies the

superintendent and board. Faculty handbooks may contain working conditions and be subject to mandatory collective bargaining. See Exhibit – *Notification of Rights Concerning Student's School Records*, 7:340-E and Administrative Procedure – *School Records*, 7:340AP.

record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent(s)/guardian(s) or student of the time and place where the records may be inspected. The District charges $.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

b. These rights are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c and 10/5a, and 750 ILCS 60/214(b)(15).

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

a. Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the Building Principal or records custodian, clearly identify the record they want changed, and specify the reason.

b. If the District decides not to amend the record as requested by the parents/guardians or eligible student, the District will notify the parents/guardians 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(s)/guardian(s) or eligible student when notified of the right to a hearing.

3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

a. Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent(s)/guardian(s) 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.

b. 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.

c. 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 will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

d. When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge (1) academic grades, or (2) references to expulsions or out-of-school suspensions.

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

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

a. Student records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. The right to prohibit the release of directory information concerning the parent's/ guardian's child.

a. Throughout the school year, the District may release directory information regarding students, limited to:
   i) Name
   ii) Address
   iii) Gender
   iv) Grade level
   v) Birth date and place
   vi) Parents'/guardians' names and addresses
   vii) Academic awards, degrees, and honors
   viii) Information in relation to school-sponsored activities, organizations, and athletics
   ix) Major field of study

x) Period of attendance in school

b. Many parents/guardians 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. No directory information will be released within this time period, unless the parents/guardians or eligible student is specifically informed otherwise.

c. A photograph of an unnamed student is not a school record because the student is not individually identified. The District shall obtain the consent of a student's parents/guardians before publishing a photograph or videotape of the student in which the student is identified.

6. **The right to request that military recruiters or institutions of higher learning not be granted access to your-secondary school student's name, address, and telephone numbers without your prior written consent.**

   a. 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 parents/guardians request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the Building Principal where your student is enrolled for further instructions.

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

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

9. The name and address of the Office that administers FERPA is:
   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington DC 20202-4605

Adopted: July 1985; Revised: August 2003

STUDENT RECORDS—LETTER TO PARENTS CONCERNING MILITARY RECRUITERS AND POSTSECONDARY INSTITUTIONS RECEIVING STUDENT DIRECTORY INFORMATION

Date

Re: Military Recruiters and Postsecondary Institutions Receiving Student Directory Information

Dear Parents:

From time-to-time, military recruiters and postsecondary educational institutions request the names, telephone numbers, and addresses of our secondary students. The school must provide this information unless the parent(s)/guardian(s) request that it not be disclosed without their prior written consent.

Important: If you do not want military recruiters or institutions of higher learning to be given you secondary school student's name, address, and telephone number, please complete the form below and return it to the Building Principal.

Sincerely,

Superintendent

To be submitted to the Building Principal.

Please do not release my child's name, telephone numbers, and/or address, to:
____ Military Recruiters
____ Institutions of higher education

_____ _____
Student Name (please print) Student ID Number

_____
Parent/Guardian Name (please print)

Parent/Guardian Signature Date
Adopted: July 1985; Revised: August 2003

DUE PROCESS INFORMATION

GRIEVANCE PROCEDURES

It is the policy of this district that all grievances be resolved quickly and at the lowest step possible. However, the grievance procedure for District #18 students is published and available for all regular and special education students. A grievance is a difference of opinion raised by a student or a group of students involving any of the following: the meaning, interpretation or application of established policies; difference of treatment; or application of the legal requirements of civil rights legislation. Laws regarding Due Process are available in the unit office to everyone.

GRIEVANCE PROCEDURES FOR STUDENTS

The grievance procedure for District #18 students is published and available for all regular and special education students in the district. The procedure (with explanations and due process) and directions are available for inspection in the offices of the superintendent, building principals, and the coordinator for Title IX and Section 504. It is the policy of this district that all grievances be resolved quickly and at the lowest step possible.

GRIEVANCE PROCEDURE DEFINITIONS

a. Grievance--A grievance is a difference of opinion raised by a student or a group of students involving any of the following: (1) the meaning, interpretation or application of established policies; (2) difference of treatment; or (3) application of the legal requirements of civil rights legislation.
b. Grievant--Any student or group of students submitting a grievance on their behalf.
c. Days--Days when school is in session.

GRIEVANCE PROCEDURE DUE PROCESS RIGHTS

Right to Representation--A grievant(s) may choose to be represented by an attorney or other person of his/hers, such as a relative or advocate. Issues of ordinary school operation should, still, be resolved as informally as possible.
Right to Present Witnesses and Evidence--Grievant(s) shall be allowed to present the grievance with relevant evidence and pertinent witnesses. Both parties shall have the opportunity for hearing and questioning witnesses.
Time Limits--All participants shall adhere to the time limits prescribed by each level. Failure by the administration at any step to communicate the decision on the grievance within the specified time limit shall permit the grievant(s) to go to the next step. Failure by the grievant(s) to appeal the decision within the specified time limits shall be deemed to be an acceptance of the decision rendered at that step.
Right to Information--Unless state laws and right-to-privacy laws are violated, all relevant records with names and identifying information must be made available to the grievant(s) for use as evidence in the grievance issue.
Privacy--During the grievance procedure, except at Step IV, the grievant(s) shall have the right to designate whether the procedure and meetings will be confidential, including names and related information.
Reprisals/Retaliation--Participants in a grievance submitted in this district shall not be subjected to reprisals, retaliation or different treatment because of such participation. Participation shall not be recorded in the student(s) file(s) or used to affect equal opportunity for access and equity in educational programs and services.

GRIEVANCE PROCEDURE STEPS

A grievance is a difference in opinion raised by a student or group of students involving any of the following: (1) the meaning, interpretation, or application of established policies; (2) difference of treatment; or (3) application of the legal requirements of civil rights legislation. This procedure is not intended to limit the option of the district and a grievant(s) to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place that will afford a fair and equitable opportunity for all persons.
The grievance procedure is not required if the grievant(s) prefers other alternatives such as the Office of Civil Rights (OCR) or the courts. Due process shall exist throughout the procedure with the right to the following: (1) representation; (2) present witnesses and evidence; (3) confidentiality; (4) review relevant records; and (5) proceed

without harassment and/or retaliation. More detailed information is available in the offices of the superintendent, building principal, and coordinator for equal opportunity. Time limits refer to when school is in session.
Step I - The student(s) and/or parent(s) should discuss the matter with the person(s) directly responsible for the grievance issue within fourteen (14) days of the time when a reasonably alert person should have been aware of the event giving rise to a grievance. An oral response must be made within five (5) days.

Step II - If the problem is not resolved, the grievance should be referred informally to the principal. A meeting must be held within five (5) days from notification of referral and an oral response made within five (5) days.

Step III- If the grievance is still not resolved, it should be submitted in writing within ten (10) days to the Title IX coordinator. The grievance should be described as specifically and completely as possible. A thorough investigation of the issue will be documented. Extra time, if needed, can be mutually agreed upon. A meeting must be held between the grievant and district representative within ten (10) days and a written response made within five (5) days.

Step IV- If a satisfactory solution is not reached, the grievant(s) may appeal the issue in writing to the office of the superintendent within ten (10) days from the receipt of the written response. A copy shall be given to both parties for possible future reference.

Step V - If the issue is not satisfactorily resolved on Step IV, the grievant(s) may appeal the grievance in writing to the School Board within five (5) days from the receipt of the written response. The Board shall consider the appeal within sixty (60) days and a written response shall be given within five (5) days.

GRIEVANCE PROCEDURE REQUIREMENTS

Each step of authority shall acknowledge in writing the date of receipt of the written grievance with the statement that the issue will be considered promptly.

By Step III, the grievance must be submitted in writing, dated and signed with the name of the attendance center and the grade level of the grievant(s). The issue should be described as specifically and completely as possible. Include the name of anyone who will represent the grievant(s). A statement of possible relief necessary to resolve the issue should be offered.

If the issue is of the type that would require a decision from higher authority, the facts surrounding the grievance should be compiled in writing and submitted to the proper level of authority, operating through appropriate channels. All levels of authority shall give immediate attention to the grievance issue, being aware of the specified timeliness. Copies of the written answers to the grievant(s) shall be submitted to the superintendent, building principal, and Title IX coordinator. This response shall contain a summary of the evidence determined, the conclusion(s) reached (with reasons), and shall be delivered to each grievant(s). If hand delivery with receipt cannot be made, registered mail shall be used.

GENDER EQUITY—EQUAL EDUCATIONAL OPPORTUNITIES

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

The superintendent shall appoint a coordinator for nondiscrimination for the school district. Students and parents shall be notified annually of their right to initiate a grievance or complaint of illegal discrimination and of the coordinator to whom such complaints shall be directed.

Within seven (7) calendar days of receiving a grievance or complaint of illegal discrimination, the coordinator shall send a copy of the district's written grievance procedure to the complainant. The coordinator shall investigate the nature and validity of the grievance with those responsible for the program or activity cited by the complainant. The coordinator may seek advice from related state agencies or legal counsel. Within sixty (60) days of receiving the grievance, the coordinator shall render a written decision, including the steps to be taken for further appeal of that decision.

The written decision may be appealed to the school board by submitting a written request for hearing before the board, addressed to the office of the superintendent.

The decision of the school board may be further appealed to the regional superintendent of schools, pursuant to §3-10 of the School Code of Illinois, and thereafter, to the state superintendent of education pursuant to §2-3.8 of The School Code of Illinois, as provided in §200.90 (b) of the Sex Equity Rules, of the School Code of Illinois.

GRIEVANCE PROCEDURE—GENDER EQUITY

1. Anyone wishing to present an allegation of gender discrimination shall contact the district coordinator for nondiscrimination.
2. Within seven (7) calendar days of inquiry, the coordinator shall send a copy of the district's gender equity policy 700.01 and grievance procedure to the inquiring individual(s).
3. Upon receipt of a written grievance, the coordinator shall investigate the nature and validity of the grievance with the involvement of district personnel responsible for the program or activity cited by the grievant and others as necessary and appropriate. The coordinator may seek advice from related state agencies or legal counsel.
4. Within sixty (60) calendar days of receiving the grievance, the coordinator shall render a written decision. Included with the decision will be reminder of the steps for further appeal. Copies of the written decision shall go to the complainant, the staff person responsible for the program or activity cited, specific individual charged (if any) and the superintendent.
5. If either the complainant or the party charged is not satisfied with the decision rendered by the coordinator, the decision may be appealed within fifteen (15) calendar days to the school board by submitting a written request for hearing before the board, addressed to the office of the superintendent. Copies of the grievances and the coordinator's decision shall be forwarded by the superintendent to the school board. The school board shall review all the aforementioned documents at its next regularly scheduled meeting and shall render its written decision within fifteen (15) calendar days of the date on which the grievance was heard.
6. If either the grievant or the party charged is dissatisfied with the school board's decision, appeal may by made first to the superintendent of the educational service region and, finally, to the state superintendent of schools. Appeal outside the district should be made in a timely fashion.

Notice: The grievant is entitled to confidentiality and respect and shall not be subjected to harassment or retaliation as a result of having filed a grievance or appealed a decision.

The coordinator shall be available to provide assistance to the grievant as needed in the preparation and processing of the grievance and the appeal of decisions. The coordinator for nondiscrimination for Blue Ridge CUSD #18 is the high school guidance counselor who may be contacted at Blue Ridge High School, 411 North John Street, Farmer City, IL 61842, or at (309) 928-2622.

BLUE RIDGE HIGH SCHOOL

ALTERNATIVE EDUCATION HANDBOOK

Unless specifically mentioned, All Blue Ridge High School (BRHS) Handbook and Disciplinary Code policies apply to the Blue Ridge High School Alternative Education (BRHS-AE).

REGISTRATION PROCEDURES

- Students will register completely with the main office, and meet all registration requirements.
- Students will be selected for BRHS-AE by approval from the Selection Committee that is comprised of at least: Principal, Counselor, Alternative Education (AE) teacher, and one other classroom teacher. Other outside resources, such as the School Social Worker, may attend if applicable.

Potential Criteria for Selection:

- Student has been in an alternative program before.

- Student is not being successful at BRHS.
- Academic Areas
- Social Areas
- Disciplinary Areas
- Student is in danger of dropping out or is significantly behind on credits.
- Student is recommended by RTI committee.
- Student Qualifies by way of the "At Risk Scale."
- Upon committee decision, the family will be contacted and an in-person meeting will take place to discuss the student's future success at BRHS or BRHS-AE.

STUDENT PROGRESS

Individual Plan for Success

- Upon entry to BRHS-AE, an Individual Plan for Success will be developed together with the student and the AE teacher. Progress will be monitored by the AE teacher and communicated with the home family on a regular basis. The plan will act as a contract and will be signed by student, parent/guardian, and teacher. Any change to the plan will require new signatures from student, parent/guardian, and teacher.
- Goals may include (as appropriate):
- Attendance
- Academic Performance and Progress
- Behavior and Attitude
- Work/Community Service program
- Counseling services
- Discipline & Misbehavior
- Graduation plan

Grading

- Student grades will be reported to Skyward (or the current BRHS gradebook system).
- All grades in the BRHS-AE will be reflected as credit or no credit. For athletic/activities eligibility, the grades will be credit = passing and no credit = failing.

PARENT INVOLVEMENT

- Communication between home and school helps bind the student, parents/guardians, teachers, and administration into a team working toward a common goal of helping the student to succeed. Conferences allow the people most directly involved with the student to become actively involved in the educational process. Parents/Guardians will be strongly encouraged to become actively involved in their child's education program by attending conferences when scheduled by the AE teacher, school administrators, or counselor. Parents/Guardians are strongly encouraged to contact the school to schedule a conference whenever there is a question or concern.

ATTENDANCE

Arrival/Departure

- Students who drive themselves to the program will have a specifically assigned parking place.
- Students will arrive to school property no earlier than ten minutes before their regular start time, and will leave school property no later than ten minutes after their last assigned class unless they are with a staff member.
- Students may be denied access to the hall during passing periods or when the halls contain other BRHS students.
- Alternative transportation may be available to those students who qualify for busing based on home address.

DISCIPLINE

All BRHS student Handbook and Discipline Code will be upheld. Exceptions or specific requirements will be clearly outlined in the student's Individual Plan for Success and will be signed by student, parent/guardian, and teacher.

CLASSROOM PARTICIPATION AND BEHAVIOR

Effective use of class time is critical to student learning. Teachers prepare lessons for each class and it is the shared responsibility for each student to meet the day's objectives for the class. Students who cooperate with the teacher help the class as well as themselves in the learning process. The primary goal of BRHS-AE is academic achievement and improvement for all students.

Classroom distractions, disruptions, and lack of participation will not be tolerated. Refusal to participate in classroom activities, complete academic assignments, or involvement in activities which disrupt the academic environment for others will be dealt with seriously and may result in withdrawal from the BRHS-AE.