

Bismarck-Henning-Rossville-Alvin Cooperative High School

Parent/Guardian Handbook Acknowledgement

Dear Parent/Guardian,

Please complete the following form and return to the office by_____.

Brent Rademacher

Principal

From: The Parent/Guardian of:

(1) _____

(2) _____

(3) _____

(4) _____

(5) _____

To: Bismarck-Henning-Rossville-Alvin Cooperative High School

I ACKNOWLEDGE RECEIVING AND/OR BEING PROVIDED ELECTRONIC ACCESS TO THE 2022-2023 STUDENT/PARENT HANDBOOK AND SCHOOL BOARD POLICY ON STUDENT BEHAVIOR. I HAVE READ THESE MATERIALS AND UNDERSTAND ALL RULES, RESPONSIBILITIES AND EXPECTATIONS.

I UNDERSTAND THAT THE STUDENT/PARENT HANDBOOK AND SCHOOL DISTRICT POLICIES MAY BE AMENDED DURING THE YEAR AND THAT SUCH CHANGES ARE AVAILABLE ON THE SCHOOL DISTRICT WEBSITE OR IN THE SCHOOL OFFICE.

I UNDERSTAND THAT MY FAILURE TO RETURN THIS ACKNOWLEDGEMENT WILL NOT RELIEVE ME OR MY CHILD FROM BEING RESPONSIBLE FOR KNOWING OR COMPLYING WITH SCHOOL AND SCHOOL DISTRICT RULES, POLICIES AND PROCEDURES.

Signature of Parent or
Guardian_____Date_____

Comments:

Bismarck-Henning-Rossville-Alvin Cooperative High School

Student Handbook Acknowledgement

Student Acknowledgement Pledge

I acknowledge receiving and/or being provided electronic access to the 2022-2023 Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

Signature of Student

Date

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2022-2023 Handbook

General School Information

This handbook is a summary of the school's rules and expectations and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection at the district office located at:

Bismarck-Henning-Rossville-Alvin Cooperative High School

17268 East 2750 North Road
Bismarck, IL 61814
(217)759-7261 FAX: (217) 759-7942
Web Site: www.bismarck.k12.il.us

The School Board governs the school district and is elected by the community. Current School Board members are:

Mr. David Clapp, *President*
Mr. Robert Danner, *Vice President*
Mrs. Cheryl Brumett, *Secretary*
Mr. Jeremy Deck
Mrs. Maridith Hearnley
Mr. Steve Lane
Mr. John Petersen

The School Board has hired the following administrative staff to operate the school:

Mr. **Scott Watson**, *Superintendent* (swatson@bismarck.k12.il.us)
Mrs. **Crystal Johnson** *Superintendent* (johnsoncl@rossville.k12.il.us)
Mr. **Brent Rademacher**, *Principal* (brademacher@bismarck.k12.il.us)
Mr. **Phil Benjamin**, *Assistant Principal* (pbenjamin@bismarck.k12.il.us)
Mr. **Tony Foster**, *Athletic Director* (tfoster@bismarck.k12.il.us)
Mr. **Jim Ribbe**, *Director of Transportation* (jribbe@bismarck.k12.il.us)

Contact information for the high school is as follows:

Bismarck-Henning-Rossville-Alvin Cooperative High School
17268 East 2750 North Road (*shipping address*)
P. O. Box 200 (*mailing address*)
Bismarck, IL 61814
(217)759-7291 FAX: (217)759-7815
Web Site: www.bismarck.k12.il.us

Chapter 1—Introductory Information & General Notices

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

Safe School Zone

The Bismarck-Henning-Rossville-Alvin Cooperative High School Board of Education believes that students should be able to attend school and school activities in a positive atmosphere that is free of violence, threat, intimidation, weapons, drugs or other prohibited items. To that end, the Board of Education has declared all buildings, buses and district property to be a “Safe School Zone.” This means that, on any school property and within 1,000 feet of school property, increased penalties for violation of anti-drug and anti-weapons law will be in force. This “Safe School Zone” is in effect 24 hours a day, 365 days a year.

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

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

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

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

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, any dangerous device.
4. Damage or threaten to damage another’s property.
5. Damaged or deface school property.

6. Violate any Illinois law or municipal, local, or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Residency Requirements

Only students under the age of 21 who reside within the boundaries of Community Unit School District #1 or Community Unit School District #7 with their natural or adopted parents or, in certain situations, with court appointed guardians are entitled to enroll at Bismarck-Henning-Rossville-Alvin Cooperative High School. All students will show transcripts as an entrance requirement to Bismarck-Henning-Rossville-Alvin Cooperative High School.

Proper documentation including birth certificate, **proof of residency (at least 2 forms)**, and legal guardianship are required as is a completed, current health exam before a student will be enrolled. Any other child seeking admission must apply to the superintendent for special admission permission. If granted, special admission shall require payment of full tuition cost for the child's school attendance. If the Board of Education determines that any student is not a legal resident of the District, it will terminate the student's enrollment and charge the parents tuition, pursuant to the Illinois School Code, on a retroactive basis.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the district within 60 days after

the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

Homeless Child's Right to Education

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

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

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

Equal Opportunity and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the building Principal.

Animals on School Property

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

School Volunteers

All school volunteers must complete the "Volunteer Information Form" and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some

teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Parent Organizations and Booster Clubs

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

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

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

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

problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

School Operations During a Pandemic or Other Health Emergency

This handbook procedure is meant to apply generally to any pandemic or other health emergency.

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

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

Additionally, please note the following:

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

9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

Emergency School Closings

In cases of bad weather or other local emergencies, parents and/or guardians will most likely be contacted utilizing the school messenger system. This is an automated system that sends mass messages to parents/guardians. Please call the office to report any phone number changes or to report notification problems. In addition, please listen to any local radio or television station to be advised of school closings or early dismissals. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

Video & Audio Monitoring Systems

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

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

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

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

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

Behavioral signs:

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

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling “down”
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

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

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with

direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

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

Warning Signs of Boundary Violations

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

- Favoring a certain student by inviting the student to “hang out” or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student

- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

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

Accommodating Individuals with Disabilities

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

Suicide and Depression Awareness and Prevention

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

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

Chapter 2—Attendance, Promotion, and Graduation

Attendance

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session

The district believes that, in preparation to be an effective, productive, responsible citizen in our society, a student's primary occupation must be working on an education. The school will monitor each student's attendance and inform parents or guardians of any attendance problems. Students absent more than 3 consecutive days may be required to provide medical documentation.

Attending class, completing the assigned work, and contributing to the class are indispensable to a student's success in school. Only when a student is in the classroom can he/she take full advantage of classmates' ideas, as well as the teacher's knowledge, expertise, guidance, and presentation of material.

There are certain exceptions to the attendance requirement for children who attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Student Absences

There are two types of absences: excused and unexcused. Excused absences include illness (including mental or behavioral health of the student), observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's Mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, or other reason as approved by the building administration.

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

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

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

The consequences for an unexcused absence are the loss of make-up privileges, which results in a "0" for all work for the day absent, and the assigning of a detention. If a student cuts/misses more than one period, the student will be subject to further discipline, which may include being suspended or being dropped from a respective class with the grade of an "F".

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

In the event of any absence, the student's parent or guardian is required to call the school at (217) 759-7291 or email the school at ajameson@bismarck.k12.il.us before 9:00am to explain the reason for the absence. If no call or email has been received on the day of a student's absence, a school official will attempt to call the home to inquire why the student is not in school. If the parent or guardian cannot be contacted, the student will be required to submit documentation explaining the reason for the absence. Failure to submit documentation shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

If a student's absence is excused he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students are allowed an equal number of days missed to complete missing work. Students that are suspended may also make up work for full academic credit (see chapter 6). Students who are unexcused from school will not be allowed to make up missed work).

Once a student has reached a total of 5 absences (*excused by parent*), any additional absences will require documentation explaining the reason for the student's absence—a note from the doctor, an appointment card, or court appearance letter. Any absence that does not meet these criteria will be considered unexcused.

Excessive Absences

- Any student who has more than 5 days of absences during the year will receive an unexcused absence for additional days, unless the school is presented with a doctor's note. Make-up work will not be allowed for unexcused days.
- Any student who has missed more than 20 days during the semester will not receive more than ½ credit for the courses being taken that semester unless he/she provides the school with a doctor's note for all absences in excess of 20.
- If a student is absent several times without any parent/guardian contact, the high school office will send a letter to the parents/guardians to notify them and request a parent conference.

- If a student misses 5 or more consecutive days without a proper excuse from a parent/guardian, the student may be dropped from the class with the grade of an “F” and/or dropped from school.
- Proof of doctor and dentist appointments must be brought to the office within two days of the absence. Failure to do so may result in an unexcused absence.
- A student who is absent or whose physician anticipates his or her absence from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.
- A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child. When the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage. For information on home or hospital instruction, contact: Mr. Rademacher.

Tardy Policy

All students are expected to be in their assigned room and seat when the final bell rings to start the period. If a teacher detains a student, the teacher will write a pass to class for the student. The following is a list of consequences for tardies per semester:

<u>Offense</u>	<u>Consequence</u>
▪ 1 st Tardy --	Warning
▪ 2 nd Tardy --	Weekday Detention
▪ 3 rd Tardy --	Weekday Detentions
▪ 4 th Tardy --	Two Weekday Detention
▪ 5 th Tardy --	Saturday Detention
▪ 6 th Tardy --	Saturday Detentions
▪ 7 th Tardy --	Two Saturday Detention

*All tardies beyond this will result in a One Day In-school Detention.

Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

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

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

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

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

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

Passes

Students are not allowed in the hall or in unsupervised areas of the school without permission given by a teacher. Students will now use the Smart Pass system when wanting to leave the class room.

Leaving School During the Day

No student will be permitted to leave school during the school day without the permission of the principal and the student's parents/guardians. Parents/guardians must call the office and verify the request or pick up their student in person. All class work missed should be made up. A permit to return to class must be obtained from the high school office. Notes are unacceptable for student release unless they are accompanied by a phone call. Leaving school without permission may result in detention or suspension depending on the severity.

Students are not allowed to leave school to work unless they are enrolled in the Co-op program or similar program, **or have the privilege of senior release.**

Senior Release Privilege

Seniors may earn the privilege to leave school during the day when they are not in an academic class. This privilege must be approved by their parent/guardian and the principal. During the first week of school, seniors may obtain a Senior Release Form from the Principal's office. In order to be granted off-campus privileges, seniors must have the form signed by their parents/guardians and returned to the Principal's office. Seniors will only be allowed this privilege for the beginning or the end of the day. This privilege may be revoked due to misbehavior, poor attendance, or poor grades.

Release Time for Religious Instruction/Observance

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

Pre-Arranged Absences

Parents or guardians have the ability to schedule their students for pre-arranged absences. When it is appropriate to do so, parents must contact the high school office and provide the high school secretary with a written or verbal notification of the pre-arranged absence. A pre-arranged absence carries with it the responsibility of making up academic work. The teacher will accept work completed, but will not be obligated to spend extra time with the student after school reviewing work missed. Students should consult with their teachers prior to the pre-arranged absence and make arrangements for when and how their missed work should be made up.

College Days

Students are allowed to visit college campuses to meet with an advisor or coach. If conditions are met, these days will not count against a student's attendance record. College days must be arranged two days in advance by filling out a college day request form located in the office. This form requires signatures from a parent/guardian and an administrator or guidance counselor. Evidence of attendance from the institution visited may also be required. Student's college day request may be denied due to poor grades or excessive absences.

Make-Up Work

If a student has an excused absence, he/she will be given the number of days absent to make up the work or tests he/she has missed while absent. For example, if a student misses five school days, he/she will have five school days to make up the work, providing he/she was excused. Note: This procedure is meant to be reasonable but is not meant to apply to longstanding assignments. For example, if a student was assigned a research paper and was absent on the date it was due, the make-up policy does not apply. Long-term teacher instruction and planning takes precedence in this matter.

Grading & Promotion

Bismarck-Henning-Rossville-Alvin Cooperative High School uses three formal methods of reporting pupil progress to parents. They are as follows:

- Progress reports are sent to parents/guardians of students encountering difficulty in one or more subjects at or near 5th week, midpoint, and 14th week of each semester. Those receiving these notices are encouraged to contact the teacher to discuss possibilities for getting help for the student.
- Report cards are grade reports sent home with the student at the end of each semester to allow parents to assess progress.
- Parent-Teacher conference days are scheduled near the halfway point of each semester. Individual parent-teacher conferences are set on designated days. The purpose is to provide the teachers and parents an opportunity to discuss the student's progress.

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

Students must receive a minimum number of credits during the school year to advance to the next grade, if a student does not receive enough credits to advance, that student will be retained in the same grade and will only be allowed to participate in that grade's activities. Students without enough credits to be a Junior would not be allowed to go to Prom until they meet the number of required credits.

Grade Changes

Parents/students who are challenging a semester grade must contact the classroom teacher directly within 2 weeks of the end of the academic term. The parent/student must provide a rationale for the grade dispute and any evidence to support a grade change. The teacher shall determine whether or not he/she feels a grade change is warranted. If the teacher feels the grade change is not warranted, the parent/student may appeal the decision to the building principal. The principal will consult with both the parent/student and the teacher prior to making a final decision and provide all parties with the rationale for the decision. The building principal's decision will be final.

Homework

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

Exemption from Physical Education Requirement

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An

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

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

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

Students with an Individualized Education Program may also be excused from physical education courses.

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

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

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

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

A student in grades 3-12 who is eligible for special education may be excused from physical education courses if:

1. The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services,

2. The student's Individualized Education Program team determines that the student must utilize the time set aside for physical education to receive special education support and services. The agreement or determination must be made a part of the Individualized Education Program; or
3. The student has an Individualized Education Program and is participating in an adaptive athletic program outside of the school setting, and the student's parent or guardian documents this participation.

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

Bell Schedule

Period	class times	passing times	lunch times	class time
EB	7:20-8:04			44
1	8:08-8:53			45
		8:53-8:57		4
2	8:57-9:42			45
		9:42-9:46		4
3	9:46-10:31			45
		10:31-10:35		4
4	10:35-11:20			45
		11:20-11:24		4
5	11:24-12:09			45
		12:09-12:13		4
6	12:13-12:57			44
6 lunch			12:09-12:39	30
		12:39-12:43		4
7	12:43-1:27			44
7 lunch			12:57-1:27	30
		1:27-1:31		4
8	1:31-2:15			44
		2:15-2:19		4
Advisory	2:19-2:38			19

The Student Day

The normal school day consists of eight class periods with one of these periods encompassing lunch. All regularly enrolled students will be in attendance during all periods of the day. State law dictates that students must attend school five clock hours per day unless administratively authorized otherwise. Unsupervised students will be permitted to enter the school at 7:45 a.m. and must depart by 2:45 p.m.

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

Credit for Non-District Experiences

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

1. Distance learning course, including a correspondence, virtual, or online course.
2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College or high school courses offering dual credit at both the college and high school level.
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.
6. Work-related training at manufacturing facilities or agencies in a Tech Prep Program.
7. Credit earned in a Vocational Academy.

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

Proficiency Credit

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

Substitutions for Required Course

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:

1. 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
2. The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

Registered apprenticeship program. A student in grades 9-12 who is 16 years or older may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing a registered apprenticeship program listed by the school district. Students may find a registered, but not listed, apprenticeship program with a business or organization if a registered apprenticeship program is not offered in the school 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.

Accelerated Placement

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

Credit for Alternative Courses and Programs and Course Substitutions

Correspondence Courses

A student enrolled in a correspondence course may receive high school credit for work completed, provided:

1. The course is given by an institution accredited by the North Central Association of Colleges and Secondary Schools;
2. The student is a fourth or fifth year senior;
3. The student assumes responsibility for all fees; and
4. The building principal approves the course in advance.

A maximum of 6 units of correspondence credit may be counted toward the requirements for a student's high school graduation.

Virtual or Online Courses

A student enrolled in a virtual or online course may receive high school credit for work completed, provided:

1. The course is offered by an institution approved by the superintendent or designee;
2. The course is not offered at the student's high school;
3. The student assumes responsibility for all fees (including tuition and textbooks); and
4. The building principal approves the course in advance.

Students may be limited as to the number of courses that apply toward high school credit. Grades earned in approved courses count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. The district may pay the fee for expelled students who are permitted to take virtual or online courses in alternative settings.

Exchange Programs

An exchange student will be granted a diploma if he or she completes the criteria for graduation established by the State of Illinois and the School Board. The board may grant a certificate of attendance to exchange students.

District students will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the building principal. International study course work not meeting district requirements may be placed in the student's permanent record and recorded as an international study experience.

Summer School and Independent Study

A student will receive high school credit for successfully completing (1) any course given by an institution accredited by the North Central Association of Colleges and Secondary Schools, and (2) independent study in a curriculum area not offered by the District, provided the student obtains the consent of a supervising teacher as well as the building principal.

College Courses

Bismarck-Henning-Rossville-Alvin Cooperative High School guidelines for dual enrollment coursework excluding College Express courses:

Students are eligible to enroll for dual enrollment (non- College Express) coursework at Danville Area Community College if the following criteria are met:

1. Students must have completed their Sophomore year of high school in order to enroll in dual enrolment classes during the school day. A student may be eligible to enroll for coursework the summer after his/her Sophomore year.
2. Students must have at least a cumulative 3.0 grade point average at the end of Sophomore year for coursework taken during the school day.
3. Limit of summer coursework: 2 courses. Limit of Fall/Spring coursework (includes online)- 3 courses per semester.
4. If coursework is taken in the Summer, Fall, or Spring at the DACC campus, the student is responsible for transportation. The Bismarck-Henning School District

- is not responsible for any costs, damage or loss of personal property, or bodily injury while on campus or traveling to and from the DACC campus.
5. Students will not be allowed to enroll in an off-campus course as a substitute for a required course at BHRA. All off-campus courses will be considered “elective” credit. **Example:** Student may not enroll in Rhetoric 101 as a substitute for Senior English at BHRA.
 6. Students must be enrolled at BHRA for at least 4 periods (4 credits) each semester and carry a total of 6 courses.
 7. Students who participate in athletics and attend non-College Express courses during the school day, must provide a weekly grade to the office from the DACC instructor for purposes of eligibility. The final semester grade earned will be included in the student’s cumulative grade point average.
 8. Students who plan to enroll in dual enrollment coursework during the school day are subject to a review of their disciplinary record, grades, and attendance. A student may be denied enrollment based upon these records.
 9. A “High School Enrollment Permission” form is required by DACC. It must be completed by the high school counselor.
 10. Any special circumstances must be reviewed and approved by the high school principal.

Dual Credit Courses

A student who successfully completes a dual credit course may receive credit at both the college and the high school level. Students may need to meet certain criteria for inclusion in Dual Enrollment coursework.

Foreign Language Courses

A student will receive high school credit by studying foreign language in an approved ethnic school program, provided such program meets the minimum standards established by the State Board of Education.

The amount of credit will be based on foreign language proficiency achieved. The building principal may require a student seeking foreign language credit to complete a foreign language proficiency examination successfully.

Substitutions for Courses

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

1. 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
2. The student’s parent/guardian request and approve the substitution in writing on forms provided by the district.

Home and Hospital Instruction

A student who is absent or whose physician anticipates his or her absence from school for an extended period of time or who has ongoing intermittent absences because of a medical condition may be eligible for instruction in the student's home or hospital.

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

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact administration.

Early Graduation

Students who will have successfully completed graduation requirements after seven (7) semesters may petition to graduate. Applications can be obtained from the counselor's office and must be submitted to the Principal prior to **October 15** of the student's seventh semester.

Early graduates must take full responsibility to make arrangements with the high school office for anything pertaining to the graduation ceremony. (i.e. announcements, cap and gown rental, graduation practices, etc.)

Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course(s) by the last day of the seventh semester. Failure to produce this documentation will result in denial of the early graduation petition.

High School Graduation Requirements

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

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

Graduation Requirements

To graduate from Bismarck-Henning-Rossville-Alvin Cooperative High School, a student must meet the following requirements:

- Complete and pass 46 credits of work.
- Complete and pass 6 credits of Mathematics. One year of Algebra and one year of a course with geometry content.
- Complete and pass 8 credits in the area of English. Four of these credits must be considered writing intensive.
- Complete and pass 4 credits of Science.
- Complete and pass 2 credits of World History (for classes of 2022 & 2023 only).
- Complete and pass 2 Credits of U.S. History or 2 Credits of DACC U.S. History***, and a test on the display of the American flag, the Illinois Constitution, and the Federal Constitution.
- Complete 1 credit of Civics
- Pass 1 credit of Intro to Psychology, Intro to Sociology, Economics, Personal Finance, or Western Civilization I or II.
- Meet Consumer Economics requirements by taking a full year of Orientation to Family and Consumer Sciences, Orientation to Business, Adult Living/Parenting, or one semester of Economics or Personal Finance.
- Complete eight semesters of Physical Education as a graduation requirement unless approved for early graduation by the Principal (Must fill out proper paperwork prior to October 15th).
- One year chosen from (A) music, (B) art, (C) foreign language, which shall include American Sign Language, (D) vocational education, or (E) forensic speech (speech and debate). A forensic speech course used to satisfy the course requirement for language areas may not be used to satisfy the course requirement under this subdivision.
- All students must take classroom Driver Education.
- Complete 1 credit of Health

Participation in Graduation Exercises

In order to participate in the Bismarck-Henning High School graduation ceremony, a student must meet all of the following requirements:

- He/She must have passed all courses required for graduation.
- He/She must have the required number of credits for graduation.
- He/She must have all books, equipment, etc., turned in or paid for.

- He/She must have cleared all problems, or have made satisfactory arrangements to do so, prior to the ceremony
- He/She must wear a cap and gown.
- Students who graduate early in December and are actively in the military, will be given the option to wear their military dress uniforms instead of the traditional cap and gown.

Diploma envelopes will be handed out during the ceremony. The actual diplomas will be handed out later or mailed after any problems are resolved; gowns are turned in, etc. All diplomas may be held until these matters are resolved.

Chapter 3—Student Fees and Meal Costs

Fines, Fees, and Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

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

- An illness in the family;
- Unusual expenses, such as fire, flood, storm damage, etc.;
- Seasonal employment;
- Emergency situations; or
- When one or more of the parents/guardians is involved in a work stoppage.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

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

School Lunch Program

Lunch is served every school day with the exception of early dismissals for school improvement.

A student may bring a sack lunch from home or may purchase a school lunch. Money for lunches must be placed in an envelope with the name of the student whose account should be credited written on it. At least three days' meals must be purchased at one time. All hot lunches and a la carte items are to be eaten in the cafeteria. In addition to this, every student must have his/her respective lunch card with him/her to purchase lunch. No money will be accepted in the cafeteria. The cost for a replacement card is \$2.00.

Free or reduced-price meals are available for qualifying students. For an application, contact the building principal.

Chapter 4—Transportation and Parking

Bus Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. The building principal must approve exceptions in advance.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The

district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school and to make arrangements to pick up missing work.

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

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

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

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.

3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

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

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

Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. For questions regarding school transportation issues, contact the transportation director, Jim Ribbie or the transportation secretary at (217) 759-7428.

Parking

Students who are eligible may drive to school providing they secure a permit slip and parking tag from the high school office. Cost is \$40 (\$10 per nine weeks). This parking tag must be displayed in the front window of the car. Vehicles must be parked between the painted lines and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The rows nearest the high school office are for school staff, personnel, and others designated by administration. These rows MAY NOT be used by students at any time. Student vehicles parked in these rows may be ticketed or towed at the discretion of administration.

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

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

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

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

Student Drivers – Drug-Testing Policy

Additionally, any student who purchases a parking permit slip will also have his/her name added to the drug testing pool for random drug testing per the Random Drug Testing Policy adopted by the Bismarck-Henning Community School District No. 1 Board of Education

Consequences for positive test

A positive test gives the school grounds to test the student at any time they feel the student is showing signs of being under the influence of drugs or alcohol.

1st occurrence-3 month (90days) suspension of the driving permit.

Drivers Ed: one semester delay in the behind the wheel portion of the Drivers Ed program

2nd - 6 months (180 days) suspension of the driving permit

Drivers Ed: one year delay in the behind the wheel portion of drivers Ed

3rd: permanent revocation of driving permit

Drivers Ed: one year delay of drivers Ed program

4th: drivers Ed: 2 year ban from behind the wheel drivers Ed

*****After each occurrence student must provide, at parental expense, a clean drug test from a licensed laboratory approved by the state of Illinois and accredited to conduct testing in this state before permit is reinstated.*****

Chapter 5—Health and Safety

Immunization, Health, Eye and Dental Examinations

Required Health Examinations and Immunizations

Required Health Examinations and Immunizations

A student's parent(s)/guardian(s) shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health (IDPH), within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required for students in grades 6 and 12.

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. Beginning with the 2018-2019 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.
4. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was *risk-assessed* or screened for lead poisoning.
5. The IDPH will provide all female students entering sixth grade and their parents/guardians information about the link between human papilloma virus (HPV) and cervical cancer and the availability of the HPV vaccine.

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15th will result in the student's exclusion from school until the required health forms

are presented to the District. New students who register after the first day of student attendance of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by the first day of student attendance, the student must present, by the first day of student attendance, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by the first day of student attendance may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15th that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by the first day of student attendance, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after the first day of student attendance. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examination

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH.

If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

1. Religious or medical grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease* and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunization requirements on medical grounds, if a physician provides written verification.
3. Eye examination requirement, if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
4. Dental examination requirement, if the student's parents/guardians show an undue burden or a lack of access to a dentist.

Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. School Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form." Forms can be found online at Bismarck.k12.il.us located on the nurse's web page.

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

Self-Administration of Medication

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

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

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

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

Administration of Medical Cannabis

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

Undesignated Medications

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

Emergency Aid to Students

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

Prevention of Anaphylaxis

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

Guidance & Counseling

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

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of the counselor to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in the is drill. All other drills will not be preceded by a warning to the students

Students with Food Allergies

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal or school nurse.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

Accommodation for breastfeeding students

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

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

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

Communicable Diseases

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

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

Care of Students with Diabetes

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

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

For further information, please contact the Building Principal or School Nurse.

Head Lice

The school will observe following procedures regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to the parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Latex Sensitive School Policy

Bismarck-Henning-Rossville-Alvin Cooperative High School acknowledges its responsibility to reduce, to a reasonably practicable extent, the exposure of its students, employees, and visitors to latex protein in the school environment. This prohibition will reduce the likelihood of presenting latex allergy symptoms through exposure to latex-containing materials. The purpose of this latex-sensitive policy is to keep students and adults safe from the severe, life threatening allergic reaction to latex while they are in the school setting.

No latex balloons will be allowed in the school at any time. This includes all school sponsored events on and off campus. Supplies, such as gloves, band aids, stethoscope covers, blood pressure kits, first aid kits, and any other nursing or cleaning supplies purchased by the district, will be latex free.

Asbestos Management Plan

Asbestos containing building materials (ACBM) are present in the high school. In accordance with the Federal Asbestos Hazard Emergency Response Act, an accredited inspector and management planner have completed a review of the locations, quantities and friability of the asbestos containing materials and have prepared an assessment and response action plan to reduce exposure to asbestos fibers. Copies of the Asbestos Management Plan for the high school, which includes the inspection report, are located in the principal's office and in the superintendent's office. A copy of the plan is available for inspection without cost or restriction within five days after the school receives a written request for inspection. Should a request be made for a copy of the report, the school district is allowed to charge a reasonable fee to make a copy of the plan. Any questions regarding the Asbestos Management Plan should be addressed to the Superintendent of Schools.

Pest Management Policy

It is the policy of the Bismarck-Henning-Rossville-Alvin Cooperative High School to implement Integrated Pest Management procedures to control structural and landscape pests and to minimize exposure of faculty and staff to pesticides. It is also the policy of the Bismarck-Henning School District #1 to control pests in the school environment. Pests, such as cockroaches, fleas, wasps, termites and rodents, are annoying and can disrupt the learning environment in school. Pests are known to bite, sting, or transmit diseases, and they may also cause allergic responses.

It is also the policy of the Bismarck-Henning-Rossville-Alvin Cooperative High School to reduce the exposure to pesticides in the school environment. When pesticides are used to control pests in schools, there is potential for human exposure. Excessive exposure may result in pesticide poisoning or allergic responses in sensitive individuals. Children may be more susceptible to pesticides than adults due to their smaller size and rapid growth and development. Their playful behavior may expose them to more pesticide residues.

Integrated Pest Management

- Non-chemical prevention of pest populations using such methods as sanitation, exclusion, and cultural practices.
- Selecting the least hazardous methods and material effective for the control of targeted pests.
- Precision-targeting of pesticides to areas not contacted or accessible to children, faculty, and staff.
- Applying of pesticides only "as needed" to correct verified problems.

Success

- Full cooperation of administrators, faculty, maintenance/custodial staff, parents, and students.
- Establishment of a school district-wide coordinator and advisory committee.
- School-based safety committees shall include a pesticide policy as part of their agenda.
- The coordinator shall designate a staff member to coordinate the integrated pest management policy and maintain pest management records.

Chapter 6—Discipline and Conduct

General Building Conduct

Students shall not arrive at school before 7:45 a.m. Classes begin at 8:08 a.m., and students are dismissed at 2:30 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

School Dress Code / Student Appearance

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school-sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, tobacco/E-cigarette products, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweatbands, headphones/ear buds, and sunglasses may not be worn in the building during the school day.
- Students are not to bring back packs, purses, or coats to class.
- Hairstyles, dress, and accessories that pose a safety hazard are not permitted in the laboratories, shop class, or during physical education.
- The length of shorts or skirts must be appropriate for the school environment (length shall be at least to the fist when arms hang down to the side).
- Tube tops, halter-tops, or other revealing attire will not be allowed. Straps on dresses and shirts must be at least 1" in width.
- Tops should not expose the midriff.
- Appropriate footwear must be worn at all times.

- A student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff, or others may be subject discipline.
- Clothing that is otherwise poorly fitting, showing skin (higher than the first length guideline described above) and/or undergarments may not be worn at school.

Teachers/Administration have the right to ask a student to change clothing if the student does not follow the above guidelines. Parental cooperation is greatly appreciated to avoid sending students home to change clothes or other punitive measures.

Student Discipline

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription-
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
 - e. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - f. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions.

The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.

- g. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- h. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- i. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- j. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

- 4. Using, possessing, controlling or transferring a firearm or "look alike," knife, brass knuckles or other knuckle weapon regardless of its composition, a Billy club, or any other object if used or attempted to be used to cause bodily harm.
- 5. Using or possessing an electronic paging device.
- 6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and in their lockers during the regular school day unless: (a) the supervising teacher grants

permission for specific curricular purpose; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Cell phone violation consequences:

- First Offense- Phone confiscated, 3:10pm detention issued, phone returned to parent.
 - Second Offense- Phone confiscated 4:00pm detention issued, phone returned to parent.
 - Third Offense- Phone confiscated 4:00pm detention issued, phone returned to parent, suspension of phone privilege.
 - Forth Offense- Phone confiscated, Saturday detention issued, parent must pick up phone, and suspension of phone privilege.
- Any cellphone violations involving cheating, sexting, or anything that causes a disruption in the school processes is subject to more significant consequences.
7. Using or possessing a laser pointer, unless under a staff member's direct supervision and in the context of instruction.
 8. Disobeying rules of student conduct or directives from staff members or school officials. Examples include, but are not limited to refusing a staff member's request, refusing to submit to a search, class disruption, insubordination, misconduct, gross misconduct, forgery, inappropriate language or gestures, abuse of property, defacing school ID, not serving a detention, public displays of affection and fighting among others.
 9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
 10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
 11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
 12. Engaging in teen dating violence
 13. Entering school property or a school facility without proper authorization.

14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
15. Causing or attempting to cause damage to, stealing, or attempting to steal school property or another person's personal property.
16. Being absent or leaving the school building without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including, but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting." Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing and indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, smartphone, or cellular phone.
22. Using, purchasing, selling, or possessing any performance-enhancing substance on the Illinois Association of High School Association's most current banned substance list, unless administered in accordance with a prescription.
23. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
24. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

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

When and Where Conduct Rules Apply

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

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

Disciplinary Measures

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

Disciplinary measures may include:

- 1) Notifying parents/guardians.
- 2) Disciplinary conference.
- 3) Withholding of privileges.
- 4) Temporary removal from the classroom.
- 5) Return of property or restitution for lost, stolen or damaged property.

- 6) In-school suspension.
- 7) After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
- 8) Community service.
- 9) Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
- 10) Suspension of bus riding privileges.
- 11) Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
- 12) Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
- 13) Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
- 14) Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.
- 15) Social Probation- is a discipline technique that denies student privileges. These privileges may include, but are not limited to,
 - a) driving to school
 - b) cell phone use at school
 - c) field trips
 - d) incentive activities
 - e) attending extra-curricular activities or any school related social activity
- 16) Weekday detention. There are two types of weekday detentions. These are scheduled on Tuesdays and Thursdays from 2:30-3:10 pm or 2:30-4:00 pm. All detentions are periods of time for quiet study. Students must bring work to their detention and will not be allowed to leave the detention room during the assigned time. Failure to bring work may result in a "not served" report and bring about further discipline. Failure to report to a weekday detention without prior approval will result in a Saturday detention. All school rules apply during weekday detentions.
- 17) Saturday detention. These are scheduled 8:00 a.m. to 11:00 a.m. Failure to report for Saturday detention will result in a one-day in-school detention. Accumulating three unserved Saturday detentions will result in a two-day out-of-school suspension.

Note:

- Saturday detentions are supervised by teachers.
- All school rules apply during Saturday detention.
- Students will bring homework assignments or educational reading material to occupy their time.
- Any student who commits an infraction during the Saturday detention will be sent home immediately and will forfeit all time served that day.

- Transportation for Saturday detention is not provided by District. Students must arrange their own transportation.

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

Out-of-School Suspension/Expulsion

State law permits a school to suspend a student for up to 10 days for “gross misconduct and disobedience.” An expulsion is a suspension of greater than 10 days. A student suspended/expelled from school may not be on school district property for any reason unless he/she has made prior arrangements with district administration. Failure to observe this regulation is considered criminal trespassing and may result in prosecution.

Before a suspension/expulsion, the student is entitled to a hearing with the principal. During this conference, the student will be told the specific complaint and will have an opportunity to explain his/her guilt or innocence (Due Process).

Upon a decision to suspend/expel, the principal will prepare a letter to the parent or guardian stating the reason(s) for the suspension/expulsion. The principal will also make every effort to contact the parent or guardian by phone on the day of the decision. If a student is suspended/expelled, he/she has the right to appeal that decision to the superintendent.

A student who is on suspension will be allowed to make up any work missed during the period of suspension. However, all

work is due the day the student returns from the suspension. Work that is not completed on the day the student returns from

suspension will result in **zero** credit. Students who are suspended will need to take all necessary books/projects with them at

the time of their suspension. All student work will be picked up in the High School Office between 3:30 and 3:50.

Review Hearing

If a student appeals a decision made by the superintendent, he/she may request a hearing from the Board of Education. If a review hearing has been requested, the following steps will be taken

- The principal or superintendent will set a time and location for the meeting.

- The hearing will be held within 10 days following the suspension.
- The school administration will proceed with the case, and then the student may respond.
- Witnesses may be subject to inquiry by both parties.
- The review proceeding can be held in closed session at the request of either party.

When the hearing has concluded, the report will be as follows:

- A written decision will be issued to the student and his/her parents within 48 hours after the hearing by the hearing officer.
- The written decision will be directed to the Board of Education.
- The Board of Education will review the report at its next regular meeting and either concur with the findings and make notation of this in the minutes or reject the report and disallow the suspension; in such case, the record of the student's absence will be expunged.

Expulsion

In cases of repeated or gross misconduct, the principal may recommend to the superintendent and/or Board of Education that expulsion proceedings be initiated. The Board of Education has the sole authority to expel a student for up to 2 years.

Re-Engagement of Returning Students

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

Isolated Time Out, Time Out and Physical Restraint

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

Actions Set Forth to Reduce the Use of Restraint, Time out, and Isolated Time out

Bismarck-Henning Rossville-Alvin Cooperative High School has a five-step plan that will be implemented to reach out RTO reduction goals.

1). Bismarck-Henning Rossville-Alvin Cooperative High School will create an extension professional development plan that includes a focus on evidence-based practices for behavior modification. The training will include, but is not limited to:

- A) Behavior De-escalation
- B) Restorative Practices
- C) Trauma Informed Practices
- D) Positive Behavior Supports
- E) Autism Training
- F) Self-regulation/Self-monitoring Training
- G) Conducting a Functional Behavior Analysis
- H) Writing an Effective Behavior Intervention Plan
- I) Effective Functioning

2). Bismarck-Henning Rossville-Alvin Cooperative High School will implement the use of Ukeru Systems to reduce the number of hands-on restraints necessary to keep staff and students safe. Ukeru Systems include the use of blocking pads. The system teaches how to “practice new tools that keep people not only physically, but also psychologically safe.” Staff will be provided with training in the use of the system. Funding will be used to purchase the blocking pads.

3). Bismarck-Henning Rossville-Alvin Cooperative High School will develop a multi-tiered system of support for social-emotional supports. The plan will include, but is not limited to:

- A) Tier I- PBIS or Zones of Regulation
- B) Tier II- Check n Connect, Check in Check Out, Self-monitoring with goal setting
- C) Tier III- Social work or Counseling Services, Specialized Curriculum targeting student's individual weaknesses

Staff will be properly trained in the use of data for placement in each tier as well as movement from within tiers.

4). Bismarck-Henning Rossville-Alvin Cooperative High School will train staff in the Crisis Team Meeting process. Within 24 hours (one business day) of a RTO, the classroom staff will meet to debrief about the incident and determine the plan for next steps in the child's education. The staff will be trained in the proper analysis of individual behavior incidents to ensure correct interpretation of the antecedents/setting events and triggers. They will be trained in how to determine changes that could be made to the environment, student's schedule, staff's interactions, what skills instruction is necessary to close the lagging skills gap, and how to implement the instruction effectively.

5) Bismarck-Henning Rossville-Alvin Cooperative High School Education will form partnerships with outside consultants and agencies for Board Certified Behavior Analyst to observe and provide feedback for students who struggle behaviorally.

Proactive Student Planning Conference

Bismarck-Henning Rossville-Alvin Cooperative High School understands the importance of proactive communication about our students with adverse childhood experiences. Any student with a history suggesting potential use of RTO due to behavior that could result in imminent danger will have an annual Student Support & Problem Solving Conference to discuss available historical information including, but not limited to:

- 1) History of physical and/or sexual abuse
- 2) Relevant medical mental health information
- 3) Previous adverse reaction to the use of RTO interventions.

Meetings must occur on or prior to the student’s first day of school attendance, within three days of a mid-year enrollment, or within three days of new knowledge of adverse childhood experiences.

The complete Bismarck-Henning Rossville-Alvin Cooperative High School Education RTO reduction plan can be found on the district’s website. A direct link to the plan will be placed in the Bismarck-Henning Rossville-Alvin Cooperative High School Student Handbook.

Corporal Punishment

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

Weapons Prohibition

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

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

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

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

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

Gang & Gang Activity Prohibited

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

Preventing of and Response to Bullying, Intimidation and Harassment

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

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is **prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff

members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Nondiscrimination Coordinators and Complaint Managers:

Brent Rademacher (brademacher@bismarck.k12.il.us)

Phil Benjamin (pbenjamin@bismarck.k12.il.us)

17268 E 2750 North Road

Bismarck, IL 61814

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

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

Sexual Harassment & Teen Dating Violence Prohibited Sexual Harassment Prohibited

Harassment Prohibited

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

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

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

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

Bismarck-Henning-Rossville-Alvin Breathalyzer Testing

Bismarck-Henning-Rossville-Alvin High School and the Board of Education is committed to the promotion of healthful living and to the safety and well-being of its students. In keeping with this commitment, the Bismarck-Henning-Rossville-Alvin High School and the Board of Education believe that the use of Breathalyzer during the school day and at school-sponsored events (on or off school grounds) is an acceptable deterrent to the use of alcohol by underage drinkers.

High school administrators may administer a Breathalyzer test to a student or his or her guest in order to provide a safe and healthy environment for the students, staff, and community. In addition, administrators may administer the test if they believe that the use of these tests is necessary as a deterrent to the use of alcohol by underage drinkers.

Breathalyzer procedures

A school administrator may ask a student to submit to a Breathalyzer test or have items on his person tested during the school day or at a school-sponsored event if there is reasonable suspicion of the administration or staff member. The Breathalyzer test will be administered by the administrator and staff member. If the student or items in question tests positive for alcohol the student will be given a second test after ten minutes. If the second test is positive, the student's parents or guardian will be called to pick him/her up from school. If the parent or guardian cannot pick up the student emergency personnel may be contacted to transport the student as necessary for the student's safety and to maintain a safe and orderly school environment. The student may face disciplinary actions outlined in the student handbook.

Should the student refuse to take a Breathalyzer test, it will be deemed that the suspicion of the administrator was correct and the local authorities will be contacted to pick up and test the student. If the student tests positive they will transport the student to the local police station and will face discipline measures outlined in student handbook.

Lunch & Cafeteria Rules

Lunch Rules

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

Cafeteria Rules

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

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

Chapter 7—Search and Seizure

Search and Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

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

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

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

Students

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

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

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity

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

Lockers

Each student is assigned a locker. The sharing of lockers with other students is prohibited, and a change of locker assignments requires approval of the principal or designee. All students are encouraged to maintain their lockers in good order. It is the student's responsibility to clean out the locker periodically to ensure the locker remains in good condition. Lockers should never be struck, kicked, written on, or defaced. Stickers and other materials should not be attached either inside or outside the locker. A monetary fine and/or disciplinary action may be assessed for locker damage.

Metal Detector Wand

To maintain a safe and disciplined learning environment, the district reserves the right under reasonable suspicion to utilize metal detector wand searches on school grounds and school-sponsored activities.

Chapter 8—Internet, Technology, and Publications

Acceptable Use of the District's Electronic Networks

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

Terms and Conditions

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

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

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

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

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

1. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
2. Using the electronic networks to engage in conduct prohibited by board policy;
3. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
4. Unauthorized use of personal removable media devices (such as flash or thumb drives);
5. Downloading of copyrighted material for other than personal use;
6. Using the electronic networks for private financial or commercial gain;
7. Wastefully using resources, such as file space;
8. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;

9. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
10. Using another user's account or password;
11. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
12. Posting or sending material authored or created by another without his/her consent;
13. Posting or sending anonymous messages;
14. Creating or forwarding chain letters, spam, or other unsolicited messages;
15. Using the electronic networks for commercial or private advertising;
16. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
17. Misrepresenting the user's identity or the identity of others; and
18. Using the electronic networks while access privileges are suspended or revoked.

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

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

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

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

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

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

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

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

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

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

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

Internet Safety

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

Annual Notice to Parents about Educational Technology

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

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that

student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

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

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

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

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

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

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

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

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

Indemnification - The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

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

Copyright Web Publishing Rules - Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

- a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting

the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.

- b. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
- d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Electronic Mail – The e-mail system is owned and controlled by the school and district. E-mail may be provided to aid students in fulfilling their duties and responsibilities, and as an education tool.

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

Use of the electronic mail system constitutes consent to these regulations.

Guidelines for School-Sponsored Publications, Productions and Websites

School-sponsored publications, productions and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Except as provided below, a student journalist has the right to exercise freedom of speech and of the

press in school-sponsored media, including the right to determine the news, opinion, feature, and advertising content of school-sponsored media.

Student journalists are prohibited from using school sponsored media in a way that:

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

All school-sponsored media shall comply with the ethics and rules of responsible journalism. Text that fits into numbers one through four above will not be tolerated and school officials and student media advisers may edit or delete such material.

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

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the school, school district or an expression of school board policy.

Access to Non-School Sponsored Publications

Non-School Sponsored Publications Accessed or Distributed On Campus

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

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

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and the Student Handbook;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students¹; or
6. Incites students to violate any Board policies.

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

Non-School Sponsored Publications Accessed or Distributed Off-Campus

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

Chapter 9—Athletics and Extracurricular Activities

BISMARCK-HENNING-ROSSVILLE-ALVIN ATHLETIC POLICY

Responsibilities of the Athlete

The athlete represents the school, and therefore is expected to represent the school in a manner that is acceptable to the students, staff, administration, and the community. Athletes should be dressed appropriately for games and meets. Personal grooming shall conform to standards acceptable to the IHSA, the community, the Community Unit District #1, and Community Unit District #7 Schools and may be more stringent than those set for the student body.

All athletes must submit a signed statement by a physician stating that the athlete is able to participate in athletic activities before he/she will be allowed to participate in any practice sessions or competitions. This must be done on a yearly basis. All athletes must carry school insurance or have a waiver signed by their parents stating that they are covered through a family insurance plan. It should be understood that the school insurance policy does have limits and that additional injury costs are the responsibility of the athlete's parents.

An athlete may participate in as many sports as he/she wants so long as the coaches concerned agree. Any athlete who wants to change sports in the same season must appear before a coaching panel and give reasons for the desire to change. The Coaches' panel will make the decision. An athlete who goes out for any sport and quits that sport can be brought before a panel of coaches to discuss the situation.

This policy will be in effect 24 hours a day, 7 days a week, 365 days a year. Upon entering the 6th grade or 9th grade, a student will have his/her slate of athletic policy violations wiped clean. Entering the 6th grade will be defined as the first day of attendance of that school year or the first day a student participates in an athletic practice for that school year, whichever comes first. Entering the 9th grade will be defined as beginning immediately after 8th grade graduation.

In order to participate in an athletic event, the student must be in attendance for half of the school day. Half a day is defined as: 1st -5th hour or 5th hour-advisory period. The Principal has the discretion to approve participation for a prearranged absence.

High School athletes must participate in the drug education and testing program. Any violation that occurs as a result of the drug testing program will initiate this policy.

The athlete should make certain that he/she is aware of the rules and policies applying to particular sports and be prepared to adhere to them. All athletes are expected to know and abide by the RULES OF CONDUCT FOR ATHLETES as stated below.

Violations and Penalties

Violations and number of offenses of class A and B will be cumulative for one school year of the athlete.

CLASS A – A violation of the Bismarck-Henning-Rossville-Alvin athletic policy has occurred when an athlete has shown severe lack of sportsmanship-like conduct on or off the field of competition or activity.

- First offense – Coaches' discretion
- Second Offense – Suspension will occur for 30 calendar days. Credit will be given for performing 10 hours of community service work and restitution reducing the penalty to 15 calendar days.
- Third Offense – Suspension will occur for 45 calendar days. Credit will be given for performing 10 hours of community service work and restitution reducing the penalty to 30 calendar days.

CLASS B – A violation of this policy occurs when a student uses tobacco, tobacco products, or e-cigarettes.

- First Offense – Suspension will occur for 5 calendar days.
- Second Offense – Suspension will occur for 30 calendar days.
- Third Offense – Suspension will occur for 45 calendar days.

Violations and number of offenses of Class C, D, and E will be cumulative throughout the High School career of an athlete.

CLASS C – A violation of this policy occurs when property of others is damaged or property rights of others are violated.

- First Offense – Suspension will occur for 30 calendar days. Credit will be given for performing 20 hours of public service work and restitution reducing the penalty to 15 calendar days.

- Second Offense – Suspension will occur for 365 calendar days. For second and subsequent offenses there will be no option to reduce the suspension.
- Third Offense – Suspension will occur for 365 calendar days.

CLASS D – A violation of this policy occurs when the student possesses, actively seeks, solicits, supplies, uses, or is under the influence of alcohol, steroids, or other illegal drugs, or possesses drug related paraphernalia. This violation can be the result of testing positive to the Bismarck-Henning Unit #1 random drug test.

- First Offense – Suspension from athletic participation for 365 calendar days from the date of determination that a violation of the athletic policy has occurred. A first time offender may have his/her suspension reduced to 45 calendar days by agreeing to undergo a Substance Abuse Assessment at an assessment facility acceptable to the school district and following through with any recommendations coming out of that assessment. Any expense involved will be the responsibility of the student and his/her family. In addition, the student will be required to perform 20 hours of public service work. If a recommendation coming out of the Substance Abuse Assessment causes a student to be involved past the 45 days, he/she will be allowed to participate as long as all other criteria have been met. At any time a student is found not following through with a recommendation, the reduction to 45 days will be negated and the 365 day suspension will be reinstated. If the suspension ends after a sport season has begun, it will be up to the discretion of the coach of that sport if a student is allowed to join the team.
- Second Offense – Suspension will occur for 365 calendar days. For second and subsequent offenses there will be no option to reduce the suspension.
- Third Offense – Suspension will occur for 365 calendar days.

CLASS E – A violation of this policy occurs when a student is accused of a serious infraction of the law resulting in police arrest. Examples include, but are not limited to, assault, robbery, rape, the dealing of drugs, arson, serious physical harm to others, etc.

Violations of this nature lead to automatic suspension from athletic participation for up to 365 calendar days, depending on the severity of the violation. Certain of these offenses or extenuating circumstances may cause this penalty to be lengthened beyond 365 calendar days. The decision will be made by the Superintendent of Schools and the Board of Education

APPEAL PROCESS – Students and their parents or legal guardians will be afforded due process in the application of this policy. Students can demand a hearing before one or all of the following: Athletic Director, High School Principal, Superintendent, or Board of Education.

A decision by the Board of Education will be final.

STUDENT ATHLETE AND DRIVER DRUG TESTING POLICY

I. General Policy Statement

The Bismarck-Henning-Rossville-Alvin Cooperative High School Board of Education recognizes the importance and special need of maintaining a drug-free environment for all students. The use of illegal drugs and/or controlled substances by student athletes or drivers that are not prescribed for medical conditions can be detrimental to the well-being and safety of those on the road and in sporting events.

In order to maintain a drug-free and safe atmosphere for student athletes and drivers, the Board believes that drug testing is an effective way to deter students from using illegal drugs and/or controlled substances. The Board also views this as a way to detect recreational drug usage at an early stage so that intervention and counseling can be provided to deter future dependency upon the use of illegal drugs/or controlled substances.

II. Students Subject to Drug Testing

All students in grades 9-12 who participate in interscholastic athletics and/or whom have a parking pass must agree to participate in the student athlete drug testing program. The student athlete/driver and his or her parents must sign a consent form and return the form to the coach or office. The student athlete will not be allowed to practice or a driver to park at BHRA until the consent form has been signed and returned. The signed consent form shall be filed in the official student file and is valid for one school year.

The student/driver or his or her parents may revoke the student's consent to drug testing at any time by completing a withdrawal of drug testing consent form; however, once revoked, the student athlete/driver will NO longer be eligible to participate in any interscholastic athletic activities or to drive to BHRA for the remainder of that school year.

III. Random Selection

Students will be randomly selected for testing by the HS principal. The number of random students to be tested and the frequency of testing dates shall be determined by the principal and may change during the course of the year. The principal will continue to utilize student numbers for the random selection method.

There shall be no advance notification of which students will be tested or when the test will occur. The principal shall maintain documentation of the selection process. A selected student that is absent of the day of testing or must leave school before the test is administered for a valid reason shall be excused from testing but shall be added to the pool to be tested on the next testing date. A student that is present at school on the day of testing and avoids testing by leaving campus without a valid reason shall be

considered having refused the test. A refusal to be tested or an attempt to alter, substituted, adulterate or otherwise tamper with a test sample shall result in a declaration of a positive test and result in the requisite offence.

IV. Method of Collecting Urine Samples

The following procedures shall be used for the collection of urine samples at Bismarck-Henning-Rossville-Alvin Cooperative High School.

1. Notice of Collection, The Nurse or designee will notify each selected student individually and immediately prior to the test. The student shall not be allowed to go to his or her locker for any reason. The student may not leave the testing area until he or she has provided a urine sample.
2. Cooperation. If the student refuses to cooperate such refusal shall be declared as a positive result.
3. Collection Location. The school nurse office will be the designate location for collecting samples.
4. Protection of Student Privacy. The student may produce the urine sample inside a restroom stall in the designated restroom. If it appears that the student is attempting to produce a false sample, the nurse will immediately determine its temperature. All samples outside of normal temperature limits will be considered invalid and the student shall be required to provide another urine sample.
5. Chain of Custody. The nurse shall implement procedures to ensure that each student's urine sample is appropriately labeled and secured to prevent it from being lost, misplaced or contaminated. At a minimum, the nurse or designee shall:
 - a. Provide each student with a sanitized kit containing a sample bottle. The bottle will remain in the student's possession until a seal is placed on the bottle by the collection staff. The student will sign a form certifying that the bottle contains his or her urine sample and that it has been sealed. The seal may be broken only by the Nurse, Principal or the designee testing the sample.
 - b. After the bottle has been sealed, it shall be transmitted to the Nurse, Principal or designee.
6. Refusal or inability to provide a sample. A refusal to be tested or an attempt to alter, substitute, adulterate or otherwise tamper with a test sample shall result in a declaration of a positive test. If a student has a "shy bladder," eight (8) ounces of water will be given to the student every thirty (30) minutes for up to three (3) hours. If, after three hours a student is unable to produce a specimen, it will be considered a refusal to be tested and result in a declaration of a positive test and result in the requisite offense.
7. Right to Retest for a Refusal. Any refusal by the student to perform the test shall be considered a positive test and the consequences in section V shall apply.

IV. Testing and Results

1. The nurse or principal will test the student's sample using an approved testing system. If the results are negative, the matter will be considered closed. If the results are positive, the student's parents will be contacted and a second sample will be given to a licensed laboratory approved by the state of Illinois and accredited to conduct testing in this state and tested by a certified Medical Review Officer ("MRO"). This will be at the parent's expense and will need to be conducted immediately after a positive collection is obtained.
2. The MRO shall test the sample. If the results are negative, the principal and nurse shall be contacted and the matter shall be considered closed. If the results are positive, the parents, principal and/or the school nurse will be contacted.
3. The parents will have (3) days to present a signed physician's note to the MRO of any lawful prescription or non-prescription drugs that the student was taking at the time of the test that would result in a positive test. If the physician's note is not presented to the MRO within the proscribed period, the matter will result in the appropriate consequences as listed below.

Consequences for positive test

A positive test gives the school grounds to test the student at any time they feel the student is showing signs of being under the influence of drugs or alcohol.

1st occurrence-3 month (90days) suspension of the driving permit.

Drivers Ed: one semester delay in the behind the wheel portion of the Drivers Ed program

2nd - 6 months (180 days) suspension of the driving permit

3rd: permanent revocation of driving permit

***** Failure of drug test by an athlete is also a violation under the Bismarck-Henning Athletic Policy. See that policy for consequences related to athletes. *****

*****After each occurrence student must provide, at parental expense, a clean drug test from a licensed laboratory approved by the state of Illinois and accredited to conduct testing in this state before permit is reinstated. *****

Student Riding Bus to Athletic Events

Students may ride to the game in a fan bus if there is sufficient interest. The following regulations will apply:

- The student must sign up in the office and pay the fee.

- If the student rides the bus to the activity, he/she must ride the bus back unless advance permission is received from the student's parent/guardian.
- The student's ride must be at the school when the group returns from the event.

Student Athlete Concussions and Head Injuries

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

Co-Curricular Clubs and Organizations

Clubs/Activities

Math Contest	Student Council
Academic Challenge	Chess Club
Scholastic Bowl	Key Club
FFA	Drama Club
Fellowship of Christian Athletes (FCA)	Pep Club
World Youth in Science Education (WYSE)	Yearbook
Theatrical Presentations	GSA Club

Fall Athletics

Volleyball
Golf
Cross-Country
Football
Cheerleading
Devilettes
Soccer

Winter Athletics

Girls' Basketball
Boys' Basketball
Wrestling
Cheerleading
Devilettes

Spring Athletics

Girls' Track
Boys' Track
Softball
Baseball

IHSA Athletic Eligibility Rules

When you become a member of an interscholastic athletic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic sports participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and by-laws.

They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than the following statewide minimums. The principal of your school is responsible to see that only eligible students represent the school in interscholastic athletics. Any question concerning your athletic eligibility should be referred to your principal, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal has questions or wishes assistance in answering your questions, the principal should contact the IHSA Office.

Information contained here highlights only the most important features of the IHSA by-laws regarding interscholastic athletic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic athletics. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety.

You will lose eligibility for interscholastic athletics if you violate IHSA by-laws. Therefore, it is extremely important that you review this material with your parents, your coaches, your athletic director, and your principal to thoroughly understand the IHSA eligibility by-laws and how they relate to you.

Attendance

1. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
2. You must be enrolled and attending classes in your high school no later than the beginning of the 11th day of the semester.
3. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have athletic eligibility.
4. If you have a lapse in school connection for ten (10) or more consecutive days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection" or not.

Scholastic Standing

1. You must pass twenty-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of five (5) "full credit" courses.
2. You must have passed and received credit toward graduation for twenty (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

Residence

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian. (If you do not reside with both of your biological parents, your eligibility may be subject to special provisions. Check with your principal to be sure you are eligible before you participate.)

You may be eligible if you are entering high school as a freshman and:

1. You attend the public high school in the district in which you live full time with both of your parents; or
2. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, and you continue to pay tuition as a high school student in that same district; or
3. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents or court appointed legal guardian; or
4. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
5. You attend the private/parochial high school which one or both of your birth parents attended or where one of your parents' current spouse attended; or
6. You attend a private/parochial high school located within thirty (30) mile radius of the residence where you live with your parents.

Transfer

1. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. *You cannot be eligible when you transfer until this form is fully executed and on file in the school office.*
2. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty (30) days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transferred and transfer after classes have started for the school term, you will be ineligible for cross country that entire school term at the new school.
3. If you transfer attendance from one high school to another high school, you will be ineligible unless:

- a. Your transfer is in conjunction with a change of residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
 - b. Your transfer is between high schools within a public school district and you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
 - c. Your transfer is from a private/parochial school to your home public high school, you are entering a public high school for the first time, and the principals of both your former and the new school approve your transfer;
 - d. Your transfer is from one private/parochial school to another private/parochial school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian; you are changing high schools for the first time, and the principals of both your former and the new school approve the transfer;
 - e. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;
4. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.
 5. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.
 6. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.
 7. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal of the school into which you transfer before you participate in an interscholastic contest.

Participation Limits

1. After you enroll in ninth (9th) grade, you will not be eligible for more than the first eight (8) semesters you attend school. If you attend school for ten (10) or more days in a semester, that counts as a semester of attendance. You are not guaranteed eight semesters of eligibility, but that is the maximum number of semesters of high school attendance during which you may possibly have eligibility.
2. Your 7th and 8th semesters of high school attendance must be consecutive.

3. After you enroll in ninth (9th) grade, you will not be eligible for more than (4) years of competition in any sport. You are not guaranteed four (4) years of competition, but that is the maximum amount of competition you may have.

Age

You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which your twentieth (20th) birthday occurs.

Use of Players

You may not appear at a contest in the uniform of your school while you are ineligible. This means that you may not dress or sit on the bench in uniform if you are not eligible to play. Also, you may not compete as an "exhibition" contestant if you are not eligible.

Participating Under a False Name

If you compete under a name other than your own, your principal will immediately suspend you from further competition and you and any other person(s) who contributed to the violation of this by-law will be subject to penalties.

Physical Examination

You must annually have placed on file with your principal a certificate of physical fitness, signed by a license physician, in order to practice or participate. Your physical examination each year is good for only one (1) year from the date of the exam. The physician's report must be on file with your high school principal.

Amateur Status

1. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment without limit to its cost.
2. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$20 fair market value. There is no limitation on the value of your school letter.
3. The amateur role does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest.

4. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

Recruiting of Athletes

1. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.
2. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.
3. You will lose eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.
4. You may not receive an "athletic scholarship" or any other special benefit from your school provided because you participate in athletics.
5. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school. Special inducement includes, but is not limited to:
 - a. Offer or acceptance of money or other valuable consideration such as free or reduced tuition during the regular year or summer school by anyone connected with the school.
 - b. Offer or acceptance of room, board or clothing or financial allotment for clothing.
 - c. Offer or acceptance of pay for work that is not performed or that is in excess of the amount regularly paid for such service.
 - d. Offer or acceptance of free transportation by any school connected person.
 - e. Offer or acceptance of a residence with any school connected person.
 - f. Offer or acceptance of any privilege not afforded to non-athletes.
 - g. Offer or acceptance of free or reduced rent for parents.
 - h. Offer or acceptance of payment of moving expenses of parents or assistance with the moving of parents.
 - i. Offer or acceptance of employment of parent(s) in order to entice the family to move to a certain community if someone connected with the school makes the offer.
 - j. Offer or acceptance of help in securing a college athletic scholarship.
6. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember

that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school.

School Team Sports Seasons

1. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:
 - a. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the by-laws.
 - b. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.
2. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.

Playing in Non-School Competition

1. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport in any skill of that sport.
2. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.
3. If you wish to participate in a competition sponsored and conducted by the National Governing Body for the sport, your principal must request approval in writing from the IHSA Office prior to any such participation.
4. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school term.
5. You will become ineligible if you play on any junior college, college or university team during your high school career.

All-Star Participation

1. After you have completed your high school eligibility for football, basketball, soccer or volleyball, you may participate in one (1) all-star contest in any of these sports and still play for other school teams, provided:
 - a. the high school season in that sport has been completed;
 - b. the all-star contest has been approved by the IHSA.

You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.

2. You are not restricted from participating in all-star competition in sports other than football, basketball, soccer or volleyball, except that you may not do so during the school season for the sport.

Coaching Schools

1. A coaching school, camp or clinic is defined as any program, sponsored by an organization or individual, which provides instruction in sports theory and/or skills; which does not culminate in competition and which is attended by more than two (2) persons from the school which the student attends.
2. During the school term, you may not attend a coaching school or clinic for any interscholastic sport.
3. You may attend a coaching school, camp or clinic during the summer (that period between the close of school in the spring and the opening of school in the fall) within the following criteria:
 - You may not attend a coaching school, camp or clinic for any sport after Saturday of Week No. 4 in the IHSA Standardized Calendar.

Misbehavior During Contests

1. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant, spectator, or both.
2. If you are ejected from a contest for unsportsmanlike behavior, you will be ineligible for your team's next contest. You are also subject to other penalties.

Any other person(s) found to be in violation of the ethics of competition or principles of good sportsmanship may also be barred from interscholastic athletic contests.

Chapter 10—Special Education

Education of Children with Disabilities

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. If the district cannot provide these services on campus, we will provide the services at an off-campus location.

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

Related Service Logs

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

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

For further information, please contact:

Brent Rademacher (brademacher@bismarck.k12.il.us)

Phil Benjamin (pbenjamin@bismarck.k12.il.us)

17268 E 2750 North Road

Bismarck, IL 61814

Discipline of Students with Disabilities

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students.

Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors.

No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Exemption From Physical Education Requirement

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

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

A student requiring adapted physical education will receive that service in accordance with the student's individualized education program.

Certificate of High School Completion

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

Chapter 11—Student Records and Privacy

Student Privacy Protections

Surveys by Third Parties

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

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

Surveys Requesting Personal Information

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

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

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

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

Selling or Marketing Student's Personnel Information Is Prohibited

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

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

Student Records

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

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

- 1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.**
The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.
These rights are denied to any person against whom an order of protection has been entered concerning the student.
- 2. The right to request removal from the student's academic transcript one or more scores received on college entrance examinations.¹**

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

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

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

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

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to

enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district. any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

6. **The right to prohibit the release of directory information.**

Throughout the school year, the District may release directory information regarding students, limited to:

Name

Address

Gender

Grade level

Birth date and place

Parent/guardian names, addresses, electronic mail addresses, and telephone numbers

Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting

or fine arts programs

Academic awards, degrees, and honors

Information in relation to school-sponsored activities, organizations, and athletics

Major field of study

Period of Attendance in school

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

7. **The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.**

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

8. **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.**
9. **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.**

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

Student Biometric Information

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

Requests from Military or Institutions of Higher Learning

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

Chapter 12—Parental Right Notifications

Teacher Qualifications

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

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

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

Standardized Testing

Students and parents/guardians should be aware that students in grades nine through eleven will take standardized tests. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests.

Sex Education Instruction

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

English Language Learners

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

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students: and (3) participate and serve on the District's Transition Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Language Learners program, contact Mendy Stephens at 759-7291.

School Visitation Rights

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

Pesticide Application Notice

The district maintains a registry of parents and guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the Superintendent's office. Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Mandated Reporters

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

Sex Offender Notification Law

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

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

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

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

A violation of this law is a Class 4 felony.

Chapter 13—Student Services and Activities

Field Trips

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

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

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

School Dances

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as under the age of 21.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances.

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

Student Council

The student council is the leadership organization for the entire student body. This group should work closely with the administration, faculty and students to develop and sponsor good educational activities for all students. One important function is to provide leadership training for student council members and other student officers in the school.

National Honor Society Admission

Candidates for National Honor Society are sophomore, junior, and senior students who have been in attendance at Bismarck-Henning-Rossville-Alvin Cooperative High School for at least the equivalent of one semester. Students must have a 3.6 cumulative GPA (weighted average) and submit an activity/achievement form for entrance to the National Honor Society. See the sponsor for more specific National Honor Society guidelines and eligibility standards. Inductions are done once a year during the fall semester.

Blue Devil Pride Program

Bismarck-Henning-Rossville-Alvin Cooperative High School is an outstanding school because of its students, staff and community. The focus of the Blue Devil Pride program is to make BHRA High School an even better to learn and achieve greater accomplishments. With this in mind, students are given periodic incentives to maintain good grades, positive behavior and good attendance. Some of the incentives include free admission to BHRA events, free lunches, tickets to college or professional events, a yearly chance for a trip to a Cubs baseball game and the opportunity to sit in the "Best Seat in the House" for football and basketball games. Students qualify by having the following criterion met from the previous nine weeks grading period:

- Honor Roll
- Perfect Attendance for one quarter
- No major discipline referrals from the office

- No violation of the athletic policy

Library

The library is designed to provide a place for students to read. Leisure and research materials are available in a wide variety of areas. Students are expected to respect the needs of others and refrain from using the library as a casual conversation area. Students should feel free to offer suggestions of the types of reading materials they might like to have available.

Student Insurance

Insurance is available for those who desire to have accident insurance. Athletes are required to have this insurance or provide a waiver.

Telephone Calls

If a student wishes to make telephone calls during the school day, those calls must be made during the passing period or during his/her lunch hour or study hall from the Principal's office. Tardiness to class will not be allowed for phone calls unless it is an emergency. Students will not be allowed to use the phone during class periods except in an emergency. The school reserves the right to prohibit student use of the phone when this use is constant, frivolous or interferes with achievement.

Chapter 14—Academic Information

Grades

A system of letter grading is used by Bismarck-Henning-Rossville-Alvin Cooperative High School. Semester grades are figured as follows:

- Semester grade 4/5
- Semester tests – 1/5 (Students may only makeup semester tests if they have a doctor's note and/or prior approval from the principal).

Grading Scale – All high school classes have the following grading scale:

90-100	--	A
80-89	--	B
70-79	--	C
60-69	--	D
59 and below	--	F

Quality Point Scale

Regular Grades

A-4
B-3
C-2
D-1
F-0

Weighted Grades

A-5
B-4
C-3
D-2
F-0

The following classes will be considered weighted classes:

- Pre-Calculus, Calculus
- Rhetoric 1, Rhetoric 2
- Chemistry, Physics, Anatomy & Physiology
- Any level III and IV foreign language class
- Dual enrollment US History, Dual Enrollment Western Civilization

Latin Honor System

Latin Honors

Latin Honors afford recognition for academic excellence achieved over the duration of a student's entire high school career. Summa cum laude, magna cum laude, and cum laude are the highest Latin Honors that Bismarck-Henning Rossville-Alvin Cooperative High School offers for sustained excellence in scholarship. Summa cum laude ("with highest honor") is awarded to students with a weighted GPA equal to or greater than the highest five percent of GPAs in the graduating class. Magna cum laude ("with high honor") is awarded to the next ten percent and cum laude ("with honor") is awarded the next fifteen percent. Recognition will also be made at the Commencement ceremony.

Note: Because final semester grades are sometimes processed after Commencement activities, identification of Latin Honors are tentative and unofficial pending the submission and calculation of all final grades for the final semester.

Honor Roll

Students who have a 4.0 average will be recognized for High Honors. Students who have a 3.0-3.9 will be recognized for Honors. All courses taken will be averaged for this honor roll. Four courses must be taken to be eligible. A student cannot receive an "F" in any class and be on the Honor Roll.

No-Pass, No-Attend Policy

- Weekly Eligibility- Students will be responsible for passing 25 hours (5 courses, e.g., Math, Science, English, and Social Studies) each week before they can attend extra-curricular activities. Examples include dances, athletic events, musicals, plays, class trips, etc. Weekly Eligibility is calculated on a semester basis.
- Semester Eligibility- Students who do not pass at least five classes in a semester will be ineligible for the next semester. Students that are ineligible for the semester have the ability to be reinstated eligible at the conclusion of the first nine weeks of the following semester if they are passing 25 hours (5 courses).
- Ineligible athletes, at the option of their coach, may be allowed to practice and to sit on the bench during their team's contest. The athlete is to be under the supervision of the coach and is not to be present in the school or on grounds during other contests in which he/she is not a team member.

Standard Course Load

All students must carry 6 credits each semester unless otherwise approved by the principal or his/her designee. Courses taken at DACC may be considered in this total. (As a general rule, students should have no more than one study hall.)

Schedule Changes

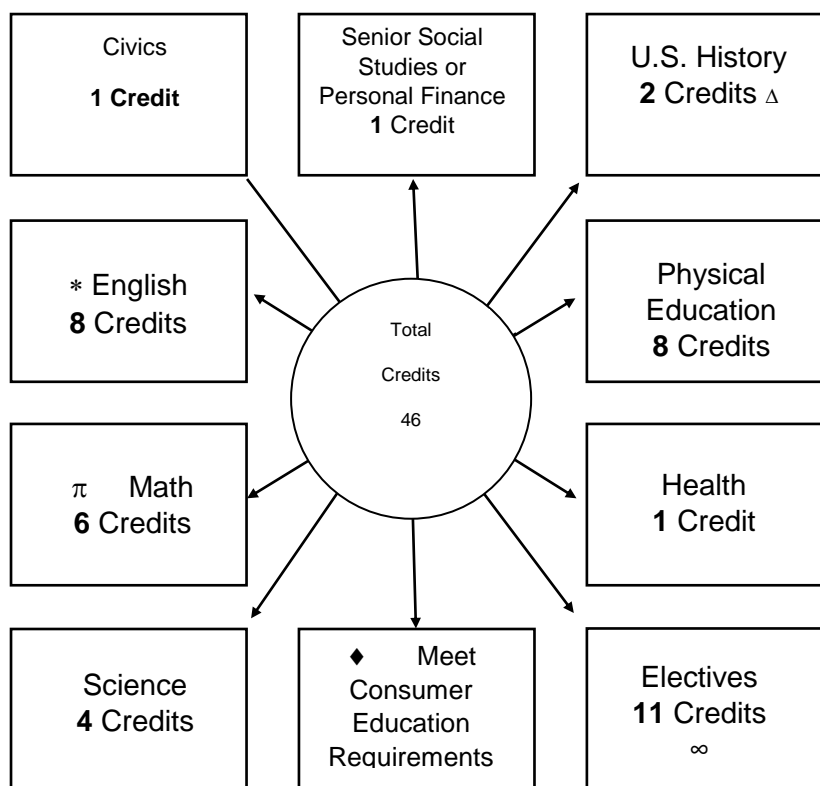
Schedules will be changed only for the following reasons: computer error, scheduling conflicts, courses needed for graduation, failure in a previous course, or other educational reasons. Schedules will not be changed for the sake of convenience without the approval of the principal. Schedule changes for each semester must be made by the 7th day of classes. A student who drops from a course after the 7-day period of time will receive the grade of "F" for the semester. In addition to this, a student who drops a course after the 7th day of classes can only add a study hall in its place unless approval from the principal is received. It is the responsibility of the parents to discuss scheduling concerns with the counselor or principal

Final Exams

Final Exam Policies

1. If a student has a study hall first period in the morning, it is not necessary to come to school until their 1st exam begins.
2. Students who report to school during the day will not be allowed in the halls during ANY EXAM PERIODS. Students should report to the STUDENT COMMONS until the bell rings for the passing period.
3. Students are not to leave and come back to school during the day.
4. Once an exam period has started, you are to stay where you are scheduled to be. You are not to leave class just because you have finished an exam.
5. Seniors who have received the grade of an "A" or "B" for the semester will be permitted to opt out of taking the final exam for the spring semester.

Graduation Requirements



- Δ Or two credits of DACC US History. Students must pass an exam on the display of the American Flag, the State Constitution and the Federal Constitution.
- ❖ Senior Social Studies - Seniors may choose between Psychology, Economics, Sociology, Personal Finance or Western Civilization I or II
- * The English curriculum will include a two-year writing-intensive requirement incorporated within the English coursework.
- π The Math curriculum must include 1 year of Algebra I coursework and a 1-year course that includes geometry content, of the 3 years required.
- ♦ Consumer Education - Students will fulfill this requirement by taking an entire year of Orientation to Family and Consumer Sciences, Orientation to Business, Adult Living/Parenting, CO-OP, or one semester of Economics, Personal Finance, or Ag Business.
- ∞ One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, or (D) vocational education

Individual Career & Four Year Plan

Use this page to outline your four years in high school. The registration guide, your counselor, and your own research will help you as you make plans for your life after high school. List your classes, grades received, major test scores, and other pertinent information that will help you develop resumes college and

	FRESHMAN	SOPHOMORE	JUNIOR	SENIOR
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

scholarship applications. (Suggestion: Do this in pencil first, as course work and plans might change!)

Career Pathway:

Career Pathway:

Job Experiences:

TEST SCORES: SAT: _____

~ Career Pathways ~

Agriculture and Natural Resources

Agribusiness, agriscience, and natural resources include enterprises such as farms, dairies, greenhouses, fruit orchards, nurseries, the production of crops, plants or trees, mining and petroleum.

Suggested Courses: Technical

Course	9th Grade	10th Grade	11th Grade	12th Grade
English	English I	English II	English III	English IV Creative Writing Speech
Math	Pre-Algebra	Algebra I	Applied Geometry or Geometry	Advanced Algebra Statistics
Science	Physical Science or Life Science	Biology or Physical Science	Advanced Biology or Chemistry	
Vocation Seq. Class	Online Ag. Orientation to Business	Ag Online. Foods 1 & 2	Ag Education Horticulture or Welding DACC College Express Foods 1 & 2	Ag Education Horticulture or Welding DACC College Express Foods 1 & 2

Other Courses	P.E. Keyboarding/ Microcomputer Concepts, World History Strength & Conditioning Driver's Ed. Orientation to Family and Consumer Sciences	Health Driver's Ed. P. E. Strength & Conditioning	U. S. History P. E. Strength & Conditioning	Western Civics Psychology, Sociology or Economics, Government, P.E. Strength & Conditioning Adult Living/Parenting
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Suggested Courses: Professional

Course	9th Grade	10th Grade	11th Grade	12th Grade
English	English I Honors English I	English II Honors English II	English III Honors English III	English IV, Adv. Placements(AP) English Lit. and Comp.English, Creative Writing/Speech
Math	Algebra or Geometry (if Alg. I is taken in 8 th)	Geometry or Advanced Algebra	Adv. Algebra or Pre- Calculus	Pre-Calculus Statistics AP Calculus
Science	Physical Science Biology	Biology Physical Science	Chemistry or Advanced Biology	Adv. Chemistry
Vocation Seq. Class	Ag online Business & Technology Concepts Orientation to Family and Consumer Sciences	Ag online Foods 1 & 2	Horticulture DACC College Express Ag. Education Foods 1 & 2	Microcomputer Applications 1-2, Horticulture Foods 1 & 2 DACC College Express Ag. Ed. Spanish IV

Other Courses	P.E., Keyboarding/ Micro. Concepts, Spanish I, World History Strength & Conditioning Driver's Ed.	Health Driver's Ed. P. E., Spanish II Strength & Conditioning	U. S. History P. E. Spanish III Strength & Conditioning	Econ., Psych., Sociology, Western Civ. Gov. P.E. Strength & Conditioning
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Career Fields:

Agribusiness, Agriculture Economics, Agricultural Mechanics, Animal Science, Crop & Soil Sciences, Forestry, Horticulture, Plant Science, Wildlife Management & Natural Resources

Occupations:

Ag Business, Business Person, Ag Inspector, Ag Conservationist, Ag Mechanic, Ag Engineer, Ag Extinction Advisor, Ag Aviator, Agronomist (soil study), Animal Inspector, Animal Breeder, Animal Science Technician, Ag Fabrication, Banker, Biologist, Botanist, Cattle Buyer, Crop Duster, Conservationist, Dairy Farmer, Dairy Technologist, Farm Appraiser, Farm Manager/Owner, Farm Equipment Dealer, Field Inspectors, Fire Wardens, Fire Control Officer, Florist, Food Processor, Horticulturist, Landscape Architect, Landscape Contractor, Park Ranger, Meat Inspector, Machinists Parts Manager, Orchard Supervisor, Range Owner, Sales Representative, Soil Engineer, Tractor Mechanic, Veterinarian, Water Resource Manager, Wildlife Technician, and Welder.

Danville Area Community College Programs

Agri-Business-AAS-DACC,
Commercial Floriculture-AAS,
Ornamental Horticulture-AAS,
Floral Design-Certificate,
Grounds Attendant Certificate

~Career Pathways~

Arts & Communications

Arts and communications are essential parts of our modern society. People in these areas share emotions, ideas, information, and innovations. Arts and communications include such enterprises as film, theater, television, radio, visual arts, telephone printing, and publishing.

Suggested Courses: Technical

<i>Course</i>	9th Grade	10th Grade	11th Grade	12th Grade
English	English I	English II	English III	English IV Creative Writing Speech
Math	Pre-Algebra/ Algebra I	Algebra I/ Geometry	Geometry or Applied Geometry/ Adv. Algebra	Adv. Algebra, Statistics
Science	Physical Science/ Life Science	Biology	Adv. Biology/Chemistry	
Vocation Seq. Class	Art I, Band, Chorus, Keyboarding/ Micro Concepts	Art II, Band, Chorus	Art III, Band, Chorus, Graphic Design or Drafting – DACC College	Art IV, Band, Chorus, Graphic Design or Drafting – 2 nd year

			Express	DACC College Express
Other Courses	P.E., Orient. To Consumer & Family Sciences, Business & Tech. Concepts, World History Driver's Ed.	Health Driver's Ed. P. E. Liv. Environment	U. S. History P. E. Liv. Environment Adult Living/Parenting Audio/Visual Prod. Modern Media	Sociol., Psych., or Western Civ. Econ., Govt. PE, Adult Living/Parenting Audio/ Visual Prod. Liv. Environment Modern Media

Suggested Courses: Professional

Course	9th Grade	10th Grade	11th Grade	12th Grade
English	English I Honors English	English II Honors English II	English III Honors English III	English IV, AP English, Creative Writing/Speech
Math	Algebra I or Geometry	Geometry or Adv. Algebra	Adv. Algebra or Pre-Calculus	Pre-Calculus, Calculus, or Statistics
Science	Physical Science	Biology	Chemistry/ Adv. Biology	
Vocation Seq. Class	Art I, Band, Chorus, Keyboarding/ Micro Concepts	Art II, Band, Chorus	Art III, Band, Chorus DACC College Express Graphic Design/ Drafting	Art IV, Band, Chorus DACC College Express Graphic Design/ Drafting
Other Courses	P.E., Spanish I, Orient to Home Econ. or Business, World History Driver's Ed.	Health Driver's Ed. P. E., Spanish II Liv. Environment	U. S. History P. E., Spanish III Adult Living/ Parenting Liv. Environment	Western Civ., Psych., Sociol., Econ., Govt., P. E., Spanish IV, Adult Liv./Parenting,

			Audio/ Visual Prod. Modern Media	Liv. Environment Audio/ Visual Prod. Modern Media
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Career Fields:

Advertising, Architecture, Art History, Commercial Art, Communications, Counseling, English, Fine Arts, Foreign Language, Graphic Arts, etc.

Danville Area Community College Programs

Associate in Applied Science Programs: Marketing and Desktop Pub.

Occupations:

Actor/Actress, Advertising, Architect, Artist, Art Teacher, Arts Administrator, Choral Director, Choreographer, Composer, Comedian, Conductor, Copy Writer, Critic, Dancer, Disc Jockey, Drama Teacher, Editor, Fashion Designer, Floral Shop Clerk, Florist, Freelance Writer, Foreign Language Interpreter/Translator, Gallery Owner, Graphics Designer, Illustrator, Industrial Designer, Instrumentalist, Journalist, Librarian, Music Teacher, Photographer, Photographer Assistant, Piano Tuner, Playwright, etc. Check college/technical school catalog.

~Career Pathways~

Business, Administrative and Technology

Suggested Courses: Technical

Course	9th Grade	10th Grade	11th Grade	12th Grade
English	English I	English II	English III	English IV
Math	Pre-Algebra/Algebra I	Algebra I/ Geometry	App. Geometry or Geometry, Adv. Algebra	Adv. Algebra, Statistics
Science	Life Science, or Physical Science, Biology	Physical Science or Biology	Advanced Biology or Chemistry	
Vocation Seq. Class	Business & Technology Concepts Keyboarding/Micro. Concepts	Micro. Apps. 1-2	Accounting 1-2 Business Law, Personal Finance, Consumer Ser. Mgt or Computer Networking – DACC College Express	Accounting 3-4, Micro Apps 3-4, Consumer Ser. Mgt or Computer Networking – DACC College Express – 2 nd year
Other Courses	P.E., S & C Driver's Ed. World History	Health Driver's Ed. P. E. S & C	U. S. History P. E. Strength & Conditioning	Western Civ., Psych. „Sociol. or Econ.; Govt; P. E.; Adult Living/Parenting

Suggested Courses: Professional

Course	9th Grade	10th Grade	11th Grade	12th Grade
English	English I/ Honors English I	English II/ Honors English II	English III/ Honors English III	AP English, Creative Writing, Speech
Math	Algebra I/ Geometry	Geometry/ Adv. Algebra	Algebra II/ Pre-Calculus	Pre-Calculus, Calculus or Statistics
Science	Biology/ Physical Science	Adv. Biology, Biology	Chemistry	Physics
Vocation Seq. Class	Orient. To Business Keyboarding/Micro. Concepts	Micro. Apps. 1-2	Accounting 1-2 Business Law, Personal Finance Micro-Apps 1-2	Accounting 3-4 Micro. Apps. 3-4 Personal Finance
Other Courses	P.E. / Strength & Conditioning, Driver's Ed., World History, Spanish I	Health Driver's Ed. P. E. S & C Spanish II	U. S. History P. E. Strength & Conditioning, DACC College Express, Comp. Network, Spanish III	Econ.; Psych, Social., Govt., P. E., S & C, Computer Network DACC College Express, West. Civ., Spanish IV

Career Fields:

Accounting, Banking and Finance, Business Administration, Economics, Hotel/Restaurant Management, International Business, Management, Marketing, Real Estate, Secretarial Science, and Information Management.

Danville Area Community College Programs

Associate Applied Science: Accounting, Accounting Office Personnel, Administrative Personnel, Computer Communications & Networks, Application Development, Marketing, Medical Office Personnel, Software Specialist.

Certificates available in: Accounting, Accounting Office Services, Cosmetology, Management, Real Estate, Retailing, Tourism, Desktop Publishing, Medical Office Services, Microsoft Office, Office Assistant Services, Computer Communications & Networks, Cisco, Computer Programming/Mainframe & Mid-Range, Small Computer Systems, E-Business & Internet Design.

Occupations:

Accounting Clerk, Accounting CPA, Administrative Assistant, Advertising Manager, Auditing Clerk, Bank Operations, Bank Examiner, Bookkeeper, Business/Investment Broker, Business Services, Computer Operator, Data Entry Clerk, Department Supervisor, Estate Planner, Executive Secretary, Finance Advisor, Fashion Merchandiser, Hospital Administration, Independent Business Owner, Industrial Relations Officer, Investor, Insurance Clerk/Processor, Insurance Sales, Legal Transcriber, Loan Officer, Manager, Management Consultant, Marketing Representative, Medical Records Clerk, Medical Office Transcriptionist, Office Manager, Paralegal, Programmer, Public Relations, Purchasing Agent, Real Estate, Retail Clerk, and Sales Agent.

~Career Pathways~

Health Services

Health Service, with its advanced technological changes and high degree of specialization offers many individual challenges. People in health services may work in a variety of settings including hospitals, medical and dental offices, community health *care clinics, research laboratories, and homes.*

Suggested Courses: Technical

Course	9th Grade	10th Grade	11th Grade	12th Grade
English	English I	English II	English III	English IV, Creative Writing, Speech
Math	Pre-Algebra, Algebra I	Algebra I/ Geometry	Geometry or App. Geometry/ Adv. Algebra	Physics, Chemistry or Human Anatomy
Science	Life Science or Phys Science	Physical Science or Biology	Adv. Biology or Chemistry/ Human Anatomy	
Vocation Seq. Class	Orient. to Fam./Cons. Services Keyboarding/Micro. Concepts	Business & Tech. Concepts Micro. Apps. 1-2 Foods 1 & 2, Child Care and Clothing	Health Occupations – DACC College Express Foods 1 & 2 Adult Living/Parenting	Health Occ. 2 nd year DACC College Express Foods 1 & 2
Other Courses	P.E., World History S & C Driver's Ed.	Health Driver's Ed. P. E.	U. S. History P. E. Strength & Conditioning	Western Civil., Psych., Social. Econ.;

		Strength & Conditioning		Govt.; P. E.; Adult Living/Parenting ,Strength & Conditioning
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Suggested Courses: Professional

Course	9th Grade	10th Grade	11th Grade	12th Grade
English	English I/ Honors English I	English II/ Honors English II	English III/ Honors English III	AP English, English IV, Creative Writing, Speech
Math	Algebra or Geometry	Geometry or Algebra II	Algebra II or Pre-Calculus	Pre- Calculus or Calculus, Statistics
Science	Physical Science/ Biology	Biology, Adv. Biology, Physical Science	Advanced Biology or Chemistry/Human Anatomy	Adv. Chemistry/Physics. Human Anatomy
Vocation Seq. Class	Orientation to Fam./Cons. Services Keyboarding/Micro. Concepts	Business & Technology Concepts Micro. Apps. 1-2 Foods 1 & 2, Child Care and Clothing	DACC College Express, Health Occupations Foods 1 & 2 Adult Living/ Parenting	Business Law Micro-Apps 3-4, DACC College Express Health Occ. Foods 1 & 2
Other Courses	P.E., World History, Spanish I, Driver's Ed., S & C	Health Driver's Ed., P.E., S & C, Spanish II	U. S. History P. E., S & C Spanish III	, Sociology, Western Civilization, Psychology or Economics Govt., P. E., Adult Living/Parenting Spanish IV

Career Fields:

Adult Medicine, Athletics, Audiology, Child Development, Chiropractic, Counseling, Dental Technology, Dentistry, Dietetics, Emergency Medicine, Food Technology, Gerontology, Health Education, Health Management, Health Therapy, Medical Technology, Nursing, Pharmacology, Psychology, Recreation.

Danville Area Community College Programs

Bachelor's Prepared Registered Nurse, Certified Nursing Assistant—Certificate, Licensed Practical Nurse—Certificate and Pre-L.P.N., Radiological Technology—A.A.S., Food Handlers Certificate, Medical Office Personnel—A.A.S. and Medical Office Services—Certificate, Health Administrations, Medical Technology, (Pre) Optometry*, (Pre) Pharmacy*, (Pre) Physical Therapy*, (Pre) Med. And Dentistry*, (Pre) Veterinary**=Transfer Majors

Occupations:

Adult Care Provider, Athletic Trainer, Child Care Aid, Chiropractor, Clinical Lab Technician, Counselors, Dental Assistant/Hygienist, Dental Lab Technician, Dentist, Dietitian, Geriatrics, Home Health Aid, Institutional Manager, Medical Records Technician, Medical Assistant, Medical Transcriptionist, Nurse/CAN, LPN, RN, BSN, Nutritionist, Occupational Therapist, Optometrist, Orthodontist, Paramedic/EMT, Pharmacist, Pharmacist's Assistant, Physician, Physician's Assistant, Physical Education Teacher, Physical Therapist, Psychologist, Recreational Therapist, Social Service Specialist, Speech Pathologist, Technicians, EEG, EKG. Radiology, Ultrasound, Surgical and Vet.

~Career Pathways~

Human Services

Variety is the key feature of the jobs in the human services area. These occupations perform important functions in our communities. People in these jobs work in the hospitality and recreation field, public and community services, and personal services areas.

Suggested Courses: Technical

Course	9th Grade	10th Grade	11th Grade	12th Grade
English	English I	English II	English III	English IV, Creative Writing, Speech
Math	Pre-Algebra/ Algebra I	Algebra I/Geometry	App. Geometry or Geometry/ Adv. Algebra	
Science	Life Science or Phys Science	Physical Science or Biology	Adv. Biology, Chemistry or Biology, Human Anatomy	
Vocation Seq. Class	Business & Technology Concepts Ort. To Fam./Con. Sciences Keyboarding/Micro. Concepts	Micro. Apps. 1-2 or Foods I/II Child Care and Clothing	Accounting 1-2 Business Law, Personal Finance Health Occ., Criminal Justice, Culinary Arts, Early Childhood, DACC College Express	Education or Criminal Justice 2 nd year – DACC College Express, Culinary Arts, Early Childhood, Adults Living/Parenting
Other Courses	P.E., World History, S & C, Driver's Ed.	Health Driver's Ed.	U. S. History P. E., S & C	Sociology, Western Civ. Psych. or

		P. E. S & C		Econ.; Govt.; P. E , S & C
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Suggested Courses: Professional

Course	9th Grade	10th Grade	11th Grade	12th Grade
English	English I/Honors English I	English II/ Honors English II	English III, Honors English III	English IV, AP English, Creative Writing/Speech
Math	Algebra I or Geometry	Geometry or Algebra II	Algebra II or Pre-Calculus	Pre-Calculus, Calculus or Statistics
Science	Physical Science/ Biology	Biology/ Physical Science	Adv. Biology or Chemistry, Human Anatomy	Adv. Chemistry, Physics, Human Anatomy
Vocation Seq. Class	Business & Tech. .Concepts Ort. To Fam./Con. Sciences Keyboarding/Micro. Concepts	Micro. Apps. 1-2, Foods & Nutrition 1 And 2 Child Care and Clothing	Accounting 1-2 Business Law DACC College Express, Health Occ., Culinary Arts, Early Childhood, Criminal Justice, Adult Living/ Parenting	Accounting 3-4 Micro-Apps 3-4 DACC College Express, Health Occ., Culinary Arts, Early Childhood, Criminal Justice, Adult Living/ Parenting
Other Courses	P.E., World History, Driver's Ed. , S & C Spanish I	Health Driver's Ed. P. E. S & C ,Spanish II	U. S. History P. E. S & C ,Spanish III	Psych., Sociol., Western Civ. Econ.; Govt.; P. E , S & C, Spanish IV

Career Fields:

Cosmetology, Education, Fire Science, Food Services, Information Services, Judicial Service, Recreation, Social Services, Personal Services, Protective Services

Danville Area Community College Programs

Associate in Applied Science Programs: Early Childhood: Day Care Option, Early Childhood: Teacher Option, Criminal Justice: Law Enforcement, Marketing, Substance Abuse Counselor Training, Human Services. **Certificates:** Early Childhood Education Services, Early Childhood Nanny Training, Food Handlers Certificate.

Occupations:

Administrative Assistant, Adult Educator/Vocational Teacher, Beautician/Barber, Career Center Technician, Child Development Specialist, Classroom Aide, Counselor, Court Reporter, Executive Secretary, FBI, Flight Attendant, Home Health Assistant, Hospital Interpreter, Host/Hostess, In-Home Health Care, Lawyer, Legal Secretary, Librarian, Library Clerk, Medical Records Clerk, Military Service, Nanny, News Reporter, Paralegal, Photographer, Playground Supervisor, Police Officer, Police Detective, Postal Employee, Pre-School Child Care, Pre-School Teacher, Psychologist, Receptionist, Restaurant Manager, Tutor, Social Welfare Worker, Substance Abuse Counselor, and Waiter/Waitress.

~Career Pathways~

Industrial & Engineering Technology

Modern technology has an enormous effect on our lives. The occupations represented in this pathway use and produce technology that makes life simpler. Manufacturing, construction, transportation, and engineering are included in this pathway. Scientists, engineers, technologists and technicians all contribute to the development of technology.

Suggested Courses: Technical

Course	9th Grade	10th Grade	11th Grade	12th Grade
English	English I	English II	English III	English IV , Creative Writing, Speech
Math	Pre-Algebra/ Algebra I	Algebra I/ Geometry	Geometry or Applied Geometry, Algebra II	Algebra II
Science	Physical Science	Biology	Adv. Biology, Chemistry	
Vocation Seq. Class	Keyboarding/Micro. Concepts	Micro 1-2	Drafting, Electronics, Auto Mech., NIMS, Industrial Tech., Welding – DACC College Express	Drafting, Electronics, NIMS, Auto Mech., ,Welding – DACC College Express, 2 nd year Industrial Tech. Logistics
Other Courses	P. E., World History S & C , Driver's Ed.	Health Driver's Ed.	US History, PE, S & C, Project Lead the	Western Civ., Psych., or Econ.; Govt.; P. E, Adult

		P. E., S & C	Way	Liv./Parenting, S & C Personal Finance Project Lead the Way
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Suggested Courses: Professional

Course	9th Grade	10th Grade	11th Grade	12th Grade
English	English I/ Honors English I	English II/ Honors English II	English III/ Honors English III	AP English, English IV., Creative Writing, Speech
Math	Algebra I or Geometry	Geometry or Algebra II	Algebra II or Pre-Calculus	Pre-Calculus or Calculus, Statistics
Science	Physical Science	Biology	Chemistry or Adv Biology	Physics, Adv Chemistry
Vocation Seq. Class	Keyboarding/Micro. Concepts Business & Tech. Concepts	Mirco 1-2	Drafting, Electronics, Auto Mechanics, NIMS, Welding – DACC College Express	Drafting, Electronics, NIMS,, Welding – DACC College Express, 2 nd year Logistics
Other Courses	P. E., World History, Spanish I, S & C Driver's Ed.	Health Driver's Ed., P. E., Spanish II, S & C	U.S. History P.E., S & C Spanish III Project Lead the Way	Western Civ., Psych., Sociol., or Econ.; Govt; P. E, S & C Project Lead the Way

Career Fields:

Aircraft Maintenance, Automotive Technology, Construction, Electronic Technology, Engineering, Manufacturing, and Transportation.

Danville Area Community College Programs

Associate in Applied Science Programs: Aircraft Maintenance, Automotive Technology, Electronic Technology, Electronics-Computer Option, Manufacturing Engineering Technology CAD Option.

Certificate: Advanced Maintenance Mechanic, Advanced Welding, Machine Tool Operations, Maintenance Mechanic, Mechanical Drafting, Waste Water Treatment, Welding.

Occupations:

Air Conditioner Mechanic, Architect, Automotive Engineer Architect Auto Body Repairer, Auto Mechanic/Technician, CNC Operator, CNC Programmer, Cabinet Maker, Computer Repairer, Computer Electronics Technician; **Contractor**: Heating and Air, Plumbing, Electrical, Building, Carpentry, Masonry, Electrician, Drafter; **Engineer**: Architectural, Civil, Electrical, Mechanical, Nuclear, Petroleum, Heavy Equipment Operator, Installation Technician, Iron Worker; **Machinist**: Tool & Dye, Pattern Makers, General Machinist, Office Machine Servicer, Shop Owner, Surveyor, and Welder/Cutter.