

***BROWNSTOWN ELEMENTARY
SCHOOL***



***2021-2022
STUDENT HANDBOOK***

Student Handbook Contents

<i>4th-6th Grade PBIS Discipline System</i>	7-8
<i>Accelerated Placement</i>	31-32
<i>Access to Student Social Networking</i>	36
<i>Asbestos Management Plan</i>	35
<i>Assessments</i>	20
<i>Athletics</i>	33
<i>Attendance</i>	4-6
<i>Behavior Intervention Plan for Students with Disabilities</i>	36-37
<i>Bus Conduct</i>	17-18
<i>Care of Students with Diabetes</i>	23
<i>Cell Phones</i>	29
<i>Check In Check Out</i>	12
<i>Child Abuse Reporting</i>	30
<i>Detentions</i>	16
<i>Safety Drill Procedures and Conduct</i>	21
<i>Disciplinary Measures</i>	12-13
<i>Dress & Grooming</i>	27-28
<i>Education of Students with Disabilities</i>	31
<i>Electronic Media</i>	11
<i>English Learners</i>	32
<i>Exemption from PE</i>	19
<i>Fees</i>	25
<i>Field Trips</i>	21
<i>Gifted Program</i>	32-33
<i>Grading Scale</i>	19-20
<i>Grievance Procedures</i>	16
<i>Head Lice</i>	22-23
<i>Homeless Education</i>	32
<i>Home and Hospital Instruction</i>	35-36
<i>Homework</i>	19
<i>Honor Roll</i>	20
<i>Illness</i>	22
<i>Insurance</i>	26
<i>Internet Acceptable Use</i>	34-35
<i>Library</i>	28
<i>Lost and Found</i>	28
<i>Lunch & Breakfast</i>	26-27
<i>Medication Policy</i>	21-22
<i>Mission Statement</i>	4
<i>Nondiscrimination Policy</i>	30
<i>Parent Conferences</i>	21
<i>Personal Displays of Affection</i>	11-12
<i>Pesticides on School Grounds</i>	35
<i>Physicals and Immunizations</i>	24-25
<i>Prevention/Response to Bullying, Intimidation, and Harassment</i>	9-11
<i>Prohibited Student Conduct</i>	13-15
<i>Promotion</i>	20

<i>Recess</i>	27
<i>Registration Requirements</i>	23-26
<i>Report Cards & Online Grades</i>	19-20
<i>Retention</i>	20
<i>RTI</i>	30
<i>School Closings</i>	29
<i>School Community Club (SCC)</i>	29
<i>Schoolwide Expectations</i>	6-7
<i>School Improvement Plan</i>	33
<i>School Supplies</i>	26
<i>School Website</i>	33
<i>Searches</i>	15-16
<i>Security System</i>	28
<i>Sex Offender Information</i>	35
<i>Sexual Harassment</i>	10-11
<i>Staff Directory</i>	3
<i>Student Absences</i>	6-7
<i>Student Arrival and Dismissal</i>	5-6
<i>Student Privacy</i>	32
<i>Student Records</i>	26
<i>Students at Athletic Events</i>	29
<i>Students with Food Allergies</i>	23
<i>Suicide & Depression Awareness</i>	36
<i>Suspensions</i>	16-17
<i>Teacher Qualifications</i>	30
<i>Telephone Use</i>	28
<i>Title I Program</i>	33
<i>Toys, Games, & Equipment</i>	27
<i>Transportation Changes</i>	18
<i>Treats Brought to School</i>	28
<i>Visitors</i>	29
<i>Volunteers</i>	29-30
<i>Weapons Prohibition</i>	8-9

STAFF DIRECTORY

Brownstown Elementary School
460 West South Street
Brownstown, IL 62418
Phone: 618-427-3368 Fax: 618-427-5247
Martin Son, Principal
Shelly Thomason, Secretary

<i>Kayla Carson</i>	<i>KA</i>
<i>Erin Hoffman</i>	<i>KB</i>
<i>Kristy Dokey</i>	<i>1A</i>
<i>Emily Miller</i>	<i>1B</i>
<i>Shannon Claycomb</i>	<i>2A</i>
<i>Jenalyn Hennon</i>	<i>2B</i>
<i>Suzanne Stinebring</i>	<i>3A</i>
<i>Katie Richter</i>	<i>4A</i>
<i>Julie Mayer</i>	<i>5A</i>
<i>Kelsey Newcomb</i>	<i>5B</i>
<i>Leslie Lloyd</i>	<i>6A</i>
<i>Brittany Coomer</i>	<i>6B</i>
<i>Jessica Sefton</i>	<i>PE</i>
<i>Rebecca Nail</i>	<i>Music</i>
<i>Robin Miller</i>	<i>Art</i>
<i>Karen Lotz</i>	<i>Special Ed.</i>
<i>Emily Hedgpeth</i>	<i>Special Ed.</i>
<i>Dierdre Murray</i>	<i>Special Ed. Aide</i>
<i>Sam Plum</i>	<i>Classroom Aide</i>
<i>Rachel Schaal</i>	<i>Title I</i>
<i>Stephanie Montgomery</i>	<i>Title I & Library Aide</i>
<i>Kayla Hingson</i>	<i>Pre-K Teacher</i>
<i>Sandra Albright</i>	<i>Pre-K Aide</i>
<i>Stacy Gibson</i>	<i>Speech</i>
<i>Shannon Zerrusen</i>	<i>Nurse</i>
<i>Alyssa Tompkins, Bailey Ring, & Nikki Sidwell</i>	<i>Cooks</i>
<i>Evelyn Wells</i>	<i>Custodians</i>
<i>Brad Koonce</i>	<i>Maintenance/Custodian</i>

SUPERINTENDENT
Michael Shackelford
618-427-3355
BOARD OF EDUCATION

<i>Don Bloemker</i>	<i>President</i>
<i>Laura Willms</i>	<i>Secretary</i>
<i>Kent Kistler</i>	<i>Member</i>
<i>John Schaub</i>	<i>Vice President</i>
<i>Chad Towler</i>	<i>Member</i>
<i>Andy Elam</i>	<i>Member</i>
<i>Randy Mason</i>	<i>Member</i>

Brownstown Elementary School 2021-2022 Student Handbook

This handbook is intended to provide general information about our school and the school rules and procedures which are designed to provide a safe school environment with an atmosphere that is conducive to learning. Please take time to read the handbook and refer to it throughout the year. This handbook shall not be interpreted as a contract of any kind and may be changed by the Board or Administration at anytime.

Monthly calendars and newsletters, sent home with students at the end of each month, provide updated information for parents as well as news about early dismissals, special events, and activities at Brownstown Elementary. These monthly calendars and newsletters can also be found online at www.bcusd201.com

MISSION STATEMENT

At Brownstown Elementary School, each child shall be given the opportunity and encouragement to learn in a safe environment that fosters high achievement for all individuals. Our school is committed to providing opportunities for all students to become productive citizens and lifelong learners.

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.

Student Arrival and Dismissal

Students are not to arrive at school before 7:50 AM. *Upon arrival, students shall report to designated supervised areas. Supervision is provided after 7:50 AM. If special circumstances necessitate earlier student arrival, please call the office and discuss the situation with the principal.*

Student Arrival - Children should be dropped off at the front circle or the cafeteria entrance. Exception: Parents dropping off or picking up students during the school day (8:15 – 3:15) should come to the office to sign in or sign out students.

Student Dismissal - All students will exit the north doors at the front entrance. Bus riders will be dismissed at 3:15 PM. Buses load and unload at the front (north) entrance in the circle drive. Car riders will be dismissed after bus riders. Children who go home by car will be lined up around the circle drive in front and will be allowed to leave orderly and safely under the direction of the teacher. **Cars need to line up on the street to the west of BES entering from the south.** **Cars are not to enter the street west of BES from the north.** Cars are to wait on the street west of BES until teachers direct them to enter the circle drive to pick up students. Cars are to remain in line and are not to pass other cars. Students who walk or ride a bike will be dismissed after car riders. Please notify the BES office of any dismissal changes by 2:00 p.m.

Only students involved in afterschool activities are to remain on the school grounds or in the building. It is very important that children are not crossing paths with vehicles. Please be alert for students walking to and from school. Please use the designated dropoff and pickup points as these are selected to minimize cross traffic patterns.

The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because the District has only one school or attendance center. A student, who would otherwise have qualified for the choice option, or the student's parent/guardian, may request special accommodations from building principal.

Procedures For Student Sign-In/Sign-Out

Students must be signed in or out at the office if they come to school after 8:15 AM or if they leave before dismissal time. Students who arrive at school after 8:15 AM or return to school after an appointment, must come to the office and receive an appropriate pass to enter class. Students who must leave before dismissal time must report to the office before leaving school. Adults bringing students to school after 8:15 AM or picking students up early should do so at the north door by the office.

A parent is requested to write a note if his/her child needs to leave early or is arriving late. The note should state the time, date, and reason. The student should bring the note to the office upon arrival at school and will be issued the appropriate pass. A school absence will be excused for illness, doctor/dentist appointment, or for court appearances.

Student Absences

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, or event, 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 ~~safety or~~ health, or safety attending a military honors funeral to sound TAPS¹, or other reasons as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal.

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.

In the event of any absence, the student's parent or guardian is required to call the school at 618-427-3368 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. This is required by state law. Someone will be in the office by 7:40 AM each school day. If possible, please send a note with someone if you do not have a phone. **If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence.** Upon request of the parent or guardian, the reason for an absence will be kept confidential.

A student will be allowed 12 days of absences during a school year, verified by a written note from a parent/legal guardian. All absences after the 12 verified by the parent/guardian will be considered unexcused unless a doctor's excuse is presented to the office. Parents will be notified after 5 and 10 absences. Parents may present evidence of extenuating circumstances and request that consideration be given to the extension of the 12 day limit. After 12 absences, a doctor's statement will be required to validate the absence. Any additional absences without a doctor's statement will be considered as unexcused and reported to the truant officer.

Students who have more than 5 unexcused tardies or absences will be assigned noon detentions or will lose recess time for each unexcused tardy or absence beyond the first 5 unexcused incidents.

Absences will be excused for student illness including medical or dental appointments, for illness or death in the student's family, for court appearances, and for the first day of head lice treatment. (Students are not excused on Monday if sent home on Friday for treatment.) Absences are unexcused if a written note is not given to the office upon the student's return.

Other absences will be excused if approved prior to the absence. Call the office to make arrangements for preapproval of necessary absences.

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

Attendance is important for students to have full advantage of learning opportunities. Even though students may complete assignments for classes that were missed, it is very difficult to make up for the learning opportunities available to students who were a part of the class discussions and activities while in attendance. Therefore, it is important for parents and the school to work together to encourage punctual and regular school attendance.

Students who are absent without valid cause are considered truant. Students who have frequent absences or tardies or have accumulated a significant number of absences will be referred to truancy intervention services through the Regular Attendance Program. Students who have 5 absences (including tardies) without valid cause will be referred to the Regular Attendance Program. Students who continue to have excessive absences will be referred to the Attendance Officer through the Regional Office of Education. Students who are truant may be referred to the Attendance Officer at any point during the school year.

The time students spend in school is very important. School rules are designed to provide safety and to safeguard the instructional time for students. Both conditions are important for effective learning.

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

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

SCHOOLWIDE EXPECTATIONS FOR BEHAVIOR

Cafeteria Rules

1. Clean up after yourself.
2. Bring your ticket and take good care of your ticket.
3. Use table manners and inside voices.
4. Eat only your food.
5. Carry tray with two hands and sit on your bottom.

Playground

1. Listen, stop, and look when you hear a whistle.
2. Line up promptly.
3. Use equipment properly.
4. Tell teacher of problems.
5. Dress for the weather.
6. Include others and be kind.
7. Take turns.
8. Feet first down the slides.

9. Watch where you are going.
10. Rocks stay on the ground.
11. Ask permission to cross road to get balls.

Hall

1. Keep hands and feet to yourself.
2. Stay with your class.
3. Eyes only on displays and projects in hallway.
4. Keep quiet.
5. Pick up trash.

Classroom: Rules will be posted in each classroom.

1. Be on time and ready to learn.
2. Complete your homework and have supplies and materials.
3. Have good study skills.
4. Listen and follow directions.
5. Be kind to teachers, students, and property.
6. Raise your hand before you talk.
7. Keep hands, feet, and objects to yourself.
8. Clean up after yourself.

Restroom

1. Keep quiet, wait your turn, and keep it clean.
2. Respect others privacy.
3. Use good manners.
4. Always flush and wash hands.
5. Water is sink only.
6. No climbing on toilets or stalls.

Gym

1. Wear P.E. shoes.
2. Take care of equipment.
3. Bring your best attitude, follow rules, and play fair.

Library

1. Return books on time.
2. Take care of books.
3. Enter quietly and whisper if necessary.
4. Walk and wait your turn to checkout.

4th- 6th Grade PBIS Discipline System

A program called ClassDoJo will be used to document student behavior during the school day. On ClassDoJo, the students can earn positive points for the following:

Effort 110%	1 Point
Respect	2 Points
You're Awesome	1 Point
Positive Leadership	1 Point
Responsibility	1 Point

Students can earn negative points for the following:

Not Following Directions	-1 Point
Not Participating	-1 Point
Poor Choice	-1 Point
Wasting Time	-1 Point

Disrespect

-2 Points

During the end of the day, any student with a positive point total earns a raffle ticket that will be entered in a weekly PBIS drawing. Any student with a negative point total at the end of the school day loses one of their Bomber tickets.

Each student in 4th-6th grade will receive a set of Bomber tickets at the beginning of each quarter: 1st quarter is 12 tickets, 2nd quarter is 10 tickets, 3rd quarter is 8 tickets, and 4th quarter is 6 tickets. Students will have to forfeit a Bomber ticket to their teacher if they end the day in the negative on Class Dojo. A Bomber ticket can also be taken for more serious infractions.

When all Bomber tickets have been forfeited in a given quarter, a student receives a step for any ensuing infractions.

For more serious infractions, such as gross disrespect, cheating, plagiarism, lying, inappropriate language, or bullying, an office referral can be immediately issued.

Four Bomber tickets lost in one quarter for no homework will result in an office referral form. Any further violations for late homework within that quarter will result in additional office referrals.

Four Bomber tickets lost in one quarter for disrespect will result in a office referral form. Any further violations for disrespect within that quarter will result in additional office referrals.

Steps that are issued have the following consequences:

Step 1: Student meets with the principal, phone call home, and two days of silent lunch.

Step 2: One week of silent lunch.

Step 3: After school detention.

Step 4: Parent and student meeting with principal and teacher. One day in school detention.

Step 5: Two full days of in school detention.

Students must not have received a Misconduct Report in order to qualify for the end of the quarter PBIS reward party. Because receiving a misconduct report is considered a serious offense, any student that has received a misconduct report, even though they still might have tickets remaining, will not be eligible for the quarterly reward party. **ALL TICKETS MUST REMAIN IN THE STUDENTS POSSESSION.** The school reserves the right to issue detentions for infractions regardless of the step number.

WEAPONS PROHIBITION

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

(1) A firearm, meaning, any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the Unites 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.

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.

Prevention of and Response to Bullying, Intimidation, and Harassment

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

Bullying on the basis of actual or perceived race, color, national origin, immigration status, 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 nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

1. Placing the student 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.

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

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

Sexual Harassment Prohibited

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Teen Dating Violence Prohibited

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

Making a Complaint; Enforcement

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, 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 Coordinator:

Michael Shackelford

Name

421 S. College Ave.

Address

Brownstown, IL 62418

618-427-3355

Telephone

Complaint Managers:

<u>Martin Son</u>	<u>Jeff Wooters</u>
Name	Name
<u>460 W. South St.</u>	<u>421 S. College Ave.</u>
Address	Address
<u>Brownstown, IL 62418</u>	<u>Brownstown, IL 62418</u>
618-427-3368	618-427-3839
Telephone	Telephone

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.

ELECTRONIC MEDIA

Students are expected to use electronic media including computers and the Internet appropriately. (See p. 29-30) Inappropriate use, including but not limited to the following, will result in disciplinary action.

- Intentionally accessing or attempting to access inappropriate material on the Internet
- Intentionally damaging or attempting to damage hardware or software
- Intentionally accessing or attempting to access restricted sites on the network or Internet
- Use of chat rooms, email, or unauthorized communication through the Internet
- Consequences may include revocation of computer privileges, payment for damages, detentions, Isolated Learning Environment or out-of-school suspensions.

Personal Displays of Affection including holding hands or embracing are not considered appropriate conduct for students at school and are prohibited.

Students may be referred for Check in Check Out Intervention by classroom teachers if there is a concern in one or more of the following areas:

1. Behavior
2. Academics
3. Attendance

This intervention will closely monitor students problem area and give them additional positive support and accountability. Parents will be notified by a letter if their child has been referred to receive this intervention.

DISCIPLINARY MEASURES

All classroom teachers will follow their classroom management plans and determine consequences for students who do not follow expectations. A student may be sent to the principal for any serious misconduct or repeated violations of school rules.

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.

4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension detention for a period not to exceed 5 school days.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

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.

Corporal punishment will **not** be administered in Brownstown Schools in accordance with Illinois statutes.

Copies of all School District's policies on student behavior are available online through the School District's website or in the school office.

PROHIBITED STUDENT CONDUCT

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, 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 inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.

g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a 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 "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.

5. Using or possessing an electronic paging device.

6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." 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 out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (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.

7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.

9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.

10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

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

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

When and Where Conduct Rules Apply

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time;

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

SEARCHES

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 authorities” includes school liaison police officers.

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

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

Students Searches

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

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

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity

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

DETENTIONS

After School detentions will be served from 3:20 to 4:30 PM. Parents will be notified in advance. A detention may be rescheduled if necessary. It is the parent's responsibility for transportation home after detention.

Students serving a noon detention will eat lunch in the assigned detention area.

Students will be expected to follow school rules and directions of the detention teacher.

GRIEVANCE PROCEDURE

Occasionally, a student and or his/her parents may have a problem or complaint concerning a school-related action. Most of these problems result from improper communication and can be quickly cleared up by discussing the situation with the appropriate staff member. Sometimes it is necessary to seek further resolution. The proper procedure for dealing with grievances and complaints is as follows:

1. Contact the appropriate staff member directly. The vast majority of all problems are resolved at this level.
2. If, after talking directly to the teacher or other staff member involved, the parent is not satisfied, he/she should contact the principal.
3. If the problem still has not been resolved, the next step is to contact the superintendent.
4. Finally, the Board of Education, may be asked to hear the matter if previous steps have not resolved the situation satisfactorily. Requests to address the board of education should be made in writing and presented to the superintendent at least one week before the school board meeting.

SUSPENSION AND REVIEW PROCEDURE

An appeal process is afforded the student when the discipline requires an out-of-school suspension. The matter should be discussed with the principal first. The superintendent should then be contacted. A review before the board of education may be requested. The superintendent will make arrangements for the review.

Any request for appeal of a disciplinary suspension of less than ten (10) days in school or out-of-school shall not delay the implementation of the suspension. However, if the suspension is overruled or modified upon review, the student will be permitted to make up work for any school days for which a suspension is vacated and disciplinary records will be removed from or revised in the student record, as necessary, to reflect the result of any review.

A student whose presence poses a continued danger to persons, property, or poses ongoing threats or disruption to the academic process may be immediately removed from school. In such cases, the requirements of suspension proceedings will follow as soon as possible.

It is important to keep in mind that participation in activities and athletics is a privilege, not a right. The rights of due process do not extend to such a privilege. The decision in cases of alleged misconduct will include both the regular school discipline and extra-curricular discipline.

BUS CONDUCT

School Bus Behavior

The school district provides free transportation to eligible students, but parents are still responsible for supervision until the child boards the bus in the morning and when the child leaves the bus at the end of the school day. Once the child is on the bus, the school is responsible until the child is returned to the regular bus stop at the end of the school day. The right of students to ride the bus is conditioned on their good behavior and observance of rules and regulations.

In view of the fact that a bus is an extension of the classroom, the Board of Education shall require children to behave themselves on the bus in the manner consistent with established standards for classroom behavior. Students involved in field trips, sports activities, etc. are expected to observe the same bus rules of conduct as those observed by students traveling to and from home on a regular basis.

If a child misbehaves on the bus or disregards the driver's rules or public standards of safety, the bus driver will issue a bus conduct warning to be signed by the parent. The principal will also meet with the

student. Continuous disciplinary problems will cause bus privileges to be suspended. It will then be the responsibility of the parent/guardian to provide transportation for the child. Riding the bus is a privilege that may be lost if the student does not follow the rules. Bus privileges may be revoked for the first incident of misconduct on the bus depending on the circumstances of the behavior. (See previous page for guidelines for consequences of bus misconduct.)

School bus riders, while in transit, are under the jurisdiction of the school bus driver. The bus driver may assign seats. If seats are assigned, students must occupy the seats assigned to them.

Audio/Video cameras are used to assist school bus drivers and school administrators in monitoring student behavior on the bus. Audio and video portions of the tapes will be viewed and used to address behavior problems that may occur on the 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.

Rules Posted in Buses:

- 1. The bus driver will assign seats.**
- 2. Be courteous.**
- 3. No profanity.**
- 4. Do not eat or drink on the bus; keep the bus clean.**
- 5. Violence is prohibited.**
- 6. Remain seated.**
- 7. No smoking.**
- 8. Keep your hands and head inside the bus.**
- 9. Do not destroy property.**
- 10. For your own safety, do not distract the driver through misbehavior.**

Instructions to School Bus Riders

In the interest of safety and in compliance with State Law, riders shall observe these rules. Students who misbehave will be reported to the building principal. It is recommended that all riders, parents of riders, and teachers become thoroughly familiar with these rules governing school bus riders.

1. Be on time standing/waiting at the designated school bus stop; help keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
4. Observe safety precautions at pick-up and discharge points. Where it is necessary to cross the highway, wait for a signal from the bus driver permitting you to cross.
5. Walk on and off the bus.
6. Be seated- - do not stand in the entrance -- do not leave your seat while the bus is in motion.
7. Be alert to a danger signal from the bus driver.
8. Remain in the bus in the event of a road emergency until instructions are given by the driver.
9. Use the emergency door only in emergency.
10. Window ventilation is to be regulated by the driver and not by students.
11. Keep all parts of the body inside the bus windows at all times. Do not throw anything out of the bus windows.
12. Remember that unnecessary confusion diverts the driver's attention and could result in a serious accident. There shall be no loud conversation, boisterous conduct, unnecessary noise, or profanity. Do not shout to anyone outside the bus.
13. Be absolutely quiet when approaching, while stopped at, and while crossing railroad crossings.
14. Treat bus equipment as you would valuable furniture in your home. Never tamper with the bus or any of its equipment.
15. Assist in keeping the bus safe, neat, and clean at all times.
16. Carry no animals on the bus without the advance permission of the bus driver.
17. Keep feet, books, packages, coats, and all other objects out of the aisles so others will not trip over them. Musical instruments and other large objects should be placed under the seat.

18. Leave no books, lunches, or other articles on the bus.
19. Be courteous to fellow riders and respect and obey the bus driver.
20. Help look after the safety and comfort of smaller children.
21. Do not ask the driver to stop at places other than the regular bus stop. The driver is not permitted to do this, except by proper authorization from a school official.
22. Follow established school rules, including those prohibiting tobacco, alcoholic beverages, or any type of illegal drugs.
23. Students shall not be permitted in buses with athletic footwear equipped with cleats or spikes.
24. Observe the same rules on other trips under school sponsorship as you observe between home and school. Respect and obey the instructions of the chaperone appointed by the school.
25. There will be no food or beverages allowed on the school bus. However, a sponsor and bus driver may agree to waive this rule on special occasions.
26. The use of headphones on the bus is not permitted.
27. Report any damage or vandalism to the bus driver immediately.
28. Balloons or other objects that obstruct vision on the bus are not allowed.

TRANSPORTATION CHANGES

To ride a different bus or get off at a different stop, students must turn in a note from their parents to the office. An appropriate bus pass will be issued for the student to ride a different bus or to get off at a different stop. Bus drivers are not allowed to let students ride a different bus or get off at a different stop without written authorization from the office.

If your child is to leave school by other than his/her usual bus routine, we must have been notified in advance or the child will board his/her regular bus. It is extremely important that the school be notified of any changes in transportation arrangements for young children. It is imperative that arrangements have been made in advance and that we know permission has been granted. Last minute changes cause confusion for children and staff. **Please notify the BES office of any dismissal changes by 2:00 p.m.**

HOMEWORK

Homework is important to reinforce instruction in the classroom and to provide practice of skills. Please encourage your child to plan for recreation and homework time.

If your child has missed school and you want to pick up missed school work, please call in advance so arrangements can be made. Please call before 1:00 PM so teachers can get papers together and to the office without taking class time or causing interruption.

EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT [K-8]

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.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure page 28.

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

Family Life & Sex Education

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and

avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian’s decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology. Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

REPORT CARDS & ONLINE GRADES

Grades are available online at www.teacherease.com for students in grades (K-6). Parents set up accounts using their email address. Assistance with the online grades can be given by calling the school office.

Report cards are sent home with students for each quarter. Midterm grades for students in grades 1- 6 will be given to students midway through each quarter. These grades will give parents an indication of student progress for the first half of the quarter. Parents of students in kindergarten will not receive midterm grades but will be notified at midterm when their child is experiencing academic difficulties.

GRADING SCALE AND STANDARDS

The following grading scale is used.

<u>Percent</u>	<u>Grade</u>		<u>Grade Point</u>
100 - 94	A	Excellent Progress	4.00
93	A-		3.6
92	B+		3.4
91 - 86	B	Good Progress	3
85	B-		2.6
84	C+		2.4
83 - 78	C	Satisfactory Progress	2
77	C-		1.6
76	D+		1.4
75 - 71	D	Unsatisfactory Progress	1
70	D-		.6
69	F	Failing	0

HONOR ROLL

An honor roll will be issued at the end of each quarter to recognize students in grades 4 - 6 for high academic achievement. Students who have a grade point average of at least 3.75 will receive high honors. Students who have a grade point average of at least 3.25 will receive honors.

If a student receives a D or F, he/she will not be eligible to be on the honor roll. Art, music, and PE grades will not be used to determine grade point average for the honor roll.

PROMOTION

The decision to promote a student shall be based on 1) successful completion of the curriculum, 2) attendance, and 3) performance based on state testing and other local testing. A student shall not be promoted based upon age or any other social reason not related to academic performance. For students in learning disabilities or self-contained special education classes, the successful completion of the IEP is the basis for promotion.

Promotion is in question for a student in grades 3 - 6 if he/she

- a) receives an F as a final grade in reading and/or math.
- b) receives an F as a final grade in three different subjects.
- c) receives a “does not meet” on the reading or math state testing.
- d) is more than two years behind grade level in reading or math on norm-referenced achievement tests.
- e) has more than 10 unexcused absences.

Promotion decisions for students in grades K - 2 will be based on student performance in reading and math as indicated by the report card, achievement tests, and teacher judgment.

RETENTION

Brownstown Elementary School's retention policy is as follows. Teachers will make attempts to contact and discuss promotion concerns with parents' a few months prior to the end of the school year. We welcome parent input in these conversations, but ultimately it is the school's final decision whether or not to retain a student.

Remediation

Parents of children who may not meet promotion criteria will be notified and a remediation plan will be developed by the teacher and principal in consultation with the parents. The remediation plan may include

- a) increased or concentrated instructional time which may include before-school, after-school, or summer programs
- b) modifications of the instructional program or materials
- c) Title I services
- d) Retention at grade level
- e) Other support services

The remediation plan will be based upon the grade of the student, the number of fundamental learning areas requiring remediation, and the degree of deficiency. Remediation options including retention are to provide the student with opportunities to learn the needed knowledge and skills to be successful.

ASSESSMENTS

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following: PARCC and Illinois Science Assessment. Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

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

PARENT CONFERENCES

Parent conferences are scheduled at the end of 1st and 3rd quarters. Parental participation in these conferences are important. Additional conferences may be requested by the parent or teacher at any time during the year.

Safety Drill Procedures and Conduct

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

FIELD TRIPS

Students attending field trips must have a signed parent permission slip on file in the office. These forms are completed at student registration. All school rules are in effect during field trips.

MEDICATION POLICY

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 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 "School Medication Authorization Form."

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.

ILLNESS AND CONTAGIOUS CONDITIONS

Students who have temperatures above normal or show symptoms of flu, sore throat, chicken pox or other childhood diseases should be kept at home until the symptoms are no longer contagious. If you do not

have a phone, be sure the school has the means to contact you if your child becomes seriously ill or injured while at school. This may mean that you need to give the office additional names and numbers of neighbors who can contact you when your child is ill. This information, in addition to work phone numbers or numbers of out-of-town relatives to be contacted in an emergency, is helpful to us when trying to reach parents with no phone.

Children should also be checked for ticks in late fall and early spring. If a child comes to school with a tick attached to the skin or scalp, the parent/guardian will be called to come remove the tick or notified so the tick may be removed when the child arrives home. School personnel will not remove the tick.

A statement from the doctor should be given to the physical education teacher if a student is not able to take PE because of illness or injury.

HEAD LICE

The school will observe the 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 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.

Students who have scabies, head lice and other such contagious conditions will not be allowed to attend school until the condition is cured completely. Parents are encouraged to check the hair and scalp frequently for signs of head lice. This condition is contagious and must be treated immediately and completely to prevent spreading and recurrence.

Students who are sent home to be treated for head lice should be treated and should return to school as soon as possible. Students who are sent home to be treated will be excused for one day after being sent home. Additional days will be unexcused. If a student is sent home on Friday, the student should be back to school on Monday or the Monday absence will be unexcused.

Students who repeatedly come to school with evidence of head lice and are missing classes because of the chronic condition will be referred to the Attendance Officer of the Regional Office of Education. Students will be referred after 7 incidents of head lice in one school year. An incident means 1) live lice or nits are found on the child or 2) a child is sent back to school without removal of nits.

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 nurse to be kept on file. 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.

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 child has a food allergy and requires assistance with managing this condition while at school and school functions, a Food Allergy Action Plan must be submitted to the school nurse to be kept on file.

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.

REGISTRATION AND ENTRY REGULATIONS

Kindergarten

Students entering kindergarten must present a certified copy of their birth certificate, a record of immunizations, and a complete physical. Kindergarten students also need a vision and a dental exam. Kindergarten students must be 5 years old on or before September 1.

New Students

Students new to the state of Illinois must have a complete physical examination on file ***within 30 days***. New students must also have evidence of immunizations and a copy of a birth certificate.

The district reserves the right to determine appropriate placement for students entering from private or homeschool settings.

Registration

Registration should be completed for all students during the designated day in August. At that time, enrollment forms, permission forms & emergency information sheets are completed and book fees are paid.

Immunization, Health, Eye and Dental Examinations

Required Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases 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 for the first time, regardless of the student's grade. Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. Failure to comply with the above requirements by October 15 of the current school year¹ will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. 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. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an

immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. 1 An earlier date may be established by board policy. §5.10 Page 2 of 2 © 2019 IPA School Handbook Subscription Service To be used in conjunction with the Illinois Association of School Board's PRESS Service Please review this material with your school board attorney before use.

Dental Examination

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

Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Book Rental and Fees

Fines, Fees, and Charges; Waiver of Student Fees 1 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 are present:
 - An illness in the family;
 - Unusual expenses such as fire, flood, storm damage, etc.;
 - Unemployment; • Emergency situations; or

- When one or more of the parents/guardians are involved in a work stoppage. The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

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

Book rental/fees are \$95.00 for students in grades K - 6. Students who qualify for free lunches under the federal program will not be required to pay the \$95.00.

No textbooks will be issued unless book rental and fees have been paid, or an agreement has been made to pay said fees. All students are responsible for the books issued to them. A charge will be made for lost books or excessively damaged books.

Insurance

Limited insurance is provided to students at no charge. Information is available at the unit office.

STUDENT RECORDS

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes; though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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

Each student file shall consist of the "Student Permanent Record" and the "Student Temporary Record." Parents have a right to access, review, and challenge the contents of their child's student records. Student files will be reviewed to withdraw out-of-date and irrelevant information at the end of grade 6. Parents/Guardians may request a copy of temporary records from the building principal prior to their destruction. Parents may view and copy student records. For further information regarding access to student records, contact the building principal.

Some student information is considered directory information and may be released to third parties without prior written consent of parents. This includes publication of photographs in the yearbook, honor roll listings in the newspaper, and giving information about athletes in program brochures. Parents may submit a written request that some or all of the directory information not be disclosed. The following information is considered directory information: the student's name, address, telephone listing, photograph, date and place of birth, dates of attendance, grade level, enrollment status, participation in activities and sports, weight and height of athletic team members, honors and awards received, and the most recent school attended.

SCHOOL SUPPLIES

Students are expected to keep supplies ready for class needs. Supply lists for each class are available at registration, at the office, and on our website.

LUNCH AND BREAKFAST PROGRAMS

Breakfast

Breakfast is served daily at 7:50 AM. Breakfast includes cereal, juice, milk, and one other item such as sausage, fruit, or doughnuts.

Lunch

Lunch accounts are kept for each student. Students use an ID card that is scanned for each use. All students in Brownstown Elementary eat breakfast and lunch free this year. Any amount of money may be deposited into the student's account to pay for extra milk for K-6 and/or an extra entree. Extra milk is \$.35 for those wanting extra milk or those bringing a sack lunch and \$.75 for an extra entrée (6th graders only).

The lunch program requires that students take a minimum number of items. (No one is required to eat or drink any particular item.) Students are to take the milk unless they have a doctor's note. Students are not allowed to have soda with a cafeteria lunch.

Students are to take care of lunch and milk purchases at the office upon arrival at school. It is best to send the money in an envelope with the student's name on the envelope.

Kindergarten students will have snack time each day. Parents will be asked to donate a snack or juice once a month.

Lunch cards are not to be taken home.

Parents are welcome to eat lunch in the lunch room with their child. We want this to be a special time for you and your child so no friends will be invited to join you. If you are bringing in outside food, please only share it with your child due to food allergies. Please notify the BES office in advance when you will be coming in for lunch.

TOYS, GAMES, AND EQUIPMENT

Toys are not allowed at school, unless a teacher has requested a toy for a special project or program.

Balls and Bats

Students are not to bring bats or balls of any kind to school without permission. The school will provide a limited number of bats and balls to be used at recess. A large number of these items in one area, as well as certain kinds of balls, can be dangerous on a crowded playground. These items are also difficult to transport safely on buses.

Skateboards, Skates, Radios, Water Guns, Trading Cards, Rollers in Shoes

Skateboards, skates, rollers in shoes, radios and MP3 Players, headphones, water guns, cap guns, laser lights, and other such items deemed a school distraction or hazard are not to be brought to school. Trading cards of any type are not to be at school.

If there is any question about whether an item may be brought to school, students should check with the classroom teacher or the principal.

Bicycles

Students may ride bicycles to school and park them in the bike rack. Bicycles may not be left anywhere else on the school grounds. Bicycles are to stay in the bike rack until they are used to ride home after dismissal.

RECESS

Students will play out-of-doors when the weather is permissible. When recess is held in the gym, gym shoes will be worn. Activity is valuable in keeping children healthy and alert. Students should always be dressed appropriately for the weather. Unless it is extremely cold outside, students will be outside during the winter months. If it is necessary for your child to stay in during recess due to illness, a note must be sent which states the date and reason the child is to stay inside. However, if a child is requested to stay in for an extended period, a note from the doctor must be presented to the office.

DRESS AND GROOMING

The dress and grooming of students at Brownstown shall be the responsibility of the parents and students. They have a right to determine a student's dress providing that such attire is appropriate for school, does not present health or safety hazards, and does not interfere with the educational process. In order to assure that these conditions are met, the following guidelines will be adhered to for all grade K - 12 students for school and school activities.

Footwear will be worn for protection against injury and to prevent the spreading of diseases such as athlete's foot.

Short shorts, see-through blouses or shirts, halter tops and tops that allow bare backs or stomachs are not to be worn. Spandex or bicycle shorts may be worn only under other articles of clothing.

Tops with narrow (spaghetti) straps are not to be worn unless worn with a cover shirt.

No hats may be worn in school buildings during the regular school day by boys or girls.

Torn or defaced clothing that is considered inappropriate will not be allowed.

T-shirts or other articles of clothing bearing derogatory or obscene words or pictures are not allowed.

Promoting the use of alcohol and tobacco products is in direct contradiction with the curriculum and philosophy of Brownstown Schools. Students shall not wear, carry, or display any clothing, jewelry, emblems, symbols, or signs which are associated with the usage or advertisement of alcohol or tobacco products.

Students should not wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign or any other thing which is evidence of membership or affiliation with any gang.

Any other dress considered inappropriate for school will be discussed with the student and/or parents. The principal will be the final judge of whether clothing is inappropriate. If clothing is found to be improper, the student will be asked to change.

LIBRARY

The library is open during the school day. Classes visit the library according to the school day schedule. Individual visits may be granted by the classroom teacher and librarian.

Library checkout is automated. Students must use their library card to check out library materials. It is important that library cards be returned to the proper place in the classroom after use at the library. Library cards should not be taken home. Proper use of the library and materials will open many opportunities for learning. Improper use of the library and materials will cause fines to be levied and even loss of library use. Lost materials must be paid for.

TREATS BROUGHT TO SCHOOL

Cookies and other baked goods brought to school to share with other students (such as items bought for parties) are to be packaged products brought to school in the package as purchased. Sorry, home baked goods are no longer permissible. If you have any questions about what may be brought to school as treats, please contact the office.

LOST AND FOUND

Any articles found by students should be turned in to the school office. Items may be claimed by owners upon identification. Unclaimed items will be disposed of at the end of the year. Labeling gym shoes, jackets, gloves, and other such items will aid in identification and proper return of articles. Parents are encouraged to check the lost and found box periodically for missing items.

SECURITY SYSTEM

Security cameras are in use in the schools and on the grounds of the Brownstown Schools. Cameras are installed for the purpose of providing security but may also be used to aid in monitoring student behavior and to address behavior problems.

TELEPHONE USE

Students may use the phone for emergencies only. Students are not to call for homework or other routine materials. Please encourage responsibility on the part of the student.

CELLULAR PHONES/SMART PHONES OR ELECTRONIC DEVICES

In the interest of safety and security, students may bring cell phones/smart phones to school. However, students must adhere to the following guidelines or the student's privilege will be immediately revoked.

1. Cell phones are to be turned off during the school day (8AM - 3:20PM) and kept in the student's book bag – not in a desk or on the student.
2. Cell phones may only be used during the school day with permission from the office.
3. Cell phones may be used on the bus only with permission of the sponsor, coach, or bus driver.

Violation of the above guidelines will result in the cell phone being held in the principal's office. The student's parent will be asked to pick up the cell phone and the student's cell phone privileges may be revoked for the remainder of the school year.

Pagers are prohibited at all times. Electronic paging devices are prohibited in school by state law unless the use or possession of such a device has first been expressly authorized by the building principal and the school board.

VOLUNTEER PROGRAM

Brownstown Elementary School has a volunteer program. Interested adults are encouraged to contact the elementary office. Teachers can often use reading helpers. If you have a talent or interest you can share with our young learners, please call us.

SCHOOL COMMUNITY CLUB

The SCC is an organization of parents, teacher, and community people uniting efforts for the benefit of students. The SCC sponsors the spring carnival, Santa's Shop, and various projects and activities to help the school. Four meetings are held during the year.

SCHOOL CLOSINGS

School closings due to weather conditions will be announced on radio stations WPMB AM 1500 and WKRV FM 107.1 in Vandalia as well as WCRA AM 1090, WCRC FM 95.7, WXEK FM 97.9, and WJLY 93.3 and on Newschannel 5 KSDK in St. Louis. School will be in session unless such an announcement is made. The SchoolMessenger phone messaging system will also be used to call parents to announce school closings, along with remind system & BES Facebook page. **Parents need to call the office to update phone numbers that change through the year to ensure that SchoolMessenger messages go through.**

STUDENTS AT ATHLETIC EVENTS

It is expected that persons who attend school athletic events do so in order to see the contest. If you come to an athletic event, it is expected that you are there to cheer on and support our team. Good sportsmanship is to be shown at all times. Once arriving at school to attend an athletic event, students will be expected to enter the gym and remain there for the athletic contest. Loitering in the halls will not be tolerated. Students should not leave the building except to go home for the night. Students may not leave the building during an athletic event and then return later unless a parent or legal guardian comes and goes with the student.

Misconduct at any of our athletic events may result in that student's being barred from all future extra curricular activities.

VISITORS

All visitors are required to check in at the office upon entering the building. In order to minimize distractions to the learning setting, it is important that parents who need to see children during the school day stop at the office. Arrangements will be made to deliver the message or contact the student. Visitors are not permitted on the playground during recess. Students are not to invite other children to visit during the school day. Student visitors are not permitted.

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

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

TEACHER QUALIFICATIONS

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

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

Contact the superintendent with inquiries or requests for further information. (427-3355)

CHILD ABUSE REPORTING

State law requires all school personnel to report cases of suspected child abuse and/or neglect to the Illinois Department of Children and Family Services.

NONDISCRIMINATION

Brownstown Schools do not discriminate on the basis of race, color, national origin, sexual orientation and gender, disability, age, or homeless status in its programs and activities. The following persons have been designated to handle inquiries regarding the nondiscrimination policies and Title IX: Mike Shackelford, Jeff Wooters, and Sherry Harmon.

RTI

Response to Intervention (RTI) is a required process that schools must implement to identify and support students who are struggling. At risk students are identified through measures such as Fountas & Pinnell, PARCC, STAR 360, and STAR Reading. RTI requires the use of interventions matched to student needs.

Some interventions are provided in the regular classroom and some are provided in small group instruction. Progress is closely monitored to ensure that growth is made by each student. Students who do not make appropriate progress after a series of interventions may be referred for additional services through the special education program.

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. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office. Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. For further information, please contact:

_____ (name)
_____ (phone number)
_____ (office location)

Special education services may be provided to students with special needs. Students that are eligible for services will receive appropriate recommended individualized educational services. To the extent possible, services are provided with support in the regular classroom with needed services provided in the special education classroom. Some of the areas of eligibility for special education are learning disabilities, mental impairment, speech and language, physical handicaps, and other health impairment. A copy of “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” can be obtained at the office.

The following are steps in the eligibility/placement determination process.

- **The concern** is discussed in a **Student Review Team** meeting including parents, teachers, and special education personnel. The team discusses possible interventions or suggests that a Referral for Case Study Evaluation be conducted.
- **Parental consent for a Case Study Evaluation** is obtained by the local school. Teacher, parent, and school personnel complete the necessary information on Mid-State referral forms and submit them to the Mid-State office.
- The evaluation is conducted with the school psychologist and social worker from Midstate, the speech pathologist, and any other **necessary professionals**. Parents are notified and must consent to the type of evaluation that will be done with their child.
- **A conference is scheduled with the parents and teachers** after the evaluations are completed. The results of the evaluation indicate if the child is eligible for special education services.
- **An Individual Educational Program (IEP)** is written if eligibility is determined. This document indicates the goals and performance levels established for the student’s educational progress.
- Parents will be invited to a meeting **annually to review the IEP and create goals for the next year. A meeting is held every 3 years to determine the need for a re-evaluation**

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.

ENGLISH LEARNERS

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

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (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.

For questions related to this program or to express input in the school's English Learners program, contact the building principal.

STUDENT PRIVACY

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

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.

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

1. The time of year when the student's participation ceases; and
2. The student's class schedule.

HOMELESS EDUCATION

A homeless individual is someone who lacks a fixed, regular, and adequate nighttime residence. Homeless students face multiple challenges and barriers to success in school. The Education for Homeless Children and Youth Program provides resources and technical assistance to ensure homeless students are enrolled in school and have the support and resources necessary for success. For further information regarding homeless services and rights contact the district's Homeless Liaison through the Unit Office at 618-427-3355.

GIFTED PROGRAM

The gifted program in the elementary school is one of providing enrichment activities in the regular classroom. It is the philosophy of Brownstown Elementary School that all students should be provided challenging activities to allow them to maximize their learning experiences. Classroom lessons and activities are designed as much as possible to provide for the needs of all students. Classroom teachers seek to provide learning opportunities that broaden and enrich the curriculum for all students and especially for students that need challenging endeavors.

TITLE I PROGRAM

Brownstown Community Unit District #201 is a participant in the federally funded and state monitored Title I program.

What is Title I?

Title I is a schoolwide program designed to assist students who need extra help to succeed in school. Title I instruction is intended to provide reinforcement and support to give students the extra assistance they need to be successful.

The local program and budget are written each year and submitted to the state for approval. The program is designed to address concerns identified in the community and parent survey conducted each spring. Evaluation of student performance is based on progress in meeting learner outcomes in reading and math.

How are parents involved in the Title I program?

An important component of the Title I program is parental involvement. The success of the program and benefits to the students are dependent on parents being aware of the program and having input into its development. Brownstown Elementary School greatly appreciates the time and effort parents put into the program and working with the teachers in making this a positive learning experience for our students.

Parents will be asked to participate in their child's learning program by any of the following means.

- Attending parent/teacher conferences offered during school hours and after hours to discuss their child's progress and strategies to reinforce and support instruction.
- Supporting learning experiences for the student.
- Attending Open House night to learn about the Title I program and strategies that parents can use to assist their children during the school year.
- Attending a parent meeting to review the Title I program, to learn about instructional methods and materials, and to provide parent input.
- Maintaining communication with all teachers to monitor student performance and support the education program.

ATHLETICS

If any Elementary student participates in a school sport they will be required to follow the guideline set in the Brownstown Junior High/Senior High handbook.

SCHOOL WEBSITE

The home page for Brownstown Elementary is found at **bcusd201.com**. Check out the site for school notes, calendars, and online resources.

SCHOOL IMPROVEMENT PLAN

All schools are required to develop a school improvement plan. The focus of the school improvement plan is on improving learning for all students. The School Improvement Plan addresses the following elements:

1. Demographic information on the student population is maintained indicating the number and percent of students at each grade who are receiving special services as well as information about attendance, truancy, mobility, etc.
2. Analysis of assessment data, teaching and learning, and the learning community.
3. Strengths and areas of concern are identified.

4. Goals and strategies for improvement are identified.

INTERNET ACCEPTABLE USE

Students at Brownstown Elementary have access to the Internet if the student and parent has signed the Internet Use Policy. (The policy remains on file and does not have to be signed each year.)

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

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

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software;
- c. Downloading copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

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

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that 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.

PESTICIDES ON SCHOOL GROUNDS

Pesticides are applied to school grounds on a periodic basis, usually monthly. The district tries to schedule spraying on days or hours when students are not in attendance. Parents may also request to be notified of scheduled applications of pesticides on school grounds. Please contact the Unit Office at 427-3355 for detailed information regarding chemicals and application schedules or to be placed on a notification list.

ASBESTOS MANAGEMENT PLAN

Brownstown Community Unit School District has submitted its Management Plan prepared pursuant to the requirements of the Asbestos Hazard Emergency Response Act for the School Facilities. Copies of the management Plan are available for your inspection during normal business hours of the office (Monday through Friday: 8:00 AM to 4:00 PM) and during other times by special arrangement. We request that appointments be made with us to review such Plans. To make arrangements, please contact Mr. Michael Shackelford, Superintendent, at 427-3355.

SEX OFFENDER INFORMATION

Current law requires schools to notify parents that information about sex offenders is available to the public. The sex offender information is available at www.isp.state.il.us/sor.

HOME AND HOSPITAL INSTRUCTION

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

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

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

ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS & WEBSITES

School officials may conduct an investigation or 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 a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

SUICIDE AND DEPRESSION AWARENESS & 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.

BEHAVIOR INTERVENTION GUIDELINES FOR STUDENTS WITH DISABILITIES

(Brownstown Community Unit School District No. 201 - Policy 7.230)

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The District will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. The committee shall review the State Board of Education's guidelines on the use of behavioral interventions and use them as a non-binding reference. This policy and the behavioral intervention procedures shall be furnished to the parent(s)/guardian(s) of all students with individual education plans within 15 days after their adoption and/or presentation to the Board or at the time an individual education plan is first implemented for a student, all students shall be informed annually of this policy and the procedures.

Suspension and Expulsion

The following procedure shall be used when a student with disabilities is alleged to have engaged in disobedience or misconduct:

A. MDC Determination

The MDC team may determine that the cause of the student's disobedience or misconduct is not related to the student's disabling condition. In that case, the student may be disciplined under the District's discipline policy.

I. Suspension for a Cumulative Period Not to Exceed 10 Days in Any School Year

The District's regular suspension procedures shall be used to suspend a student with disabilities for a cumulative period not to exceed 10 days in any school year.

II. Suspension beyond 10 Days, or Expulsion

A. The District shall promptly notify the student's parent(s)/guardian(s) of the disobedience or misconduct and whether the student will be suspended. All procedural protections pertaining to notice

provided under the regular education discipline policy shall apply to this notice. This information shall be confirmed in writing and the parent(s) or guardian(s) shall be advised as follows:

1. That the multidisciplinary conference (MDC) team shall meet as soon as possible, but at least 10 calendar days after this notice was sent, unless such a 10-day notice is waived by the parent(s)/guardian(s), to determine whether a causal relationship exists between the student's disabling condition and the student's alleged disobedience or misconduct; and
2. That the student's parent(s)/guardian(s) are requested to attend the MDC team meeting and the date, time and location of the meeting.