

**BROWNSTOWN**  
**JUNIOR SENIOR HIGH SCHOOL**



**Respect**  
**Learned... Earned... Returned**

Respect is an essential part of my success. It is important to my success in school and when I am outside of school. Respect is an attitude that determines how I treat others, how I treat rules and other people's property, and how I treat myself. Respect is something that can be learned through a series of lessons in school and in life. I can earn respect by the way I interact with others. Respect that is given is always returned to that person.

Respect for others is shown by:

- keeping an open mind towards other people's ideas.
- communicating in a polite and friendly manner.
- telling the truth.

Respect for rules is shown by:

- learning the rules of the school and classroom.
- not trying to find a way around a rule.
- accepting responsibility if I break a rule.

Respect for property is shown by:

- taking good care of things that are loaned to you.
- putting trash in trash cans.
- not taking things that do not belong to you.

Respect for authority is shown by:

- following through on commitments.
- listening carefully when the person in authority is speaking.
- being on time and prepared.

Respect for self is shown by:

- taking pride in everything I do.
- keeping my word when I make a promise.
- dressing properly and speaking with appropriate language.

## 2021 -2022

### YOUR STUDENT HANDBOOK

This handbook has been prepared for the students of Brownstown Jr-Sr High School to serve as an aid in the understanding of our school policies. It was designed for the following purposes:

1. **To clarify graduation requirements**
2. **To guide you in your choice of subjects**
3. **To promote good student understanding**
4. **To inform students and parents of school policy**
5. **To report information as required by law**

We ask that students and parents read this handbook carefully. Please ask questions about any parts that are not understood. We require that all students abide by the policies set forth in the student handbook, which reflect the shared values and beliefs of the society in which the school operates. It is the responsibility of the students and their parents to abide by the policies, rules, and regulations contained in the handbook.

### MISSION STATEMENT

The mission of Brownstown Junior Senior High School is to develop responsible, respectful, supportive, and productive citizens who perform to the best of their ability as evaluated by state, local, or national assessments and standards. The school commits to a comprehensive system of support and intervention in a school setting which promotes positive attitudes and a challenging academic environment.

### THIS HANDBOOK BELONGS TO:

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#### Junior/Senior High School Contact Information

Superintendent	Mike Shackelford	427-3355
District Secretary	Jacy Schaub	427-3355
Principal	Jeff Wooters	427-3839
Jr/Sr High Secretary	Brittany Rigdon	427-3839
Guidance	Gail Hardiek	427-3839
Nurse	Shannon Zerrusen	427-3368

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## **BELL SCHEDULE**

7:15	-	8:00	Morning Detention
7:40	-	8:05	Student arrival at school
8:10	-	8:51	First Period
8:54	-	9:35	Second Period
9:38	-	10:19	Third Period
10:22	-	11:03	Fourth Period
11:06	-	11:47	Fifth Period
11:50	-	12:17	JH Lunch
11:50	-	12:33	High School 6A
12:20	-	1:03	Junior High 6B
12:36	-	1:03	High School Lunch
1:06	-	1:51	Seventh Period
1:54	-	2:39	Eighth Period
2:44	-	3:20	Academic Support
3:30	-	4:15	Afternoon Detention

## **ACADEMIC INTEGRITY**

Brownstown Jr/Sr High School students are expected to assure the originality of their academic work. Examples of academic dishonesty include but are not limited to cheating, fabrication, plagiarism, or bribing or threatening another student to do his/her work. Any student found guilty of academic dishonesty will receive a grade of zero (0) on that assignment, quiz, exam, paper, project, etc. The teacher will contact the parent/guardian and make them aware of the situation. Students may also be subject to disciplinary action, which may include, but is not limited to:

- A. Disciplinary consequences as outlined in the teacher's Classroom Management Plan.
- B. Referral to the high school administration for disciplinary action.
- C. Suspension from school/ILE.
- D. Student may receive a grade of **F** with an alternative placement.

## **ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS & WEBSITES**

In accordance with Illinois State Law, school authorities may require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

The Board of Education and Administration have established the following cases in which this information may be required:

1. In the case of an imminent threat to the students, faculty, and/or staff of the Brownstown Community Unit School District #201.
2. In cases where there is reasonable cause for suspicion of severe bullying and/or harassment of a member or members of the student body of the Brownstown Community Unit School District #201.
3. In cases where there is reasonable cause for suspicion of possession of controlled substances, illegal drugs/ illegal drug paraphernalia, as well as weapons in schools and/or on school property.

Any request access to a student's social networking account, and any subsequent search will first be subject to a unanimous consensus of the BCUSD #201 administrative team in its entirety. Inquiries into social networking accounts will be strictly limited the event or issue under which the original reasonable cause for suspicion warrants.

## **ACTIVITY PERIOD**

All activities will be held during the school day in so far as possible. Class meetings, club meetings, and student council meetings will be held each month if needed. A schedule of activity periods will be announced each morning during the morning announcements. Special class meetings are generally held before or after school or during the lunch hour. Permission from your sponsors and the principal will be necessary for a special meeting.

## **ADDRESSING STAFF MEMBERS**

Students must use titles of respect when addressing staff members such as Ms., Miss, Mrs., Mr. or Coach.

## **ANIMALS ON SCHOOL PROPERTY**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or

other individual with a documented disability. This rule may be **temporarily** waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

### **ARRIVAL AND DEPARTURE OF STUDENTS**

Students will be delivered by buses to the North entrance of the junior senior high school. Parents should not use the drive on the North side of the school from 8:00 – 8:30 AM and 3:00 – 3:30 PM. Students may not leave campus once they have arrived. Students who leave the school grounds without permission have committed a Level I act of misconduct and are subject to appropriate discipline.

Students will be picked up by buses from the North doorways when leaving at the end of the school day. In the interest of safety, it is important that parents coming to get students at the end of the school day, park in the south parking lot in order to pick up their young people. Please do not exit by way of the circle drive due to the traffic congestion it causes for bus traffic.

### **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. Adam Bussard, Superintendent at (618) 427-3355.

### **ASSEMBLY PROGRAMS**

From time to time throughout the school year, programs are presented to the entire student body. Students are required to remain in assigned areas and observe regular school behavior requirements during assemblies. Whistling, stomping, and yelling have no place in an assembly. Be courteous to visitors, they are your guests. Sometimes there is a small ticket price to pay for an assembly program. If you choose not to attend the special program, then you will be assigned to a study hall. If you leave, you must follow the regular school rules for doing so.

## **ATHLETIC & EXTRACURRICULAR 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, we expect 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 our building during an athletic event and then return to our building later unless a parent or legal guardian comes and goes with you. Misconduct at any of our athletic events may result in that student being barred from all future extra-curricular activities (not just athletic events).

## **ATTENDANCE**

Good schoolwork depends to a large extent on punctual and regular attendance. Regular school attendance is the responsibility of both the student and parent. Illinois law requires that whoever has custody or control of any child between six (by September 1<sup>st</sup>) 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.

When a student is absent, please call the school office (427-3839) that morning or the school may call you to determine the reason for the absence. Absences will be classified as excused, prearranged excused, or unexcused. If a student is absent from school for illness, but attends any school activity that evening, is seen by school personnel, or reports to work that day, the absence will be marked unexcused.

A student will be allowed 12 days of absences during a school year, verified by a written note from a parent/legal guardian and /or an absence that has not been verified. Once the student has reached their 12 days of absences, verified or unverified, all absences will then be considered unexcused unless a doctor's excuse is presented to the office. Once the student has met their 12 verified absences, the student will be notified at school and parents will be notified by mail.

Students who have been referred to the Regional Office of Education for truancy intervention services or to the Truant Officer will not be allowed the 12 parent verifiable absences. These students will be required to have a doctor's note to validate the absence.

After 5 absences the student will be notified at school and the student's parents will be notified by mail. After 10 absences the principal may call a conference with the parents and student and at this conference the student may be placed on one of the following options:

- A. The student and parents may be allowed to present evidence of extenuating circumstances and request that consideration be given to the extension of the 12-day limit.
- B. The student be may be allowed to return to class and told that any parent verified absences beyond the 12 day limit will require a doctor's statement to validate the absence. Any additional absences without a doctor's statement will be considered as unexcused and reported to the truant officer for possible legal action.

Students who are ill and unable to attend class must report immediately to the office. Before a student is permitted to leave school because of illness, a phone call will be made to the parent(s) and if permission is granted, the student will be excused. Students who become ill at noon must report to the office and receive permission to leave school.

### Absences

If a student has been absent for any part of a day, the student is to come to the office on the day of their return before the 8:05 AM warning bell to get an excuse slip. Students who arrive in the office after the warning bell receive an unexcused tardy if they are late for class unless there are extenuating circumstances. The student must bring a note written by a parent or legal guardian saying: the student's name (first and last), the date(s) absent, and the reason for the absence. This note must be signed by a parent or legal guardian. In some cases the office may require a note from a doctor stating the reason for the absence. Students who are more than 15 minutes late to class without valid cause will be considered to have an unexcused absence from the class. The student must bring a note written by a parent or legal guardian saying: the student's name (first and last), the date(s) absent, and the reason for the absence. This note must be signed by a parent or legal guardian. In some cases the office may require a note from a doctor stating the reason for the absence.

If the office accepts the written note, the student will be given an excused absence slip. If the office does not receive your note the absence will be classified as an **"Unexcused"** absence. The student may clear this "Unexcused" absence from the student's record by bringing an acceptable note on the student's second day back. The student will then be issued an excused absence slip, which will override the unexcused absence. **IT IS THE STUDENT'S RESPONSIBILITY TO PRESENT THE EXCUSED SLIP TO THE STUDENT'S TEACHERS IN ORDER TO CLEAR THE STUDENT'S CLASS RECORD OF THE UNEXCUSED ABSENCE. Students who fail to bring a note by their second day back will be considered as unexcused.**

### Excused Absences

A note MUST be brought on the day of your return stating:

1. Student's name (first and last)



2. Date of days absent
3. Reason for the absence
4. Signature of a parent or guardian

**One-day absences:** The student is expected to turn in or complete assignments due on the day of the absence upon returning to school. The student will receive one additional school day to complete assignments made on the day of the absence.

**Multi-day absences:** The student will receive 1.5 school days for each day missed to complete assignments. Due to the nature of some assignments, teachers will have the option of increasing the time to complete assignments beyond the established timelines.

***It shall be the responsibility of the student, on his/her own initiative; to contact the teacher(s) involved to determine make-up assignments and test make-up.***

The following are considered excused absences:

1. Illness of student (If a student is absent from school for illness but attends any school activity that evening, is seen by school personnel, or reports to work that day, the absence will be marked unexcused.)
2. Illness or death in the student's family.
3. Home emergency (The specific nature of the emergency **MUST** be stated on the note. Example: fire, flood, etc.)
4. Court appearances, which do not involve the student's, own misdemeanors.
5. Observance of a religious holiday or event.
6. Circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety.
7. Situations beyond the control of the student.

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.

### **Pre-Arranged Excused Absences**

Students will receive excused absences if they make advance arrangements with the office and their classroom teachers. A note must be brought to school prior to the absence stating the following information:

1. Student's name (first and last)
2. Dates of days student will be absent
3. Reason for the absence
4. Signature of a parent or guardian

### **Pre-arranged absences include:**

1. Medical or dental appointments. (Students must present a medical excuse listing all medically excused dates for the illness upon their return to school.)
2. College visitations as allowed by school rules and military tests or physicals.
3. Urgent family plans. (State the specific nature of the plans on the note.)

***It shall be the responsibility of the student, on his/her own initiative; to contact the teacher(s) involved in advance to determine make-up assignments and test make-up.*** Students who fail to make advanced arrangements with their teachers and the office will be classified as unexcused.

**One-day pre-arranged absences:** Students are expected to have all work completed, including missed assignments, upon their return to school.

**Multi-day pre-arranged absences:** Students who miss class as the result of prearranged absences, athletic activities, field trips, or other similar activities are to check with their teachers in advance and have all necessary homework and classroom preparations completed upon their return.

### **Unexcused Absences**

Unexcused absences will be regarded as truancy. Students who are unexcused from school **will not be allowed** to make up missed work for credit. Students will not receive credit for assignments, which, by their nature, are impossible to make up. Students could be required by classroom teachers to make up missed time due to unexcused absences in the form of late stays or Lunch & Learn in order to receive credit for work missed. Failure to make up such time will result in zero credit for said assignments. Students who are unexcused from school at any point will also be required to take final exams at the end of the second semester.

**Unexcused Absences (Cont.)**

1. Suspensions from school.
2. Grooming appointments.
3. Shopping.
4. Court appearances when necessitated by students own misdemeanors.
5. Work, baby-sitting, helping at home.
6. Truancy from school class.
7. Oversleeping and/or missing the bus.
8. Any absence during the school day if the student fails to check out through the office.
9. Failure to follow guidelines for excused or pre-arranged excused absences.
10. Absences that exceed the allowed limit for parent verified absences.
  - \* Any parent verified absence beyond a total of 12 days for the year.
  - \* Any absences exceeding 12 per class for the school year.
  - \* Any absences exceeding 6 per class for single semester classes.
11. "Personal Business", "Family Business", or any vague note, which does not state the specific nature of the absence.

**Tardies**

Students who arrive at school following the 8:10 bell MUST REPORT TO THE OFFICE FOR A PASS TO CLASS. Failure to do so will result in disciplinary action. Once in attendance the student will report to their teacher who will determine if the tardy will be excused or unexcused. An excused tardy allows a student to attend class and proceed with work for which full credit will be given. Students who are more than 15 minutes late to class without valid cause will be considered to have an unexcused absence from the class. The student must bring a note written by a parent or legal guardian saying: the student's name (first and last), the date(s) absent, and the reason for the absence. This note must be signed by a parent or legal guardian. In some cases the office may require a note from a doctor stating the reason for the absence.

Repeated unexcused tardiness to a particular class will result in disciplinary action and may result in a failing grade for the course.

Discipline will be based upon tardiness to the class during the semester.

1<sup>st</sup> Unexcused Tardy-Re-teach intervention

2<sup>nd</sup> Unexcused Tardy-Re-teach intervention/Parent contact

3<sup>rd</sup> Unexcused Tardy-Parent contact/Discipline referral to office

Office discipline will be progressive.

### **HOME AND HOSPITAL INSTRUCTION**

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

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 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 as well as for up to 3 months after the child's birth or a miscarriage.

## **School Operations during a Pandemic or Other Health Emergency**

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

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

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.

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

## **ACCOMMODATING BREASTFEEDING STUDENTS**

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

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

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

## **AUDIO VIDEO SURVEILLANCE**

Audio/video cameras are in use to monitor student behavior on school grounds and on school busses. Audio/video records may be used to identify and address student behavior issues.

## **BOOK FEE WAIVER**

Students who qualify under the federal lunch program to receive free lunches will also qualify to receive free use of texts and other qualifying instructional materials.

## **PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT**

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

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital

or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

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

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

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

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.

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

of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

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

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.

**Nondiscrimination Coordinator:**

Name \_\_\_\_\_

Mike Shackelford \_\_\_\_\_

Address \_\_\_\_\_

421 S. College Ave. \_\_\_\_\_

Brownstown, IL 62418 \_\_\_\_\_

Telephone \_\_\_\_\_

618-427-3355 \_\_\_\_\_

**Complaint Managers:**

Name \_\_\_\_\_

Jeff Wooters \_\_\_\_\_

Address \_\_\_\_\_

421 S. College Ave. \_\_\_\_\_

Brownstown, IL 62418 \_\_\_\_\_

Telephone \_\_\_\_\_

618-427-3839 \_\_\_\_\_

Name \_\_\_\_\_

Gail Hardiek \_\_\_\_\_

Address \_\_\_\_\_

421 S. College Ave. \_\_\_\_\_

Brownstown, IL 62418 \_\_\_\_\_

Telephone \_\_\_\_\_

618-427-3839 \_\_\_\_\_

**Harassment & Teen Dating Violence Prohibited**

**Harassment Prohibited**

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin;



military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

#### Sexual Harassment Prohibited

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

#### TEEN DATING VIOLENCE PROHIBITED

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

#### Making a Report or Complaint

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

**Nondiscrimination Coordinator:**

\_\_\_\_\_  
Name  
\_Mike Shackelford\_\_\_\_\_  
Address  
\_421 College Ave\_\_\_\_\_  
Phone Number  
\_618-427-3355\_\_\_\_\_  
Email Address

**Complaint Managers:<sup>1</sup>**

_____ Name Jeff Wooters _____ Address 421 College Ave _____ Phone Number 618-427-3839 _____ Email Address	_____ Name Gail Hardiek _____ Address _____ Phone Number _____ Email Address
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Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

**BUS CONDUCT**

While the law requires the school district to furnish transportation, it does not relieve parents of students from the responsibility of supervision until such times as the child boards the bus in the morning and after the child leaves the bus at the end of the day. Once a child boards the bus (and only at that time) does the

child become the responsibility of the school district. Such responsibility shall end when the child is delivered to the regular bus stop at the close 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 daily basis.

Audio/Video cameras are used to monitor 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.

School bus riders while in transit are under the jurisdiction of the school bus driver. The driver's relationship with pupils should be the same as that expected between students and teachers. Students must obey the driver cheerfully and promptly. Students who misbehave will be reported to the building principal. The building principal will inform the parents of the misbehavior and request their cooperation in correcting the child's behavior.

Rules posted in buses are:

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

Penalties at the discretion of the principal depending on circumstances may include removal from bus riding for 1 to 10 days or permanent removal from bus by a formal hearing. Serious misbehavior on the bus may also be cause for punishment up to and including suspension or expulsion from school.

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.

It is recommended that all riders, parents of riders and teachers become thoroughly familiar with rules governing school bus riders. In the interest of safety and in compliance with State Law, riders shall observe these rules:

1. Be on time 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 point. 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. Keep your feet, books, packages, coats, and other objects out of the aisle, so that students will not trip over them--musical instruments and other large packages should be placed under the seat or at the front of the bus.
7. Be alert to a danger signal from the bus driver.
8. Remain in the bus in the event of an emergency until instructions are given by the driver.
9. Use the emergency door only in an emergency.
10. Window ventilation is to be regulated by the driver and not by the students.
11. Keep all parts of the body inside the bus windows at all times. Do not throw anything out of the bus window.
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. Balloons and other objects, which can obstruct vision and/or distract the driver, are not allowed.
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 own home. Never tamper with 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 books, packages, coats, and all other objects out of the aisles.
18. Leave no book, 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. Guest riders and route variances must be approved in advance by the office.
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. A sponsor or bus driver may waive this rule, if in agreement on special occasions.

Additional information for travel arrangements and rules pertaining to athletics may be found in the Athletic Rules section of the handbook.

### **CAFETERIA**

The cafeteria is a dining room and students should conduct themselves accordingly. Good habits and table manners reflect one's home training and character. A student "breaking the line" will be sent to the back of the line. Students must have ID cards ready to be scanned. Students without an ID card will be sent to the end of the line. Students who repeatedly utilize "office lunch cards" will serve detention time. Replacement ID's may be purchased in the high school office. After eating, chairs should be placed under the table, trays returned to the window, and paper placed in the container provided for that purpose.

Students going to and from the cafeteria are to exit by the East doorway in the Junior High wing. Returning students should reenter by this same door. Students are to stay on "their side" of the sidewalk allowing for the passage of oncoming students. During lunch time, students in lunch must remain on/or north of the sidewalk or in the picnic area. Students will be notified 3 minutes prior to the bell that they may return to the high school. Students who leave prior to this time will remain outside the high school until the doors are open.

## **CANDY, FOOD AND SODA**

Eating candy, eating food, or drinking soda pop in the classroom is prohibited and the student will be subject to appropriate discipline unless it is done as part of a teacher's reward system.

Students may only have sodas, juice, or other drinks and food at lunchtime. Any drinks or food items brought to the school must be in the student's lunch bag or backpack and may not be carried openly. Such food or drink is subject to inspection by school administration, faculty, or staff. Students are likewise discouraged from bringing outside beverages such as coffee, fountain soda, etc, energy drinks, etc... Students who violate the policy can expect to have their "drink" confiscated. Students may, at times, purchase food and drinks from the concession area as part of the educational program. Repeated violation of the school's policy on food and drinks will result in disciplinary action in accordance with the school wide discipline plan. During periods of hot weather students may be allowed to carry water bottles to class as announced by the school office.

Each individual teacher shall establish and announce their classroom policy on gum and candy in their classroom.

Food, candy, soda pop, and gum are forbidden in the library and computer room AT ALL TIMES.

## **CARE OF FURNITURE, BUILDINGS AND GROUNDS**

Taking pride in the appearance of the school grounds and buildings is essential in establishing a pleasant, wholesome atmosphere. Each student should assume the responsibility to see that lunch paper, wrappers, pop cans, and all forms of trash get into the proper rubbish containers. Students who damage or destroy any school property will pay for the cost of repair or replacement of the items.

## **CARE OF STUDENTS WITH DIABETES**

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

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

For further information, please contact the Building Principal.

### **CAREER EDUCATION**

Career education is provided by the guidance counselor in cooperation with the teaching staff. The counselor visits designated classes periodically (usually Language Arts and English classes) to disseminate career information. The counselor also attends class meetings on occasion for career communications. It is the goal of the guidance counselor to spend some time with each student in a one-on-one conference discussing career goals and determining the appropriate course of study for the student.

### **CELL PHONES**

In the interest of safety and security students may bring cell phones to school. However, students must adhere to the following guidelines or face disciplinary action ranging from detention to suspension.

Cell phones are to be turned off and kept in the student's vehicle or locker. Any student who carries a cell phone or other electronic communication device during the school day will be disciplined and the cell phone or device will be confiscated and held in the office for the parent to pick up. Cell phones may only be used during the school day (8:05am – 3:20pm) with permission from the office. Cell phones may be used on the bus only with permission of the sponsor, coach, or bus driver. Student Discipline could include detention, ILE, Saturday Detention, Morning School, and Out of School Suspension.

### **CLASS/CLUB ORGANIZATIONS**

Students are expected to be in "good standing" to participate in class/club meetings, activities, and to maintain general voting privileges. Voting for homecoming and prom candidates and other administratively approved ballots are considered school wide decisions and are not subject to this rule. Students who are not in "good standing" due to financial obligations, disruptive behavior, or low grades may be removed from the organization's meetings until they regain "good standing" status.

### **CLASSROOM PROCEDURES**

Students are expected to be in their seats and ready to start class when the bell first starts to sound. Some things that are expected of you when the class period starts:

1. Have your assignments completed and be ready to contribute in class.
2. Have all materials needed to start class.
3. All backpacks and bookbags must be stored under the student's desk.

4. Student attention is to be focused on the subject matter of the particular class the student is attending.
5. Be courteous in the classroom at all times.
6. Avoid comments that contribute nothing to class discussion.
7. Contribute to group activities and projects.
8. Leave the classroom on teacher dismissal and not the bell.

A student may leave class only when the teacher has given him/her permission to do so. When leaving, the student must have a pass from the teacher and must sign out from the classroom. Any student without a classroom pass or who is not in the area or en route to the designated area specified on the pass will be subject to appropriate discipline.

### **CLOSED CAMPUS**

Brownstown Junior Senior High School is a closed campus. Upon their arrival at school students are restricted to school grounds until their dismissal at the end of the school day. Students are not permitted to leave school grounds during their lunch period unless they have been signed out in the care of a parent or legal guardian.

Student Discipline could include detention, ILE, Saturday Detention, Morning School, and Out of School Suspension.

### **COLLEGE VISITS**

The requirements for college visitation are as follows:

1. Students will be allowed to visit colleges and universities when they attain Junior (10+ credits) and Senior (15+ credits) status. Juniors are allowed 1 college visit; Seniors are allowed 2 visits.
2. Make an appointment with a representative of the college or university through the counselor's office at least one week in advance of the visit.
3. Present a permission slip from your parent/guardian to visit the intended college.
4. Students must provide verification of attendance from the institution they visit.
5. Students are to make advance arrangements with their teachers regarding assignments and make-up work.
6. College visits may not be scheduled the last two weeks of the school year.
7. Since your parents play a significant role in the college process, it is strongly suggested that, whenever possible parent(s) accompany the



student.

Students who fail to follow these guidelines will be classified as unexcused. Students who do not have verification of their attendance at the college will be classified as truant.

### **CORPORAL PUNISHMENT**

Corporal punishment will NOT be administered in Brownstown Community Unit District #201 in accordance with Illinois State statutes. Disciplinary action required for severe infractions of school rules will be referred to the principal's office.

### **DAILY BULLETINS AND ANNOUNCEMENTS**

The announcements for the day will be read by teachers in the first period class each morning and copies will be sent to each student's email and can be accessed via the chrome books. If you wish to have announcements made regarding school activities, you must have the announcement in written form and initialed by the teacher or adviser responsible. Special notices are posted on the bulletin board outside the main office. Students should pay close attention to announcements. It is expected that if students should miss hearing the morning announcements, they will be responsible for reading them on a bulletin board.

### **DANCES**

High School Dances: It has been the custom at Brownstown Jr-Sr High School to sign up in advance for attendance at all dances--sock hops, prom, homecoming, etc. A sign-up sheet will be made available prior to each dance where students who plan to attend may make advance reservations. Out-of-town and out-of-school guests will not be permitted to attend dances held at the high school except for the Jr-Sr Prom and Homecoming. Once a student arrives at the dance, the student will be expected to stay for the entire event. If a student leaves the dance early, the student will not be permitted to return to the dance. Only in cases of need by prior arrangement will an exception be made to this rule.

#### **Attendance at School-Sponsored Dances**

Attendance at school-sponsored dances is a privilege. Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as no older than age 20 at the time of the dance.

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

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

school may also impose other discipline as outlined in the school's discipline code.

Formal Dress -The school realizes that formal dresses do not always conform to school dress guidelines. While allowances have been made regarding spaghetti straps and sleeves; formal wear which allows for plunging necklines or which exposes bare stomachs and waistlines is not appropriate. Students wearing such attire may be asked to leave the event they are attending.

Junior high students will not be permitted to attend high school dances.

Junior High Dances: Junior high dances are only open to seventh, eighth, and, upon invitation, sixth grade students. High school students, out-of-town, and out-of-school guests are not allowed to attend junior high dances unless they are part of the organization sponsoring the dance.

Students are required to sign up in advance in order to attend Junior High dances. No students will be allowed to leave a junior high dance early unless they are released to the parent or the parent has made prior arrangements for their early departure.

## **DETENTIONS**

Students may be detained before or after school as a disciplinary measure by a teacher or administrator.

### Teacher Assigned Time

Teacher assigned time is generally scheduled as minutes in during lunchtime. Teacher assigned time is generally for minor misconduct. Students who fail to serve teacher assigned time or who are guilty of misconduct during teacher assigned time are issued a school detention.

### School Detention

Students may be issued a school detention by administration for any violation of school or classroom rules. Students may be required to serve detentions before or after school. While serving a detention, students will be expected to use the time for study. Any student who does not bring materials for study may be assigned work by the detention teacher. School detention time shall be from 7:15 until 8:00 AM or 3:30 - 4:15 PM on assigned dates. Students shall be given at least 24 hours advance notice of a school detention assignment in writing. It shall be the student's and/or parent's responsibility for transportation home after detention. A detention assignment may be rescheduled. However, it is the responsibility of the student to have the parent contact the principal a day in advance and arrange an alternate date. Detentions may not be rescheduled due to work or personal business. In general, detentions will be reassigned for any reason that would be considered an excused absence from school.

Students are required to

1. Bring 2 school subjects to work on during detention time.
2. Bring paper, pen/pencil
3. Make sure you have all needed materials – no one may go to their locker.
4. No food or drinks are allowed
5. Students will sit up straight and keep their head up off of the desk at all times
6. Students are required to work on school subjects. If they have no homework they are to read or reread a textbook chapter or recheck their homework.
7. The student must have a note from their teacher to read a library book, magazine, or newspaper stating that it is required course work.

Students are required to work on schoolwork, read from textbooks, or do work assigned by the Detention Hall monitor. They may not sleep or read magazines. Students are not allowed to visit or talk without permission. Failure to do work or misconduct of any kind will result in additional discipline action.

Students who fail to serve an assigned school detention (1st offense) at its scheduled time will have the detention reassigned. The student will also receive a second detention for failure to serve an assigned detention. Failure to serve subsequent school detentions during the school year will result in the detention being assigned as placement in Morning School/Isolated Learning Environment.

## **Student Behavior**

### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).

- b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
- c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
- d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
- e. Any 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
- g. with substance or other substance that is prohibited by this policy.
- h. 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.
- i. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed 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 or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.

13. 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 psych stimulant medication to the student.

### **When and Where Conduct Rules Apply**

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

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

### **Disciplinary Measures**

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. 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**

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



students, staff, or other persons, or for the purpose of self-defense or defense of property.

## **Weapons Prohibition**

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

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

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

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

## **DISCIPLINE PLAN**

### **CLASSROOM MANAGEMENT PLAN**

Each teacher is expected to deal with minor discipline issues within the framework of a classroom management plan. Teacher assigned discipline measures are conducted within the normal framework of classroom management and generally utilized to deal with minor misconduct. Teacher disciplinary actions are not ordinarily reported to parents unless the conduct is of some concern, repetitive, or severe.

Teacher disciplinary measures may include, but are not limited to:

1. Student Conferences
2. Parent Conference
3. Seat assignment
4. Additional assignments
5. Serving morning, lunch, or afterschool time
6. Loss of privileges
7. Removal from class

Students, who fail to modify their behavior, refuse to serve a teacher assigned consequence, or who are guilty of more severe infractions will be disciplined in accordance with the school wide discipline plan.

#### **SCHOOLWIDE DISCIPLINE PLAN**

In order for students at Brownstown Jr-Sr High School to meet the challenges they will face in our society, we have developed a discipline plan that supports the right of each student to an education in a calm, safe, and secure environment. Rules and discipline procedures have been established for the protection of students. Students are expected to respect these rules as well as the people responsible for carrying them out. Our goal is for each student to learn to be responsible for his or her own actions.

The principal is authorized to take action in connection with student misconduct in a variety of ways. These may include, but shall not be restricted to:

1. Counseling with the student and/or group of students.
2. Conference with parents and teacher.
3. Assigning students alternative work.
4. Restriction from extra-curricular participation or attendance.
5. Detention time/isolated learning environment (ILE)/ morning school.
6. Saturday School
7. Out of school suspension. (Students who receive multiple day suspensions will have homework picked up for the student to complete and ready to be turned in within one day of returning to school.)
8. Recommendation for expulsion--the term expulsion means disciplinary action taken by the Board of Education whereby a student is separated from school for the balance of the current school year up to two years.

All students will be expected to follow the following set of school wide rules and consequences.

#### **GENERAL RULES**

1. Follow directions given by all staff members.
2. Be in the classroom when the bell rings with ALL necessary materials.

3. Respect others by keeping hands, feet, and objects to yourself and do not use vulgar or profane language and gestures.
4. Work independently unless otherwise instructed.
5. Respect school property by not defacing or abusing materials and by not littering the buildings or grounds.

#### **CONSEQUENCES**

1. Warning given by teacher or administrator.
2. One detention given by teacher or administrator.
3. Two detentions given by teacher or administrator/Parent Contact
4. Sent to principal's office for disciplinary action

Those who receive no detentions, morning school assignments, or suspensions during the entire year will be rewarded with an invitation to attend a special event at the end of the school year.

### **Student Behavior Intervention Plan**

Brownstown Community Unit #201 has adopted the following discipline plan to address repeated and continued infractions of school rules.

#### **Guidelines in Determining Length of Penalty Time**

The following list provides examples of inappropriate behaviors and activities and the type of discipline that may be administered. **(Please note that this is not an inclusive list – misconduct not listed here will be addressed in an appropriate manner consistent with school policy and the circumstances of the offense.) More severe consequences may be given in accordance with the severity or repetitiveness of the student’s action. In addition, any violation of state or local law will be promptly reported to the law enforcement authorities.**

#### **Teacher Managed Behavior**

- Failure to sign in when arriving at school after 8:10 AM
- Failure to follow staff directions
- Disrupting the educational environment/Classroom misconduct
- Hall pass violations
- Leaving a classroom without permission
- Horseplay
- Name calling
- Dishonesty
- Littering
- Tardiness
- Violation of Academic Integrity

#### Disciplinary options

1. Verbal reprimands
2. Withdrawal of privilege
3. Conference with parents/guardians
4. Conference with administration
5. Lunch Detention

#### Office Managed Behavior

- Use of profanity, vulgarity, or obscenity
- Disrespect shown to a staff member
- Driving or occupying a vehicle during school hours without permission
- Bus misconduct
- Signing out of school without permission
- Truancy
- Cell phone
- Insubordination
- Leaving school grounds without signing out
- Misconduct in detention hall
- Pornography (including Internet access of pornographic sites)
- Physical altercations
- Possession or use of tobacco
- Bullying/Harassment of other students
- Gross classroom disturbance
- Indecency or gross obscenity
- Arson
- Bomb threats False alarms
- Use or possession of fireworks or other explosive devices
- Possession, use, or under the influence of drugs or alcohol
- Possession of bullets, shells or other explosive ammunition
- Possession or use of weapons
- Theft or destruction of property
- Fighting or physical attack
- Vandalism
- Acts or threats that endanger the wellbeing of student, teachers or employees
- ILE/Saturday School misconduct or unexcused absence
- Gang Activity
- Blatant disrespect
- Serious violation of electronic network acceptable use agreement
- Assault

#### Disciplinary Options

1. Conference with student/or parent/guardian
2. Withdrawal of privileges
3. Detention
4. ILE/Morning School
5. Saturday School
6. Referral to outside agencies or school district support services
7. Financial restitution in cases where damage or loss is incurred
8. Adjudication with State's Attorney
9. Public service work at Brownstown CUSD #201
10. Appropriate alternative programs provided by other agencies
11. Out-of-School Suspension
12. Board action which results in appropriate placement
13. Recommendation to the Board of Education for possible expulsion

**Blatant Disrespect** includes, but is not limited to: obscenities, vulgarities, profanity, and sexually explicit or harassing remarks direct at or in response to a school employee. Blatant disrespect toward any employee will result in immediate disciplinary action including: possible Saturday School, ILE, out-of-school suspension and possible expulsion.

### **Out-of-School Suspension; Multiple Days**

Students who receive multiple day suspensions will have homework picked up for the student to complete and ready to be turned in within one day of returning to school.

### **Disciplinary Procedures**

The administrator initiates disciplinary action by investigating the infraction and conferring with staff, the student, and the student's parents/guardian about the misconduct and subsequent disciplinary actions to be taken.

A Parent conference will be held before the student will be readmitted to classes. Failure to comply with this requirement will result in the child being listed as truant unexcused and the issue will be referred to proper legal authorities.

### **Expulsion Procedures**

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request should include: The reasons for the proposed expulsion as well as the conduct rule the student is charged with violating; the time, date, and place for the hearing; a short description of what

will happen during the hearing; a statement indicating that The School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case by case basis; a request that the student or parent(s)/guardian(s) inform the District if the student will be represented by an attorney and, if so, the attorney's name.

Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the School Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.

During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

### **DISASTER DRILLS**

One's life may depend upon the ability to follow the instructions and procedures in case of tornadoes or other disasters. Disaster drills will be held periodically to assure maximum protection during emergency situations. 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. Procedures for evacuating are posted in each room within the building. It is your responsibility to know the procedures to follow in case of emergency.

*Fire Alarm – Continuous buzzing*

*Storm Alarm – Whooping variable siren*

*Lock Down – Lock Down-Students into the classrooms*

*Lock Down Release – Students may return to regular schedules at this time*

### **DISPLAYS OF AFFECTION**

It is often most embarrassing to both students and faculty to observe open displays of affection between students at school. Hand holding, kissing, leaning against one another is definitely out of place and will not be tolerated in or around Brownstown Jr-Sr High School. Relationships should be such as to reflect the morals, character, and good name of the students. Teachers who observe breaches of this policy should send the offending students to the principal's office immediately and write out a disciplinary referral.

## **DRUGS, ALCOHOL, AND OTHER CONTROLLED SUBSTANCES**

The possession, use, sales, or distribution of alcohol, drugs or other controlled substances that may affect the performance and/or health of the students within this school district shall not be tolerated. Misuse of any chemical substances shall not be tolerated. It is the policy of the Brownstown Board of Education that this shall constitute a serious offense against the other pupils within this school district and the general welfare of this school district.

The Brownstown Board of Education has adopted the following policy for possession of alcohol, drugs, and related paraphernalia:

### **A. Definition:**

The act of having or occupying alcohol or drugs, etc. upon one's person, within one's locker, or within one's car.

### **B. Procedure in Suspected Cases of Possession:**

1. Upon one's person - The student shall be asked to empty pockets, purse, or similar items in front of a school official and one witness. If the school official has reasonable cause, he may search the items in question even if the student does not cooperate. The parents will be notified of actions taken. The police will be notified for disposition of substances found. The school officials present shall act as the advocate for the student until such time as the parent is present or until the student is removed from the school's premises.
2. Within one's locker - School lockers are the property of the school and not the student. Lockers are subject to inspection without notification or permission, if there is reasonable suspicion that a locker has substances that violate school rules. All searches shall be conducted in the presence of a witness. Upon finding any substance, the locker shall be locked, the student brought to the office, and parents and police notified.
3. Within one's automobile - Students utilizing school property for parking their car are not exempt from scrutiny. Should school officials have reasonable cause to believe a banned substance is contained in a car; the student shall be handled similarly as in procedure 1.

### **C. Penalties for Use or Possession**

1. A student found in use or possession of alcohol, illegal drugs, look alike drugs, drug paraphernalia or any controlled substances shall be suspended for a period of up to 10 days upon the first offense and is subject to expulsion from school. (Alternative choice – 5 day suspension from school and student signs a contract agreeing to 10 hours of counseling at student expense) The alternative choice is at the discretion of the administration and the counseling program must meet the approval of the administration. The suspension shall be from school and all related school activities. If suspension occurs, parents

shall be contacted by registered mail, and the parent or guardian shall return with the student prior to readmission.

2. In all cases where illegal substances are found, the police will be notified.
3. Additional penalties for athletes will be in accordance with the athletic policy.

The following policy has been established for sale or distribution of alcohol, drugs, illegal drugs, look alike drugs and other controlled substances and related paraphernalia.

**Definition:**

The act of employing, transferring, or dividing among others—alcohol, illegal drugs, look alike drugs or other substances managed by federal authorities, including equipment and accessory items.

**Penalties for Sale or Distribution**

1. A student found guilty of the above items will be suspended from school 10 days and will be referred for expulsion.
2. In all cases where illegal substances are found, the police shall be notified.

**LAKELAND COLLEGE DUAL CREDIT  
ATTENDANCE POLICY**

Due to the importance of expected student attendance in a college class, students who miss more than 10 class sessions in a semester will become ineligible to receive college credit from Lake Land College. Absences that are accompanied by a doctor's note do not count toward the 10 days but all other absences do, including field trip absences. This policy has no bearing upon a student's ability to receive credit from Brownstown High School; therefore, a student losing college credit because of attendance will still be eligible to receive high school credit for the course.

**EARLY GRADUATION**

Students who wish to graduate early must indicate their intentions to the counselor or principal before the beginning of their last semester. Students who register for OKAW vocational classes must complete the entire year of classes and may not opt for early graduation. Students who choose to graduate early will be charged adult admission prices to school events, may not attend the senior trip, and may only participate in Prom and homecoming as an out of school guest.

A student who is granted early graduation will be allowed 6 days of absence during the first semester, verified by a written note from a parent/legal guardian.



Absences excused with a doctor's note will not be counted as part of the 6 days allowed. **Any absences after the 6 verified by the parent/guardian will void the early graduation agreement and the student will be required to attend the entire school year.**

After 3 absences the student will be notified at school and the student's parents will be notified by mail. After 5 absences the principal may call a conference with the parents and student and at this conference the student may be placed on one of the following options:

- A. The student and parents may be allowed to present evidence of extenuating circumstances and request that consideration be given to the extension of the 6-day limit.
- B. The student may be allowed to return to class and told that any parent verified absences beyond the 6 day limit will require a doctor's statement to validate the absence. Any additional absences without a doctor's statement will be considered as unexcused and the early graduation agreement will be null and void.

### **EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT**

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

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

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

Students 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:<sup>2</sup>

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

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis. 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:<sup>4</sup>

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

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

Special activities in physical education will be provided for a student who's 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.

### **Exemption From Physical Education Requirement- Special Education Students**

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

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

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

### **EIGHTH GRADE TRIP**

In order to be eligible to attend the eighth grade trip, the student must have missed no more than 12 days of school during the current school year and must not have missed more than 12 days of any class period exclusive of field trips and special events scheduled within the regular school program. Students who have more than five unexcused absences during the school year become ineligible for the eighth grade trip. Medical excused absences do not count on the number of days a student is allowed to be absent to be to attend.

### **ELECTRONIC DEVICES**

Electronic paging devices prohibited in school by law unless the use or possession of such a device has first been expressly authorized by the building principal and the school board. Please refer to the policy on cellular phones for additional information.

## **FAILURE TO SERVE**

The failure to serve an administrator assigned school-wide after/before detention; Student Discipline could include detention, ILE, Saturday Detention, Morning School, and Out of School Suspension.

## **FIELD TRIPS**

Field trips taken during the school day with the exception of reward trips approved by the board of education and approved community service activities must have an academic purpose connected to the curriculum of the course requesting the trip. Only students enrolled in the course may attend the trip. Students attending field trips must be passing all courses for the semester and turn in a teacher verification / parent permission form to attend. All school rules are in effect.

The school board recognizes that firsthand learning experiences provided by field trips are a most effective and worthwhile means of learning. It is the desire of the school to encourage field trips as part of and directly related to the total school program and curriculum. Educational field trips should be considered as a method of instruction and planned as such with definite objectives determined in advance.

Specific guidelines and appropriate administrative procedures shall be developed to screen, approve, and evaluate trips and to ensure that all reasonable steps are taken for the safety of the participants. These guidelines and appropriate administrative procedures shall ensure that all field trips have the approval of the principal and that all overnight trips have the prior approval of appropriate Administrative levels.

**Students who do not possess a 90% attendance rate or better and passing grades in their courses immediately prior to the field trip will not be allowed to attend.** Any student who has received **4 or more days of school suspension, assigned ILE, or expulsion** (removal to alternative placement) may not be allowed to attend the field trip. The administrative team reserves the right to override these qualifications under special circumstances that would allow a student(s) who do not meet these qualifications to attend the field trip. **The Senior Trip and PBIS Acknowledgement Days are not covered in this policy.**

## **Fines, Fees, and Charges; Waiver of Student Fees**

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

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

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

The building principal will give additional consideration where one or more of the following factors are present: **5**

- 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.

### **FINANCIAL OBLIGATIONS**

Students who owe money should pay their debt by the end of the quarter in which the debt was incurred. Students who owe for school supplies, library fines, damaged or lost property at the end of the year will have their report cards and diplomas held until the debt is paid. Unpaid debts may be taken to small claims court for reimbursement.

## **FIRE DRILLS**

A fire evacuation plan is posted in each room. Students should study the plan and become familiar with it. Fire drills will be held periodically throughout the year.

## **FOOD ALLERGIES**

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (618) 427-3839.

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.

## **FUNDRAISING PROJECTS**

All money raising activities must be sanctioned by the board of education. Classes and organizations may submit requests for approval of such projects to the principal on the designated form.

## **GRIEVANCE PROCEDURES**

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

### **HALL PASSES**

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass signed by an authorized staff member. Students who do not have agendas may be assigned minutes with the teacher or are subject to appropriate discipline. Passes must be endorsed by the dismissing teacher whose class the student has just departed with the time of departure on the hall pass. Students must go directly to the location indicated on the pass with no side trips or stops. If you wish to see a teacher during their planning period, you must arrange for this in advance.

### **HEAD LICE**

Students may be periodically examined for head lice. Students who have live lice or nits will be sent home. Students who are sent home for treatment will be excused for one day after being sent home. Additional days will be unexcused. Upon their return to school they shall furnish evidence of treatment (generally the treatment box). The student will be reexamined; if nits are still present the student will be returned. Repeated infestation of head lice and absence from school due to head lice will be referred to proper authorities and agencies for action.

### **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 supports and resources necessary for success. For further information regarding homeless services and rights contact the district's Homeless Liaison through the Unit Office. (618) 427-3355

### **HOMEWORK**

Teachers may give homework to students to aid in the students' educational development. Homework should be an application or adaptation of a classroom experience and should not be assigned for disciplinary purposes. Student homework will be monitored by the teacher. Students must do all assigned homework to aid in retention of facts, enhance thinking and understanding, and to increase independence and self-confidence. Studies have proven that the

students who does homework regularly outperforms two-thirds of those who do not.

All work is to be completed and turned in on time. Late or missing assignments will be accepted at the discretion of the classroom teacher, but should not exceed 3 school days from the original due date.

Students who do not have a majority of their work done on any day when the teacher asks to see it could be assigned a detention. Any assigned detention will be spent in the Detention Study Hall class, with the classroom teacher who assigned the detention, or during the student's lunch period (Lunch & Learn). This will allow the student to make prior transportation arrangements if necessary.

Continued or chronic deficiencies and infractions will be treated as repeated acts of misconduct and may result in further, more severe disciplinary actions being taken, including, but not limited to, additional detentions or late stays, placement in ILE, and out of school suspension.

Failure to serve an assigned detention/Lunch & Learn may result in additional assignments or disciplinary consequences. Additional consequences to not replace the original assignment.

### **INJURIES AT SCHOOL**

Students who are injured at school must report the incident to the teacher in charge. Failure to do so could result in loss of insurance benefit. Student insurance forms may be secured from the office.

### **KNIVES**

Students are not permitted to bring knives of any kind to school. Please refer to the "Weapons Policy".

### **LEAVING SCHOOL GROUNDS**

Students who leave school grounds without permission from the office are considered truant. Students who need to go home for during the school day for school materials or medication will be considered unexcused.

### **LIBRARY**

The library is open from 8:30 PM to 3:35 PM on school days to meet the resource and leisure time needs of all students. Students are encouraged to use the library any time while it is open, but must have a pass from a supervising teacher for that period. Books, magazines (except current issues), and vertical file materials are checked out for two weeks, with unlimited renewals. Fines on all overdue resources are 5 cents a day.



There are network computers and several stand-alone computers for student resource use. Please check with the librarian for software and CD-ROM programs that are available to help with research. The need to protect books and computers makes it necessary to prohibit all drinks, food, and chewing gum usage in the library.

### **LIGHTERS and MATCHES**

Lighters, matches, and other devices capable of igniting a fire are not permitted at school. Devices will be confiscated and the student will be subject to appropriate disciplinary action.

### **LOCKERS**

A student's locker is the property of the school and must be used for the purpose intended: a storage area for books, school supplies, and outdoor garments. It is each student's responsibility to keep the locker orderly and clean. No stickers shall be placed on the inside or outside of the locker.

School officials may conduct reasonable searches of student lockers with or without the student's knowledge or consent.

Lockers should be locked at all times. Students must use the lockers assigned to them by the office.

All lockers - both hallway and physical education - must be cleaned out on the last full day of school. Any remaining items will be disposed. The school will not be responsible for any items students fail to remove from their lockers.

### **LOST AND FOUND**

Any article found by students should be turned into the principal's office where the owner may obtain the articles upon proper identification. Unclaimed items in the lost and found will be donated to charity at the end of the school year.

### **MAKE-UP WORK**

It is the responsibility of the student to arrange for make-up work. This should be done immediately upon return to school. Requests for assignments may be made by phoning the office by 9:00 AM. Efforts will be made to fulfill assignment request made after 9AM, but due to teacher schedules, and sharing teachers between buildings and districts it may not be possible to gather all assignment for pick up by 3:30. Students who miss class as the result of prearranged absences, athletic activities, field trips, or other similar activities are to check with their teachers in advance and have all necessary homework and classroom preparations completed upon their return.

Students who are unexcused from school will not be allowed to make up missed work for credit.

## **MEDICATIONS AT SCHOOL**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "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.

## **MORNING SCHOOL / ISOLATED LEARNING ENVIRONMENT**

A Morning School assignment is served as four days before school. Students assigned to ILE are placed in isolation from the rest of the student body for the day. Morning School begins at 7:15 AM and ends at 8:00 AM. ILE begins at 8:10 and concludes at 3:20. Students are required to provide their own transportation to Morning School. Students who cannot make transportation arrangements will be assigned to the next level of consequence, out of school suspension.

Students who enter the Morning School room between 7:15 and 7:35 will spend additional time in morning school (2X minutes late) **Students who are more than 20 minutes late will serve the remaining time in Morning School plus an additional day of Morning School. Students who are more than 35 minutes late will serve the remaining time and two additional days of morning school. Students who are unexcused from Morning School will be assigned additional consequences to include possible detention, ILE, Saturday Detention, Morning School, and Out of School Suspension.**

Students are required to

1. Bring 2 school subjects to work on in Morning School

2. Bring paper, pen/pencil
3. Make sure you have all needed materials – no one may go to their locker.
4. No food or drinks are allowed
5. Students will sit up straight and keep their head up off of the desk at all times
6. Students are required to work on school subjects. If they have no homework they are to read or reread a textbook chapter or recheck their homework.
7. The student must have a note from their teacher to read a library book, magazine, or newspaper stating that it is required course work.

Students are only excused from Morning School for student illness, family illness or death, emergency situations approved by the principal, and prearranged absences approved by the principal. Students are not excused for oversleeping, general lateness, personal/family business such as taking care of siblings, or unexcused absence from school.

Students are required to work on schoolwork, read from textbooks, or do work assigned by the Morning School monitor. They may not sleep or read magazines. Students are not allowed to visit or talk without permission. Students who fail to do work or are guilty of misconduct of any kind will be subject to school suspension.

On occasion students assigned Morning School time may be assigned as a day in Isolated Learning Environment. Students will be placed in isolation for the regular school day and will be required to following the same rules as required in morning school. Unannounced ILE may be scheduled periodically for students who have repeatedly been absent for regularly scheduled Morning School/Isolated Learning Environment time.

Isolated Learning Environment is not an alternative choice to morning school. It will be scheduled only under special circumstances at the principal's discretion and is only designed to facilitate problems in scheduling morning school such as at the end of the school year.

## **NATIONAL HONOR SOCIETY**

Selection and induction to the National Honor Society is a three-step process.

**1st** A student's GPA qualifies him or her to apply to the National Honor Society for induction. The student must have at least a 3.0 overall average at the end of the first semester of their sophomore year at BHS.

**2nd** Qualified students must fill out an informational form that covers items such as co-curricular activities, leadership positions, community activities, and

work experience. This provides information to give a better picture of what the student does both inside and outside of the school.

**3rd** Faculty members are asked to evaluate students based on the student's performance in class and their behavior among the school population. A point system is used to rate the applicant's scholarship, service, leadership, and character. A committee of teachers (the faculty council) then uses the faculty members' evaluations to certify the results for induction to the National Honor Society.

Membership is based upon the student's total score in comparison to cutoff scores the school has established for membership.

### **NEW ADDRESS**

Any student who moves to a new address should report this change to the principal's office immediately. New phone numbers should also be reported to the principal's office immediately.

### **OUT-OF-SCHOOL SUSPENSION**

Students will be assigned out-of-school suspension for severe infractions of school rules, continual and repeated violations of school rules or failure to serve Morning School/ILE. Students who are given out-of-school suspensions are considered unexcused. In addition, they may not trespass on school property or attend any school function or activity during the period of their suspension.

Students who receive multiple day suspensions will have homework picked up for the student to complete and ready to be turned in within one day of returning to school.

### **PARENT RIGHTS**

It is the policy of Brownstown Jr-Sr High to grant each parent or guardian the following rights:

1. To inspect their child's school record.
2. A conference with faculty or other personnel.
3. Visiting school and/or classrooms, providing arrangements are made in advance and benefit to the student will be derived.
4. To offer suggestions or constructive criticism regarding the educational system.
5. To have questions or concerns regarding the educational program answered in accordance with the accepted Board procedure.

### **School Visitation Rights**

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

### **PE DRESS**

All students must wear the school assigned PE uniform. Shoes worn indoors must be free of rocks, dirt, and other debris and have non-marking soles. All PE clothes must conform to school rules regarding student dress. In the interest of personal hygiene and consideration of others, PE clothes are not to be worn to class. If PE clothes are forgotten, students may rent a uniform from the PE teacher. If PE clothes are lost, student may purchase replacements from the district office and present the purchase receipt to the PE teacher.

### **PEER MENTOR PROGRAM**

#### **Objectives:**

1. To help the classroom teacher create an educational environment that can be somewhat differentiated. Peer Mentors can aid small groups of students at one level while the teacher can continue to challenge those at another without leaving anyone out.
2. Provide in class, real time tutoring help for struggling students. (Tier II RtI Intervention)
3. Provide a positive peer influence to students who might be surrounded by negative peer pressure.
4. Provide an opportunity for upper level students to help their school mates while learning and developing higher order thinking skills themselves.

#### **Criteria for being a Peer Mentor:**

1. Must be a Junior or Senior
2. Must have a B average
3. No more than one major discipline referral
4. Must be approved by the classroom teacher
5. Must understand expectations and agree to participate

The Administrative team reserves the right to override these criteria under special circumstances and allow a student to participate.

#### **Grade and Credit**

Peer Mentors, like Library aides or Office aids, will receive no credit for being a Peer Mentor.

## **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. Please contact the Unit office at 427-3355 for detailed information regarding chemicals and application schedules, or if you wish to have your name added to the registry for notification regarding pesticide notifications.

## **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 year<sup>6</sup> 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.

### **Dental Examination**

All students entering kindergarten, second, 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.



## **POSITIVE REFERRALS**

Positive referrals, aka. Praise Postcards, will be completed for commendable behavior. The reasoning behind this referral is due to the student going above and beyond what is expected of him/her. Students who receive Praise Postcards will have their name included in a drawing at the end of each semester. Prizes will awarded to the winners of such drawings.

## **POSTERS SIGNS AND BANNERS**

All signs, decorations, and other posted materials must have the signature of the principal with a removal date noted. Unauthorized posters, sign, banners, or locker decorations such as balloons etc. that do not have the signature of the principal are not permitted and will be removed without notification.

## **PROFANITY**

Profanity in the school environment will not be tolerated in any form at Brownstown Junior Senior High School.

1<sup>st</sup> Offense-Detention

2<sup>nd</sup> Offense-Saturday School/ ILE

3<sup>rd</sup> Offense-Out of School Suspension

## **PROMOTING ALCOHOL, TOBACCO, AND DRUGS**

Promoting the use of alcohol and tobacco products and/ drug use is in direct contradiction with the curriculum and philosophy of Brownstown CUSD #201. Students shall not wear, carry, or display any clothing, jewelry, emblems, symbols, or signs that are associated with the usage or advertisement of alcohol and tobacco products or drug use.

## **SATURDAY SCHOOL**

Saturday school is an in-school suspension period from 8:00 AM until 12:00 PM. The following procedures will be in place for Saturday school.

1. The doors will open at 7:50 AM and the students must be in their proper location before 8:00 AM.
2. The student must bring books, school supplies, homework, and educational materials. Students will not be permitted to go to their lockers.
3. Failure to attend assigned Saturday school will result in the student being assigned two (2) consecutive days in ILE upon return to school and the assigned Saturday school must still be served. Failure to attend Saturday school a second time will result in additional consequences and the assigned Saturday school still must be served. Absences from Saturday school will be emergency reasons only such as a death in the family or a serious illness in the immediate family with parent/guardian verification required upon returning to school.

## **SCHEDULES**

Students must be registered for at least five academic classes each semester. Students may not take more than six academic classes unless they are a senior in need of the credits to graduate. OKAW vocational student may enroll in OKAW and up to three additional academic courses. Class schedules will not be changed after students register for classes except in cases of extenuating circumstances.

## **SCHOOL CLOSINGS**

In the event that school should close due to weather, building problems, or for any other reason, an announcement will be made on radio stations WPMB-AM-1500 and WKRV-FM-107 in Vandalia, Illinois and via School Reach. School will be in session unless such an announcement is made.

## **SCHOOL DRESS CODE / STUDENT APPEARANCE**

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

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, inappropriately showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

1<sup>st</sup> Offense-Clothing provided by the office/Parents contacted

2<sup>nd</sup> Offense-Clothing provided by the office/one detention/Parent contacted

3<sup>rd</sup> Offense-Clothing provided by the office/Saturday School/Parent contacted

Subsequent offenses will result in more severe consequences to include possible detention time, ILE, Saturday Detention, Morning School, and Out of School Suspension.

Students who leave school ground to change will be considered unexcused; unless the situation was beyond the student's control.

## **SEARCH AND SEIZURE**

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

### **SEMESTER EXAM POLICY**

Semester exams will be administered in all academic classes each semester. All students will be required to take exams at the end of the first semester. ***Please note that the OKAW Vocational Center requires students to take all final exams.***

High school students may be excused from semester exams and attendance on second semester exam days if they meet the following criteria:

1. Attendance – For the current school year the student has no more than:
  - 7 Absences from any class in which the student has maintained an “A” semester average thru May 15.
  - 6 Absences from any class in which the student has maintained a “B” semester average thru May 15The student has no unexcused absences throughout the entire year

All absences are exclusive of field trips, athletic events and other school related absences for the school year. Medical excused absences do not count on the number of days a student is allowed to be absent for exemption on finals.

2. The student has maintained at least a B average in all classes during the 2<sup>nd</sup> Semester

3. The student has not received a failing quarterly grade in any class during the year.
4. The student has a signed permission slip from the parent and submits a teacher verification form to the office.
5. The student is in attendance the entire school day prior to exams.

Students who are excused from an exam may elect to take the semester test without grade penalty. Junior High students must take all year-end exams and must be in attendance on exam days.

## **SEXUAL HARASSMENT & TEEN DATING VIOLENCE PROHIBITED**

### Sexual Harassment Prohibited

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

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 report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

### **SIGNING IN AND OUT OF SCHOOL**

Any student who arrives at school after 8:10 AM must sign in at the office. Students who must leave school before 3:20 PM must sign out in the office and only after being given permission by the principal or designee. Students who fail to sign in or out of school will be considered truant and will be classified as unexcused. Students who leave school without signing out will be subject to appropriate disciplinary action.

### **SMOKING AND TOBACCO**

Students shall not bring, carry, possess, or indulge in the use of tobacco products. Students who do so are subject to appropriate disciplinary action. In addition there are additional penalties for those students who wish to participate on school athletic or interscholastic teams. Please refer to the section on athletic rules for additional information.

### **SNOWBALLS**

Students shall not throw snowballs or be involved in snow fights. To do so will make the student subject to detention, ILE or suspension.

### **STUDENT COUNCIL**

Student Council representatives will be chosen at the first class meeting of the year. Each class will choose three members to represent them in a Student Council. Interested students will submit a letter of interest to the student council sponsor prior to September 1.

### **STUDENT OPERATION OF A MOTOR VEHICLE**

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended. Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration,

and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

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

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

**Safe Driving Rule:** All Brownstown students who drive motor vehicles (car, pickup truck, motorcycle, etc.) to school are expected to operate them in a safe and reasonable manner on or near school property.

**Warning:** Any student, who in the opinion of a school employee, is observed violating the “Safe Driving Rule” will be notified of this violation by the Principal or designee. At this time, the violation will be recorded and notification of the student’s violation will also be sent to the parent. The first violation against the student will be regarded as a warning and the student will be conferred with concerning this warning at the time he/she is notified of the violation. A second violation could result in the student’s privileges to drive to school being suspended, and the police may be notified. If the violation is of a serious nature, i.e. speeding, reckless driving, etc., the police may be notified immediately.

**Vehicle Search:** As per SEARCH AND SEIZURE policy school authorities may inspect and search vehicles parked on school property without notice. By signing the *Driving Permit Request Form*, and/or by parking on school premises, the student consents to school searches of his/her vehicle, and personal effects therein. Also, the Superintendent or Principal may request the assistance of law enforcement officials to conduct searches of parking lots and vehicles through the use of specially trained dogs.

**General Rules:**

1. All students must park in assigned spaces to allow for maximum use of the parking areas. Once a vehicle is parked there, it must remain there until school is dismissed. Students parking in unauthorized areas or in an unauthorized manner may have their vehicle towed away at their expense after one (1) warning.
2. Students are prohibited from driving motor vehicles between 8:10 a.m.—3:20 p.m. unless permission is granted through the Principal’s Office. Students must have **written permission** from parents or teacher before principal grants special permission. Permission will not be granted unless there is a special need. The Principal may refuse permission even though the student has a written request.
3. Students may lose their driving or open campus privileges if truant, continually late or have poor attendance.

## **SUICIDE AND DEPRESSION AWARENESS AND PREVENTION**

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

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

## **TELEPHONE**

The telephone in the office is available only for use in an emergency or in order to conduct school business. Students will be given phone messages in case of emergency. Teachers and students are not called from classes to take calls.

## **TEMPORARY AND PERMANENT RECORDS**

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

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

1. **The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.**  
The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and



notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

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

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

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

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

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

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has

a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

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

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

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

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

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

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

Name

Address

Gender

Grade level

Birth date and place

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

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

Academic awards, degrees, and honors

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

athletics  
Major field of study  
Period of Attendance in school

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

7. **The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.<sup>1</sup>**  
Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parent/guardian, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the building principal.
8. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
9. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is: U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Avenue, SW Washington DC 20202-8520

## **TEXTBOOKS**

Each student is assessed a book rental fee at the time the student obtains his schedule of classes. Textbooks will not be issued until this fee is paid or arrangements have been made for payment. A charge will be made for lost books or excessively damaged books. The school assumes no responsibility for lost or stolen books. Students who qualify for the free lunch under the federal program will also be provided free texts, lab supplies, etc.

## **TRUANCY**

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

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days 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 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.

1<sup>st</sup> & 2<sup>nd</sup> offense: Parents will be contacted and advised of the seriousness of the act and an explanation of future action to be taken if this occurs again. Subsequent offenses: After a conference with the parents, the county attendance officer will be notified. Truancy is a Level II act of misconduct and will be subject to appropriate discipline.

### **UNSAFE SCHOOL CHOICE OPTION**

The unsafe 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 the building principal.

### **VALEDICTORIAN and SALUTATORIAN**

A student must complete a minimum of three semesters of course work in attendance at Brownstown High School to be eligible for Valedictorian and Salutatorian honors. The third semester must be the first semester of the student's senior year. The selection of high school Valedictorian and Salutatorian will be based upon the students' GPA at the end of seven semesters. GPA's will be rounded to the nearest hundredth. Duplicate awards will be made in the event of a tie. Juniors and seniors who choose the early graduation option, or who fail to complete a full year of coursework their senior year will not be eligible for Valedictorian or Salutatorian honors.

## **VALUABLES**

Students should not bring items of value to school. Expensive jewelry, large sums of cash, and other valuable items should stay at home. Students are issued locks for PE and hallway lockers. It is the student's responsibility to see that locker combinations remain safe and secure. Unattended items should always be locked up to insure their safekeeping. Students may ask the school office to keep items of value when absolutely necessary.

## **VEHICLES**

Brownstown Junior High School students shall not drive any motorized vehicle on the school grounds. High school students will be required to park their vehicles in the parking lot south of the school. Vehicles are to face the school in perpendicular order. Parking will not be permitted in the driveway, along the street, or behind the school. The front row is reserved for school personnel parking only. Students will park their vehicles in rows two and three and motorcycles in the designated area. Vehicles should travel at a slow rate of speed while on school property.

## **VISITORS**

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

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

Any person wishing to confer with a staff member should contact 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.

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

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

### **WATERGUNS, CAP GUNS**

The use of water guns or cap guns on school premises is strictly forbidden.

### **WEAPONS**

Illinois law requires that students who bring a weapon to school, the bus, or a school sponsored activity or event, be expelled for a period of not less than one year and up to two years although the superintendent and/or board may modify the expulsion on a case by case basis. The term "weapon" means 1) the possession, use, control, or transfer of any gun, rifle, shotgun, or weapon as

defined by law, 2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, or billy clubs, or 3) “look alike” of any weapon.

### **WEBSITE**

The Brownstown Junior Senior High School homepage can be found at: ([www.bcusd201.com](http://www.bcusd201.com)) Come and give us a visit.

### **WITHDRAWAL FROM CLASS**

Students may not withdraw from a class without a valid educational concern approved by the Superintendent. Prior to withdrawal there must be a conference with the teacher, parent, student, guidance counselor, and principal to review the situation. Should the parent feel the child needs to be withdrawn from class following this meeting they must provide a written request to the superintendent stating the educational concerns which necessitate the student’s withdrawal from class. Withdrawal will be subject to approval by the superintendent. Students who are withdrawn from class due to behavior or disciplinary reasons will receive a failing semester grade. Students who are withdrawn from a course following the second week of classes will receive a grade of WP – withdrew passing or WF – withdrew failing.

### **WITHDRAWAL FROM SCHOOL**

When a student transfers to another school or withdraws from school for any other reason, he should pay all fees and school bills that he owes, turn in all library books, and turn in his books at the office.

### **WORK PERMITS & REQUESTS**

Student work permits are issued by the Regional Superintendent of Schools and require a principal’s statement of assurance that the student is making satisfactory academic progress. Satisfactory academic progress is defined as maintaining at least a 2.0 cumulative grade point average during the two previous semesters. Students will not be excused from school early or allowed to come in school late because of requests related to employment. Any work-related absence will be considered unexcused.

### **Equal Educational Opportunities and Sex Equity**

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

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

Questions in reference to educational opportunities may be directed to the Title IX and Section 504 Coordinator, Brownstown High School, 421 S. College, Brownstown, Illinois 62418. (Phone: 618-427-3839)

### **English Learners**

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

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

For questions related to this program or to express input in the school's English Learners program, contact Gail Hardiek \_\_\_\_\_ at 618-827-3839 \_\_\_\_\_.

### **STUDENT PRIVACY**

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



# ACADEMIC REQUIREMENTS AND COURSE CREDIT INFORMATION

## GRADUATION REQUIREMENTS

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

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

A student must meet or surpass all graduation requirements as stated in the Brownstown High School Student Handbook. Students will be permitted to graduate only at the end of a semester. Once a student has started a semester of classes, the student must finish that semester. Once a student has graduated, the student may not return to participate as a student in any activities except Commencement. The graduate will be charged adult admission to all school activities. Early graduation will be approved only after the principal holds a conference with the student and parents and the parents sign a letter giving that permission. A student must carry a minimum of five academic classes plus PE each semester. All graduates are required to earn 24 credits, 20 of which are academic.

### Credit Requirements

English 4 credits (1 credit must be writing intensive)

Mathematics 3 credits

*(Must include 1 credit Math I and 1 credit with geometry content)*

Science 3 credits

Social Studies 3 credits

*(Must include 1 credit US History and 1 credit Civics)*

Introd. to Business 1/2 credit

Health Education 1/2 credit

HS Keyboarding 1/2 credit

Students must pass 2 writing intensive courses – which may count toward meeting the above guidelines

Music, Art, Foreign Language, or Vocational Education 2 credits

Physical Education - All students must take PE while enrolled in high school.

### Free Application for Federal Student Aid (FAFSA) Graduation Requirement

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

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

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

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

**Beginning with the class of 2018, students must earn 1 credit in a College/Career Readiness course- which may count toward meeting the above guidelines**

### **Standardized Testing**

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following: PAARC, SAT, and the 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/Guardians 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 the 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.

### **Required of all students**

Students must pass a test on the US and Illinois Constitutions and related items in order to graduate from high school and to enter high school from 8<sup>th</sup> grade.

### **Math Sequence**

Students are required to receive 3 credits in mathematics in order to meet the requirements for high school graduation. High school students must follow a sequence in math beginning with their first high school math credit. The math sequence for Brownstown High School is as follows: Pre-Algebra, Math I, Math Concepts or Math II, Math III, Trig, and Calculus. In order for a credit to be received for the math course, the student must pass the second semester of the course as well as having a passing grade in the course for the school year. Students will be unable to receive half credits for mathematics. Students must have been enrolled in 3 credits of mathematics beginning their junior year. The exception of this would be in the case of a student failing a previous math course.

### **Non-academic courses**

The following courses are considered non-academic: Band, Chorus, and Physical Education. Band and physical education each carry 1/2 credit. Chorus carries 1/4 credit.

### **COURSES OFFERED**

<b>Freshmen</b>	<b>Sophomores</b>	<b>Juniors</b>	<b>Seniors</b>
English I	English II	English III	English IV
Pre-Algebra	Pre-Algebra	Trig/Analytic Geom.	Trig/Analytic Geom.
Consumer Math	Consumer Math	Physics	Physics
Math I	Math I	Spanish I & II	Ag IV
Algebra II	Math Concepts	US History	Spanish I & II
Info & Word Proc.	Math II	Math II	Strategies for Success
Physical Science	Geometry	Math III	Info & Word Proc
Ag I	Biology	Chemistry	Calculus
Intro. Business	Intro. Business	Ag III	World Problems
Keyboarding	Keyboarding	Info & Word Proc	Civics
Spanish I	Spanish I & II	World Problems	Graphic Arts
Driver Ed	Driver Ed	Civics	Speech
Health	Health	Graphic Arts	Accounting I & II
Physical Geography	Comp. Concepts	Speech	Coop/WBL
Intro. Soc. Science	Intro. Soc. Science	Intro. Soc. Science	Intro Soc. Science
World History	World History	World History	World History
Art I	Art I & II	Art I, II, & III	Art I, II, III, IV
Physical Ed.	Physical Ed.	Accounting I	Physical Ed.

Band	Band	Physical Ed.	Band
Chorus	Chorus	Band	Chorus
Communications	Physical Geog. Communications	English Comm.	English Comm.
		Horticulture	Horticulture
		Anatomy	Anatomy
		Biology II	Biology II
		School Publ.	School Publications

**OKAW AREA VOCATIONAL SCHOOL**

Students who desire to obtain specialized vocational training may apply to attend the Okaw Area Vocational School at Vandalia during the mornings. Courses of study offered are as follows:

Auto Body Repair	2 years	4 credits
Automotive Mechanics	2 years	4 credits
Building Trades	2 years	4 credits
Child Care	1 year	4 credits
Commercial Art	2 years	4 credits
Drafting/CAD	2 years	4 credits
Electronics	2 years	4 credits
Food Service	2 years	4 credits
Health Occupations	1 year	4 credits
Justice Corrections (Seniors Only)	1 year	4 credits
Machine Shop	2 years	4 credits
Model Office	2 years	4 credits
Power Mechanics	2 years	4 credits
Welding	2 years	4 credits

Courses offered at the Okaw Area Vocational School are only open to juniors and seniors who have 10 or more credits.

**OKAW ENROLLMENT**

Students will sign up to enroll at OKAW in the spring. Students should be aware that space is limited and slots may be awarded on a competitive basis. Once registered, students may not withdraw from an OKAW course except in cases of extenuating circumstances. Students may not enroll in OKAW as a 1 semester class. Consideration will be given to the applicant's grades, career interests, and attendance. Students with fewer than 10 credits or who have demonstrated a pattern of repeated absence will not be admitted to OKAW.

**COURSE CREDIT**

Course Credit shall be given as follows:

1. Credit for successful completion of course work is recorded twice per year, at the end of each semester.
2. A student will receive a withdrawal, no credit, if he drops a course after the first week period designated for class changes.
3. If a student (16 or over) enrolls in school and quits during the year, that student loses credit for courses taken. The only exceptions would be if the student completes the semester prior to quitting.

## **CREDIT FOR NON-DISTRICT EXPERIENCES, COURSE SUBSTITUTIONS, and ACCELERATED PLACEMENT**

### Credit for Non-District Experiences

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

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

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

### Substitutions for Required Courses

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

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

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.

#### **EIGHTH GRADE ALGEBRA**

Seventh grade students who shall be considered for taking Algebra I during the eighth grade must meet the following criteria:

1. Carry at least a B average in seventh grade math.
2. Be recommended by their 7th grade teacher or receive a B or higher on a district developed ability test.
3. Have at least an 80% score in math on a standardized achievement test.

Junior High students who take Algebra I may elect to have it counted toward high school credit. Should they choose to count it the course will be counted toward graduation credit and the grade will be used to calculate their high school GPA. Should they choose not to count the course and the grade they will need to retake the course in high school.

#### **GRADING PERIODS**

Grade cards will be issued one week after the close of each grading period. Grading periods will be nine weeks in length. Midterm reports will be mailed during each grading period to notify parents of their student's progress.

#### **GRADE POINT AVERAGE**

All Dual Credit, Internet, IVHS, summer school, and correspondence, courses approved by Brownstown CUSD #201 will be taken as credit toward graduation and will be counted toward GPA.

#### **HONOR ROLL and GRADE POINT AVERAGE**

The honor roll will be announced at the end of each grading period. Students must have a 3.75 average to earn high honors and a 3.25 average to earn honors.

Honor roll will be determined by averaging all classes. All course work must be completed by the end of the grading period to have your name published on the honor roll. Grade point average and rank in class will be determined by averaging all classes. The average will be carried out two decimal places. If a student receives a D or F in any area, he/she will not be placed on the honor roll.

The following grading scale will be used to determine Grade Point Average.

Percent	Grade	Grade Points	Percent	Grade	Grade Points
100 - 94	A	4.0	76 - 74	C	2.0
93 - 90	A-	3.6	73 - 70	C-	1.6
89 - 87	B+	3.4	69 - 67	D+	1.4
86 - 84	B	3.0	66 - 64	D	1.0
83 - 80	B-	2.6	63 - 60	D-	0.6
79 - 77	C+	2.4	59 - 0	F	0.0

**PREPARATION FOR COLLEGE**

Many times there is a vast difference between being eligible for graduation and being prepared for college entrance. The criteria for high school graduation used by Brownstown High School and the criteria used by colleges to determine freshman admission are often not the same. Since most high school students do not make a decision about which college to attend until late in their junior year or early in the senior year of high school, we suggest that students select courses which keep as many college doors open to them as possible. A conference with the Guidance Counselor can answer most questions about entrance requirements, although it is generally recommended to take four years of English, two years of some foreign language, and as many years of math, science, and social studies as possible.

A suggested timetable for application to post-secondary schools (trade, technical, and college) is as follows:

1. During your junior year, take the ACT test (American College Testing program). This is a four-part development in English, Mathematics, Social Studies, and Natural Science, and is an admission requirement of most post-secondary schools. The test may also be used to gain achievement in time to improve before graduation. Registration forms are available in the guidance office.

2. Visit schools in which you have an interest. Arrangements can be made through the Guidance Office. If this is not possible, much information can be secured from representatives that may visit the school each year.
3. Apply for financial aid in January of your senior year. Forms should be in the Guidance Office by January and help will be offered in filling them out.

**COLLEGE BOUND RECOMMENDATIONS**

Students interested in attending college are encouraged to take the college preparatory course which is as follows:

English	4 years
Science	3 years (4 recommended)
Mathematics	3 years (4 recommended)
Foreign Language	2 years in the same language
Social Studies	2 years (3 recommended)
Typing	1 year
Vocational Subjects	1 year or more

Curricular offerings in business are available for students who wish to attend a business school or go into office work after completing high school.

**PROMOTION POLICY**

Placement, promotion, or retention shall be made in the best interests of the student after a careful evaluation of all factors relative to the advantages and disadvantages of the alternatives.

In the Brownstown High School, class standing will be based on the following credits earned:

<b><u>Class of 2015, 2016, 2017</u></b>		<b><u>Beginning with the Class of 2018</u></b>	
Freshmen	0 - 4 credits	Freshmen	0-5 credits
Sophomores	5 - 9credits	Sophomores	6-11 credits
Juniors	10 - 14 credits	Juniors	12-17 credits
Seniors	15 credits – graduation	Seniors	18 credits- graduation

At Brownstown Junior High School, The decision to promote a student shall be based on 1) successful completion of the curriculum (passing at least 5 academic



classes), 2) attendance, 3) performance based on standardized tests - ISAT, ITBS, and other local testing, 4) the successful completion of an IEP (special education students). *A student shall not be promoted based upon age or any other social reason not related to academic performance.*

**Remediation** - Parents of students who may not meet promotion criteria will be notified and a remediation plan will be developed by the teacher and the 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) Modification of the instructional program or materials.
- c) Retention at grade level

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.

### **SCHEDULES**

Students must be registered for at least five academic classes each semester. Students may not take more than six academic classes unless they are a senior in need of the credits to graduate. If a student registers for additional classes they may not drop the course at a later date. OKAW vocational student may enroll in OKAW and up to three additional academic courses. Class schedules will not be changed after students register for classes except in cases of extenuating circumstances.

### **ADD DROP POLICY**

Once course request sheets have been submitted to the guidance department students may not add or drop courses or change schedules unless there are extenuating circumstances.

### **REQUIREMENTS OF THE STATE OF ILLINOIS FOR JUNIOR HIGH STUDENTS**

#### **COURSES OF STUDY**

Language Arts, Reading and other communication skills	Science
Mathematics	Social Studies
Music	Art
Health Education (one semester or equivalent)	Physical Education
Career Education	Safety Education
Conservation of Natural Resources	

American patriotism and the principles of representative government (not less than one hour per week or the equivalent) shall be devoted to the study of this in

the 7th or 8th grades. No student shall be promoted to the 9th grade without passing a satisfactory examination upon such subjects.

### **JUNIOR HIGH COURSE DESCRIPTIONS**

#### **Art (7th & 8th)**

Art is compulsory for all students for one semester each year (7<sup>th</sup> & 8<sup>th</sup>). This course is designed to introduce the basic elements of art and principles of design through a variety of media and projects. Academic skills will be taught and tested along with hands on creativity. Students will become familiar with at least three famous artists, art from various cultures, and art styles throughout history. Projects may include ceramics, cartooning, painting, wire sculpture, paper mache and drawing. All lessons will be aligned with the Illinois State Standards for Fine arts.

#### **Band (7th & 8th)**

This class is performance oriented. There are three areas of music instruction: concert band, pep band, and marching band. Attendance at scheduled concerts and performances is a required part of this course and a significant component of the student's grade. Absence from these events may result in grade reduction.

#### **Chorus (7th & 8th)**

This class is performance oriented. Both traditional and contemporary musical selections are performed. Attendance at scheduled concerts and performances is a required part of this course and a significant component of the student's grade. Absence from these events may result in grade reduction.

#### **Health (7th grade)**

Health is a one-semester class. Students are presented with information and challenged to make positive changes in their health behavior during the school year, and throughout their lives. Units covered include: First Aid, Safety, Organ Donations, Drugs, Personal Health (physical and mental), Human Growth and Development, Consumer Education and AIDS instruction.

#### **Language Arts (7th grade)**

Students will focus on literature. Students read and analyze various types of literature such as the short story, the novel, biography, poems, and factual articles. Spelling will also be tested throughout the year. Students are required to participate in the accelerated reader program as a component of their grade. Each quarter, 25% of the grade is based on accelerated reader scores.

#### **Language Arts (8th grade)**

The students have one quarter of grammar and three of literature. Spelling is also taught throughout the year. Topics of grammar include parts of speech, phrases, sentences, composition, usage, speaking and listening and sources of information (library skills). In literature, students read and analyze various literature types such as the short story, the novel, biography, plays, and factual

articles. Students are also required to participate in the accelerated reader program as a component of their grade.

#### **Math (7th & 8th)**

Concepts practiced in math include: decimal numbers and money; fractional parts; linear measure; area, perimeter, and volume; place value; the number line and negative numbers; average expanded notation; equivalence; prime numbers; solids; percent; ratio; unit conversion; probability; angle measure; and rectangular and order of operations are introduced.

#### **Physical Education (7th & 8th)**

An emphasis on leisure time activities that the student can take into adult life is stressed. Examples: volleyball, badminton, softball, etc.

#### **Science (7th & 8th)**

Each year topics are covered related to life and earth sciences. Conservation of plant and animal life is discussed throughout the year as well as conservation of resources.

#### **7<sup>th</sup> Grade Social Science**

American history is covered from the last ice age through 1865. Students look at social, economic and political aspects of American history. In addition to the studies of American history, patriotism is stressed along with study of federal and state constitutions and proper use of the flag. An attempt is made to view various ethnic influences and the involvement of women and minorities in American history. Local and state histories are also included in the course.

#### **8<sup>th</sup> Grade Geography**

The five themes of geography form the foundation for this course. Cultures and countries from around the world are studied to give different viewpoints on a variety of global issues. Map skills, graphing, and research methods are taught and used in projects, models, and computer assignments to help cultivate interest in geography.

#### **Keyboarding**

This course is designed to develop basic skills in keyboarding techniques.

### *BROWNSTOWN HIGH SCHOOL CLASS DESCRIPTIONS*

#### **Accounting (BE 06)**

Accounting is a skill level course that is of value to all students pursuing a strong background in business, marketing, and management. This course includes planned learning experiences that develop recording, verifying and maintaining numerical data involved in financial and product control records including the paying and receiving of money. Instruction includes information on keeping financial records, summarizing them for convenient interpretation, and analyzing

them to provide assistance to management for decision-making. In addition to stressing basic fundamentals of terminology of accounting, instruction will provide initially understanding the preparation of financial reports, operation of related business machines and equipment, and career opportunities in the accounting field. Processing employee benefits will also be included. Practice sets may be used to emphasize actual business records management.

#### **Introduction to Agriculture (Ag I)**

This introductory course provides an opportunity for students to learn how the agricultural industry is organized; its major components; the economic influence of agriculture at state, national and international levels; and the scope and types of job production applications are presented. Basic concepts in animal science, plant science, soil science, horticulture, agricultural resource, agribusiness management and agricultural mechanics are included. Microcomputer applications are introduced. Leadership and employability skills are taught.

#### **Agricultural Science (Ag II)**

This second year course builds on the basic skills and knowledge gained from Ag Orientation. Major units of instruction include advanced plan and soil science, advanced animal science and agricultural mechanics skills necessary for maintaining and repairing equipment and/or facilities. Applied math/science skills are stressed throughout the course. Microcomputer applications are utilized as they relate to each instructional unit.

#### **Agribusiness Operations I & II (Ag III & IV)**

This course is designed to develop student knowledge and skills in the area of agribusiness operations. Instructional units include the organization and functions of agricultural business, including microcomputer applications, human relation skills, as well as sales-related duties. Another goal of this course is to increase student knowledge and skills in appropriate agricultural product and service areas indicated by regional and/or state labor market data. Agricultural Mechanics topics will be taught.

#### **Math I**

Students will have had a variety of experiences working with expressions and creating equations from 8<sup>th</sup> grade. Students will also learn that solving linear equations and inequalities in one variable is a process of reasoning, using steps that are reversible, build upon their knowledge of transformations by developing more precise definitions for these transformations. Geometric objects will be more precisely defined using the basic building blocks of geometry, point, line, and distance. In addition, attributes of geometric objects observed at an informal level in earlier grades will now be looked at more precisely through proof, and in many instances, these proofs will make use of triangle congruence and its consequences. Students will discover that functions have exactly one output for every input and that functions can be expressed and described in multiple ways. Students become fluent with function notation and will be able to evaluate

functions at various inputs. Students use different function representations to analyze properties such as increasing, decreasing, end behavior, extreme values, symmetry, etc. They will distinguish between the domain and context domain of this graph and find the average rate of change over a given interval. Students compare functions and understand the effect of basic transformations on the graphs of functions. Students generate and interpret linear equations and inequalities to model data in real-world contexts. Students interpret key features, such as intercepts, slope, correlation, causation, and linear fit. Students will explore systems of equations and inequalities, find and interpret solutions. Students use their understanding of data distribution or shape to determine more precise comparisons of data sets. Using the understanding of arithmetic sequences, students see how the recursive and explicit formulas are different for geometric sequences. Students will compare what happens when the growth of a sequence is a common ratio rather than a common difference. Students contrast exponential and linear functions as they explore exponential models using tables, graphs and symbols. Students will give precise attention to topics when applying these skills to real world situations. *Prerequisite: C average in 8<sup>th</sup> grade math and recommendation of instructor or Prealgebra or approval by building administrator.*

### **Algebra II**

During Algebra II, the basics of Algebra I are reviewed and the following topics are covered: graphical solution of systems of equations, scientific notation, radicals, roots of quadratic equations including complex roots, properties of real numbers, factoring, inequalities and systems of inequalities, logarithms and antilogarithms, conic sections, exponential equations, basic trigonometric functions, algebra of polynomials, vectors in polar and rectangular form. Students will also learn basic principles of Geometry, find perimeter, area and volume of geometric shapes, and be introduced to geometric proofs. Practical applications, using written problems are used with many of the topics mentioned above.

### **Anatomy**

Anatomy is a one-year class that examines all of the human body systems and functions; cells, tissues, metabolism, and integumentary, skeletal, muscular, nervous, sensory, endocrine, blood, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive. Biology I is recommended but not required to take Anatomy.

### **Art I**

Art I is a basic one-year art course. Students will experience a wide range of projects centered on the art elements and principles of design. These projects include drawing, painting, sculpture, printmaking, and cartooning. Academic skills will be developed within the context of each project. Students will learn about famous artists, art history from ancient to contemporary times and various art styles. Art from other cultures will be explored. A typed artist report will be required at the end of each quarter.

### **Art II, III, IV**

Art II, III, or IV is an advanced art class that expands on concepts taught in Art I. This class is designed for the serious art student. Projects will include drawing, painting, sculpture, printmaking, and cartooning. Students are encouraged to develop their individualized talents in this class. Art careers will be studied. The computer will be used for some art projects. A typed artist report will be required at the end of each quarter.

### **Band**

The instrumental program of Brownstown High School contains three phases of instruction, marching band, pep band, and concert band. In each phase of instruction, music literature and playing styles consistent with that form of music are emphasized. This course is performance oriented. Attendance at scheduled concerts and performances is a required part of this course and a significant component of the student's grade. Absence from these events may result in grade reduction.

### **Biology**

Biology is a one-year laboratory course that initially introduces students to the chemical and structural basis of life. The course then surveys the protist, plant and animal kingdoms with emphasis on the phylogenetic relationships of the various phyla. Dissections, microscopy, and laboratory work are included in the course.

### **Biology II**

Biology II is a dual-credit class that can only be taken by juniors and seniors. Students will receive 4 college credits from Lakeland Junior College in addition to high school credit. This course covers cells, genetics, evolution and ecology.

### **Calculus**

Prerequisites for Calculus are Algebra I, Algebra II, Geometry and Calculus. The first semester of Calculus will be a review of and a continuation of Trig topics. During the second semester, students will cover the following topics: limits, the Fundamental Theorem of Calculus, differentiation, derivatives, and integration. Students will use these topics in applications related to physics, chemistry, engineering and business.

### **Chemistry**

Chemistry is a one-year laboratory course that introduces modern atomic theory with emphasis on the periodicity of the elements. General properties of matter, chemical bonding, equilibrium, and ionization are explored. Stoichiometric principals and appropriate laboratory exercises are also included.

### **Chorus**

This class is performance oriented. Both traditional and contemporary musical selections are performed. Attendance at scheduled concerts and performances is a required part of this course and a significant component of the student's grade. Absence from these events may result in grade reduction.

### **Civics**

This semester long course will emphasize a study of government and individual rights and responsibilities. Examination of rules and law and the need for authority is vital to maintaining a safe society for diverse individuals and groups. Civic understanding increases as students develop the skills to make informed decisions, to resolve conflicts peacefully, to articulate and defend positions, and to engage in a civic and political life in their communities. A bill-writing simulation is conducted in the course. Students must pass a test on the U.S. Constitution. This course is writing intensive.

### **Computer Concepts/Consumer Literacy**

Introduction in this course focuses on the use of software that form a core used by any person employed in a business, marketing or management occupation. Units covered will include: desktop publishing, resumes, word processing, and spreadsheets. This course will consist of work completed predominantly in class and tests will be comprised as both application tests and traditional tests.

### **Consumer Math**

During this course reviews the four basic operations with whole numbers, fractions, decimals, and percents. Students will review proportions, measurement with both English and metric, statistics, graphs, and solving simple equations. Also, the following topics are covered to prepare the student to be a smart consumer: income, personal banking, consumer credit, buying a car, auto operating expense, travel, renting and decorating a home, buying a home, building a home, income tax, health and life insurance, auto insurance investments, buying food, and budgeting.

### **Driver Education**

A two phase course involving 35 hours of classroom instruction and 6 hours of behind the wheel experience. Classroom instruction includes coverage of the Rules of the Road, the highway transportation system and the driving task, driving theory, physical condition of the driver, psychological condition of the driver, alcohol and drugs, buying and insuring a car, and car maintenance. The driving phase involves 6 hours of behind the wheel experience and a minimum of 6 hours of observation. Skills covered in this phase include starting, stopping, and turns, rural driving, highway driving, interstate, lane changes, perpendicular, angle and parallel parking.

### **English I**

In English I, students study literary techniques used in short stories, nonfiction, poetry and drama. Grammar usage and vocabulary are correlated to the analysis of literature. Reading strategies and critical thinking skills are also utilized. Writing and speaking skills are practiced in creative writing, and in poetry, drama and autobiography/biography engaged learning projects.

### **English II**

Students study the writing process with special emphasis on various types of writing, including persuasive, expository, and time order etc. Writing is also practiced in literary analysis papers. Students study literary forms such as short stories, the novel, and drama. Some emphasis is placed on authors. Practice is done in public speaking. *Writing Intensive*

### **English III**

Students study the works of American authors dating from 1500 to the present. The examples studied include poetry, short stories, essays, letters and drama. Grammar usage and vocabulary are correlated to the analysis of literature. Student writing focuses on writing journals, research paper, and essays. Speaking skills are demonstrated in informative speeches. *Writing Intensive*

### **English IV**

In English IV, students study the works of British authors dating from 450 to the present. The examples studied include poetry, essays, short stories, dramas, and a novel. The history of the English language is also studied. Grammar usage and vocabulary are correlated to the analysis of literature. Writing practice includes an expository essay, research paper, drama project and novel analysis paper. *Prerequisite – English III*

### **English Communications**

English Communications focuses on communication skills need for the workplace. Using multimedia technology, students will learn to read, write, speak, listen, think critically, solve problems and express themselves in preparation for a successful future in their chosen workplace. Writing projects include a children's book, feasibility report, newsletter and resume.

### **Geometry**

Along with geometric terms and definitions, topics that are covered in Geometry include: inductive and deductive reasoning, angles, triangles, polygons, parallel and perpendicular lines, circles, similarity, congruency, transformations, solid geometry and formulas, indirect proofs, and direct two-column proofs. Geometric properties and theorems are used to solve problems. Students also find perimeter, area and volume of geometric shapes.

### **Graphic Arts**

Graphic Arts is a course, which provides learning experience in the graphic arts industry. The class focuses on the fundamentals of advertising and photography. Through the use of graphic designing software, students will produce their high school yearbook. They will learn the key elements of layout, design and electronic imaging. In addition to producing the yearbook, students will publish brochures, flyers, posters, and programs for school-related events. Approximately half of all assignments will be hand-drawn and the rest will be created with the use of computer applications. All projects will be based on the fine arts principles and elements of design. Students will periodically be required



to attend extracurricular activities to photograph yearbook pictures and work in the school concession stand during sports events.

**Health.** Health is a one-semester class. Students are presented with information and challenged to make positive changes in their health behavior during the school year, and throughout their lives. Units covered include: First Aid, Safety, Organ Donations, Drugs, Personal Health (physical and mental), Human Growth and Development, Consumer Education and AIDS instruction.

### **Horticulture I**

This course is designed to develop skills in the following areas: using soil and other plant growing media; identifying horticulture plants; propagating horticultural plants; basics of growing horticultural plants in greenhouse and nursery settings; constructing, maintaining and using plant-growing structures; operating, repairing and maintaining equipment used in the horticultural field. Leadership skill development is an integral part of this program and is delivered through career and technical student organization (FFA) activities. Individualized instruction and learning reinforcement are provided through SAEPs maintained by each student. *Prerequisite: Agricultural Science or Biology*

### **Horticulture II**

This advanced course focuses on the landscape, nursery, and turf segments of the horticulture industry. Units of study include: identifying landscape plants, designing landscape plans, landscape construction techniques, and installing landscape plants. Also included are nursery production, turfgrass production, small engine repair, and maintenance of existing landscapes. Agribusiness units will cover calculating prices for work, managing a horticultural business, advertising, and sales. Leadership skill development is an integral part of this program and is delivered through career and technical student organization (FFA) activities. Individualized instruction and learning reinforcement are provided through SAEPs maintained by each student.

*Prerequisite: Agricultural Science or Biology; Junior or Senior status*

### **Information Processing/Word Processing (BE 07)**

Instruction in this course focuses on the use of software that form a core used by any person employed in a business, marketing or management occupation. Units covered include: word processing, spreadsheets, database, desktop publishing, graphics and telecommunications.

### **Introduction to Business (BE 01)**

This course introduces students to the world of business and helps prepare them for their economic roles as consumer, worker, and citizen. The importance of making wise decisions as a consumer, preparing for employment, and performing your responsibilities as a citizen is taught.

### **Introduction to Social Science**

This course is a survey of the social sciences. Units explore study skills, psychology, sociology, anthropology, geography, economics, and current events. Students will also study local history and civil issues in American History.

### **Keyboarding (BE 02)**

A single semester course to reinforce basic keyboarding skills. Emphasis is placed on improving speed and accuracy, formatting a variety of documents (letters, memos, reports, tables, envelopes, etc., language skills, and proofreading.

### **Physical Education**

The goal of PE is to assist the student in developing the ability to move effectively, if he or she is to achieve his or her potential. An attempt is made to build and improve self-confidence and a good self-image by teaching skills, which the students can use throughout their lifetime.

### **Physical Geography**

Physical Geography studies the processes at work in the physical environment – its weather, climate, rocks, landforms, soils, and ecosystems. This course examines the impact of the physical environment on people and the impact of people on the physical environment.

### **Physical Science**

This freshmen level science class places emphasis on the scientific method, properties of matter, energy, waves, sound, light, electricity, magnetism, forces, and chemical properties.

### **Physics**

Physics deals with matter and transformation of energy. Students will study the following topics: metric system, forces, mechanics, and structure of matter, light, sound, electricity, magnetism, and model rocketry. Lab experiments will be conducted on a number of the topics above. Algebra and advanced math are used extensively throughout the course. For this reason, students should have taken Algebra II and should have taken, or be enrolled in, Trig.

### **PreAlgebra**

Pre-Algebra is designed to develop the basic skills need for Algebra I. Basic operations with whole numbers, fractions, mixed numbers, decimals, signed numbers, and percents are reviewed. Some of the topics that are covered include: order of operations, ratios, proportions, divisibility, rounding, place value, unit conversions, scientific notation, and data representation. Other topics include: translating from words to algebraic expressions, evaluation and simplification of algebraic expressions, solution of simple algebraic equations, and written problems involving concepts above. Students will also learn to classify and find the perimeter, area, surface area, and volume of geometric figures and solids, using both English and metric units.

### **School Publications**

School Publications is a year-long course that focuses on writing and technology. Students will generate, write, and edit numerous original stories over the course of a year using varied structures and writing techniques to publish their ideas on the district webpage. A focus on developing one's writing style will be a critical part of publishing for a wider audience. Students will use technology through Google drive, sites, plus and calendar, as well as Picassa, Twitter and Vine, to upload original photography, videos, and articles. Motivation, responsibility, creativity, independence, and self-direction are key characteristics for this course.

### **Spanish I**

Students are introduced to the basic sounds and grammar of the Spanish language. Students learn the alphabet, numbers, and vocabulary necessary to read and understand simple Spanish. They hear dialogues and read simple stories designed to help them understand and appreciate the culture of the Spanish-speaking world. The materials are presented in a way designed to deal with everyday life situations such as travel, food, clothing, and entertainment.

### **Spanish II**

Spanish II reviews and treats in more depth the materials learned in Spanish I. The reading and writing assignments deal with more verb tenses, more difficult materials including many from the Spanish speaking world and some short items from Spanish literature. These materials are presented in a way that seeks to allow the students to identify with the Spanish people and learn those things that would help him in traveling and dealing with Spanish speaking people.

### **Speech**

Students taking the speech class develop the skills necessary to become an effective communicator. This class teaches students to have self-confidence, to listen carefully, organize ideas, to prepare and practice, to be aware of nonverbal messages, and to develop interpersonally.

### **S.T.E.P.**

The Secondary Transitional Experience Program (STEP) is a transition program that prepares students with disabilities for meaningful work, independent living, and full community participation after high school. Through on-the-job training, students are encouraged to explore careers, gain meaningful work experiences, learn desirable work habits, and develop necessary social and personal skills to maintain successful employment, and set realistic career goals. This program allows high school juniors and seniors with physical and/or mental disabilities to develop a link from the school system to the community through a partnership between the school, employers and the Illinois Department of Rehabilitation Services.

Prerequisites for Trig are Algebra I, Algebra II and Geometry. During this course students will review several topics from Algebra I, Algebra II and Geometry. They will also cover topics that include permutations and combinations, trigonometric identities, inverse trigonometric functions, conic sections, graphs

of sinusoids, rectangular and polar form of coordinates and complex numbers, matrices and determinants, the binomial theorem, exponential growth and decay, and the rational roots theorem. Students also find perimeter, area and volume of geometric shapes, and will prove theorems of geometry using two-column proofs. Practical applications, using written problems are used with many of the topics mentioned above.

#### **Strategies for Success:**

This is a dual credit course designed to improve student performance in college and beyond. Topics include: introduction to college resources; identification of college and career goals; implementation of study, note-taking, and test-taking strategies; and development of life management skills including time management, money management, stress management, and relationship skills.

#### **U.S. History**

A two-semester survey course of American history focuses on major events, trends, and developments in America. The course covers the Civil War to modern America. Coverage of the principles of American government and patriotism are stressed throughout, noting the contributions of various races, ethnic groups, labor unions, and both sexes.

#### **World History**

This is a two-semester course concentrating on the development of Eastern and Western Civilizations. The first semester concentrates on the political, economic and social development of China, Japan, India, and Southeast Asia. The second semester emphasizes the economic, political, and social development of Eastern and Western Europe.

#### **World Problems**

A debate and discussion course focusing on topics and current issues in the contemporary press. Topics will emphasize economic and sociological characteristics, while examining political traits as well. Newspapers, magazine articles, textbooks, and web resources will provide background on issues to be dissected, debated and explored in class. Class participation is mandatory.

#### ***Writing Intensive***

#### **Work Based Learning Program**

The “Work Based Learning Experience” course is designed to provide an opportunity for dedicated and motivated students to take part in a program that places the student into a work environment in a vocational or occupational area of interest to the student. It is not designed to be an “easy” grade, or an opportunity to “escape” from the school environment for a part of the day, even though the student may not be present in the school’s physical environment part of the day. It is designed to offer the student a realistic look at a chosen career area and will give the student an opportunity to make more informed decisions

about a career choice, and make more realistic plans for entry into this type of occupational environment. It is not designed to be a “work release” program.

**Student assignments will be nonpaid.** It is designed solely to be an educational experience allowing the student to review and experience some of the day-by-day activities in a given occupational area.

The “Work Based Learning Experience” will offer high school credit based upon the time involved with the program and the successful completion of assigned requirements. There will be certain responsibilities that the student must be prepared to fulfill, for example

1. Attendance at the site on a regular basis.

When absent, the student is required to notify the employer and supervising teacher, as well as the school. Students will be permitted three (3) absences per quarter with notification by a parent/guardian to the school. Students may have more than three (3) absences if accompanied by a medical excuse. More than three (3) absences without a medical excuse could result in being removed from the program with a failing grade.

2. Homework as it pertains to the workplace experience,

The student will be required to complete coursework as it pertains to the overall workplace experience. Assignments will be given at the beginning of each quarter. Students are encouraged to work on them in advance. Deadlines for assignments will be posted in the supervisory teacher’s room. Failure to meet the assigned deadline will result in a late grade being assigned.

3. Demonstration of personal work habits suitable for the occupation, and
4. The ability to communicate effectively with those involved in the work place.

These responsibilities will provide a basis for part of the grade for this course. There will also be other types of responsibilities that the student will be expected to fulfill. The student who is selected to take part in this program must be willing to do what is necessary to make this experience a valuable one for self and the selected worksite.

The student who will take part in this program will be chosen by a committee including teacher, counselor, and administrator, and will involve final acceptance by the workplace experience site supervisor (the “boss”). The potential employer or “boss” will determine the conditions by which the student will take part in the experience. A teacher will provide oversight and guidance for the student who is out in the work place. The student will be expected to fulfill the requirements in order to pass the class.

Students are not to be placed in a family business or occupation where family or family friends are working or any occupation deemed to be dangerous.

Some of the areas for the selection of participants in this program are:

- A. a record of good attendance at school beginning with the 9<sup>th</sup> grade year. The student must have demonstrated through past actions that he/she is dependable and will be present on the job at all the required times.
- B. good grades. The student needs to have demonstrated that he/she is willing to strive for good grades and has the dedication as a student to succeed in making these grades.
- C. a positive attitude towards fellow students and teachers. The student must have demonstrated a willingness to accept direction and guidance with a minimal amount of “back talk”. He/she must have demonstrated a willingness to follow the rules, and to do what needs to be done as determined by those in a position of authority without complaining.

In order for a student to be selected to take part in this program, he/she must apply by writing an application letter to the high school guidance department. This letter should tell 1) why the student thinks that he/she should take part in the program, 2) what value the student thinks that he/she will receive by taking part in the program, and 3) pertinent information about the student, and should give any information that the student thinks will be of value in helping in the selection of this student for this program.

The information will be presented to a committee consisting of the principal, guidance counselor and supervisory teacher who will make the final selection. Due to the nature of the program, there will only be a limited number of available “Work Based Learning” positions offered during a given semester, so there will probably be some competition for the available slots.

Midyear students may be placed in the Work Based Learning program upon review by the work based learning coordinator, principal, and guidance counselor.

### **Writing and Research**

This high school class provides a foundation for research. Tools such as OCLC and Shawnee library system are used to supplement the school library. Students research a wide variety of topics and use different types of media to present their findings. Completion of this class will provide opportunity for identified students to access independent study options in areas of their choice.

## **OKAW AREA VOCATIONAL CENTER**

### **AUTO BODY REPAIR:**

This course includes the name, use, and care of tools of the trade; skills needed for welding, replacing and repairing parts, and panels, as well as interior and exterior cleanup. Spray gun technique along with care of paint equipment, including types of paint and refinish systems are taught. Another unit is repair estimating.

**Automotive Body I (IE17)**

**Automotive Body II (IE18)**

**Two Year Program****Session 9:05 – 11:20****Instructor: Mr. Darin Dugan****4 credits****AUTOMOTIVE MECHANICS:**

This course combines technical background information in the classroom and practical experience in the shop. Training is given on many types of vehicles and engines, using the latest types of equipment. Work and study is done on engine over-haul and tune-up, suspension, brakes, wheel balancing, electrical systems, carburetion, emission control computer systems, air-conditioning, and accessories.

**Transportation I (IE09)****Transportation II (IE10)****Two year program****Session- 9:05-11:20 A.M.****Instructors: Mr. Todd Nickel & Jason Ruot 4 credits****BUILDING TRADES:**

This program is aimed at students desiring a career in construction. The class constructs a modern home each year on a lot owned by the school. On-site construction is accompanied by classroom work that teaches theoretical technical knowledge of the building trades. The students perform the concrete, masonry, carpentry, and electrical tasks, and observe or assist with the sheet metal and plumbing installation. The project is completed with painting and landscaping before it is sold.

**Construction I (IE05)****Construction II (IE06)****Two year program****Session 9:05 – 11:20****Instructor: Mr. Scott Wright 4 Credits****CHILD CARE:**

This course is designed to provide students interested in a career in child and day care operations with information and practical experiences needed for the development of job-related competencies. Students will be provided laboratory experiences either in a school-based or extended campus facility. Students will be expected to develop appropriate skills in program development and in assisting with children's and/or adult's activities. Classroom study is concerned with the philosophy and management of care centers and the state and local regulations governing care-giving operations. The main learning experiences will involve actual work with children/adults in situations that simulate those found in business and industry, as well as preparation for that activity. Leadership and employability skills will also be a part of this course.

**Child Care (HE10)****One year program****Session- 9:05-11:42 A.M.****Instructor: Mrs. Stout -St. Elmo 4 credits**

**COMMERCIAL ART:**

This is a two-year program for junior and senior students interested in a career or a vocation of commercial illustration and advertising. The course covers a very wide variety of experiences in art. Students will be given experiences in advertising, computer graphics, paste-up design, sign painting, fashion design, interior design, and display design. The principles and elements of design will be emphasized on each project. Emphasis upon excellence in craftsmanship with a time element is stressed as if employed on the job. Prerequisite-Art I.

<b>Graphic Communications (IE11)</b>	<b>Graphic Arts (IE12)</b>
<b>Two year program</b>	<b>Sessions- 9:05-11:20 A.M.</b>
<b>Instructor: Mrs. Brooke Renfro</b>	<b>4 credits</b>

**DRAFTING/COMPUTER-AIDED DRAFTING:**

A two-year course that provides learning experiences related to the principles, tools, materials, techniques, equipment and processes utilized in the production and reproduction of drawings, layouts, plans and blueprints. Emphasis will be placed on three-dimensional representation using the computer as a drafting tool. Instruction is provided in freehand sketching; theory of projection; relationship of coordinate planes; object position in relation and requirements of dimensioning and tolerancing; isometrics of planes and solids; cavalier, cabinets, and general oblique drawing; diametric drawing; and picture plans, points of sight, visual rays, and vanishing points in perspective drawing.

<b>Drafting/CAD I (IE15)</b>	<b>Drafting/CAD II (IE16)</b>
<b>Two year program</b>	<b>Session- 9:05-11:20 A.M.</b>
<b>Instructor: Mr. Tracey Nickel</b>	<b>4 credits</b>

**ELECTRONICS:**

This course is a two-year training program for students who desire a career in some field of electronics and includes both theory and practical experience. Introductory principles ranging from simple AC-DC circuitry through robotics and laser/fiber optics will be taught. Practical skills will include trouble-shooting methods, reading schematic diagrams and basic programming. Advanced topics include solid state devices, microprocessors, digital integrated circuitry, and interfacing. The repair of communications, audio-visual equipment, appliances, sound systems, and entertainment equipment, will be common. Computer circuitry, repair of computers and computer networking is included. Math aptitude and good analytical reasoning is conducive to success.

<b>Electronics I (IE13)</b>	<b>Electronics II (IE14)</b>
<b>Two year program</b>	<b>Session- 9:05-11:20 A.M.</b>
<b>Instructor: Mr. Gary Schulze</b>	<b>4 credits</b>



**FOOD SERVICE:**

This is a two-year program for those students who aim for employment in the food industry. Classroom work will include units in food preparations using restaurant equipment such as a bench mixer, deep fryer and grill. Menu planning, serving skills, management practices, nutrition, job interviews and applications will be covered. Field trips will be taken to hotels, bakeries, hospitals and restaurants. Trained food service personnel are in demand and job opportunities are excellent for the future. On the job experience in the food service establishments will be provided. Opportunity for state certification by providing instruction on the "Applied Food Service Sanitation".

**Food Service Occ. I (HE12)**

**Food Service Occ. II (HE13)**

**Two-Year Program**

**Session – 9:05 – 11:20 A.M.**

**Instructor: Mrs. Kim Perkins**

**4 credits**

**HEALTH OCCUPATIONS:**

The purpose of this program is to give young people an opportunity to explore health careers while learning the skills necessary to become a proficient nursing assistant. Skills taught include the techniques needed for determining vitals, bathing and bed making; patient care; disease; and care of the aged. Each can be certified in CPR and H02 receive state certification as a nurse aide. In addition the class visits and/or works in nursing homes, dental offices, veterinary offices, the hospital, and it's specialized departments. Students receiving an A or B in this class are waived 1 hour of college credit if they attend Kaskaskia College in the LPN Program.

**Nurse Assistant (H02)**

**One year program**

**Session- 9:05-11:20 A.M.**

**Instructor: Mrs. Rachel Steele**

**4 credits**

**JUSTICE CORRECTIONS:**

An overview of the Criminal Justice system of the United States with topical consideration of the functional areas of the police, courts, corrections, Nature of Law, and the interrelationships of several components of the systems. Topics such as crime, legal concepts, policing, prosecution, defense, courts, sentencing, corrections, correctional programming institutional operations, counseling, care management criminal justice reporting internal affairs, the juvenile justice systems and the development of philosophy, theory, and practice at correctional institutions will be discussed. Includes an analysis of police and correctional line operations. Topics such as the specialized functions of crime prevention, vice, drug, communication, police reports, patrol deployment, juvenile work, use of deadly force, implementation of procedural and tactical planning, basic principles of vehicle/traffic control and enforcement, accident investigation and functions of various police operational field units. Correctional operations will include History of Corrections, Development in the United States, current prison populations, gangs, institutional security, inmate characteristics, employment and careers in corrections. The course will emphasize contemporary/topical

issues such as cultural diversity, ethical issues, gangs, crime in the United States, new ways of dealing with offenders and inmates, professional liability, and changes in career development in criminal justice.

This is a Dual-Credit course in which students will be receiving credits toward High School graduation as well as Community College credit hours. Students will be expected to pay Community College tuition up to twelve hours received through this course.

The objective of the Criminal Justice and Corrections program is to prepare High School graduates with advanced status in the Administration of Justice program at Kaskaskia Community College or the Corrections/Law Enforcement programs at Lake Land Community College.

<b>Criminal Justice and Correction (IE24)</b>	<b>Seniors Only</b>
<b>One year program</b>	<b>Session- 9:05-11:12 A.M.</b>
<b>Instructor:</b>	
<b>Variable credits - for high school</b>	<b>Up to 12 Comm. College hr.</b>

#### **MACHINE SHOP:**

Two year course which provides study of blueprint reading, metalling, shop safety, Shop mathematics and CNC programming. Emphasis will be placed on operation and set-up of metal cutting, lathes, mills, drills, grinders and saws.

<b>Manufacturing I (IE07)</b>	<b>Manufacturing II (IE08)</b>
<b>Two year program</b>	<b>Session- 9:05-11:20 A.M.</b>
<b>Instructor: Mr. David Koleson</b>	<b>4 credits</b>

#### **MODEL OFFICE:**

This is a two-year training program open to juniors and seniors. This course provides an organized program of practical experience in the tasks performed by office personnel. During their first year, students learn to correctly and efficiently operate computers, printers, copiers, calculators, and transcribing machines. Instruction is also given in grammar, filing, telephone usage, office conduct, and grooming. Students look at various secretarial opportunities and study the job application process.

Second-year students expand skills acquired the first year. Students complete two office practice simulations where they review various skills from year one, learn how to budget their time wisely, and work on productivity.

During the second semester of their second year, students may be given the opportunity to work in a business office as part of the work-based learning program at the Area Center.

One year of typing is recommended for this course.

<b>Model Office I (BE17)</b>	<b>Model Office II (BE 18)</b>
<b>Two year program</b>	<b>Session- 9:05-11:20 A.M.</b>

**Instructor: Mrs. Kelli White**

**4 credits**

### **POWER MECHANICS**

A two-year course vocational in nature is for those junior or senior students who aim for a career in the repair and assembly of farm machinery. Instruction will be given for all types of mechanical equipment, including diesel motors, and hydraulic and electrical systems. Diagnostic equipment for engine analysis will be used and advanced welding will be included. Assembly of new equipment, tune up, and complete overhaul of old equipment will be part of the course.

**Ag. Power Mechanics I (AG11)**

**Ag. Power Mechanics II (AG12)**

**Two year program**

**Session- 9:05-10:50 A.M.**

**Instructor: Mr. Toby Dothager**

**4 credits**

### **WELDING:**

The classroom portion of this program provides study in welding safety, basic math, blueprint reading and layout, metallurgy, welding processes, fabrication, and repair. Shop exercises consist of oxy-acetylene welding and cutting, shielded metal arc welding, gas metal arc welding (MIG), and tungsten metal arc (TIG) in various positions.

**Manufacturing I (IE07)**

**Manufacturing II (IE08)**

**Two year program**

**Session- 9:05-11:20 A.M.**

**Instructor: Mr. Mike Hawks**

**4 credits**

### **ILLINOIS PUBLIC SCHOOL ACCREDITATION PROCESS**

The Illinois Public School Accreditation Process was created in 1991 by a unanimous vote of the General Assembly. The law requires the Illinois State Board of Education (ISBE) and local public schools to work in partnership in an accreditation system that oversees and facilitates school accountability and improvement.

The accreditation process is divided into two parts. The first part, "Recognition" deals with whether a school or school district is in compliance with relevant rules, regulations, and laws. The Recognition process determines whether schools are in compliance with the many legal provisions that apply to public schools. As of July 1, 1994, regional offices of education became responsible for overseeing compliance under the recognition portion of the accreditation process.

The second part, "Designation", is divided into two segments. One segment concerns student performance and school improvement and focuses on how well schools have planned for improvement. The second segment is the state assessment, commonly known as the Illinois Goal Assessment Program (IGAP).

The student performance and school improvement aspect of the Designation process deals primarily with locally established outcomes or expectations as well as with a prescribed seven-step planning process that all schools must follow. The ISBE monitors whether the process is followed and gathers evidence to indicate whether school districts are making progress toward local outcomes.

ISAT is a testing program administered periodically in core academic areas beginning in grade three and ending in grade eleven. Based on scores of these tests, schools are found to exceed, meet, or not meet state expectations.

The full Designation process determines whether schools have achieved acceptable or unacceptable levels of performance. Schools that consistently underperform are placed on the academic watch list. Placement on the watch list for more than four years will have school governance and staffing implications.

As the School Accreditation Process is a constantly evolving process, the public is urged to keep informed of changes which may take place throughout the year by listening to radio and television broadcasts, reading newspapers, and local school news updates distributed with monthly calendars.

## **OCCUPANT AND WORKER NOTIFICATION FOR BROWNSTOWN JR-SR HIGH SCHOOL**

You should be aware that Asbestos Containing Building Materials (ACM) have been found in the building, and that airborne asbestos is a potential health hazard. Unless disturbed, these materials are in good condition. The location of the ACMs, and the Asbestos Operation and Maintenance Program are described in the AHERA Management Plan, which is available for your review.

Avoid disturbing the ACM (e.g. do not hang plants or pictures on the ACM, do not push furniture against the ACM, etc.) Housekeeping and maintenance personnel are taking precautions during their work to properly guard against disturbing ACM. All ACM will be inspected periodically and additional measures will be taken when needed to protect the health of the building occupants.

Immediately report any evidence of the ACM disturbance to the Designated Person or the building manager. The Designated Person is Dave Arnold, Maintenance Custodian, Phone 618-427-3355 or 618-427-3839. Any additional inquiries regarding ACM or requests to review information regarding ACM's in this facility shall be directed to the LEA Designated Person.

## **NOTIFICATION TO PARENTS**

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](http://www.isp.state.il.us/sor).

## **Family Life and Sex Education Classes**

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology. 1 Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

## **BROWNSTOWN JR-SR HIGH SCHOOL EXTRACURRICULAR**

### **ATHLETICS**

Student participation in School Board-approved extracurricular athletic activities is contingent upon the following:

1. The student must attain the academic standards set forth in the Student Handbook.
2. Written permission must be given by the parent(s) and/or guardian(s) for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. A physical examination of the student must be conducted by a physician and an accompanying written statement assuring that the student's health status allows for active athletic participation must be submitted to the District and on file in the principal's office.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District's school insurance plan or a parent(s) or guardian(s) written statement that the student is covered under a family insurance plan.

As stated in board policy, all coaches and sponsors of extra-curricular activities shall review the rules of conduct with participants and provide participants with a copy.

### **EXTRACURRICULAR & ATHLETICS PARTICIPATION FEES**

Students who wish to participate in athletics and other extracurricular activities will be required to pay a fee of \$50 for the first activity and \$25 for each additional activity, not to exceed \$100 per student, per year. The participation fees for each sport must be paid before the student athlete will be allowed to participate in official season practices and games.

## **STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES**

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association<sup>1</sup> before being allowed to participate in any athletic activity, including practice or competition.

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

## **BROWNSTOWN JUNIOR HIGH ATHLETIC RULES**

We believe that athletics is an essential part of the Brownstown Junior High School and Elementary School curriculum. Athletics provide an opportunity for each student to be an individual to exert their own individuality and yet become a part of a group. Cooperation in an athletic effort to achieve a common goal stresses the importance of depending on others. Participation in athletics should develop positive attitudes in cooperation, leadership, responsibility, scholarship, and loyalty. These values should be lasting and serve as a guideline throughout life.

The athlete is one who is willing to give of themselves and their time to build their body and mind so that they will be able to participate successfully in a sport. A desire to improve, achieve, and excel is essential to all who are competing, either as an individual or as a member of a team.

As coaches, we have the responsibility to guide the athletes so they may realize their fullest potential for their own satisfaction; and a further responsibility to help them become effective members of our democratic society.

The athlete, likewise, has certain responsibilities. The following will detail those responsibilities. The rules listed below are enforced for athletes at the Brownstown Junior High School and the Brownstown Elementary School.

1. The age requirement for an athlete will be in accordance with the Illinois Elementary School Association requirement.
2. The athlete, in order to participate in an athletic activity, must meet the following attendance policy:
  - A. An athlete must complete the entire school day, 8:10 AM until 3:20.
  - B. Any special problems, such as doctor or dental appointments or funerals must, if at all possible, be approved the day before by the coach, sponsor, or principal.

- C. If an emergency situation occurs, contact the coach, sponsor, or principal as soon as possible.
3. The athlete should show a positive attitude in citizenship and make an effort to meet all class requirements.
4. The athlete's grades will be checked weekly (to govern eligibility for the following week). Students must be passing in ALL subjects for the quarter in order to participate.
5. The athlete must have a current physical exam on file in accordance with the guidelines of the Illinois Elementary School Association.

The athlete must have school insurance or have on file in the principal's office a statement of other insurance coverage.

All I.E.S.A. rules governing eligibility will be enforced.

## **IESA ATHLETIC INFORMATION REGARDING RULES AND ELIGIBILITY**

May be found online at ([www.iesa.org](http://www.iesa.org))

### **Athlete's Code of Conduct**

All rules listed in the Brownstown Jr-Sr High School Handbook and the Brownstown Elementary School Parent-Student-Teacher Handbook are enforced for athletes. Upon becoming a member of one of the sport teams that Brownstown Junior High School and Brownstown Elementary School offers on all grade levels, a student agrees to comply and cooperate with the following code:

1. No student athlete shall possess, use, sell, or distribute alcohol, drugs, tobacco, or controlled substances at any time during the sports season. (School personnel or law enforcement officials must observe the violation.)
  - a. First offense - suspension from two contests in which the student is scheduled to participate.
  - b. Second offense - suspension from four contests in which the student is scheduled to participate.
  - c. Third offense – The student will not be permitted to participate on any athletic or interscholastic team for the remainder of the school year.  
This penalty will carryover from one sports season to the next during the current school year.
2. Any display of unsportsmanlike conduct toward the crowd, an opponent or official or the use of profanity during a practice or contest will result in counseling by the head coach and possible disciplinary action and/or suspension.

3. The rules and regulations in this code shall apply to any violations on and off school premises.
4. The hair length for an athlete should be neat and at a length that will not interfere in participation of the activity in which the student is participating. If the coach requests the student to change hairstyle and he/she refuses, the coach will not allow the student to participate until the requirements are met.
5. Wash your clothes frequently.
6. Help keep the locker room neat and clean.
7. Additional rules or regulations from the head coach must be cleared by the principal and athletic director. Any additional rules and regulations must be in writing and on file in the school office.

### **Practice Requirement**

1. Be prompt. Be on time for all practices, dressed in approved clothes and be ready to start on time.
2. Practice time is to be used to improve yourself. Work hard and listen to your coaches.
3. Always encourage your teammates.
4. Expect and accept constructive criticism.
5. You play and perform in athletic events like you practice. ALWAYS give it your TOTAL effort.
6. Excused and unexcused absence from practice and games:

#### **EXCUSED**

- a. Any excused day from school.
- b. Excused by the coach prior to the start of practice.
- c. Emergency situations if approved by the head coach and principal.

#### **UNEXCUSED**

- a. First offense--There will be a physical conditioning exercise that each coach will determine at the beginning of the season depending on their activity (example: one mile a day for five days.)
- b. Second offense--Suspension from one game in which the student was scheduled to participate.
- c. Third offense--Dismissal from the team.

### **Game Conduct**



We are not only a team, but we are representing Brownstown Junior High School and Brownstown Elementary School as well as the community of Brownstown. Conduct yourselves as young ladies and gentlemen at all times. Everyone is expected to dress appropriately on trips and at home games. All team members will sit together as a team before and after the contest. An athlete not participating should watch the game carefully so when they get a chance to get into the game they will know what to do.

### **EXTRACURRICULAR TRAVEL BROWNSTOWN JR-SR HIGH SCHOOL**

Athletes must travel to and from contests, away from Brownstown in transportation provided by the school. The only exceptions are:

- a. Injury to a participant which would require alternate transportation.
- b. Prior arrangement between the participant's parent/guardian and the coach for the student to ride with the parent/guardian. (A written note from the parent or guardian must be given to the coach.)

Any special problems must be approved by the principal in writing, 24 hours before the bus leaves.

All athletes will conduct themselves in a quiet and orderly manner while on the bus. No food, drink, candy, etc. will be allowed on the bus except on special occasions when the bus driver and head coach agree. Normal bus rules and regulations are in effect.

See Athletic Handbook for Athletic Rules and Expectations.

All I.H.S.A. rules governing eligibility will be enforced.

**IHSA ATHLETIC INFORMATION REGARDING RULES AND  
ELIGIBILITY May be found online ([www.ihsa.org](http://www.ihsa.org))**

## Community Resources

<b>BROWNSTOWN FIRE DEPARTMENT</b>	<b>283-2141 or 911</b>
<b>FAYETTE COUNTY PARAMEDIC AMBULANCE</b>	<b>283-2141 or 911</b>
<b>FAYETTE COUNTY HOSPITAL</b>	<b>283-1231</b>
<b>FAYETTE COUNTY HEALTH DEPARTMENT</b>	<b>283-1044</b>
<b>FAYETTE COUNTY SHERIFF'S DAPARTMENT</b>	<b>283-2141 or 911</b>
<b>POISON CONTROL HOTLINE</b>	<b>1-800-222-1222</b>
<b>LIFE CRISIS / SUICIDE HELP LINE (24HR)</b>	<b>1-314-647-4357</b>
<b>TEEN CRISIS / SUICIDE HELP LINE</b>	<b>1-314-644-5886</b>
<b>COMMUNITY RESOURCE CENTER (CRC)</b>	<b>1-618-533-1391</b>
<b>DCFS (Department of Child and Family Services)</b>	<b>1-217-347-5561</b>
<b>DCFS HOTLINE</b>	<b>1-800-252-2873</b>
<b>AIDS (Testing and Information)</b>	<b>1-618-283-1044</b>
<b>AIDS HOTLINE</b>	<b>1-800-342-2437</b>
<b>SDS HOTLINE (Sexually Transmitted Disease)</b>	<b>1-800-252-8989</b>
<b>SAFE (Sexual Assault and Family Emergency)</b>	<b>1-618-283-1414</b>
<b>SAFE HOTLINE</b>	<b>1-800-625-1414</b>

## **Technology Appendix**

### **Technology Mission Statement**

The technology mission of Brownstown Community Unit School District #201 is to provide current technology to educate and encourage students, teachers, and community to develop practical technological skills that will prepare them for change in the 21st century

**See: Brownstown iPad and Internet Acceptable Use Policy**

### **Annual Notice to Parents about Educational Technology Vendors**

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

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

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

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

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

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

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

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

### **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 22<sup>nd</sup> 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:

Mr. Jeff Wooters  
618-427-3839  
Brownstown Jr./Sr. High School

### **Related Service Logs**

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

### **BEHAVIOR INTERVENTION GUIDELINES FOR STUDENTS WITH DISABILITIES**

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

#### Misconduct By Students With Disabilities

##### Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified in appropriate 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:

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 casual 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.

B. **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 for regular education students by measures up to and including expulsion. If the Board imposes expulsion or other disciplinary measures altering the student's special education program, an IEP meeting shall be convened to determine appropriate alternative means of service delivery.

- C. The Board may not expel a disabled student if the MDC team determines that the student's gross disobedience or misconduct is casually related to the student's disabling condition. The MDC team is responsible to address placement changes, which may be appropriate in light of misconduct found to be disability-related.
- D. Parent(s)/guardian(s) may object to a proposed change in their child's educational placement. If so, the Superintendent believes that the student's behavior in the current placement poses a continuing physical danger to the

student or to others, the Superintendent is authorized to seek a court order to change the placement or to suspend the student for more than 10 days.