

BRIMFIELD HIGH SCHOOL HANDBOOK 2023-2024



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BRIMFIELD HIGH SCHOOL STUDENT/PARENT HANDBOOK

This is your handbook for the current year containing schedules and policies of Brimfield High School. The handbook will be useful in answering questions that you may have pertaining to the operation and purpose of the educational program. It is hoped that you will become acquainted with the contents and be an active partner in carrying out the policies.

The contents of this Handbook are in compliance with the School Code of Illinois. Changes are subject to approval by the Board of Education of Brimfield Community Unit School District #309.

No students or employees shall, on a basis of his or her sex, be denied access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage or opportunity. District #309 will adhere to all Federal Title IX and Illinois Title 23 Rules and Regulations.

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BRIMFIELD HIGH SCHOOL FACULTY and STAFF

Agriculture

Mr. Scott Zehr

Art

Mrs. Rebecca Goodell

Business and Technology

Mrs. Antje Carter

Driver Education

Mr. Kevin Kreiter

Family and Consumer Sciences

Mrs. Amy Herron

English

Ms. Karen Barrow

Mrs. Melinda Treadway

Health/PE

Mr. Brandon Porter

Mr. Trent Trotter

Mathematics

Mr. Robert Bernales

Mrs. Kelsey Hostert

Music

Dr. Erich Weiger

Science

Mrs. Amy Kepple

Mrs. Alyssa Walser

Social Studies

Mr. Josh Clark

Mr. Mason Boland

Spanish

Ms. Madison Henson

Special Education/Resource

Mr. Kevin Kreiter

Ms. Kristin Spears

Ms. Ryan Gilles

Custodians

Mr. Jim Treadway

Mr. Jake Gunter

Maintenance

Mr. Zach Fairfield

Library

Mrs. Kristin Wagner

Nurse

Mrs. Lonna Sumner

**BRIMFIELD HIGH SCHOOL
EXTRACURRICULAR ACTIVITY SPONSORS/COACHES**

Athletic Director

Kevin Kreiter

Volleyball

McKenna Weaver

Ben Nelson

Boys Basketball

Scott Carlson, Head Coach

TBD, Asst. Coach

Girls Basketball

Josh McGown

Josh Clark

Softball (co-op w Elmwood)

Kurt Juergens, Head Coach

Baseball (co-op w Elmwood)

TBD, Head Coach

Football (co-op w Elmwood)

Todd Hollis, Head Coach

Cross Country (co-op w Elmwood)

Gregg Meyers (B)

Kyle Anderson (G)

Golf

Trent Trotter, Head Coach

Track (co-op w Elmwood)

Gregg Meyers (B)

Marcy Brugger (G)

Cheerleading

Jordan Rahn

Flags

Jeanie Jones

FFA

Scott Zehr

Student Council

Kelsey Hostert

Yearbook

Melinda Treadway

National Honor Society

Amy Kepple

Scholastic Bowl

Amy Kepple

Amy Herron

Freshmen Class

Rebecca Goodell

Sophomore Class

Amy Herron

Junior Class

Kristen Spears

Senior Class

Alyssa Walser

BELL SCHEDULES

REGULAR SCHOOL DAY

1 ST PERIOD	8:00 – 9:22
2 ND PERIOD	9:26 – 10:48
3 RD PERIOD	10:52 – 12:14
LUNCH	12:16 – 12:46
4 TH PERIOD	12:50 – 2:12
HOMEROOM	2:16 – 3:04

Early Dismissal

1st Hour	8:00 – 9:03
2nd Hour	9:07 – 10:10
3rd Hour	10:14 – 11:17
4th Hour	11:21 – 12:24
LUNCH	12:26 – 12:56
HR	12:58 – 1:50

HALF-DAY SCHEDULE

1 ST PERIOD	8:00 – 8:49
2 ND PERIOD	8:53 – 9:42
3 RD PERIOD	9:46 – 10:35
4 TH PERIOD	10:39 – 11:30

FIRST SEMESTER

August 14 – 15	NO SCHOOL – Teachers' Institute
August 16	FIRST DAY OF SCHOOL 1:50 DISMISSAL
August 16 – 18	1:50 DISMISSAL
September 1	11:30 DISMISSAL TEACHER INSERVICE
September 4	NO SCHOOL – LABOR DAY
September 13	1:50 DISMISSAL
September 27	1:50 DISMISSAL
October 9	REGULAR SCHOOL DAY – HOLIDAY WAIVED
October 11	1:50 DISMISSAL
October 13	End of the 1 st Grading Period
October 18 & 19	1:50 DISMISSAL – P/Teacher Conf. (2:30-4:30 & 5:00-7:00)
October 20	NO SCHOOL
October 25	1:50 DISMISSAL
November 8	1:50 DISMISSAL
November 22 – 24	NO SCHOOL – THANKSGIVING BREAK
November 29	1:50 DISMISSAL
December 6	1:50 DISMISSAL
December 18 – 19	EARLY DISMISSALS (8:00 -1:50 p.m.)
December 20	End of 1 st Semester
December 20 – January 3	NO SCHOOL – WINTER BREAK

SECOND SEMESTER

January 3	Teachers' Institute
January 4	School Resumes for Students
January 10	1:50 DISMISSAL
January 15	NO SCHOOL – MARTIN LUTHER KINGS BIRTHDAY
January 24	1:50 DISMISSAL
February 14	1:50 DISMISSAL
February 16	11:30 DISMISSAL
February 19	NO SCHOOL – PRESIDENTS DAY
February 28	1:50 DISMISSAL
March 6	1:50 DISMISSAL
March 13 & 14	1:50 DISMISSAL – P/Teacher Conf.(2:30-4:30 & 5:00-7:00)
March 15	NO SCHOOL
March 20	1:50 DISMISSAL
March 29 – April 1	NO SCHOOL – EASTER
April 10	1:50 DISMISSAL
April 15 - 19	NO SCHOOL SPRING BREAK
April 24	1:50 DISMISSAL
May 8	1:50 DISMISSAL
May 11	High School Graduation
May 21 & May 22	EARLY DISMISSAL (8:00-1:50 p.m.)
May 30	LAST DAY OF SCHOOL

A/B Schedule 2023-2024

AUG. 16	A/B	OCT. 2	B	NOV. 13	A	JAN. 4	A	FEB. 12	A	APR. 2	A
AUG. 17	A	OCT. 3	A	NOV. 14	B	<u>JAN. 5</u>	B	FEB. 13	B	APR. 3	B
<u>AUG. 18</u>	B	OCT. 4	B	NOV. 15	A	JAN. 8	A	FEB. 14	A	APR. 4	A
AUG. 21	A	OCT. 5	A	NOV. 16	B	JAN. 9	B	FEB. 15	B	<u>APR. 5</u>	B
AUG. 22	B	<u>OCT. 6</u>	B	<u>NOV. 17</u>	A	JAN. 10	A	<u>FEB. 16</u>	A	APR. 8	A
AUG. 23	A	OCT. 9	A	NOV. 20	B	JAN. 11	B	FEB. 20	B	APR. 9	B
AUG. 24	B	OCT. 10	B	<u>NOV. 21</u>	A	<u>JAN. 12</u>	A	FEB. 21	A	APR. 10	A
<u>AUG. 25</u>	A	OCT. 11	A	NOV. 27	B	JAN. 16	B	FEB. 22	B	APR. 11	B
AUG. 28	B	OCT. 12	B	NOV. 28	A	JAN. 17	A	<u>FEB. 23</u>	A	<u>APR. 12</u>	A
AUG. 29	A	<u>OCT. 13</u>	A	NOV. 29	B	JAN. 18	B	FEB. 26	B	APR. 22	B
AUG. 30	B	OCT. 16	B	NOV. 30	A	<u>JAN. 19</u>	A	FEB. 27	A	APR. 23	A
AUG. 31	A	OCT. 17	A	<u>DEC. 1</u>	B	JAN. 22	B	FEB. 28	B	APR. 24	B
<u>SEPT. 1</u>	B	OCT. 18	B	DEC. 4	A	JAN. 23	A	FEB. 29	A	APR. 25	A
SEPT. 5	A	<u>OCT. 19</u>	A	DEC. 5	B	JAN. 24	B	<u>MAR. 1</u>	B	<u>APR. 26</u>	B
SEPT. 6	B	OCT. 23	B	DEC. 6	A	JAN. 25	A	MAR. 4	A	APR. 29	A
SEPT. 7	A	OCT. 24	A	DEC. 7	B	<u>JAN. 26</u>	B	MAR. 5	B	APR. 30	B
<u>SEPT. 8</u>	B	OCT. 25	B	<u>DEC. 8</u>	A	JAN. 29	A	MAR. 6	A	MAY 1	A
SEPT. 11	A	OCT. 26	A	DEC. 11	B	JAN. 30	B	MAR. 7	B	MAY 2	B
SEPT. 12	B	<u>OCT. 27</u>	B	DEC. 12	A	JAN. 31	A	<u>MAR. 8</u>	A	<u>MAY 3</u>	A
SEPT. 13	A	OCT. 30	A	DEC. 13	B	FEB. 1	B	MAR. 11	B	MAY 6	B
SEPT. 14	B	OCT. 31	B	DEC. 14	A	<u>FEB. 2</u>	A	MAR. 12	A	MAY 7	A
<u>SEPT. 15</u>	A	NOV. 1	A	<u>DEC. 15</u>	B	FEB. 5	B	MAR. 13	B	MAY 8	B
SEPT. 18	B	NOV. 2	B	DEC. 18	A	FEB. 6	A	<u>MAR. 14</u>	A	MAY 9	A
SEPT. 19	A	<u>NOV. 3</u>	A	<u>DEC. 19</u>	B	FEB. 7	B	MAR. 18	B	<u>MAY 10</u>	B
SEPT. 20	B	NOV. 6	B			FEB. 8	A	MAR. 19	A	MAY 13	A
SEPT. 21	A	NOV. 7	A			<u>FEB. 9</u>	B	MAR. 20	B	MAY 14	B
<u>SEPT. 22</u>	B	NOV. 8	B					MAR. 21	A	MAY 15	A
SEPT. 25	A	NOV. 9	A					<u>MAR. 22</u>	B	MAY 16	B
SEPT. 26	B	<u>NOV. 10</u>	B					MAR. 25	A	<u>MAY 17</u>	A
SEPT. 27	A							MAR. 26	B	MAY 20	B
SEPT. 28	B							MAR. 27	A	MAY 21	A
<u>SEPT. 29</u>	A							<u>MAR. 28</u>	B	<u>MAY 22</u>	B
										<u>MAY 23</u>	A*
										<u>MAY 24</u>	B*
										<u>MAY 28</u>	A*
										<u>MAY 29</u>	B*
										<u>JUNE 30</u>	A*

* DISCRETIONARY DAYS MAY 23 - MAY 24, MAY 28 - MAY 30
(revised 01/19/23)

BHS GRADUATION REQUIREMENTS

English	4.0 credits
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All students must pass four years of English, which must include the following English I, II, *and* 2 semesters of English junior year, **and** 2 semesters of English senior year. All students must have one credit of English Writing Intensive and one credit of English Literature.

Science	3.0 credits
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Physical Science, Biology I, and one elective*

Math	3.0 credits
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All students must pass three years (3 levels) of high school math. **Must be three different levels/classes; Algebra 1 is required.**

Social Studies	3.0 credits
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U.S. History (1.0)

Civics (0.5)

Electives* (1.5)

Consumer Education	.5 credit
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Health	.5 credit
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Computer Technology	1.0 credits
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All freshmen take **Keyboarding II** (.5) and **Software Applications** (.5)

P.E.	3.5 credits
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Required each semester except while taking Health.

PE exemptions are listed in Brimfield CUSD #309 Board Policy 221.0

Total Required Credits	18.5
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Total Elective Credits	9.5
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Grand Total Required to Graduate	28.0
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Note: All courses are .5 credits per semester, with the exception of Co-op Work, Work-Based Learning and Homeroom.

All juniors are required by the ISBE to take the SAT during the spring semester.

*See the course descriptions to determine which courses are electives.

High School Graduation Requirements

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

- Completing all State mandated graduation requirements linked below.
- Completing all District graduation requirements that are in addition to State graduation requirements (detailed on previous page).
- Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
- Participating in the State assessment (SAT) required for graduation.
- Completing the FAFSA (details below).

State Mandated Graduation Requirements

Access to the Illinois graduation requirements per 105 ILCS 5/27-22, 27-22.05, 27-22.10 can be found [here](#).

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

Free Application for Federal Student Aid (FAFSA) Graduation Requirement

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

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

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

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

Access to Student Social Networking Passwords & Websites

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Accommodating Individuals with Disabilities

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

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.

Asbestos Management Plan

An operations and management plan has been prepared which identifies asbestos containing materials for both Brimfield Elementary and High School.

Copies of the Operations and Management Plan are available in the office of the Superintendent of Schools and in the school office. These are available for review by appointment by interested persons during normal school hours. Operations and Management Plans may not be removed from the offices.

Materials having asbestos content have been identified when they are located in service areas. Brimfield District #309 contracts with IDPA Licensed asbestos consultants to meet all requirements for our Asbestos Management Plan. Yearly auditing and monitoring are in place.

Attendance

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

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

Attendance - State Guidelines

A student will receive credit for a full day of attendance when the student has been in class 300 minutes of the school day. This does not include passing time between classes or lunchtime but actual time in the classroom. A student will receive credit for a half-day of attendance if the student has been in class 150 minutes or more of the school day but less than 300 minutes. Any student who is in attendance 149 minutes or less will be counted absent the full school day (as per the auditor for attendance for the State of Illinois). On our current schedule a student must sign in by 9:20 a.m. in order to be counted for a full day of attendance, and must not sign out before 1:52 p.m. to be counted for a full day of attendance. Full day attendance is required to participate in extra-curricular events.

Absence Procedure

Parents are to call the high school office at 446-3349 between 7:30-9:00 a.m. stating the nature of the absence (illness, doctor appointment, etc.). If no contact has been made from the parents by 9 a.m., the parents will be called at home or at work. Parental/guardian contact is necessary for excused absences, not messages relayed through a sibling.

Return to School Procedure

The student is to present a note from the parent/guardian to the office stating the student's name, date of absence, reason for absence, and signed by parent/guardian. A note from a doctor or dentist is acceptable (including the appointment card). The student must sign in at the office and will receive a pass to class.

Sign-out Procedure

The student will receive a pass from the teacher to the office when a dismissal from school is necessary. If the student is ill, a call will be placed **from the office** to the parent or "emergency person" designated by the parent for instructions regarding the student's departure from school. The phone call will be made by the principal, guidance counselor or the school secretary. **No student will be released without parental/guardian permission.** If the absence is pre-arranged (doctor appointment, dentist, etc.) the student must present written permission for the absence from the parent/guardian to the high school secretary. The student will then sign out on the back of the daily attendance sheet including time of departure and reason.

Excused Absences/Tardies

An absence or tardy is excused when the Absence Procedure, Return to School Procedure, and Sign-out Procedure have been followed properly, and when the reason for the absence/tardy is for valid cause. Valid cause is defined as illness (including up to 5 days for mental or behavioral health), observance of a religious holiday, death in the immediate family, emergencies, changes in active duty/leave for a family member in service, or for reasons deemed by the Principal to justify being absent from school.

Excessive Absences

A letter will be sent to parents if the school administration feels the student has missed an excessive amount of school. The purpose is to document the number of days missed regardless of the circumstances of the absence. Please refer to the following criteria on truancy and chronic truancy.

Unexcused Absences / Tardies / Truancy and Chronic Truancy

A student is unexcused or truant when he/she is absent for all or any part of a regular attendance day, or tardy on an attendance day without valid cause. A student is truant if he/she leaves campus during the school day without permission of parents and the principal. Oversleeping, missing the bus, or car trouble are considered unexcused absences. **Missing school to visit a college without following the Guidance Office procedure for college visits is an unexcused absence.** Babysitting or "needed at home" or work requirements should only happen rarely and are considered unexcused absences. Truancy is an unexcused attendance violation and may result in disciplinary action.

Planned Absences

Although planned absences periodically occur throughout the year, students are required to be marked absent. It is not legal to mark a student in attendance if they are not in school. This applies to college visits. Assignments must be turned in on the day of the student's return to class.

Planned Absence Make-Up Work Policy

Work missed must be made up and is the responsibility of the student to discuss with their teachers when the missing assignments are due. Students must check with their teachers when they return to school from an unexpected absence. Assignments made before an absence that become due during an absence are due on the first day the student returns. Requirements for assignments are to be settled between the student and teacher(s) before the planned absence is taken.

Students going on an all-day field trip are still responsible for turning in work for the classes that they are going to miss on that day before they leave. The field trip does not exempt the student from the responsibility of turning in work for missed classes when due.

Field Trips

Students are not marked absent when they miss class while attending a school sponsored field trip or function because they are attending school as they participate in these activities. Classwork is due before the student leaves for the field trip.

Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant or licensed advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

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

For information on home or hospital instruction, contact: Marcy Steele/Lonna Sumner

Attendance for Athletes and Students in Extracurricular Activities

On our current schedule a student must sign in by 9:20 a.m. in order to be counted for a full day of attendance, and must not sign out before 1:52 p.m. to be counted for a full day of attendance. ***Full day attendance is required to participate in extra-curricular events.*** Students may not participate in any extracurricular activity if the student was not present full day due to illness. The student may participate if the absence is due to a doctor/dental appointment, and is excused and verified in advance by the Principal and/or secretary with proper documentation from the doctor/dentist.

Behavior at Extra-Curricular Activities

Students who pay to watch an athletic activity are to be in the gym except at half-time or when the activity is over. If a staff member sees you outside the building after you have paid admission, you will not be allowed back in the building. This includes those students who were admitted on a family pass. The police will be called if the student(s) becomes belligerent or verbally abusive. A family pass does not exempt any student from following the rules. Students removed from an extracurricular event may be banned from the remaining events during that season.

Bus Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus

stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

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

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

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

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

- Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
- Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
- Stay away from the bus until it stops completely and the driver signals you to board. Enter a single file without pushing. Always use the handrail.
- Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
- Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
- Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
- Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
- Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.

- Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
- If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
- Never run back to the bus, even if you dropped or forgot something.

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

For questions regarding school transportation issues, contact: Marcy Steele.

Cell Phones

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."

Simply put, cell phones should not be out in class unless the teacher explicitly states they are needed for the lesson (i.e. making videos for class). Teachers will remind students for the first two weeks of school to put the phone away. If phones remain out, teachers will have a location in the room where phones can be stored/locked up until class concludes. Students should respectfully take the redirection/storage option. If a student needs an alternative storage area, Mrs. Steele will be available to hold the phone in the office until the end of the school day. Should there be recurring cell phone distractions, guardians will be contacted and a plan will be crafted with the guardians and building administration.

Certified Mandated Reporter

In accordance with State Law, every employee of Brimfield School District #309 is a state reporter for the Department of Child and Family Services. All suspected or reported cases of child abuse or neglect will be reported to the proper authorities.

Class Changes

Students will be allowed to request class changes the first week of each semester. Students are encouraged to communicate with parents, teachers and the guidance counselor regarding proposed schedule changes. A student must have parent permission and permission from the guidance counselor in order to change a class. A class change request is not a guarantee that a schedule will be changed. Factors such as the number of students in a class, the reason for the request, and other schedule changes needed to accommodate the request may prohibit a change. All requests will be considered, but please remember, they are requests. Students may not drop a full year BHS or on-line course at the beginning of 2nd semester unless the student did not earn credit for 1st semester.

Students are to check the schedule to see what is offered at their grade level. They are to seek permission from their parents and the counselor for class changes. Students are to sign up in the office to see the guidance counselor regarding the changes. The guidance counselor will send for the student to make the changes. No changes will be made in the computer until the class-change forms are returned to the Guidance Counselor, signed by parents and staff. Students may not be allowed in the new class until the signed forms are returned to the Guidance Counselor.

Classification of Students

All courses with full credit value (1/2 per semester or more) are considered academic. At the end of the school year, student's credits will be checked to determine which class they will be placed in the next school year:

Students with 7 or more credits will be sophomores.

Students with 14 or more credits will be juniors.

Students with 20 or more credits will be seniors.

Clubs and Organizations

The following clubs and organizations are available to Brimfield High School students, plus each class elects a slate of officers. The social life of our high school centers around these active groups, and we hope each student will participate in at least one of the following:

Yearbook	Chorus	Chess
Student Council	Band	Math Team
Letterman's Club	Athletic Teams	FFA
Cheerleaders	Drama Club	Trap Shooting
National Honor Society	Music Theater	Bass Fishing
Flag Drill Team	Pom Pom Squad	

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:

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

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the

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

Proficiency Credit

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

Substitutions for Required 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:

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

Advanced placement computer science

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

Volunteer Service Credit

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

Accelerated Placement

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

students who have been identified as gifted or talented. Please contact the building principal for additional information.

College Days

College days ***MUST BE ARRANGED IN ADVANCE*** through the Guidance Office, and this includes days used for military physicals, ASVAB testing, placement tests, etc., and the absence does go against your attendance. Students on the deficiency list or who have missed more than 10 days of school will not be given permission to take a college day. A total of 5 college visits per school year are allowed.

College days not approved/arranged and verified through the Guidance Office are unexcused.

College days are to be used to visit college campuses, vocational schools or military facilities the student may be interested in. A 'college visit' form, signed by parent/guardian, must be presented in the office ***prior*** to the college day taken. The form must also be signed by the guidance counselor/principal if the absence is for a college visit. Approved college days are excused absences and the work for those days must be made up to the individual teachers' requirements.

Upon the return to school, verification of the college visit must be presented to the guidance counselor. A signed/stamped letter from a college/university must be returned to the guidance office upon the student's return from the college day in order for the absence to be excused.

Communication to Students

We will not call students from class for telephone calls, except for emergencies. Students will be allowed to use the office phone for emergencies or illness only.

Criminal Code and Juvenile Court Act

The Criminal Code and the Juvenile Court Act have recently been amended to add several new crimes specifically related to the problems of gangs and criminal activity in and around schools.

P.A. 84-1075 amends the Criminal Code and makes it a crime for anyone 18 years or older to expressly or impliedly threaten to do bodily harm or to do bodily harm to a person under 18 years or to use any other unlawful means to solicit or cause any person under 18 years to join any organization or association.

The Act provides stricter criminal penalties for convictions of unlawful possession of a weapon if the crime is committed in any school or on school property. Stricter criminal penalties are also provided for convictions of unlawful possession of drugs in any school – on school property, or on any public way within 1,000 feet of school property. In addition, any student at least 15 years who is charged with unlawful possession of drugs or weapons at school will be prosecuted as an adult.

Criteria to Obtain High School Credit toward Graduation

The course must be approved **IN ADVANCE** of enrollment by the high school principal and the school counselor. The student must show proof of successful completion of the course. The amount of credit toward high school graduation will be equated at one-half (1/2) credit per three (3) semester-hours college course. Students must maintain no less than a half-time schedule of classes at Brimfield High School. No college class can be taken that is equivalent to one of our currently available high school courses unless the student has previously taken or is simultaneously taking the course at Brimfield.

Dance Rules

At least three (3) sponsors are required for any dance at the high school. Class or organization sponsors from the sponsoring group must be in attendance at the dance. Sponsors should be selected from the high school staff first. They should be present at least 15 minutes prior to the time the dance is to begin. The sponsoring group's advisors should be there early enough to supervise the setting up of the band, food, drinks, etc.

Advisors will also have the responsibility for ticket sales, clearing the building after the dance and clean-up. Other sponsors may leave when the dance is over unless they are requested to stay by the advisor. The class or organization advisor is in charge of assignments of the sponsors to areas of supervision. All sponsors must accept responsibility over the behavior of the students and have the authority to remove any attendant who is deemed to be acting in such a way as to discredit our school.

The administration will not permit grade school students to attend high school dances. Brimfield High School students will be permitted only one guest per dance.

Any guests attending the dance may not be older than 20 years of age on the date of the dance.

BRIMFIELD CUSD 309 BOARD POLICY 208.0: High School Dance Regulations

The Brimfield CUSD 309 Board of Education and administration reserves the right to refuse attendance to any invited guest to any school dance. In order to attend any school sponsored dance, invited guests:

1. Will be required to be signed up to attend the dance by a Brimfield student at least one day prior to the dance.
2. All visitors will sign an agreement that requires them to adhere to the same discipline policies as Brimfield students.
3. A dance permission request form will be required to be signed by both the visitor and home Administrator.
4. Any former Brimfield student who owes money to the district, or has a previous disciplinary record at Brimfield High School, or has a criminal record, forfeits his/her right to attend.

Should a guest's behavior cause a discipline situation (infraction of school rules) at the dance, the Brimfield student who invited the guest and signed her/him in will forfeit his/her right to attend any school dance for one calendar year. This includes homecoming and prom. **Any exceptions to this policy are left to the discretion of the administration.**

Except for emergencies, students will not be allowed to leave and later return to the dance. Students found to be under the influence of drugs or alcohol will be detained until parents/law enforcement officials are notified.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

Detention

School detentions will be served on Wednesday evenings from 3:05 – 4:05pm. Detentions will be served in a designated classroom unless otherwise indicated. Students must serve the detention on the assigned date and time unless otherwise indicated. If a student chooses not to attend detention, extra detentions may be assigned:

- 5 Detentions per semester = notice to parents
- 7 Detentions per semester = notice/meeting with parents
- 3 Detentions unserved = 1 In School Detention (ISD)

In School Detention (ISD)

Students who are assigned to ISD are required to report to the office at 8:05am. At this time a designated area will be determined where the student will remain for the entire day. ISD will range from one to five days in length. Please note the following information:

1. Students who are removed from ISD for disruptive behavior will be assigned additional days or suspended.
2. No student will be allowed the option to serve an ISD.
3. Students who are absent from school will be required to complete the number of ISD days upon their return.
4. When a student is assigned an ISD the school will send a letter to the parents informing them of the ISD and the reason.

ISD environment will be as follows:

1. Each student will have his or her own desk.
2. No soda
3. No sleeping
4. Bathroom breaks will be scheduled and chaperoned
5. No internal or external communication with peers
6. Students will be expected to bring ALL textbooks

Driver Education Policy

Brimfield High School shall offer Driver's Education to incoming freshmen who are fifteen years of age by September 1 of the year they enter high school, with the following conditions to be in effect:

1. The student will take the classroom and driving portions of driver education during the second semester of their freshman year.
2. There must be sufficient room in the class for freshmen to enroll. If not all freshmen are able to enroll due to class size, birth dates will be used to fill the class. A summer session of driver education may be offered by the school if enrollment necessitates the need for such a class. **A fee of \$250.00 will be assessed to cover expenses for summer driver's education and \$50.00 for driver's education during the school year.**

Other policies in effect:

1. ALL students wishing to enroll in driver education must have received a passing grade in at least eight (8) classes during the previous two (2) semesters.
2. The driver education classroom portion consists of a full semester. A student is required by the state to pass driver education and be present for a minimum of thirty (30) classroom hours to obtain a certificate of completion.
3. Students receive a minimum of six (6) hours of behind the wheel training and six (6) hours of observation in the driver education car. Driving and observation time may be done outside of school hours. When possible, the instructor will try to work with the student to avoid scheduling conflicts from extra-curricular and personal activities.
4. Driver Education taken at Balda Driving School, or any other driving facility, does not receive high school credit at Brimfield High School. Driver Education is offered as an elective at Brimfield High School and credit is given for this class.
5. A transfer student who took Driver Education for credit at their former high school will have that credit transferred along with credit for any other academics passed.

Education of Children with Disabilities

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd

birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

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

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

For further information, please contact:

Marcy Steele
309-446-3349
Brimfield High School

Elevator Use

Elevators are to be used by students with a medical need or disability. Other able-bodied students should use the stairs. Any students in the elevator without a documented need or preapproval from building administration are subject to searches.

Emergency Procedures

Cancellation of school or school functions and dismissal due to hazardous or inclement weather conditions will be widely broadcast through our parent notification system. When an emergency is signaled within the school, students are to immediately move to designated areas. Students are to walk quietly in a single file, to the specified locations designated by the staff when a fire or storm warning signal is sounded. NOTE: Tampering with a fire alarm or causing a false fire alarm will result in severe disciplinary procedures being taken toward the student.

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 Marcy Steele at 309-446-3349.

Equal Educational Opportunities and Sex Equity

Equal educational and extracurricular opportunities are available to all students. No student shall be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Marcy Steele 309-446-3349.

Extracurricular and Athletic Activities Code of Conduct

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

Requirements for Participation in Athletic Activities

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

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

Illinois High School Association

Eligibility for most athletics is also governed by the rules of the Illinois High School Association and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities

Code of Conduct. **In the case of a conflict between IHSA and this Code, the most stringent rule will be enforced.**

Modification of Athletic or Team Uniform

Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preferences

Academic Eligibility

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches. Any student failing to meet academic requirements will be suspended from the sport or activity for 7 calendar days or until all academic requirements are met, whichever is longer. Students at Brimfield Schools must have a passing grade in seven courses to remain eligible for extracurricular activities. Cumulative grades will be determined at weekly intervals and students with two failing grade(s) will be suspended from extracurricular activities until the grades are raised to passing at the next reporting interval.

Absence from School on Day of Extracurricular or Athletic Activity

See details under attendance section of handbook. A student must be present full-day to participate in extra-curricular activities. A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension. A student who is absent from school on a Friday before a Saturday event *may* be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor or coach. All students remain subject to all the School District's policies and the school's student/parent handbook.

Drug and Alcohol Testing Program

The School District maintains an extracurricular and athletic drug and alcohol testing program in order to foster the health, safety, and welfare of its students. Participation in extracurricular and athletic activities is a privilege and participants need to be exemplars. The program promotes healthy and drug-free participation.

Each student and his or her parent/guardian must consent to random drug and alcohol testing in order to participate in any extracurricular or athletic activity. Failure to sign the School District's "Random Drug and Alcohol Testing Consent" form will result in non-participation. The signed form is valid for one school year; no term less than one school year will be accepted.

No student shall be expelled or suspended from school as a result of any verified positive test conducted under this program other than when independent reasonable suspicion of drug and/or alcohol usage exists. This program does not affect the School District policies, practices, or rights to search or test any student who at the time exhibits cause for reasonable suspicion of drug and/or alcohol use.

Family Life & Sex Education Classes

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

Fines, Fees, and Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. 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.

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

- 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.
- 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). OR
- The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.

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

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

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

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks.

Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snacks.

Fees and Charges for Brimfield High School

Tech Fee	\$50
Book Fees	\$95 per year (includes textbook/ lockers)
Sport Fees	\$40.00 per sport \$75.00 maximum per student
Family Consumer Science	\$20.00/course
Art Classes	\$20.00/course
Ag Classes	\$25.00/course
ICC Fees	Subject to ICC
Lab Fees (Science)	\$20.00/course
Driver's Ed	\$75.00 during the school year
Behind the Wheel Summer	\$250.00 classroom/behind the wheel
District Athletic Pass	\$125.00
Class Dues:	
Freshmen	\$10
Sophomores	\$10
Juniors	\$20
Seniors	\$20

Field Trips

All field trips during the school year must first be approved by the principal. All related expenses, including transportation, will be arranged through the school sponsor. Before a student leaves school grounds on a field trip, they must:

1. Have a permission slip filled out in advance and signed by the parent/guardian.
2. Meet all the criteria both in academics and behavior established by the sponsor.
3. Have paid all the required or necessary fees to attend.
4. Buses must be used for all field trips.
5. Students are not permitted to drive their own vehicles on field trips.
6. As long as the student is under our guidance at school related activities, they must comply with all established discipline policies.
7. Homework due the day of the field trip must be turned in BEFORE the student leaves on the field trip.

Fundraisers

All groups/organizations requesting to fund raise **MUST** first have approval by the building principal.

Grading Procedure

The purpose of grading student work is the following:

- To provide an accurate measure of a student's mastery of skills and content covered during a grading period to the student, the student's guardian(s), and other stakeholders, including teachers, administration, and the BOE.
- To provide an accurate measure of a student's mastery of the skills and content relative to the state learning standards, district expectations, other students in the class, the district and the state covering similar content and skills.
- To summarize, to communicate what a student knows and is able to do in relation to content and grade level standards.

Grading Periods

Brimfield High School will operate with on-going semester grade buckets.

Semester 1

- Progress Report #1 September 15, 2023
- Midterm Report October 13, 2023
- Progress Report #2 November 17, 2023
- Semester 1 Complete December 19, 2023
- Semester 1 Report Card Early January

Semester 2

- Progress Report #1 February 2, 2024
- Midterm Report March 8, 2024
- Progress Report #2 April 12, 2024
- Semester 2 Complete May 22, 2024
- Semester 2 Report Card End of May

Grading Scale

All teachers shall keep current records of student grades within Skyward gradebook. *Current* to mean, formative grades are updated weekly and summative grades are updated at a minimum at each grade report. Grades on report cards and progress reports shall align to the following percentages:

Grade	Percentage	Level of Understanding
A	90-100	Exceptional understanding of topic
B	80-89	Good mastery of topic
C	70-79	Acceptable mastery of topic
D	60-69	Partial mastery of topic
F	59-0	Not mastered topic

Gradebook Categories

Student grades shall be derived from the following category weightings:

SUMMATIVE	FORMATIVE	COMPLIANCE
Tests, Essays, and Rubric-based Projects and/or Performances	In-Class Individual Work, Small Quizzes	Completion tasks, Homework
60%	30%	10%
Minimum of at least one per grading report (progress report 1, midterm report, progress report 2, and semester) for a minimum of 4 summative grades.	Several scores per grading report (progress report 1, midterm report, progress report 2, and semester).	Several scores per grading report (progress report 1, midterm, progress report 2, and semester).

Missing Assignments & Evidence of Learning

For **formative** classwork, missing work shall be marked as missing in Skyward. Zeros should not be included within the formative and compliance categories of the gradebook. In place of zeros, teachers will mark a missing task as *missing/incomplete*. A student shall be provided the opportunity to make up the same assignment, or an alternative assignment of the same skills may be given by the teacher. The teacher may choose which scenario is better for the missing assignment. ***The missing assignment must be completed prior to the next summative assessment or final report card grade.*** Students with $\geq 35\%$ formative assignments marked *missing/incomplete* will receive an *incomplete* for the course until missing work is completed and evidence of learning/understanding is provided to the assessor. (Students with $\geq 35\%$ incomplete tasks will be considered ineligible in that course. When teachers notice this, they should inform high school administration, clerical, and the athletic director.) At the end of the semester or by the next summative assessment, should a student refuse to submit any incomplete work, the scores will be changed to 40% rather than incompletes/no-counts.

For **summative** assessments, students who do not make a legitimate attempt or do not do a summative assessment will receive a zero to indicate that no effort was made to complete the assessment and that there is no evidence of learning available. (The definition of legitimate attempt is based on teacher discretion; however, factors considered include whether the student willingly took the original assessment, and/or the student read and attempted all portions of the assessment, showing work where applicable.) Two of the four required summative assessments, or 50% of the given summative assessments if more than four are given, are eligible for reassessment for full credit per the reassessment procedure (see below). Teachers may allow reassessment on more than 50% of the summative assessments at their own discretion. Makeup summative assessments must be completed prior to the next major summative assessment date or report card date. Teachers do have the right to extend this time frame but are not required to do so.

Late Assignments

Any formative or compliance assignment can be completed and turned in late prior to the next summative assessment or final report card, whichever comes first, with no more than one grade level penalty ($\leq 10\%$) deducted.

Absences

Per ESSA (Every Student Succeeds Act) absences are the same regardless of the absence being excused or unexcused. Therefore, all responses and actions shall be the same for either reason. Students with excused or unexcused absences, including suspensions, shall be given the opportunity to make up all missed work. Late and missing procedures detailed above are in effect for work tied to absences.

Notification of Unsatisfactory Student Work

Students and legal guardians shall be notified whenever a student's work is unsatisfactory. Notification may be formal, through grade reports, or informal through written or verbal communications. Guardians and students have access to Family Access via Skyward to monitor grades in real-time online.

Extra Credit

Extra credit works against equity and can hurt students who are more vulnerable because they may not have the means to submit extra credit type materials/tasks. Instead, since BHS values learning, students will be required to do the original work to earn credit, rather than submitting extra credit. This is why late work is accepted. Some students learn at a different pace and may need more support to show understanding. Therefore, rather than offering extra credit which may communicate a false representation of student understanding (points for tissue, etc.) students will be allowed to submit late work to earn their missing credit.

Academic Dishonesty

Upon the first offense of academic dishonesty in a given course, the student shall receive a grade of zero (0%) for the assessment. The student shall be granted an opportunity to complete an alternative assessment prior to the next progress report or summative assessment if requested by the student. Parent/guardians must be contacted first. The original score of 0% will be replaced with the reassessment grade and a note will be used to designate the incident of academic dishonesty within the Skyward gradebook. No further opportunities for reassessment will be granted to the student for academic dishonesty.

Reassessment Procedure

Every Brimfield High School student has the opportunity to show new learning through reassessment on summative assessments.

Teachers will provide a student with opportunities for reassessment on summative assessments (2 of 4 required summative assessments per semester, or fifty percent of summative assessments if more than 4 are given during a semester) regardless of score on the initial assessment. A teacher may elect to offer an alternative assessment of the same skills in place of the original assessment. Semester exams are not available for reassessment.

TIMING – The reassessment must be completed prior to the date in which the course's next summative assessment is given or the semester is completed. No reassessments shall be offered after the end of a semester.

PROCESS – The process to reassess must be initiated by the high school student.

1. Schedule a time with the teacher to review the student's learning progress thus far. Identify any learning tasks (formative, homework) that should be completed/corrected before the reassessment attempt that would benefit understanding.
2. After the student has completed the plan created in step one (i.e. redoing formative tasks, doing practice assignment, etc.), schedule the reassessment.
3. Student takes reassessment during the scheduled reassessment time. Teachers may also allow students to reassess portions of a summative assessment if the original assessment is organized by skills or concepts.

GRADING – After the reassessment is complete, the teacher will enter the higher of the two grades into the gradebook. Teachers will note the reassessment date, original score, and new score in the notes section of Skyward.

Grievance Procedure

A grievance is a difference of opinion raised by a student or group of students involving: (1) the meaning, interpretation or application of established policies; (2) difference of treatment; or (3) application of the legal requirements of civil rights legislation.

This procedure is not intended to limit the option of the district and a grievant(s) to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place which will afford a fair and equitable opportunity for all persons.

The grievance procedure is not required if the grievant(s) prefers other alternatives, such as the Office of Civil Rights (OCR) or the courts. Due process shall exist through the procedure with the right to: (1) representation; (2) present witnesses and evidence; (3) confidentiality; (4) review relevant records; and (5) proceed without harassment and/or retaliation. More detailed information is available in the office of the Superintendent and Building Principal. Time limits refer to days when school is in session.

Step One

The student(s) and or parent(s) should discuss the matter with the person(s) directly responsible for the grievance issue within ten (10) days of the time when a reasonably alert person should have been aware of the event giving rise to a grievance. An oral response must be made within ten (10) days.

Step Two

If the problem is not resolved, the grievance should be referred, in writing, to the building principal. A meeting must be held within ten (10) days from notification of referral and a written response made within ten (10) days after the meeting.

Step Three

If a satisfactory solution is not reached, the grievant(s) may appeal the issue in writing to the office of the Superintendent or designee within ten (10) days from the receipt of the response on Step 2. A meeting between parties will be held within ten (10) days and a written response made within ten (10) days after the meeting. A complete record of this meeting shall be kept and signed by both parties for possible future reference.

Step Four

If the issue is not satisfactorily resolved on Step 3, the grievant(s) may appeal the grievance in writing to the School Board within ten (10) days from the receipt of the written response in Step 3. The Board shall consider the appeal within sixty (60) days and a written response shall be given within ten (10) days.

By Step 2, the grievance must be submitted in writing, dated and signed with the name of the attendance center and the grade level of the grievant(s). The issue should be described as specifically and completely as possible. Include the name of anyone who will represent the grievant. A statement of possible relief necessary to resolve the issue should be offered.

The decision of the School Board may be further appealed to the Regional Superintendent of Schools pursuant to Section 3-10 of the School Code of Illinois, and thereafter, to the State Superintendent of Education pursuant to Section 2-3.8 of the School Code of Illinois, as provided in Section 200.90 (b) of the Sex Equity Rules.

Harassment of Students Prohibited

No person, including a District employee or agent, or student, shall harass, intimidate or bully another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, 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, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment, intimidation or bullying are handled according to the provisions on sexual harassment below. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, intimidation or bullying by including this policy in the appropriate handbooks.

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct 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 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.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. Students 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.

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

Hazing and Bullying

Brimfield CUSD #309 prohibits students from engaging individually or collectively in any form of hazing or bullying or any related initiation activity on school property, in conjunction with any school activity or involving any person associated with the school, regardless where the incident occurs. Any student who participates in hazing or bullying or related initiation activities or conspires to engage in such activity will face immediate disciplinary action, including suspension, expulsion, exclusion and loss of extracurricular activities. Students may also be referred to law enforcement authorities for prosecution, as pursuant to current Brimfield school policy.

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

- During any school-sponsored education program or activity.

- 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.
- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
- 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 (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

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

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the 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: Marcy Steele

Address: 323 E Clinton St

Phone Number: 309 446 3378

Email Address: marcy.steele@brimfield309.com

School Violence Tipline 1-800-477-0024

The School Violence Tip line will provide a means for students to anonymously report threats of violence and weapon violations on school grounds. The tip line will be answered in Springfield by Illinois State Police telecommunications with back-up provided by the Springfield Mental Health Center.

The School Violence Tip line has been created to give you an anonymous way to report any threats of violence ("I'm going to kill someone tomorrow") or weapons which you might know about ("I saw a gun in someone's locker"). However, **you should call the tip line only in those situations when you feel it is impossible to talk to a trusted adult first.** Confiding in a person whom you trust is by far the best way to deal with information about school violence.

You also need to understand the difference between those incidents that require a 911 call and those that are appropriate for the tip line. **ANY RISK OF IMMEDIATE HARM SHOULD BE REPORTED TO 911 RIGHT AWAY.** Example: a student has pulled out a gun in the middle of the cafeteria.

In the event that you feel threatened, know of a possible act of violence, or find out about a weapon, but are unable to confide in a trusted adult, the tip line is an **anonymous** way to relay the information and know that you did everything possible to protect yourself, other students, teachers, and administrators from possible violence.

When you make a call to the tip line, a trained telecommunicator will assess the situation and make a determination about the appropriate response. In most instances the telecommunicator will refer the information to your local law enforcement and school officials.

If you need additional assistance and want to talk to someone at length, the Illinois State Police telecommunicator will transfer the call to a trained crisis worker.

High School Credit for Grade School Classes

For those students entering Brimfield High School as freshman, who completed their eighth grade studies at Brimfield Elementary, the following courses carry credit towards high school:

Foreign language taken as an 8th grader, transfers for credit to the high school as most colleges require two years of a foreign language, and foreign language is not offered in the grade school curriculum.

Algebra I, taken as an 8th grader, **does not carry over to the high school for credit and it does not count as one of the three credits required in math in high school. However, it will satisfy IL State requirements.** The opportunity to take Algebra I as an 8th grader allows the student to progress further in the math curriculum while in high school. Students who take Algebra during their 8th grade year may still need to take Algebra during H.S. based on academic data.

Homeless Child's Right to Education

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

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

Assistance and support for homeless families includes:

Educational organizations and schools:
Brimfield CUSD #309

Food bank and meal programs:
Brimfield Food Pantry

Local service organizations (Goodwill, Salvation Army, etc.):
Salvation Army

Honor Roll

The Honor roll is figured on all classes in which the students are enrolled. 'Principal's Honors' will list all students carrying all "A's" on their report card. 1st Honors will list all students earning all "A's" with the exception of one (1) "B" on their report card. 2nd Honors will list all students earning all "A's" and "B's" on their report cards. Honor roll is figured at the end of each semester.

Library

Students will have access to the school library during school hours with their individual classroom teachers. Before and after school access to school library services will be provided as long as supervision is available.

Lines of Communication

To help improve school-home relationships and to provide parents an opportunity to help in solving conflicts between students and teachers, please follow the lines of communications established.

- Step 1. Parent-Teacher Conference (sometimes a second conference with the student present is helpful).
- Step 2. Parent-Teacher-Principal Conference (student may be asked to be present).
- Step 3. Parent-Teacher Conference (student may be requested to attend).
- Step 4. Superintendent-Parent Conference (possibly principal).
- Step 5. Board of Education.

The Grievance Procedure established by the Board of Education is on file at the school office for viewing. (B.P. 215.4)

Lockers

Hall lockers and P.E. lockers are assigned to all students at the beginning of the school year. There will be no locker changes without permission from the office. **Students are to use the locker assigned to them by the school district.** Backpacks will be stored in the lockers during the instructional day. Students will have four classes a day and will determine when is the best passing period(s) to stop at their lockers based on the materials they need for their courses.

Students are to report all locker problems to the office immediately so repairs may be made as soon as possible. Lockers are to be kept clean, closed when not in use, and locked. The school is not responsible for lost or stolen articles due to unlocked lockers.

The school reserves the legal right to open lockers at any time. No materials will be put on the inside or outside of the lockers using tape, glue or other sticky adhesives. Magnets may be the only method used to hold materials on the inside of lockers. There will be no labels, no writing, and no defacing of any kind on the inside or outside of the lockers. Any student found to have defaced

their locker in any way will be subject to a fine (amount depending on damage) or payment in time/materials to set the locker to rights again.

A bill was passed in the state of Illinois that provides that school authorities may inspect and search lockers, desks, parking lots and other school property and equipment without notice or consent and without a search warrant.

Lost and Found

Lost articles will be turned into the office. Marking articles of clothing, books, and supplies will eliminate time wasted in identifying and searching for lost articles. All unclaimed items will be disposed of at the end of each semester.

Lunch Program

Pricing

USDA sets strict guidelines on meal pricing for school lunches that we must comply with.

Free and Reduced Applications

Brimfield School District works diligently to enroll eligible students in the free and reduced price meal program. Free and reduced applications are available at any time throughout the school year. Applications are available on the website, at registration, and at both school buildings. Please do not hesitate to complete an application. If you need assistance with the application process, please contact the cafeteria manager at 309-446-3349 ext. 1226.

Unpaid Meal Charges

Unpaid school meal debt can become a critical problem. If left unaddressed, it can impact the quality of meals for all students. Brimfield School District uses a variety of methods to notify parents of low or negative account balances and to discreetly provide alternate meals to students. Low balance and negative letters are sent home on a weekly basis, phone calls to guardians, and letters sent via US postal service to the home are methods of communication used to attempt to collect unpaid meal charges. We in **NO** way want any child to go hungry, or be denied a meal, but we simply have to have accounts paid to continue to operate efficiently.

MySchoolBucks

The Brimfield School District's Food Service Department has another lunch payment option. This option allows you to deposit money directly into your child's school meal account and view balance/purchase information for the past ninety days. By having money in each child's account prior to entering the cafeteria, we find that the lunch lines move along much faster, which gives your child more time to eat.

Things to know:

If you have more than one child in the District you can handle all online prepayments from the same online account.

Payments may be made with a Visa, MasterCard, and Discover credit or debit card. You May also make a payment using a e-check.

In order to use the online prepayment service, a small convenience fee for each transaction will be assessed to cover the bank fees. The convenience fee is \$2.95 per deposit transaction. Parents placing money into multiple meal accounts will only be assessed the \$2.95 fee once per deposit transaction. Brimfield School District will not profit from the use of this site. Note: You may fund up to \$120 per child, but a family may pay for all of their children on a single transaction fee. Also, if you choose to set up a specific dollar amount to be placed on account(s) every week or month, you will be charged the \$2.95 fee every time a transaction is made. Any issues with fees, not lunch money, should be directed to mySchoolBucks at parentsupport@myschoolbucks.com, or 855-832-5226.

National Honor Society

Selection to become a National Honor Society member is rated on each of the four criteria: Scholarship, Leadership, Service and Character.

To fulfill the scholarship requirement, students must have the following cumulative grade point average: Juniors 3.75, and Seniors 3.6.

Qualified candidates are selected for National Honor Society membership by a committee of Brimfield faculty members on the basis of the four criteria.

Nondiscrimination Statement

Brimfield Community Unit School District #309 does not discriminate on the basis of age, color, race, national origin, sex, religion or disability.

Perfect Attendance

Students must not have missed school any half or full school day. Students may not have any more than three (3) tardies on their attendance record. Any arrival to school after 9:20 a.m. or leaving school before 1:52 p.m. disqualifies a student from receiving perfect attendance.

Students who have missed less than a half-day of school due to illness, but sign in before the half-day determination will have tardies on their attendance record for those periods missed.

Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact: Marcy Steele at 309-446-3349. Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Physical Education Exemption

It shall be the policy of Brimfield C.U.D. #309 that all students are required to participate in daily physical education classes in K-12. Exceptions will be made for those students under 105 Illinois School Code Sections 27-5 and 27.6.

Section 27-6 – Grades 9-12

The Brimfield Board of Education may only excuse students to take additional classes for the following reasons for the appropriate grade levels.

- a. For ongoing participation in an interscholastic athletics program
- b. To enroll in academic classes that are required for admission to an institution of higher learning, provided that failure to take such classes will result in the student being denied admission to the institution of his or her choice. This would not include college prep or honor classes unless so specified by a university/college. This is only applicable to 11th and 12th grade students.
- c. To enroll in academic classes which are required for graduation, provided that failure to take such classes will result in the student being unable to graduate.
- d. For ongoing participation in a marching band program for grades 9 through 12. It should be noted that these are the only reasons that a high school may excuse students from daily physical education activities.

Physical Education Rules

Rules will be disseminated by the teacher at the beginning of the school year. Students may not take more than one P.E. class. In accordance with Federal Regulation Title IX, all P.E. classes will be co-ed. All students are expected to wear white/red T-shirts and red shorts for P.E. class.

Physicals/Immunization and Dental Examinations

All incoming freshmen and students from out-of-state enrolling in our school must present evidence of a recent physical and dental examination on approved medical forms. These forms must include a complete immunization record.

The forms must be received by the high school office by the first day of school. The state deadline is October 15. ***All immunization records for all students must be in compliance with the state of Illinois. [IDPH immunization requirements](#)***

If a student, from the above listed categories, has not had a physical examination, he/she must submit a legitimate appointment card for the examination. If the examination has not been completed and an appointment card has not been received in the high school office, the student will not be allowed to attend school until the requirements have been met. **Before any student begins participation in a sports activity, he/she must obtain a physical examination. Students are not to practice without this information being complete. This includes all athletic teams, cheerleading and Pom Pom Squad.**

Public Conduct on School Property Policy No 717.0

Any person may attend school-sponsored or related activities, functions and meetings, extra-curricular activities and athletic events held upon grounds of Brimfield C.U.S.D. #309 to which the public is invited or by operation of law is entitled to attend.

Any student of Brimfield C.U.S.D. #309 may attend school-sponsored or related activities, functions and meetings, extra-curricular activities and athletic events held upon grounds of or sponsored by Brimfield C.U.S.D. #309 which the student is otherwise permitted or entitled to attend.

While in attendance at school-sponsored or related activities, functions and meetings, extra-curricular activities and athletic events held upon grounds of or sponsored by Brimfield C.U.S.D. #309 no person shall:

1. Do any act which is insulting or provoking in nature against any official, employee or agent of the district.
2. Do any act which causes personal injury or which is intended to cause personal injury or which the person knows or should know creates a substantial risk of injury to any person.
3. Do any act which causes damage to property or which is intended to cause damage to property or which the person knows or should know creates a substantial risk of damage to property of any person.
4. Do any act which is intended to disrupt the performance or continuance of any school-sponsored or related activities, functions and meetings, extra-curricular activities and athletic events.
5. Do any act which is intended to impede or disrupt the proper observance of or participation in any school-sponsored or related activities, functions and meetings, extra-curricular activities and athletic events.
6. Enter upon or remain in any area not reserved for spectators or persons otherwise in attendance at school-sponsored or related activities, functions and meetings, extra-curricular activities and athletic events or enter or remain in any area which serves as proper ingress or egress to any school-sponsored or related activities and athletic events.

PENALTY: Any person who violates this Policy may be:

- A. Restricted by the Board President, Superintendent, Building Principal or their designees, to observance of or attendance at any school-sponsored or related activities, functions and meetings, extra-curricular and athletic events from a particular place or area.
- B. Removed from or ordered evicted from any building, grounds or place at which any school-sponsored or related activities, functions and meetings, extra-curricular and athletic events are held by the Board President, Superintendent, Building Principal or their designees.
- C. Prohibited from further attendance at any school-sponsored or related activities, functions and meetings, extra-curricular and athletic events for up to one (1) year.

In the case of the imposition of Penalty C of this Policy, the following procedure shall apply: Within ten (10) days from the commission of any act prohibited by this Policy, the Board President, Superintendent, Building Principal or their designees, may, in writing, deliver to the School Board or Superintendent, as applicable, a complaint against any person alleging the commission of any act prohibited by this Policy; that Penalty C of this Policy shall be sought to be imposed; and for what length of time Penalty C should be in effect if imposed. A copy of the complaint shall be delivered by mail or in person to the person alleged to have committed the act, together with a copy of this Policy.

If the person alleged to have committed the act prohibited so requests, a hearing shall be held as soon as is practicable before the School Board or Superintendent, or their designees, as applicable, except that the person designated may not be the person who was the complainant. The complainant and the person alleged to have violated this Policy may appear at the hearing. No formal rules of procedure or evidence will apply. At the hearing it shall be determined I) whether the person did, in fact, commit the alleged act; II) whether Penalty C is appropriate; and III) if Penalty C is appropriate, for what length of time it should be imposed.

For determining II) and III) above, the following shall be taken into account:

- A. The nature and severity of the act.
- B. Whether or not the person who committed the act prohibited under this Policy has committed other acts prohibited under this Policy, either before or after the act which is the subject of the hearing.
- C. The age, intelligence and maturity of the person who committed the prohibited act.
- D. Whether the person's presence at any school-sponsored or related activities, functions and meetings, extra-curricular and athletic events constitutes a threat to any other persons, property or the events.

Upon the completion of the hearing, the Board or Superintendent, or their designees, as the case may be, shall determine whether the prohibited act was committed; whether Penalty C is appropriate; and if Penalty C is appropriate, for what length of time it should be imposed.

The person accused of the act shall be notified in writing of said determination. If the complainant or the person who committed the prohibited act is dissatisfied with the decision of the Superintendent or his designee, that person may file a written notice of appeal of the decision with the Secretary of the Board. Upon receipt of such a notice, the Secretary shall cause the matter to be placed upon the agenda of the next regularly scheduled meeting of the School Board; at which time the Board shall consider the matter de novo according to the same rules and procedure as set forth in this Policy for the initial hearing before the Superintendent or his designee.

Nothing in this Policy shall prevent the application of other disciplinary rules of the Board, including but not limited to those rules relating to detentions, suspensions or expulsions and criminal sanctions.

Prevention of Anaphylaxis

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

Privacy Protection

Student Privacy Protections Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey. Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions. Parents who object to disclosure of information concerning their child to a third party may do so in writing to the Building Principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items: 1. Political affiliations or beliefs of the student or the student's parent/guardian. 2. Mental or psychological problems of the student or the student's family. 3. Behavior or attitudes about sex. 4. Illegal, anti-social, self-incriminating, or demeaning behavior. 5. Critical appraisals of other individuals with whom students have close family relationships. 6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers. 7. Religious practices, affiliations, or beliefs of the student or the student's parent/ guardian.

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request. The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in

electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Prohibition on Selling or Marketing Students' Personal Information Is Prohibited

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

Student recognition programs

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards. A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Residence

Only students who are residents of the District may attend a District school without tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: a) that he or she has assumed and exercises legal responsibility for the child, b) the reason the child lives with him or her, other than to receive an education in the District, and c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. In addition, the child's natural or adoptive parent, if available, shall complete a signed statement or Power of Attorney stating: a) the role and responsibility of the person with whom their child is living, and b) that the person

with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within 60 days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

Request for Non-Resident Student Admission

Non-resident students may attend District school upon the approval of a request submitted by the student's parent(s)/guardian(s) for non-resident admission. The Superintendent may approve the request subject to the following:

- The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
- The student will be accepted only if there is sufficient room.
- The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.
- The student's parent(s)/guardian(s) will be responsible for transportation to and from school.

Admission of Non-Resident Students Pursuant to an Agreement or Order

- A written agreement with an adjacent school district to provide for tuition-free attendance by a student of that district, provided both the Superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance.
- A written agreement with a cultural exchange organizations and institutions supported by charity to provide for tuition-free attendance by foreign exchange students and non-resident pupils of charitable institutions.
- According to an intergovernmental agreement.
- Whenever any State or federal law or a court order mandates the acceptance of non-resident student.

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. Board policy 239.0 Education of Homeless children, and its implementing administrative procedure, govern the enrollment of homeless children.

Challenging a Student's Residence Status

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a non-resident of the District for whom tuition is required to be charged, he or she on

behalf of the Board shall notify the person who enrolled the student of the tuition amount that is due. The notice shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by The School Code, 105 ILCS 5/10-20.12b.

Important

The School District reserves the right to evaluate the evidence presented, and merely presenting the items listed in the Procedure does not guarantee admission.

Warning:

If a student is determined to be a nonresident of the District for whom tuition must be charged, the persons enrolling the student are liable for non-resident tuition from the date the student began attending a District school as a non-resident.

A person who knowingly enrolls or attempts to enroll in this School District on a tuition-free basis a student known by that person to be a nonresident of the District is guilty of a class C misdemeanor, except in very limited situations as defined in State law (105 ILCS 5/10-20.12b(e).

A person who knowingly or willfully presents to the School District any false information regarding the residency of a student for the purpose of enabling that student to attend any school district without the payment of a nonresident tuition charge is guilty of a Class C misdemeanor (105 ILCS 5/10-20.12b(f).

Safety Drills

All students in Brimfield School District receive periodic instructions concerning what to do in the case of fire, weather, or other emergency situations. If an emergency were to occur, students would perform without fear or panic. In the event of a severe storm approaching, children will be kept at school until the danger has passed.

In the event of school closing or dismissal due to weather conditions or other emergencies, all Peoria radio stations will be notified and requested to broadcast information as much in advance as is possible. Our parent notification system will be activated to notify parents/guardians.

School Counselor Services

Guidance services are available. These services include assistance with educational planning for college or technical programs, interpretation of test scores, help with college entrance admission tests, help with admissions and financial aids to college, help with career planning and occupational information, help with home, school, or social problems, or help with any questions or problems a student may have. All information or discussions will be kept

confidential if the student so desires and the student is not a serious danger to himself or others or the information is not of a felonious nature.

Many sources of career information, occupational literature, college information, and information about programs at Illinois Central College are available.

School Dress Code

Students are expected to present a clean and neat appearance by practicing generally accepted habits of good grooming and personal hygiene. Clothing should be selected and worn in a manner suitable for a public place. The school's role in determining the acceptability of student appearance is designed only to preserve the integrity of a learning atmosphere.

In matters of personal appearance and dress, students are expected to adhere to the below guidelines:

- Be attired in clothing appropriate and conducive to a learning environment. It shall be neat, clean and well fitting.
- Students must wear: a shirt (with fabric in front, back, sides, and under arms/no, muscle shirts cut down past the arm exposing ribs/back), and pants or the equivalent (jeans, skirt, sweatpants, leggings, dress or shorts) and shoes. Clothes must be worn in a manner so that privates and buttocks are fully covered, and breasts are modestly covered.
- All undergarments must be covered by outer attire (visible straps allowed)
- Shirts must meet the top of pants (leeway given for current style – but no more than 1 inch of skin should show even with movement)
- Sleeves / straps of shirts should be at least 1-inch wide
- Jean shorts and their like should cover at least 3 inches past buttocks cheek
- Skirts / dresses should cover at least 4 inches past buttocks cheek
- Athletic shorts with built in underpants are permitted to be shorter than the above guidelines, but should maintain the spirit of the guidelines.
- Dress and grooming shall not be contrary to curriculum goals and/or educational objectives. Clothing should not promote or picture alcoholic beverages, illegal drugs, images that represent companies who sell or promote them, or illegal or violent behavior. No lewd, vulgar, obscene or plainly offensive language or symbols, including gang symbols, language that creates a hostile or intimidating environment to any marginalized group, shall be displayed.
- Appropriate footwear must be worn at all times
- Caps, hats, or head coverings may be worn in the building during the school day, provided they do not compromise the ability to identify a student, compromise academic integrity, or cause a disruption in the learning environment. Hoods will need to be lowered while in the school building.
- Neither spiked apparel and accessories nor chains that can be used as a weapon shall be worn in the building.
- Tattoos that, by their content, violate any of the provisions of the student dress code must be covered at all times while students are on school property and/or in attendance at school-sponsored activities.

- No clothing that conceals identity will be allowed (except under school sponsored circumstances)

Procedure for Dress Code Violations

1. Students will be given a slip of paper with violation at the end of class by the teacher.
2. Students will be required to go to the office or to appropriate school personnel, for evaluation. At the point where it has been determined that they are in violation of the dress code the following will happen:
 - Student will be required to change clothing (gym clothes, extra clothes they have)
 - If said student does not have appropriate clothing to remedy the situation, students will be offered clothing from office
 - Student may call a parent to bring them a change of clothing
 - There should be no loss, or minimal loss of instruction time to complete this process.

Consequences:

- After 2nd occurrence, parents will be notified
- After 3rd occurrence, parents notified, detention given
- Subsequent offenses will result in conference with student and parents, and detention given.

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:

- 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.

- Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
- 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.
- 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.
- 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.
- During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
- School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
- 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.
- During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
- 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.
- Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
- Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

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.

Semester Exams

All teachers give a *cumulative* final assessment at the end of each semester. This could be a project or an exam. If it is an exam, the exam will fall on the designated date for the course. The assessment is not weighted - i.e. *not* 20% of the semester grade. The assessment should be an equivalent number of points to a regular unit test or project. Every student must complete the assessment. No exemptions except for seniors during the 2nd semester. (See details below.)

Finals Schedule

Finals are OPEN CAMPUS. Students must attend during scheduled FINALS. Students are highly encouraged to attend study sessions. Students may leave and parents may pick up students when they are done with their scheduled finals. Students may not leave until the FINAL class

period is over even if he/she has completed his/her assessment. Students need to be called in absent only if they are missing a scheduled final on the specified date. Guardians do not need to call students in absent if they are picking them up after a completed final. Students who stay at BHS when they are not taking a scheduled final will report to their scheduled classes. Periods in which students are required to attend are highlighted/greyed out below.

Fall Semester 2023

DATE	1 st Hour	2 nd Hour	3 rd Hour	4 th Hour
Friday, 12.8	Required Class	Required Class	A – Study Session	A - Study Session
Monday, 12.11	Required Class	Required Class	B – Study Session	B- Study Session
Tuesday, 12.12	A – Study Session	A – Study Session	A - FINAL	A - FINAL
Wednesday, 12.13	B – Study Session	B – Study Session	B - FINAL	B - FINAL
Thursday, 12.14	A - FINAL	A - FINAL	OPEN CLASS	OPEN CLASS
Friday, 12.15	B - FINAL	B - FINAL	OPEN CLASS	OPEN CLASS
Monday 12.18	A-Day FINAL MAKE-UPS			
Tuesday, 12.19	B-Day FINAL MAKE-UPS			

Spring Semester 2024

DATE	1 st Hour	2 nd Hour	3 rd Hour	4 th Hour
Friday, 5.10	Required Class	Required Class	B – Study Session	B - Study Session
Monday, 5.13	Required Class	Required Class	A – Study Session	A- Study Session
Tuesday, 5.14	B – Study Session	B – Study Session	B - FINAL	B - FINAL
Wednesday, 5.15	A – Study Session	A – Study Session	A - FINAL	A - FINAL
Thursday, 5.16	B- FINAL	B - FINAL	OPEN CLASS	OPEN CLASS
Friday, 5.17	A - FINAL	A - FINAL	OPEN CLASS	OPEN CLASS
Tuesday, 5.21	B-Day FINAL MAKE-UPS			
Wednesday, 5.22	A-Day FINAL MAKE-UPS			

Semester/Final Exams 12th Grade – Second Semester

If second semester seniors meet the following criteria, semester/final exams are eligible to be exempted. (class by class basis)

- Student has three (3) or fewer tardies per class for second semester
- Student has no out of school suspension during second semester
- Student is earning a passing grade one week prior to first exam day.

Severe Storm Warnings

In case of severe storm warnings, students will be instructed by their various teachers as to the location and procedures to follow based upon the severity of the weather

Sex Offender & Violent Offender Community Notification Laws

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

Illinois Sex Offender Registry, www.isp.state.il.us/sor/
Illinois Murderer and Violent Offender Against Youth Registry,
www.isp.state.il.us/cmvo/
Frequently Asked Questions Concerning Sex Offenders,
www.isp.state.il.us/sor/faq.cfm

School Cancellation

The following procedure will be followed whenever it is necessary to call off school due to bad weather or other emergencies.

1. The decision to dismiss, or to call off school will be made by the Superintendent after consulting with the district bus contractor.
2. If possible, school will be called off the evening before, however this not always feasible in the case of adverse weather.
3. The following radio and television stations will be notified:

RADIO AM
1470 WMBD

RADIO FM
91.5 WCIC

TELEVISION
WHOI Channel 19
WEEK Channel 25
WMBD Channel 31

4. If a delayed start or early dismissal is necessary during the day, a partial day of attendance will be counted as a full day of attendance when the district has provided at least one hour of instruction.

2 Hour Delayed Start

The Brimfield Board of Education has given the Superintendent of Schools the discretion to delay school by 2 hours in the event of adverse weather, as well as a condition which occurs beyond the control of the school which poses a hazardous threat to the health and safety of students.

Early Dismissal (1:50 p.m.)

The Brimfield Board of Education has given the Superintendent of Schools the discretion to dismiss school early, in the event of adverse weather, as well as a condition which occurs beyond the control of the school which poses a hazardous threat to the health and safety of students.

The Parent Notification System will be used to contact parents.

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. Letters verifying participation in this program are available from the school office upon request.

Student Activism

Students are encouraged to express opinions and ideas, take stands, and support policies publicly, privately, orally, or in writing. Students should be given this opportunity for expression through established school media. Such expression should not interfere with the educational program or present a safety or health hazard. The student shall not use obscenity, slanderous or libelous statements, disruptive tactics, or advocate violation of the law or school regulations.

Student Athlete Concussions and Head Injuries

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

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

Student Behavior

Prohibited Student Conduct

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

- Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
- 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.
- Using, possessing, distributing, purchasing, selling or offering for sale:
- 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*).

- Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
- 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.
- 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*.
- 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.
- "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- 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.
- Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
- Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
- Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- Using or possessing an electronic paging device.
- 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..

- Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
- 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.
- 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.
- 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.
- Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
- Engaging in teen dating violence.
- Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
- Entering school property or a school facility without proper authorization.
- 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.
- Being absent without a recognized excuse.
- Being involved with any public school fraternity, sorority, or secret society.
- Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.

- Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
- 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.
- 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.
- Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

When and Where Conduct Rules Apply

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

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

Disciplinary Measures

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

- Notifying parents/guardians.
- Disciplinary conference.
- Withholding of privileges.
- Temporary removal from the classroom.
- Return of property or restitution for lost, stolen or damaged property.
- In-school suspension.
- 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.)
- Community service.
- Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
- Suspension of bus riding privileges.
- Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
- 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.
- Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
- Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

Isolated Time Out, Time Out and Physical Restraint

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

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

Corporal Punishment

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

Weapons Prohibition

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

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

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

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

Gang & Gang Activity Prohibited

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

Re-Engagement of Returning Students

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

Student Biometric Information

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

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

Student Medication

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

Student Privacy Protections

Surveys by Third Parties

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

regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

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

Surveys Requesting Personal Information

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

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

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

Instructional Material

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

Selling or Marketing Students' Personal Information Is Prohibited

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

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

Student Records

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

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

The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

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

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

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

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

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and

should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

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

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

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

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

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

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

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

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

The right to prohibit the release of directory information.

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

- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

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

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

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

The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the

securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

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

The name and address of the Office that administers FERPA is:

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

Annual Notice to Parents about Educational Technology

Vendors Under the Student Online Personal Protection Act

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

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

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

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

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

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

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

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

Student Vehicles and Parking

Students who drive to school are to park in designated spaces in the student parking lot. Students are to drive in a safe and legal manner or they may be subject to forfeiture of their driving privileges. Students are not to be in vehicles or congregate around vehicles during the school day without permission from the office. Students who violate driving or parking rules will receive disciplinary action or will lose driving privileges. **Students are reminded that it is against the law to pass a school bus loading or unloading children. Always watch for the flashing red lights and extended stop arm. Talking on a cell phone in a school zone is against the law.**

Teacher Qualifications

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

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher's certification;

- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

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

Top Ten Selection

The top ten of the senior class will be determined by the ten (10) highest cumulative grade point averages in the class at the end of eight (8) semesters. Those seniors ranking in the top ten of their class shall be recognized at the graduation ceremony.

Transportation-School Activities

Brimfield School District will provide transportation services for those students involved in extracurricular activities. Transportation arrangements to and from each activity will be made by the coach/sponsor. Riding to and from each activity will be determined in each coach/sponsor's team rules. Riding the bus is a privilege not a right.

Truancy

The School District will determine if the student is a truant, chronic or habitual truant, or a truant minor. The Superintendent shall direct the appropriate School District staff to develop diagnostic procedures to be used for identifying the cause(s) of unexcused student absenteeism. The diagnostic procedures shall include, but not limited to, interviews with the student, his or her parent(s)/guardian(s), and any school official(s), or other people who may have information.

The following supportive services may be offered to truant or chronically truant students:

- parent-teacher conferences
- student and/or family counseling
- information about community agency services

Any 17-year-old resident may, upon providing documentation of dropout status for the previous 6 months, participate in the District's various programs and resources for truants.

If truancy continues after supportive services have been offered, the Building Principal shall refer the matter to the Superintendent. The superintendent may call upon the resources of outside agencies such as the juvenile officer of the local police department or the truant office of the Regional Office of Education of Peoria County. The School Board, Superintendent, School District administrators, and teachers shall assist and furnish such information as they have to aid truant officers.

No punitive action, including out-of-school suspension, expulsions, or court action shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.

Chronic or habitual truant - A "chronic or habitual truant" is a child who is subject to compulsory school attendance and who is absent with or without valid cause from such attendance for 10 percent (18 days) or more of the 180 regular attendance days including out of school suspensions. A doctor's note must be sent for each absence after a student has missed 18 days of school. Exceptions to this rule will be at the Administration's discretion.

Truant minor - A child whom supportive services, including prevention, diagnostic, intervention, remedial services, alternative programs, and other school and community resources have been provided and have failed to result in the cessation of chronic truancy or have been offered and refused.

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center. Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

Valedictorian and Salutatorian

The valedictorian and the salutatorian of the senior class will be chosen after eight (8) semesters have been completed. In order to qualify as valedictorian or salutatorian, a student must complete eight consecutive semesters of study. The student with the highest grade point average in the graduating class will be named valedictorian. The student with the second highest grade point average will be named salutatorian. In the case of more than one valedictorian, there will be no salutatorian.

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 detectable, 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.

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.

Work-Based Learning Criteria

The criteria for enrolling in Work-Based Learning is as follows:

1. 2.5 GPA overall and a 3.00 in corresponding classes that qualify the student for the particular WBL program.
2. 95% attendance rate during the semester that the application to the program is submitted. Also, maintain 95% attendance rate during WBL participation.
3. Not more than one discipline referral in the semester that the application to the program is submitted.
4. Enrolled in corresponding, sequenced class.
5. To re-enroll as a senior, a student must have passed every semester of WBL he or she was enrolled in as a junior. Not fulfilling the above criteria will result in a rejected application into the program or dismissal from the program if currently enrolled.

Brimfield Schools Extracurricular Code and Drug Testing Policy 212.1

Philosophy

Extracurricular participation at Brimfield Schools serves as an integral part of the student's educational experience. Experience through extracurricular activities contributes to the knowledge, skills and emotional patterns, which the student possesses. It is our belief that by participating in extracurricular activities, students are provided the potential for becoming better persons and citizens. Participation in extracurricular activities is a **privilege** which carries with it responsibilities to the school, team, student body, community, and to the students themselves. While an active participant in activities at Brimfield Schools, students are motivated to excel within the principles of good sportsmanship and fair play. All student athletes must conform to all IESA & IHSA eligibility standards. In addition, one parent or guardian must attend the pre-season orientation meeting for the sport or activity the student participates in. **The student may not participate in their sport or activity until the code is signed and returned to the school.**

Application

This Extracurricular Code shall apply to all school sponsored activities outside the regular school day, conducted and representing Brimfield Schools where participation is voluntary, no academic credits or grades are awarded and may or may not be competitive in nature. These activities are, but not limited to: all athletic teams, cheerleaders, Poms, Spirit Squad, plays and musicals, Chorus and Band Activities, Scholastic Bowl, National Honor Society, Class Officers, Spanish Club, Lettermen's Club, Student Council, Yearbook Staff, Prom Committee, HANDS, and all school sponsored clubs, organizations, and activities.

Random Drug Testing

While the School Board encourages students to participate in extracurricular activities, it believes such participation is a privilege offered to eligible students on an equal opportunity basis, and

not an absolute right. Students participating in extracurricular activities defined in this policy, who misuse legal or use illegal drugs or alcohol, pose a threat to their own health and safety, as well as to those who compete with them. Therefore, to be eligible to try out for, or to participate in these activities, each student and his or her parent(s)/guardian(s), must give consent to random drug and alcohol testing in order for the student to participate in any extracurricular activity. **Failure to sign a “Random Drug and Alcohol Testing Consent” form will render the student ineligible to participate in any extracurricular activity.**

The purpose of this policy is threefold:

- to provide for the health and safety of students engaged in extracurricular activities
- to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs and alcohol; and
- to encourage students who use drugs and alcohol to participate in treatment programs.

This policy is non-punitive. It is designed to create a safe, drug and alcohol free environment, and to provide professional help when needed. It is not intended to punish a student other than possibly barring such student from participation in extracurricular activities. Accordingly, the results of any drug or alcohol test administered under this policy shall be used only for determination of eligibility to participate in extracurricular activities and for no other purpose, other than when there has been a violation of the Illinois School Code. (Supersedes Athletic Code)

The Principal/Athletic Director shall submit a report to the Superintendent twice annually regarding the status of the testing program. These reports will be shared with the Board of Education.

Student testing may be administered randomly during or **after school, during practices, during off season workouts, or during extracurricular events.**

If a test is “positive,” the student will not participate in extracurricular activities until the appropriate Athletic/Activity suspension has been served by the student. The Principal or designee will request a follow-up test after such an interval of time that the substance previously found would normally be eliminated from the body. If this “follow-up test is negative, the student will be allowed to resume extracurricular activities, provided they have completed their appropriate activity suspension.

The Principal or designee shall develop procedures to implement this policy. No student shall be expelled or suspended from school as a result of any verified positive test conducted pursuant to random testing with this program other than when independent reasonable suspicion of drug and/or alcohol usage or abuse exists. This program does not affect the policies, practices, or rights of the District to search or test any student who at the time, exhibits cause for reasonable suspicion of drug and/or alcohol possession or use.

Testing Procedures

- The Principal or designee, utilizing a randomizing computer program, shall select extracurricular participants for drug, alcohol and/or tobacco testing. Testing may occur on any day, Monday through Saturday. ID numbers will be randomly selected from a pool of all extracurricular participants. Each student participant may be tested at any time during the calendar year. The District specifically reserves the right to test any extracurricular participant at any time where reasonable suspicion of drug, alcohol or tobacco use is found to exist.
- No student will be given advance notice or early warning of the testing.
- If the randomly selected student is present at school, and then leaves school, and the absence is unexcused, the student will be ineligible for participation in their extracurricular activities until the next testing date. They will automatically be tested on that date. If the absence is excused within 24 hours, the extracurricular participant will remain eligible for practice and competition but will be automatically tested on the next date.
- Drug, alcohol and/or tobacco, including e-cigarettes, testing will be performed in the presence of a Mobex, Inc. employee by alcohol testing, urinalysis and/or saliva swab testing. Upon being selected for a urinalysis test, the student shall provide a sample of “fresh” urine according to the quality control standards and policy of Mobex, Inc. Upon being selected for the saliva swab test, the student must swab the inside of his or her mouth in the presence of a Mobex, Inc. employee.
- The student will enter a private restroom, where he or she will produce an adequate specimen. If unable to produce a specimen, the student will be given up to 40 ounces of fluid. If unable to produce a specimen within 3 hours, the student will be taken to the office and told he/she is ineligible for participation in any extracurricular activity. In addition, the parent/guardian will be telephoned and informed the student is unable to produce a sample for testing procedure and he/she must be tested at the next testing date in order to regain eligibility.
- All specimens registering below 90.5 degrees or above 99.8 degrees Fahrenheit will be invalid. The heat strip on each specimen bottle indicates the validity of the urine specimen by temperature. If a specimen is invalid, the student must provide another specimen immediately.
- A student will be ineligible for all extracurricular activities for one calendar year if he or she tampers or cheats during the collection. If this is the student’s second or subsequent infraction, they will be ineligible for extracurricular activities for the remainder of their school eligibility. This will be reported to the parent(s)/guardian(s).
- The student will return to class or his/her activity when testing is concluded and is able to make up all work missed during that time.
- Each specimen will be taken by the Mobex, Inc. employee for referral to the laboratory.

Chain of Custody

- Mobex, Inc. will administer all tests.
- To maintain anonymity, the student will be assigned a number.

- Designated Brimfield Schools personnel will escort the student to the collection site. No student will be allowed to go to his or her locker. **Students may be called before, during or after school, during practices, during off season workouts, or immediately preceding or following an extracurricular event.**
- Before a student's urine or saliva is tested by the laboratory, he or she must sign any forms that may be required by the Mobex, Inc. Students must notify Mobex, Inc. that he/she is taking a prescription medication.
- A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed upon the bottle and the student signs that the specimen is sealed. The seal may be broken only by the lab testing the specimen
- If the seal is tampered with or broken, after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will remain eligible for extracurricular activities subsequent to a retest.
- The Mobex, Inc. employee will wait outside the restroom. The student will have adequate time to produce a urine specimen. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restrooms will be shut off, if possible.
- After it is sealed, the specimen will be sent to Redwood Labs by Mobex, Inc.
- Positive tests will be reviewed by a medical review officer (MRO) who will also contact the parents of any student who tests positive.
- In order to maintain confidentiality, the student's name will not be on the urine specimen or saliva swab container. Instead, the student's initials will appear on the container.

Test Results

- Test results will be conveyed by Mobex, Inc. to the Principal or designee from the laboratory.
- The student who tests "positive" will be considered in violation of the Extracurricular Code, and will be notified by the Principal or AD. The parent or guardian will then be notified of the student's positive test result. The appropriate Extracurricular Code punishment will be administered.
- The Principal or designee will assist a student who tests positive in beginning the intervention process.
- The Principal or designee will request the "follow-up" test after such an interval of time that the substance previously found would normally be eliminated from the body. If this "follow-up" test is negative, the student will be allowed to resume extracurricular activities, **after the student's appropriate penalty has been served.** The student's name would then be placed back into the random pool. If a "positive" result is obtained from the "follow-up" test, or any later test, it will be considered a subsequent violation.
- The School District reserves the right to continue testing at any time during the remaining calendar year for any student who had a verified a "positive" test.
- Information on a verified "positive" test result will be shared on a need-to-know basis with the student, and his/ her parent(s)/guardian(s), the Principal, Athletic Director,

Superintendent, and Counselor. The coach or activity sponsor will only know that an activity code violation occurred. The results of a “negative” test will be kept confidential.

- The testing data will be kept on a computerized spreadsheet, by student ID number, not name. This data will be shared with the Board of Education, twice annually as a status update. The results of all tests will be kept confidential by the Principal or designee.

Financial Responsibility

- Under this policy, the School District will pay for all random drug tests. Once a student has a verified “positive” test result, all follow up tests will be paid for by the student’s parent(s)/guardian(s).
- Professional counseling and subsequent treatment by non-school agencies is the financial responsibility of the student(s)/guardian(s).

Confidentiality

Under this drug & alcohol testing program, no staff, coach or sponsor shall divulge any information to anyone about a particular student or disposition of the student involved, other than in response to a lawful subpoena or other legal process where such disclosure is required.

Other Rules

Apart from this drug and alcohol testing program, the Illinois Elementary School Association or Illinois High School Association as well as each activity’s coaching staff or sponsor may have their own team rules and requirements. Coaches and sponsors have the necessary authority to enforce those rules. Any student participant who violates a team or activity rule or requirement is subject to the consequences as defined in those rules and requirements.

Infractions

During the student’s education at Brimfield schools, regardless if during the school year, or during the summer, regardless of whether in or out of active participation, the Principal is authorized to suspend a student from extracurricular activities if the student is ticketed for, found guilty, admits to, or there are reasonable grounds to believe the student has committed any of the following infractions:

- A. Possession or use of tobacco products, including e-cigarettes.
- B. Possession or use of an anabolic steroid, an alcoholic beverage, cannabis, a controlled substance, a look-alike substance, drugs, or drug paraphernalia.
- C. The use or possession of systemic stimulants (ephedra, Yellow Jackets, etc.)
- D. Misuse of prescription drugs.
- E. Attendance at an unsupervised or supervised gathering where the student participant knows or should know that underage individuals are consuming alcoholic beverages, cannabis, a controlled substance or where drug paraphernalia is present.
- F. Theft, possession of stolen property or destruction of private or public property.
- G. Criminal acts or serious acts which are determined by the Principal to be detrimental to the individual, the coach, the team or the school. The subsequent discipline for these acts may result in an accelerated level of discipline at the discretion of the Principal.

- H. Tampering or cheating during random drug testing.
- I. Hosting or arranging a gathering at which the extracurricular participant knows or should know that any of the aforementioned substances (items listed in B-D) are used or are present, or hosting or arranging a gathering in which criminal acts or serious acts which are detrimental to the individual, coach, team, or the school occur or result there from.

Definitions

Cannabis: As used in this policy, cannabis includes marijuana, hashish, and other substances, which are identified as including any part of the plant cannabis sativa.

Drugs: Including, but not limited to; amphetamines, anabolic steroids, barbiturates, benzodiazepines, cannabinoids, cocaine metabolite, creatinine, methamphetamines, methadone, methadone metabolite, marijuana metabolite, opiates, phencyclidine, propoxyphene, and alcohol, except where taken pursuant to a legal prescription issued to the student by a licensed physician.

Controlled Substance: As used in this policy, “controlled substance” means any substance designated in the Schedule of Controlled Substances, Illinois Revised Statutes, Chapter 56 1/2, Paragraph 1201 et seq., as the Schedule currently exists or as hereafter amended.

Look-alike Substances: As used in this policy, “look-alike substance” means a substance, other than a controlled substance, which (a) by overall dosage unit appearance, including shape, color, size, markings, or lack thereof, taste, constituency or any other identifying physical characteristics of the substance would lead a reasonable person to believe that the substance is a controlled substance or (b) is expressly or impliedly represented to be a controlled substance or distributed under circumstances which would lead a reasonable person to believe that the substance is a controlled substance.

Tobacco products: As used in this policy, tobacco products include cigarettes, cigars, pipe tobacco, and chewing tobacco.

Discipline

All reported infractions will be thoroughly investigated by the appropriate administration. Sources used to identify violations of the Brimfield Schools Extracurricular Code are:

- Information provided by Law Enforcement Officials
- Public Notices of Offense
- Court Dispositions
- Staff or Teacher Witness
- Admission by the student participant of an infraction to a staff member, coach or
- Brimfield Board Member.
- Report by parent or guardian of their student participant to a staff member, coach or Brimfield Board Member
- Results of a positive drug or alcohol test.

Before any discipline action is taken pursuant to this code, the student shall be informed of the charges by the Principal, and be given the opportunity to respond at that time. The parents of

the student will be notified in writing of the violations and the procedures required for reinstatement of eligibility for the student.

If a student participant is determined to have committed any of the above infractions, the student shall be subject to the discipline as set forth below:

Level	Infraction	Discipline
I	Infractions A-G listed previously	¼ season athletic suspension for all athletics participated for one calendar year - and/or - ¼ for all other non-graded extracurricular activities
II	Infraction H or I or second offense of infractions A-G	One calendar year from all athletics & activities
III	Second offense of infraction H or I or third offense of infractions A-G or any combination of levels which add up to 3.	Will result in removal of all athletics & activities for the remainder of their school eligibility

Upon an initial activity code violation, an intervention program specific to the violation will be imposed, including but not limited to, a substance abuse assessment and successful completion of the recommendations of this assessment. A qualified counselor will evaluate the student. **This evaluation will be at the expense of the parent(s)/guardian(s).**

- A separate Athletic Code Violation Contract will be written to include the specifics of this intervention program.
- A written agreement to participate in the imposed intervention program must be done within 10 days of notification of the violation.
- Refusal to participate or failure to complete the intervention program will result in a second violation, and will result in a permanent suspension from activities for the rest of high school.
- Athletic suspensions will be counted in games.
- Activity suspensions will be counted in 9 calendar week intervals.
- If less than ¼ of the regularly scheduled contests, or less than 9 weeks for an activity remains at the time of the suspension, the student participant will serve the first part of the suspension during the current activity (including post-season contests) and the remainder of the suspension during the next sport season or activity.
- A student participant in a Brimfield Schools sanctioned activity found in violation of the Extracurricular Code may be subject to forfeiture of any and all individual and team awards.
- At the sole discretion of the coach/sponsor, a student participant may practice or attend contests, but he/she cannot dress in uniform or participate in the contest.
- In addition to the above, the student participant is subject to disciplinary action as set forth in the rules established by the coach/sponsor of the activity they are participating in.
- All squad members who complete the season may participate in the awards night regardless of whether they are award winners or not.

- No athlete dropped from a squad for disciplinary reasons, scholastic ineligibility, or mutual agreement of player and coach, shall participate in the athletic awards night or receive an award

Voluntary Admission and Self-Referral

Voluntary Admission is defined as a student and/or parent/guardian of the student voluntarily admitting to school authorities that they have violated the Extracurricular Code. Voluntary Admission only applies to first offenses.

Voluntary admission by the student and/or parent/guardian to the coach/sponsor, administrator and/or Athletic Director of a first offense infraction will result in a reduction of the penalty by 50 percent. This reduction would not apply if the coach/sponsor, school administrator or Athletic Director has already been made aware of the offense and/or the individual(s) involved.

Self-Referral is defined as a student voluntarily requesting and undergoing the drug testing program conducted by Mobex, Inc. at Brimfield Schools. The request may be made by the student and/or parents/guardians.

Under the Brimfield Extracurricular Code, a student will receive no suspension for self-referring, if a positive result occurs, but it will count as a Level I first offense. A student may NOT use self-referral if an Extracurricular Code infraction is already known to the school or any law enforcement agency. This provision must be used prior to a first offense and may be used only one time by any student. A positive test result for a self-referred student does not dismiss the requirement for an intervention program and follow-up evaluation.

Once a student is selected randomly for testing, self-referral is no longer an option.

Appeal

A decision of the Principal may be appealed to the Brimfield School District Board of Education by notifying the Superintendent in writing, within seven (7) days of the decision of the Principal. The Board will act upon the appeal in a timely manner.

Student Transfers

A student transferring to Brimfield Schools will be provided a copy of this policy. A transfer student that is going to be involved in an extracurricular activity must sign a consent form within the first 10 days of participation in that specific activity.

Any transfer student that is planning on being involved in extracurricular activities at Brimfield is subject to clearance from the IESA/IHSA and the school from which they transferred. All Extracurricular Code and academic eligibility violations from the student's previous school will be honored by Brimfield Schools.

Other Participation Rules

Apart from the drug and alcohol testing program, the Illinois Elementary School Association or Illinois High School Association as well as each activity's coaching staff or sponsor may have

their own team or activity rules and requirements. Coaches and sponsors have the necessary authority to enforce those rules. Any student participant who violates a team or activity rule or requirement is subject to the consequences as defined in those rules and requirements. These rules will be discussed with the squad after the final rosters have been set. A copy of these rules must be given to the Athletic Director. All codes must contain information on how and when parental notification will take place.

Holiday/Vacation – Missed Events

Each coach or sponsor sets forth rules for their teams or activities. Coaches may implement a one-for-one policy. Coaches can suspend athlete's one game for each game missed during a school holiday/vacation. This can be a game for game suspension, not a game for each day suspension. (School sponsored trips/events do NOT fall under this policy).

Student Authorization for Access to the District's Electronic Networks

Dear Parents/Guardians:

Our School District has the ability to enhance your child's education through the use of electronic networks, including the Internet. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Students and their parents/guardians need only sign this *Authorization for Access to the District's Electronic Networks* once while the student is enrolled in the School District.

The District *filters* access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. If a filter has been disabled or malfunctions it is impossible to control all material and a user may discover inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child should follow, and the School District respects each family's right to decide whether or not to authorize Internet access.

With this educational opportunity also comes responsibility. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions. If you agree to allow your child to have a network account, sign the *Authorization* form below and return it to your school.

Authorization for Access to the District's Electronic Networks Form

Students must have a parent/guardian read and agree to the following before being granted unsupervised access:

All use of the electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. **The failure of any user to follow the terms of the *Acceptable Use of the District's Electronic Networks* will result in the loss of privileges, disciplinary action, and/or appropriate legal**

action. The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

I have read this *Authorization* form. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the *Acceptable Use of the District's Electronic Networks* with my child. I hereby request that my child be allowed access to the District's electronic networks, including the Internet.

Parent/Guardian Name (*please print*)

Parent/Guardian Signature

Date

Students must also read and agree to the following before being granted unsupervised access:

I understand and will abide by the above. I understand that the District and/or its agents may access and monitor my use of the District's electronic networks, including the Internet, my email and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or legal action may be taken. In consideration for using the District's electronic network connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the District's electronic networks, including the Internet.

Student Name (*please print*)

Student Signature

Date