

# BROWNSTOWN JUNIOR SENIOR HIGH SCHOOL



## Respect Learned... Earned... Returned

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

Respect for others is shown by:

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

Respect for rules is shown by:

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

Respect for property is shown by:

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

Respect for authority is shown by:

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

Respect for self is shown by:

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

## 2010 -2011

### YOUR STUDENT HANDBOOK

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

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

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

### MISSION STATEMENT

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

### THIS HANDBOOK BELONGS TO:

---

#### Junior/Senior High School Contact Information

Superintendent	Doug Slover	427-3355
District Secretary	Nancy Kistler	427-3355
Principal	Adam Bussard	427-3839
Jr/Sr High Secretary	Jacy Schaub	427-3839
Guidance	Gail Hardiek	427-3839
Nurse	Sara Konrad	427-3368

## TABLE OF CONTENTS

Academic Integrity 4	Failure to Serve 26	Search & Seizure 36
Activity Period 5	Field Trips 26	Semester Exam Policy 36
Add/Drop Policy 48	Financial Obligations 26	Senior Trip 37
Addressing Staff 5	Fire Drills 27	Sexual Harassment 38
Agendas 5	Fundraising Projects 27	Signing In and Out 38
Arrival of Students 5	Grade Point Average 45	Smoking Tobacco Use 38
Asbestos Notification 66	Grading Periods 45	Snowballs 38
Asbestos Management Plan 6	Graduation Requirements 42	Student Council 38
Assembly Programs 6	Grievance Procedures 27	Student Records 39
Extracurricular/Athletic Events 6	Grooming 27	Technology Appendix 73
Athletic Handbook 67	Hall Passes 29	Telephone 39
Attendance 6	Head Lice 29	Textbooks 39
Audio Video Surveillance 10	Homeless Education 29	Truancy 39
Behavioral Intervention Guide 76	Honor Roll 45	Valedictorian/Salutatorian 40
Bell Schedule 4	Illinois Public School Accred. 65	Valuables 40
Book Fee Waiver 11	Injuries at School 29	Vehicles 40
Bullying Policy 11	Junior High Requirements 49	Visitors 40
Bus Conduct 11	Knives/Weapons 29 & 40	Waterguns 40
Cafeteria 14	Leaving School Grounds 30	Weapons 41
Candy, Food, Soda 14	Library 30	Website 41
Care of School Property 14	Lighters and Matches 30	Withdrawal from Class 41
Career Education 15	Lockers 30	Withdrawal from School 41
Cell Phones 15	Lost and Found 31	Work Permits 41
Course Descriptions	Lunch Charges 31	Work Requests 41
Junior High 49	Make-Up Work 31	
High School 51	Medications at School 31	
OKAW 61	Morning School 31	
Class/Club Organizations 15	Music & Entertainment Devices 33	
Classroom Procedures 15	National Honor Society 33	
Closed Campus 16	New Address 33	
College Visits 16	Notice of Nondiscrimination 41	
College Preparation 46	Notifications to Parent 66	
Community Resources 73	Out-of-School Suspension 33	
Corporal Punishment 17	Parent Rights 34	
Course Credit 44	Participation in Extracurriculars 67	
Daily Bulletins/Announcements 17	PE Dress 34	
Dances 17	Pesticides on School Grounds 34	
Departure of Students 5	Physicals & Immunizations 34	
Detention 18	Positive Referrals 35	
Disaster Drills 23	Posters, Signs, Banners 35	
Displays of Affection 24	Prairie State Achievement Exam 35	
Discipline Plan 19	Profanity 35	
Drugs, Alcohol, Controlled Sub. 24	Alcohol/Tobacco/Drugs 35	
Early Graduation 25	Promotion Policy 48	
Eighth Grade Algebra 45	Saturday School 35	
Eighth Grade Trip 26	Schedules 36 & 48	
Electronic Devices 26	School Closings 36	
Extra-Curricular Travel 72		

## **BELL SCHEDULE**

7:15	-	8:00	Morning School / Detention Time
7:50	-	8:05	Student arrival at school
8:10	-	8:56	First Period
8:59	-	9:45	Second Period
9:48	-	10:34	Third Period
10:37	-	11:23	Fourth Period
11:23	-	11:53	High School Lunch 5A
11:26	-	12:23	High School Period 5A/5B
11:56	-	12:53	High School Period 5B/5C
11:26	-	11:53	Junior High Period 5A
11:53	-	12:23	Junior High Lunch
12:23	-	12:53	High School Lunch 5C
12:26	-	12:53	Junior High Period 5C
12:56	-	1:42	Sixth Period
1:45	-	2:31	Seventh Period
2:34	-	3:20	Eighth Period
3:25	-	4:10	Detention Time

## **ACADEMIC INTEGRITY**

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

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

### **ACTIVITY PERIOD**

All activities will be held during the school day in so far as possible. Class meetings and Student Council will be held each month if needed. Varsity Club, Librarians Club, and National Honor Society will be held bimonthly on an as needed basis. A schedule of activity periods will be announced at the beginning of the school year. Special class meetings are generally held before or after school or during the lunch hour. Permission from your sponsors and the principal will be necessary for a special meeting.

### **ADDRESSING STAFF MEMBERS**

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

### **AGENDAS/PLANNERS**

All students at Brownstown Junior Senior High School are required to have student agenda planners. The agendas will serve a three-fold purpose. First, they will assist students in staying organized and help students be mindful of assignments and due dates. Secondly, the planners will provide students with a ready reference to school rules and policies. Also, the planners will serve as a student's hallway passport between classes. Students who do not have an agenda may be assigned minutes with a teacher or the student is subject to appropriate discipline by administration. Students who submit another student's agenda as their own are subject to disciplinary action. It is the student's responsibility to see that classroom assignments and other pertinent information are recorded in their planner. A valid agenda will consist of the student handbook pages, spiral binding, and front and back covers. Student's who lose or abuse their planners will be required to purchase a replacement in the school office.

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

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

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

## **ASBESTOS MANAGEMENT PLAN**

Brownstown Community Unit School District has submitted its Management Plan prepared pursuant to the requirements of the Asbestos Hazard Emergency Response Act for the school facilities. Copies of the management plan are available for your inspection during normal business hours of the office (Monday through Friday: 8:00 AM to 4:00 PM) and during other times by special arrangement. We request that appointments be made with us to review such Plans. To make arrangements, please contact Mr. Doug Slover, Superintendent at (618) 427-3355.

## **ASSEMBLY PROGRAMS**

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

## **ATHLETIC & EXTRACURRICULAR EVENTS**

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

## **ATTENDANCE**

Good schoolwork depends to a large extent on punctual and regular attendance. Regular school attendance is the responsibility of both the student and parent. When a student is absent, please call the school office (427-3839) that morning or the school may call you to determine the reason for the absence. Absences will be classified as excused, prearranged excused, or unexcused. **If a student is absent from school for illness, but attends any school activity that evening, is seen by school personnel, or reports to work that day, the absence will be marked unexcused.**

A student will be allowed 12 days of absences during a school year, verified by a written note from a parent/legal guardian. **All absences after the 12 verified by the parent/guardian will be considered unexcused unless a doctor's excuse is presented to the office.**

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

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

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

### Absences

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

If the office accepts the written note, the student will be given an excused absence slip. If the office does not receive your note the absence will be classified as an "**Unexcused**" absence. The student may clear this "Unexcused" absence from the student's record by bringing an acceptable note on the student's second day back. The student will then be issued an excused absence slip, which will override the unexcused absence. **IT IS THE STUDENT'S RESPONSIBILITY TO PRESENT THE EXCUSED SLIP TO**

THE STUDENT'S TEACHERS IN ORDER TO CLEAR THE STUDENT'S CLASS RECORD OF THE UNEXCUSED ABSENCE. **Students who fail to bring a note by their second day back will be considered as unexcused.**

**Excused Absences**

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

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

Excused absences allow the student the privilege of making up work due to absenteeism.

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

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

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

The following are considered excused absences:

1. Illness of student (If a student is absent from school for illness but attends any school activity that evening, is seen by school personnel, or reports to work that day, the absence will be marked unexcused.)
2. Illness or death in the student's family.
3. Home emergency (The specific nature of the emergency **MUST** be stated on the note. Example: fire, flood, etc.)
4. Court appearances, which do not involve the student's, own misdemeanors.

**Pre-Arranged Excused Absences**

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

1. Student's name (first and last)
2. Dates of days student will be absent

3. Reason for the absence
4. Signature of a parent or guardian

**Pre-arranged absences include:**

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

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

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

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

**Unexcused Absences**

Unexcused absences will be regarded as truancy. Students will be expected to complete all missed work for credit. Students will not receive credit for assignments, which, by their nature, are impossible to make up. They will receive one day for each day missed in order to complete missed assignments. **Due to the loss of Carnegie Unit credit hours, the student's nine-week grade will be lowered by up to 2 points for each unexcused absence and by up to 1 point for each unexcused tardy. Point reduction will be at teacher discretion and may vary according to the type or nature of missed instruction.**

**Unexcused Absences (Cont.)**

1. Suspensions from school.
2. Grooming appointments.
3. Shopping.
4. Court appearances when necessitated by student's own misdemeanors.
5. Work, baby-sitting, helping at home.

6. Truancy from school class.
7. Oversleeping and/or missing the bus.
8. Any absence during the school day if the student fails to check out through the office.
9. Failure to follow guidelines for excused or pre-arranged excused absences.
10. Absences that exceed the allowed limit for parent verified absences.
  - \* Any parent verified absence beyond a total of 12 days for the year.
  - \* Any absences exceeding 12 per class for the school year.
  - \* Any absences exceeding 6 per class for single semester classes.
11. "Personal Business", "Family Business", or any vague note, which does not state the specific nature of the absence.

### Tardies

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

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

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

1<sup>st</sup> Unexcused Tardy-Verbal Warning

2<sup>nd</sup> Unexcused Tardy-After/before school detention

3<sup>rd</sup> Unexcused Tardy-Two (2) After/before school detentions

4<sup>th</sup> Unexcused Tardy- Referred to the office. Each tardy after the 4<sup>th</sup> will be referred to the office.

### **AUDIO VIDEO SURVEILLANCE**

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

## **BOOK FEE WAIVER**

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

## **BULLYING POLICY**

Bullying/harassment of students is strictly prohibited and will not be tolerated in the school setting. Bullying included a variety of activities, both verbal and nonverbal, which have the purpose of:

1. Substantially interfering with a student's educational environment;
2. Creating an intimidating, hostile, or offensive educational environment;
3. Causing humiliation, embarrassment, or discomfort to a student;
4. Causing physical or psychological harm to another student.

Students who become involved or encourage others in this type of activity are subject to disciplinary action ranging from student conferences and counseling to suspension and possible expulsion. Disciplinary action will be progressive in accordance with the severity and/or repetitiveness of the student's actions.

## **BUS CONDUCT**

While the law requires the school district to furnish transportation, it does not relieve parents of students from the responsibility of supervision until such times as the child boards the bus in the morning and after the child leaves the bus at the end of the day. Once a child boards the bus (and only at that time) does the child become the responsibility of the school district. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day. The right of students to ride the bus is conditioned on their good behavior and observance of rules and regulations.

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

Audio/Video cameras are used to monitor student behavior on the bus. Audio and video portions of the tapes will be viewed and used to address behavior problems that may occur on the bus.

School bus riders while in transit are under the jurisdiction of the school bus driver. The driver's relationship with pupils should be the same as that expected between students and teachers. Students must obey the driver cheerfully and promptly. Students who misbehave will be reported to the

building principal. The building principal will inform the parents of the misbehavior and request their cooperation in correcting the child's behavior.

Rules posted in buses are:

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

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

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

1. Be on time at the designated school bus stop; help keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
4. Observe safety precautions at pick-up and discharge point. Where it is necessary to cross the highway, wait for a signal from the bus driver permitting you to cross.
5. Walk on and off the bus.
6. Be seated--do not stand in the entrance--do not leave your seat while the bus is in motion. Keep your feet, books, packages, coats, and other objects out of the aisle, so that students will not trip over them--musical instruments and other large packages should be placed under the seat or at the front of the bus.
7. Be alert to a danger signal from the bus driver.

8. Remain in the bus in the event of an emergency until instructions are given by the driver.
9. Use the emergency door only in an emergency.
10. Window ventilation is to be regulated by the driver and not by the students.
11. Keep all parts of the body inside the bus windows at all times. Do not throw anything out of the bus window.
12. Remember that unnecessary confusion diverts the driver's attention and could result in a serious accident. There shall be no loud conversation, boisterous conduct, unnecessary noise or profanity. Do not shout to anyone outside the bus. Balloons and other objects, which can obstruct vision and/or distract the driver, are not allowed.
13. Be absolutely quiet when approaching, while stopped at and while crossing railroad crossings.
14. Treat bus equipment as you would valuable furniture in your own home. Never tamper with bus or any of its equipment.
15. Assist in keeping the bus safe, neat, and clean at all times.
16. Carry no animals on the bus without the advance permission of the bus driver.
17. Keep books, packages, coats, and all other objects out of the aisles.
18. Leave no book, lunches or other articles on the bus.
19. Be courteous to fellow riders and respect and obey the bus driver.
20. Help look after the safety and comfort of smaller children.
21. Do not ask the driver to stop at places other than the regular bus stop. Guest riders and route variances must be approved in advance by the office.
22. Follow established school rules, including those prohibiting tobacco, alcoholic beverages, or any type of illegal drugs.
23. Students shall not be permitted in buses with athletic footwear equipped with cleats or spikes.
24. Observe the same rules on other trips under school sponsorship as you observe between home and school. Respect and obey the instructions of the chaperone appointed by the school.
25. There will be no food or beverages allowed on the school bus. A sponsor or bus driver may waive this rule, if in agreement on special occasions.

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

## **CAFETERIA**

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

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

## **CANDY, FOOD AND SODA**

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

Students may only have sodas, juice, or other drinks and food at lunchtime. Any drinks or food items brought to the school must be in the student's lunch bag or backpack and may not be carried openly. Students who violate the policy will have their "drink" confiscated. Repeated violation of the school's policy on food and drinks will result in disciplinary action in accordance with the schoolwide discipline plan. During periods of hot weather students may be allowed to carry water bottles to class as announced by the school office.

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

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

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

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

## **CAREER EDUCATION**

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

## **CELL PHONES**

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

Cell phones are to be turned off and kept in the student's vehicle or locker. Any student who carries a cell phone or other electronic communication device during the school day will be disciplined and the cell phone or device will be confiscated and held in the office for the parent to pick up. Cell phones may only be used during the school day (7:30am – 3:20pm) with permission from the office. Cell phones may be used on the bus only with permission of the sponsor, coach, or bus driver. Student discipline will be progressive.

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

2<sup>nd</sup> Offense-Morning School

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

## **CLASS/CLUB ORGANIZATIONS**

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

## **CLASSROOM PROCEDURES**

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

1. Have your assignments completed and be ready to contribute in class.

2. Have all materials needed to start class.
3. All backpacks and bookbags must be stored under the student's desk.
4. Student attention is to be focused on the subject matter of the particular class the student is attending.
5. Be courteous in the classroom at all times.
6. Avoid comments that contribute nothing to class discussion.
7. Contribute to group activities and projects.
8. Leave the classroom on teacher dismissal and not the bell.

A student may leave class only when the teacher has given him/her permission to do so. When leaving, the student MUST have their agenda pass page signed by the teacher stating where the student is going, the date, and the time the student left and is to return. It is the student's responsibility to see that the agenda pass sheet is signed prior to leaving the room. Any student without a signed agenda pass sheet or who is not in the area or enroute to the designated area on the agenda will be subject to appropriate discipline.

### **CLOSED CAMPUS**

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

**1st Offense - Assignment to Isolated Learning Environment/Morning School**

**2nd Offense - Assignment to Isolated Learning Environment/Morning School**

**3rd Offense - Out of School Suspension**

### **COLLEGE VISITS**

The requirements for college visitation are as follows:

1. Students will be allowed to visit colleges and universities when they attain Junior (10+ credits) and Senior (15+ credits) status. Juniors are allowed 1 college visit; Seniors are allowed 2 visits.
2. Make an appointment with a representative of the college or university through the counselor's office at least one week in advance of the visit.
3. Present a permission slip from your parent/guardian to visit the intended college.

4. Students must provide verification of attendance from the institution they visit.
5. Students are to make advance arrangements with their teachers regarding assignments and make-up work.
6. College visits may not be scheduled the last two weeks of the school year.
7. Since your parents play a significant role in the college process, it is strongly suggested that, whenever possible parent(s) accompany the student.

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

### **CORPORAL PUNISHMENT**

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

### **DAILY BULLETINS AND ANNOUNCEMENTS**

The announcements for the day will be read by teachers in the first period class each morning and copies will be posted on bulletin boards in the halls. If you wish to have announcements made regarding school activities, you must have the announcement in written form and initialed by the teacher or adviser responsible. Special notices are posted on the bulletin board outside the main office. Students should pay close attention to announcements. It is expected that if students should miss hearing the morning announcements, they will be responsible for reading them on a bulletin board. Daily and special announcements are available to students, parents, and community members by email in Microsoft Word format. Interested parties can sign up in the school office to receive announcements.

### **DANCES**

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

dance. Only in cases of need by prior arrangement will an exception be made to this rule.

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

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

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

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

## **DETENTIONS**

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

### *Teacher Assigned Time*

Teacher assigned time is generally scheduled as minutes in the morning before school starts, during lunchtime, or after school. Teacher assigned time is generally for minor misconduct and is usually not reported to parents. Students who fail to serve teacher assigned time or who are guilty of misconduct during teacher assigned time are issued a schoolwide detention.

### *Schoolwide Detention*

Students may be issued a schoolwide detention by administration for any violation of school or classroom rules. Students may be required to serve detentions before or after school. While serving a detention, students will be expected to use the time for study. Any student who does not bring materials for study may be assigned work by the detention teacher. Schoolwide detention time shall be from 7:15 until 8:00 AM or 3:25 - 4:10 PM on assigned dates. Students shall be given at least 24 hours advance notice of a schoolwide detention assignment in writing. It shall be the student's and/or parent's responsibility for transportation home after detention. A detention assignment may be rescheduled. However, it is the responsibility of the student to have the parent contact the principal a day in advance and arrange an alternate date. Detentions may not be rescheduled due to work or personal business. In

general, detentions will be reassigned for any reason that would be considered an excused absence from school.

Students are required to

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

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

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

## **DISCIPLINE PLAN**

### **CLASSROOM MANAGEMENT PLAN**

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

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

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

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

### SCHOOLWIDE DISCIPLINE PLAN

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

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

1. Counseling with the student and/or group of students.
2. Conference with parents and teacher.
3. Assigning students alternative work.
4. Restriction from extra-curricular participation or attendance.
5. Detention time/isolated learning environment (ILE)/ morning school.
6. Saturday School
7. Out of school suspension.
8. Recommendation for expulsion--the term expulsion means disciplinary action taken by the Board of Education whereby a student is separated from school for the balance of the current school year up to two years.

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

### GENERAL RULES

1. Follow directions given by all staff members.
2. Be seated in the classroom before the bell rings with ALL necessary materials.
3. Respect others by keeping hands, feet, and objects to yourself and do not use vulgar or profane language and gestures.
4. Work independently unless otherwise instructed.
5. Respect school property by not defacing or abusing materials and by not littering the buildings or grounds.

### **CONSEQUENCES**

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

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

### **Progressive Discipline**

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

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

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

#### **Level 1 Acts of Misconduct**

1. Disrupting the educational environment/Classroom misconduct
2. Failure to sign in when arriving at school after 8:10 AM
3. Failure to follow staff directions
4. Hall pass violations
5. Leaving a classroom without permission
6. Horseplay
7. Name calling
8. Dishonesty
9. Littering
10. Tardiness
11. Violation of Academic Integrity
12. Other incidents where the classroom is disrupted
13. Any other infraction of school rules for which the principal determines to be a level 1 act of misconduct

#### **Disciplinary Options for Level 1**

1. Verbal reprimands
2. Withdrawal of privilege
3. Detention

4. Conference with parents/guardians (by phone or in person)
5. Conference with administration

#### **Level 2 Acts of Misconduct**

1. Continued or repeated level 1 acts of misconduct
2. Use of profanity, vulgarity, or obscenity
3. Disrespect shown to a staff member
4. Driving or occupying a vehicle during school hours without permission
5. Bus misconduct (may also result in loss or suspension of bus privileges)
6. Signing out of school without permission
7. Truancy (1<sup>st</sup> and 2<sup>nd</sup> offense)
8. Insubordination – (1<sup>st</sup> and 2<sup>nd</sup> offense)
9. Leaving school grounds without signing out
10. Misconduct in detention hall
11. Pornography (including Internet access of pornographic sites)
12. Physical altercations
13. Possession or use of tobacco
14. Any other infraction of school rules for which the principal determines to be a level 2 act of misconduct

#### **Disciplinary Options for Level 2**

1. Conference with student and/or parent/guardian
2. Withdrawal of privileges
3. Detention
4. ILE/Saturday School
5. Referral to outside agencies or school district support services
6. Financial restitution in cases where damage or loss is incurred
7. Adjudication with State's Attorney
8. Public service work at Brownstown CUSD #201
9. Out-of-school suspension

#### **Level 3 Acts of Misconduct**

1. Continued or repeated level 2 acts of misconduct
2. Bullying/Harrassment of other students
3. Gross classroom disturbance
4. Indecency or gross obscenity
5. Arson
6. Bomb threats False alarms
7. Use or possession of fireworks or other explosive devices
8. Possession, use, or under the influence of drugs or alcohol
9. Possession of bullets, shells or other explosive ammunition
10. Possession or use of weapons
11. Theft or destruction of property
12. Fighting or physical attack
13. Vandalism

14. Acts or threats that endanger the well being of student, teachers or employees
15. Excessive repeated infractions of school rules
16. ILE/Saturday School misconduct or unexcused absence
17. Gang Activity
  
18. Blatant disrespect (definition below)
19. Serious violation of electronic network
20. Assault
21. Any severe infraction for which the principal determines to be a level 3 act of misconduct

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

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

**Disciplinary Options for Level 3**

1. Temporary removal from class
2. Financial restitution
3. ILE/Saturday School
4. Out-of-school suspension
5. Appropriate alternative programs provided by other agencies
6. Board action which results in appropriate placement
7. Recommendation to the Board of Education for possible expulsion

**Disciplinary Procedures**

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

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

**DISASTER DRILLS**

One's life may depend upon the ability to follow the instructions and procedures in case of tornadoes or other disasters. Disaster drills will be held periodically to assure maximum protection during emergency situations.

Procedures for evacuating are posted in each room within the building. It is your responsibility to know the procedures to follow in case of emergency.

*Fire Alarm – Continuous buzzing*

*Storm Alarm – Whooping variable siren*

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

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

## **DISPLAYS OF AFFECTION**

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

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

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

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

### **A. Definition:**

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

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

1. Upon one's person - The student shall be asked to empty pockets, purse, or similar items in front of a school official and one witness. If the school official has reasonable cause, he may search the items in question even if the student does not cooperate. The parents will be notified of actions taken. The police will be notified for disposition of substances found. The school officials present shall act as the advocate for the student until such time as the parent is present or until the student is removed from the school's premises.

2. Within one's locker - School lockers are the property of the school and not the student. Lockers are subject to inspection without notification

or permission, if there is reasonable suspicion that a locker has substances that violate school rules. All searches shall be conducted in the presence of a witness. Upon finding any substance, the locker shall be locked, the student brought to the office, and parents and police notified.

3. Within one's automobile - Students utilizing school property for parking car are not exempt from scrutiny. Should school officials have reasonable cause to believe a banned substance is contained in a car, the student shall be handled similarly as in procedure 1.

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

1. A student found in use or possession of alcohol, illegal drugs, look alike drugs, drug paraphernalia or any controlled substances shall be suspended for a period of 10 days upon the first offense and is subject to expulsion from school. (Alternative choice – 5 day suspension from school and student signs a contract agreeing to 10 hours of counseling at student expense) The alternative choice is at the discretion of the administration and the counseling program must meet the approval of the administration. The suspension shall be from school and all related school activities. If suspension occurs, parents shall be contacted by registered mail, and the parent or guardian shall return with the student prior to readmission.
2. In all cases where illegal substances are found, the police will be notified.
3. Additional penalties for athletes will be in accordance with the athletic policy.

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

#### **Definition:**

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

#### **Penalties for Sale or Distribution**

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

### **EARLY GRADUATION**

Students who wish to graduate early must indicate their intentions to the counselor or principal before the beginning of their last semester. Students who register for OKAW vocational classes must complete the entire year of classes and may not opt for early graduation. Students who choose to graduate

early will be charged adult admission prices to school events, may not attend the senior trip, and may only participate in Prom and homecoming as an out of school guest.

### **EIGHTH GRADE TRIP**

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

### **ELECTRONIC DEVICES**

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

### **FAILURE TO SERVE**

The failure to serve an administrator assigned school-wide after/before detention will result in the progressive discipline outlined below.

1<sup>st</sup>-Offense-Reassign detention + 1 Detention

2<sup>nd</sup> Offense-Morning School

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

If the progressive discipline goes to morning schools, the morning school progressive plan kicks in. The next failure to serve continues on the Failure to Serve Policy.

### **FIELD TRIPS**

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

### **FINANCIAL OBLIGATIONS**

Students who owe money should pay their debt by the end of the quarter in which the debt was incurred. Students who owe for school supplies, library

fines, damaged or lost property at the end of the year will have their report cards and diplomas held until the debt is paid. Unpaid debts may be taken to small claims court for reimbursement.

### **FIRE DRILLS**

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

### **FUNDRAISING PROJECTS**

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

### **GRIEVANCE PROCEDURES**

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

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

### **GROOMING**

The dress and grooming of students at Brownstown shall be the responsibility of the parents and students. They have a right to determine a student's dress providing that such attire is appropriate for school, its curriculum and philosophy, does not present health or safety hazards, and does not interfere with the educational process. In order to assure that these conditions are met, the following guidelines will be adhered to for all grade 7-12 students for school and school activities.

1. Footwear will be worn for protection against injury and to prevent the spreading of diseases such as athlete's foot. House slippers are not approved footwear due to the danger of slipping or falling.
2. All shirts, blouses, and tops must have sleeves.
3. Short shorts; see-through blouses or shirts, halter-tops and tops that allow bare backs or stomachs are not to be worn. Spandex or bicycle shorts may be worn only under other articles of clothing. Undergarments are not to be visible and plunging necklines are unacceptable. Students should be clothed from shoulder to mid thigh.
4. No hats, bandanas, or hoods may be worn in school buildings during the regular school day by either sex (7:45AM - 3:20PM). Hats/bandanas/hoods may not be worn in Detention Hall or Morning School. Hats and bandanas are to be put in lockers and stay there until the end of the day. Failure to do so will result in the item being held in the principal's office.
5. Torn or defaced clothing that is considered inappropriate will not be allowed. Rips and tears above the knee are inappropriate and shall not be worn in school.
6. T-shirts or other articles of clothing bearing derogatory or obscene words or pictures, or which make inappropriate suggestions or references are not allowed.
7. Students shall not wear, carry or display any clothing, jewelry, emblems, symbols, markings or signs that are associated with the usage or advertisement of alcohol, tobacco products, or drugs.
8. Students shall not wear, carry or display any clothing, jewelry, emblems, symbols, markings or signs that are associated with a sentiment of prejudice, intolerance, or discrimination, toward other races and cultures.
9. Students may not wear, possess, use, distribute, display, or sell any clothing, jewelry, emblems, symbols, signs or any other thing which is evidence of membership or affiliation with any gang.
10. Chains are not allowed.

If clothing is found to be improper, the student will be required to change into an office issued shirt and a discipline referral will be sent home.

1<sup>st</sup> offense will result in verbal and written warning

2<sup>nd</sup> offense detention

3<sup>rd</sup> offense two detentions

4<sup>th</sup> offense parent contact/assignment to morning school (4 days)

Subsequent offense will result in suspension

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

## **HALL PASSES**

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass (student agenda) signed by an authorized staff member. Students who do not have agendas may be assigned minutes with the teacher or are subject to appropriate discipline. Passes must be endorsed by the dismissing teacher whose class the student has just departed with the time of departure on the hall pass. Students must go directly to the location indicated on the pass with no side trips or stops.

If you wish to see a teacher during their planning period, you must arrange for this in advance. The teacher must sign the student's agenda permitting the student to be excused from study hall. You must present your agenda to your study hall teacher at the beginning of the study hall period.

## **HEAD LICE**

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

## **HOMELESS EDUCATION**

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

## **INJURIES AT SCHOOL**

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

## **KNIVES**

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

## **LIBRARY**

The library is open from 8:00 AM to 3:35 PM on school days to meet the resource and leisure time needs of all students. Students are encouraged to use the library any time during the day, but must have a pass from a supervising teacher for that period. Books, magazines (except current issues), and vertical file materials are checked out for two weeks, with unlimited renewals. Fines on all overdue resources are 5 cents a day.

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

## **LEAVING SCHOOL GROUNDS**

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

## **LIGHTERS and MATCHES**

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

## **LOCKERS**

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

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

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

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

## **LOST AND FOUND**

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

## **LUNCH CHARGES**

Students not allowed to have a lunch balance that is more than \$10.00 in debt. Students who forget their lunch money will be allowed to use the school phone to contact parents or relatives. Students who are unable to make arrangements for a school lunch will be provided with an alternative lunch, generally a peanut butter sandwich. Students are not allowed to debit their lunch account for another student unless the students are siblings.

## **MAKE-UP WORK**

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

## **MEDICATIONS AT SCHOOL**

No school employee is permitted to administer medications of any kind. No medications are to be sent to school without prior approval by the principal. A doctor's note must accompany the medication indicating the need for it to be given at school along with the directions for giving the medication. Medications will be kept in the school office and the student will need to come to the office to get the medicine when approval has been granted. The student must know how much to take after the medication is handed to him.

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

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

Students who enter the Morning School room between 7:15 and 7:35 will spend additional time in morning school (2X minutes late) **Students who are more than 20 minutes late will serve the remaining time in Morning School plus an additional day of Morning School. Students who are more than 35 minutes late will serve the remaining time and two additional days of morning school. Students who are unexcused from Morning School will be assigned suspension time as an alternative disciplinary measure.**

**1<sup>st</sup> offense = Additional morning schools, ILE, or Saturday School**

**2<sup>nd</sup> offense = Saturday School, ILE, or 1 day out of school suspension**

**3<sup>rd</sup> offense = 2 days out of school suspension**

Students are required to

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

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

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

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

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

### **MUSIC and ENTERTAINMENT DEVICES**

No radios, MP3 players, iPOD, cameras, CD or tape players, or other music or entertainment devices are allowed at school or on the bus. Students who have a use for these in school related activities after school may leave them in the office in the morning and pick them up when dismissed. Any others will be kept until parents pick them up.

### **NATIONAL HONOR SOCIETY**

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

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

**2nd** Qualified students must fill out an informational form that covers items such as co curricular activities, leadership positions, community activities, and work experience. This provides information to give a better picture of what the student does both inside and outside of the school.

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

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

### **NEW ADDRESS**

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

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

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

property or attend any school function or activity during the period of their suspension

### **PARENT RIGHTS**

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

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

### **PE DRESS**

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

### **PESTICIDES ON SCHOOL GROUNDS**

Pesticides are applied to school grounds on a periodic basis, usually monthly. The district tries to schedule spraying on days or hours when students are not in attendance. Please contact the Unit office at 427-3355 for detailed information regarding chemicals and application schedules, or if you wish to have your name added to the registry for notification regarding pesticide notifications.

### **PHYSICALS AND IMMUNIZATIONS**

Physicals are required of all students entering preschool, kindergarten, grade 5, grade 9, students transferring in from out of state, and all students participating in sports. Required immunizations must be current. **Students must have required immunizations and physicals (other than for sports) on file before being allowed to attend school. That means students will be excluded from school in August until the physicals and immunizations are completed and on file in the school office.**

## **POSITIVE REFERRALS**

Positive referrals will be completed for commendable behavior. The reasoning behind this referral is due to the student going above and beyond what is expected of him/her.

## **POSTERS SIGNS AND BANNERS**

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

## **PRAIRIE STATE ACHIEVEMENT EXAM (PSAE)**

The PSAE is a statewide achievement exam given to high school juniors. All students must take the PSAE in order to graduate from high school. Students who meet or exceed state expectations in math and reading on the exam are excused from first semester exams their senior year.

## **PROFANITY**

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

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

2<sup>nd</sup> Offense-Morning School

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

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

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

## **SATURDAY SCHOOL**

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

1. The doors will open at 7:50 AM and the students must be in their proper location before 8:00 AM.

2. The student must bring books, school supplies, homework, and educational materials. Students will not be permitted to go to their lockers.
3. Failure to attend assigned Saturday school will result in the student being assigned two (2) consecutive days in ILE upon return to school and the assigned Saturday school must still be served. Failure to attend Saturday school a second time will result in out-of-school suspension and the assigned Saturday school still must be served. Absences from Saturday school will be emergency reasons only such as a death in the family or a serious illness in the immediate family with parent/guardian verification required upon returning to school.

### **SCHEDULES**

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

### **SCHOOL CLOSINGS**

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

### **SEARCH AND SEIZURE**

To maintain order 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. If the search produces evidence that the student has violated the law or the district's policies or rules the evidence may be seized and impounded and disciplinary action may be taken.

### **SEMESTER EXAM POLICY**

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

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

1. Attendance – For the current school year the student has no more than:

7 Absences from any class in which the student has maintained an “A” semester average thru May 15.

7 Absences from any Study Hall period

6 Absences from any class in which the student has maintained a “B” semester average thru May 15

5 Absences from any class in which the student has maintained a “C” semester average thru May 15

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

2. The student has maintained at least a C average in all classes during the 2<sup>nd</sup> Semester
3. The student has not received a failing quarterly grade in any class during the year.
4. The student has a signed permission slip from the parent and submits a teacher verification form to the office.
5. The student is in attendance the entire school day prior to exams.

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

### **SENIOR TRIP**

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

1. Students who opt for early graduation are not eligible to attend the senior trip.
2. No student will be allowed to attend more than one senior trip.
3. All senior trips will be limited to within a 400 mile radius of Brownstown, Illinois.

## **SEXUAL HARASSMENT**

Sexual harassment of students is prohibited. Sexual harassment is defined as follows:

*"Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students, imposed on the basis of sex, that has the purpose or effect of (a) substantially interfering with a student's educational environment; (b) creating an intimidating, hostile, or offensive educational environment; (c) depriving a student of educational aid, benefits, services, or treatment; or (d) making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student(s)".*

Students who believe they are victims of sexual harassment are encouraged to discuss the matter with the building principal. An allegation that one student was sexually harassed by another student shall be referred to the building principal.

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

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

## **SMOKING AND TOBACCO**

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

## **SNOWBALLS**

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

## **STUDENT COUNCIL**

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

## **TELEPHONE**

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

## **TEMPORARY AND PERMANENT RECORDS**

Each student file shall consist of the "Student Permanent Record" and the "Student Temporary Record". Student files will be reviewed to withdraw out-of-date and irrelevant information at the end of grades 4, 6, 10, and/or upon transfer or permanent withdrawal of a student from Brownstown Community Unit District #201 schools. Parents may request a copy of temporary records from the building principal prior to their destruction. Upon request parents have the right to inspect, copy, and question their child's school record. Some student information is considered directory information and may be released to third parties without prior written consent of the parents. This includes photographs in the yearbook, honor roll listings, and information about athletes. Parents may submit a written request that some or all of the directory information not be disclosed. Directory information includes: the student's name, address, telephone listings, photograph, date and place of birth, dates of attendance, grade level, enrollment status, participation in activities, weight and height of athletic team members, honors and awards received, and the most recent school attended.

## **TEXTBOOKS**

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

## **TRUANCY**

Truancy is usually defined as an unexcused absence from school. If a student is chronically or habitually truant, action will be taken against the parents of the student in accordance with Illinois State Statutes. No make-up work of any kind will be allowed in cases of truancy. The following disciplinary action will be taken for truancy.

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

### **VALEDICTORIAN and SALUTATORIAN**

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

### **VALUABLES**

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

### **VEHICLES**

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

### **VISITORS**

Anyone coming on school grounds to visit a student must first get permission from the office. Students should discourage friends from visiting them at school any time unless it is absolutely necessary. This applies to lunch hour as well as other times during the day. Recent graduates and former students are welcome as visitors on a limited basis.

### **WATERGUNS, CAP GUNS**

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

## **WEAPONS**

Illinois law requires that students who bring a weapon to school, the bus, or a school sponsored activity or event, be expelled for a period of not less than one year and up to two years although the superintendent and/or board may modify the expulsion on a case by case basis. The term “weapon” means 1) the possession, use, control, or transfer of any gun, rifle, shotgun, or weapon as defined by law, 2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, or billy clubs, or 3) “look alike” of any weapon.

## **WEBSITE**

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

## **WITHDRAWAL FROM CLASS**

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

## **WITHDRAWAL FROM SCHOOL**

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

## **WORK PERMITS & REQUESTS**

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

### **NOTICE OF NONDISCRIMINATION**

Brownstown Community Unit School District #201 insures that equal educational opportunities are offered to students, regardless of race, color, national origin, age, sex, religion, or handicap. Questions in reference to educational opportunities may be directed to the Title IX and Section 504 Coordinator, Brownstown High School, 421 S. College, Brownstown, Illinois 62418. (Phone: 618-427-3839)

# ACADEMIC REQUIREMENTS AND COURSE CREDIT INFORMATION

## GRADUATION REQUIREMENTS

A student must meet or surpass all graduation requirements as stated in the Brownstown High School Student Handbook. Students will be permitted to graduate only at the end of a semester. Once a student has started a semester of classes, the student must finish that semester. Once a student has graduated, the student may not return to participate as a student in any activities except Commencement. The graduate will be charged adult admission to all school activities. Early graduation will be approved only after the principal holds a conference with the student and parents and the parents sign a letter giving that permission. A student must carry a minimum of five academic classes plus PE each semester. All graduates are required to earn 22 credits, 20 of which are academic.

### Credit Requirements

English 4 credits (1 credit must be writing intensive)

Mathematics 3 credits

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

Science 3 credits

Social Studies 3 credits

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

Introd. to Business 1/2 credit

Health Education 1/2 credit

HS Keyboarding 1/2 credit

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

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

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

### **Required of all students**

Illinois law requires all students to take the Prairie State Achievement Exam as a condition to graduate from high school. Students must pass a test on the US and Illinois Constitutions and related items in order to graduate from high school and to enter high school from 8<sup>th</sup> grade.

### **Math Sequence**

Students are required to receive 3 credits in mathematics in order to meet the requirements for high school graduation. High school students must follow a

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

**Non-academic courses**

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

**COURSES OFFERED**

<b>Freshmen</b>	<b>Sophomores</b>	<b>Juniors</b>	<b>Seniors</b>
English I	English II	English III	English IV
Pre-Algebra	Pre-Algebra	Trig/Analytic Geom.	Trig/Analytic Geom.
Consumer Math	Consumer Math	Physics	Physics
Algebra I	Algebra I	Spanish I & II	Ag IV
Algebra II	Algebra II	US History	Spanish I & II
Physical Science	Geometry	Geometry	Info & Word Proc
Ag I	Biology	Chemistry	Calculus
Intro. Business	Intro. Business	Ag III	World Problems
Keyboarding	Keyboarding	Info & Word Proc	Civics
Spanish I	Spanish I & II	World Problems	Graphic Arts
Driver Ed	Driver Ed	Civics	Speech
Health	Health	Graphic Arts	Accounting I & II
Physical Geography	Info & Word Proc.	Speech	Work Based Learning
Intro. Soc. Science	Intro. Soc. Science	Intro. Soc. Science	Intro Soc. Science
World History	World History	World History	World History
Art I	Art I & II	Art I, II, & III	Art I, II, III, IV
Physical Ed.	Physical Ed.	Accounting I	Physical Ed.
Band	Band	Physical Ed.	Band
Chorus	Chorus	Band	Chorus
	Physical Geog.	English Comm.	English Comm.
		Horticulture	Horticulture

**OKAW AREA VOCATIONAL SCHOOL**

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

Auto Body Repair	2 years	4 credits
Automotive Mechanics	2 years	4 credits

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

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

**OKAW ENROLLMENT**

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

**COURSE CREDIT**

Course Credit shall be given as follows:

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

**EIGHTH GRADE ALGEBRA**

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

1. Carry at least a B average in seventh grade math.

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

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

**GRADING PERIODS**

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

**GRADE POINT AVERAGE**

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

**HONOR ROLL and GRADE POINT AVERAGE**

The honor roll will be announced at the end of each grading period. Students must have a 3.75 average to earn high honors and a 3.25 average to earn honors. Honor roll will be determined by averaging all classes. All course work must be completed by the end of the grading period to have your name published on the honor roll. Grade point average and rank in class will be determined by averaging all classes. The average will be carried out two decimal places. If a student receives a D or F in any area, he/she will not be placed on the honor roll.

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

Percent	Grade	Grade Points	Percent	Grade	Grade Points
100 - 95	A	4.0	82 - 79	C	2.0
94 - 93	A-	3.6	78 - 77	C-	1.6
92 - 91	B+	3.4	76 - 75	D+	1.4
90 - 87	B	3.0	74 - 72	D	1.0
86 - 85	B-	2.6	71 - 70	D-	0.6
84 - 83	C+	2.4	69 - 0	F	0.0

**PREPARATION FOR COLLEGE**

Many times there is a vast difference between being eligible for graduation and being prepared for college entrance. The criteria for high school graduation

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

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

1. During your junior year, take the ACT test (American College Testing program). This is a four-part development in English, Mathematics, Social Studies, and Natural Science, and is an admission requirement of most post-secondary schools. The test may also be used to gain achievement in time to improve before graduation. Registration forms are available in the guidance office.
2. Visit schools in which you have an interest. Arrangements can be made through the Guidance Office. If this is not possible, much information can be secured from representatives that may visit the school each year.
3. Apply for financial aid in January of your senior year. Forms should be in the Guidance Office by January and help will be offered in filling them out.

#### **COLLEGE BOUND RECOMMENDATIONS**

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

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

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

**PROMOTION POLICY**

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

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

Freshmen	0 - 4 credits
Sophomores	5 - 9 credits
Juniors	10 - 14 credits
Seniors	15 credits – graduation

At Brownstown Junior High School, The decision to promote a student shall be based on 1) successful completion of the curriculum (passing at least 5 academic classes), 2) attendance, 3) performance based on standardized tests - ISAT, ITBS, and other local testing, 4) the successful completion of an IEP (special education students). *A student shall not be promoted based upon age or any other social reason not related to academic performance.*

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

- a) increased or concentrated instructional time which may include before school, after-school, or summer programs.
- b) modification of the instructional program or materials.
- c) retention at grade level

The remediation plan will be based upon the grade of the student, the number of fundamental learning areas requiring remediation, and the degree of deficiency.

**SCHEDULES**

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

**ADD DROP POLICY**

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

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

**COURSES OF STUDY**

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

American patriotism and the principles of representative government (not less than one hour per week or the equivalent) shall be devoted to the study of this in the 7th or 8th grades. No student shall be promoted to the 9th grade without passing a satisfactory examination upon such subjects.

**JUNIOR HIGH COURSE DESCRIPTIONS**

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

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

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

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

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

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

**Health (7th grade)**

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

**Language Arts (7th grade)**

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

**Language Arts (8th grade)**

The students have one quarter of grammar and three of literature. Spelling is also taught throughout the year. Topics of grammar include parts of speech, phrases, sentences, composition, usage, speaking and listening and sources of information (library skills). In literature, students read and analyze various literature types such as the short story, the novel, biography, plays, and factual articles. Students are also required to participate in the accelerated reader program as a component of their grade.

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

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

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

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

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

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

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

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

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

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

### **Keyboarding**

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

## **BROWNSTOWN HIGH SCHOOL CLASS DESCRIPTIONS**

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

Accounting is a skill level course that is of value to all students pursuing a strong background in business, marketing, and management. This course includes planned learning experiences that develop recording, verifying and maintaining numerical data involved in financial and product control records including the paying and receiving of money. Instruction includes information on keeping financial records, summarizing them for convenient interpretation, and analyzing them to provide assistance to management for decision-making. In addition to stressing basic fundamentals of terminology of accounting, instruction will provide initially understanding the preparation of financial reports, operation of related business machines and equipment, and career opportunities in the accounting field. Processing employee benefits will also be included. Practice sets may be used to emphasize actual business records management.

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

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

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

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

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

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

### **Algebra I**

During Algebra I, students learn to evaluate and simplify expressions containing numbers and/or variables involving signed numbers, exponents, and roots. Other topics include the algebra of polynomials and rational expressions, equations and inequalities with absolute value, solving of equations and systems of equations, graphing of a variety of equations, and solving quadratic equations using a variety of methods. Students will also learn to use scientific notation, functions, direct and inverse variations, and unit conversions with both the English system and the metric system. Also, perimeter, area and volume of geometric shapes and solids, probability and properties of real numbers will be introduced. Practical applications, using written problems are used with the topics mentioned above. *Prerequisite: C average in 8<sup>th</sup> grade math and recommendation of instructor or Prealgebra or approval by building administrator.*

### **Algebra II**

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

### **Art I**

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

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

Art II, III, or IV is an advanced art class that expands on concepts taught in Art I. This class is designed for the serious art student. Projects will include drawing, painting sculpture, printmaking, and cartooning. Students are

encouraged to develop their individualized talents in this class. Art careers will be studied. The computer will be used for some art projects. A typed artist report will be required at the end of each quarter.

### **Band**

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

### **Biology**

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

### **Calculus**

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

### **Chemistry**

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

### **Chorus**

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

### **Civics**

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

### **Consumer Math**

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

### **Driver Education**

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

### **English I**

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

### **English II**

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

### **English III**

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

### **English IV**

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

### **English Communications**

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

### **Geometry**

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

### **Graphic Arts**

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

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

### **Horticulture I**

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

## **Horticulture II**

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

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

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

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

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

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

## **Introduction to Social Science**

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

## **Keyboarding (BE 02)**

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

## **Physical Education**

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

## **Physical Geography**

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

**Physical Science**

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

**Physics**

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

**PreAlgebra**

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

**School Publications**

A year-long course that focuses on webpage design and the publication of a school newspaper.

**Spanish I**

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

**Spanish II**

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

### **Speech**

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

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

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

Prerequisites for Trig are Algebra I, Algebra II and Geometry. During this course students will review several topics from Algebra I, Algebra II and Geometry. They will also cover topics that include permutations and combinations, trigonometric identities, inverse trigonometric functions, conic sections, graphs of sinusoids, rectangular and polar form of coordinates and complex numbers, matrices and determinants, the binomial theorem, exponential growth and decay, and the rational roots theorem. Students also find perimeter, area and volume of geometric shapes, and will prove theorems of geometry using two-column proofs. Practical applications, using written problems are used with many of the topics mentioned above.

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

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

### **World History**

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

### **World Problems**

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

### ***Writing Intensive***

### **Work Based Learning Program**

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

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

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

1. Attendance at the site on a regular basis.

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

2. Homework as it pertains to the workplace experience,

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

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

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

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

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

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

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

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

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

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

### **Writing and Research**

This high school class provides a foundation for research. Tools such as OCLC and Shawnee library system are used to supplement the school library.

Students research a wide variety of topics and use different types of media to present their findings. Completion of this class will provide opportunity for identified students to access independent study options in areas of their choice.

## **OKAW AREA VOCATIONAL CENTER**

### **AUTO BODY REPAIR:**

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

**Automotive Body I (IE17)**

**Two Year Program**

**Instructor: Mr. Carl Griffin**

**Automotive Body II (IE18)**

**Session 9:05 – 11:20**

**4 credits**

### **AUTOMOTIVE MECHANICS:**

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

**Transportation I (IE09)**

**Two year program**

**Instructors: Mr. Nickel & Mr. Walton**

**Transportation II (IE10)**

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

**4 credits**

### **BUILDING TRADES:**

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

**Construction I (IE05)**

**Two year program**

**Instructor: Mr. Scott Wright**

**Construction II (IE06)**

**Session 9:05 – 11:20**

**4 Credits**

### **CHILD CARE:**

This course is designed to provide students interested in a career in child and day care operations with information and practical experiences needed for the



**ELECTRONICS:**

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

**Electronics I (IE13)****Two year program****Instructor: Mr. Gary Schulze****Electronics II (IE14)****Session- 9:05-11:20 A.M.****4 credits****FOOD SERVICE:**

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

**Food Service Occ. I (HE12)****Two-Year Program****Instructor: Mrs. Kim Perkins****Food Service Occ. II (HE13)****Session – 9:05 – 11:20 A.M.****4 credits****HEALTH OCCUPATIONS:**

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

**Nurse Assistant (H02)****One year program****Instructor: Mrs. Lori Johnson****Session- 9:05-11:20 A.M.****4 credits**

### **JUSTICE CORRECTIONS:**

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

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

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

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

### **MACHINE SHOP:**

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

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

**MODEL OFFICE:**

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

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

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

One year of typing is recommended for this course.

**Model Office I (BE17)**

**Two year program**

**Instructor: Mrs. Kelli White**

**Model Office II (BE 18)**

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

**4 credits**

**POWER MECHANICS**

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

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

**Two year program**

**Instructor: Mr. Todd Ehlers**

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

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

**4 credits**

**WELDING:**

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

**Manufacturing I (IE07)**

**Two year program**

**Instructor: Mr. David Koleson**

**Manufacturing II (IE08)**

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

**4 credits**

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

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

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

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

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

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

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

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

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

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

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

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

## **NOTIFICATION TO PARENTS**

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

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

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

1. The student must attain the academic standards set forth in the Student Handbook.
2. Written permission must be given by the parent(s) and/or guardian(s) for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. A physical examination of the student must be conducted by a physician and an accompanying written statement assuring that the student's health

status allows for active athletic participation must be submitted to the District and on file in the principal's office.

4. The student must show proof of accident insurance coverage either by a policy purchased through the District's school insurance plan or a parent(s) or guardian(s) written statement that the student is covered under a family insurance plan.

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

## **BROWNSTOWN JUNIOR HIGH ATHLETIC RULES**

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

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

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

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

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

3. The athlete should show a positive attitude in citizenship and make an effort to meet all class requirements.
4. The athlete's work will be checked weekly (to govern eligibility for the following week). Students must be passing in ALL subjects for the quarter in order to participate.
5. The athlete must have a current physical exam on file in accordance with the guidelines of the Illinois Elementary School Association.

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

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

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

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

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

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

1. No student athlete shall possess, use, sell, or distribute alcohol, drugs, tobacco, or controlled substances at any time during the sports season. (School personnel or law enforcement officials must observe the violation.)
  - a. First offense - suspension from two contests in which the student is scheduled to participate.
  - b. Second offense - suspension from four contests in which the student is scheduled to participate.
  - c. Third offense – The student will not be permitted to participate on any athletic or interscholastic team for the remainder of the school year.

This penalty will carryover from one sports season to the next during the current school year.

2. Any display of unsportsmanlike conduct toward the crowd, an opponent or official or the use of profanity during a practice or contest will result in counseling by the head coach and possible disciplinary action and/or suspension.
3. The rules and regulations in this code shall apply to any violations on and off school premises.

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

### **Practice Requirement**

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

#### **EXCUSED**

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

#### **UNEXCUSED**

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

### **Game Conduct**

We are not only a team, but we are representing Brownstown Junior High School and Brownstown Elementary School as well as the community of Brownstown. Conduct yourselves as young ladies and gentlemen at all times.

Everyone is expected to dress appropriately on trips and at home games. All team members will sit together as a team before and after the contest. An athlete not participating should watch the game carefully so when they get a chance to get into the game they will know what to do.

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

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

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

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

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

### **BROWNSTOWN HIGH SCHOOL ATHLETIC RULES**

All I.H.S.A. rules and regulations will be enforced for high school athletes in addition to the following rules:

1. No student athlete shall possess, use, sell, or distribute alcohol, drugs, tobacco, or controlled substances at any time during the sports season. School personnel or law enforcement officials must observe the violation.
  - a. First offense - suspension from two contests in which the student is scheduled to participate.
  - b. Second offense - suspension from four contests in which the student is scheduled to participate.
  - c. Third offense – The student will not be permitted to participate on any athletic or interscholastic team for the remainder of the school year.

This penalty will carry over from one sports season to the next during the current school year.

2. The athlete, in order to participate in an athletic activity, must meet the following attendance policy:
  - a. An athlete must complete the entire school day, 8:10 AM until 3:20.

- b. Any special problems, such as doctor or dental appointments or funerals must, if at all possible, be approved the day before by the coach, sponsor, or principal.
  - c. If an emergency situation occurs, contact the coach, sponsor, or principal as soon as possible.
3. Students who miss classes because of early departures or daytime events are expected to check with their teachers prior to leaving school. They are to have all work completed, including missed assignments, upon their return to school unless arrangements have been made with their instructor.
  4. Practices must be attended unless excused by the coach, athletic director, or principal.
    - First offense: Penalty will be determined by the coach
    - Second offense: Suspension from two contests.
    - Third offense: Dismissal from the team.
  5. Athletes must travel to and from the contest and practices via the transportation provided by the school. Any variation of this must be approved by the local school administrator.
  6. Conduct in school and at all athletic events must be above reproach. Athletes who are dismissed from class will not play or practice on that day. This may result in an unexcused practice.
  7. Students who participate in athletics, including cheerleading, must have insurance coverage. This may be school insurance or a signed waiver showing proof of other coverage.
  8. The rules and regulations in the code shall apply to any violation, on and off school premises, during the season of participation.
  9. Additional rules or regulations from the head coach must be approved by the principal and athletic director. Any additional rules and regulations must be in writing and on file in the school office.
  10. High school athletes may not be failing more than one class and must meet IHSA academic standards (passing four academic classes) for the previous and current semester in order to be eligible to participate in athletic events. This will be checked on a weekly basis during the season.
  11. All I.H.S.A. rules governing eligibility will be enforced.

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

## Community Resources

<b>BROWNSTOWN FIRE DEPARTMENT</b>	<b>427-3322</b>
<b>FAYETTE COUNTY PARAMEDIC AMBULANCE</b>	<b>283-1234</b> <b>or 829-3102</b>
<b>FAYETTE COUNTY HOSPITAL</b>	<b>283-1231</b>
<b>FAYETTE COUNTY HEALTH DEPARTMENT</b>	<b>283-1044</b>
<b>FAYETTE COUNTY SHERIFF'S DAPARTMENT</b>	<b>283-2141</b>
<b>POISON CONTROL HOTLINE</b>	<b>1-800-222-1222</b>
<b>LIFE CRISIS / SUICIDE HELP LINE (24HR)</b>	<b>1-314-647-4357</b>
<b>TEEN CRISIS / SUICIDE HELP LINE</b>	<b>1-314-644-5886</b>
<b>COMMUNITY RESOURCE CENTER (CRC)</b>	<b>1-618-533-1391</b>
<b>DCFS (Department of Child and Family Services)</b>	<b>1-217-347-5561</b>
<b>DCFS HOTLINE</b>	<b>1-800-252-2873</b>
<b>AIDS (Testing and Information)</b>	<b>1-618-283-1044</b>
<b>AIDS HOTLINE</b>	<b>1-800-342-2437</b>
<b>SDS HOTLINE (Sexually Transmitted Disease)</b>	<b>1-800-252-8989</b>
<b>SAFE (Sexual Assault and Family Emergency)</b>	<b>1-618-283-1414</b>
<b>SAFE HOTLINE</b>	<b>1-800-625-1414</b>

## **Technology Appendix**

### **Technology Mission Statement**

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

### **Internet Usage**

Students at Brownstown Community Unit 201 have access to the Internet. The Internet is a global electronic information infrastructure used by students to locate material to meet their educational information needs, to ask questions of and consult with experts, to communicate with other students and individuals, and to participate in distance learning activities. Making Internet access available to students carries with it the potential that some students may encounter information that some have identified as controversial and of potential harm to students. Because information on the Internet appears, disappears, and changes, it is not possible to predict or control what students may locate. While it is possible to select some resources that will be more easily available to students, school officials cannot promise to control the Internet environment for students.

Students will be made aware of their responsibility to use Internet resources in an ethical and educational manner. Users will be provided with the understanding and skills needed to use the Internet in ways appropriate to their educational needs. Concerns about Internet information will be handled the same way that concerns about other educational resources are now handled, and policies now dealing with other educational resources also pertain to Internet resources.

Students are advised that some systems may contain inappropriate materials. School administrators and staff do not condone the use of such materials and do not permit usage of such materials in the school environment. Students who knowingly bring such materials into the school environment, regardless of format, will be dealt with according to established school discipline policies. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges (1st offense 18 weeks - 2nd offense permanent loss of privileges). Students will be taught appropriate use of the Internet.

### **E-Mail**

Students will not be allowed personal E-mail privileges at Brownstown Junior Senior High School. Only E-Mail essential to class assignments approved by the school will be permitted.

### **Chat Rooms**

Access of chat room is prohibited

### **Inappropriate sites**

Steps have been implemented to protect students from inappropriate Internet sites that promote pornography, hate, and violence. If a student accidentally

accesses such a site they are to report immediately to their supervisor or risk disciplinary action.

**Penalties for inappropriate use**

***Chat Room***      1<sup>st</sup> offense    Detention and 6 week suspension of access  
                         2<sup>nd</sup> offense    Detention and 12 week suspension of access  
                         3<sup>rd</sup> offense    Morning School and 1 year suspension of access

***Unauthorized E-mail***      1<sup>st</sup> offense    Detention and 6 week suspension of access  
   2<sup>nd</sup> offense    Detention and 12 week suspension of access  
   3<sup>rd</sup> offense    Morning School and 1 year suspension of access

***Login Violations***      1<sup>st</sup> offense    Detention and 6 week suspension of access  
   2<sup>nd</sup> offense    Detention and 12 week suspension of access  
   3<sup>rd</sup> offense    Morning School and 1 year suspension of access

***Pornography***      1<sup>st</sup> offense    Detention and 6 week suspension of access  
   2<sup>nd</sup> offense    Detention and 12 week suspension of access  
   3<sup>rd</sup> offense    Morning School and 1 year suspension of access

***Unauthorized Blogs/My Space/Facebook/etc.***

   1<sup>st</sup> offense    Detention and 6 week suspension of access  
   2<sup>nd</sup> offense    Detention and 12 week suspension of access  
   3<sup>rd</sup> offense    Morning School and 1 year suspension of access

***Other***                      To be determined by principal

**BEHAVIOR INTERVENTION GUIDELINES FOR STUDENTS WITH  
DISABILITIES**

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

Misconduct By Students With Disabilities

Behavioral Interventions

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

Suspension and Expulsion

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

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

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

II. *Suspension beyond 10 Days, or Expulsion*

A. The District shall promptly notify the student's parent(s)/guardian(s) of the disobedience or misconduct and whether the student will be suspended. All procedural protections pertaining to notice provided under the regular education discipline policy shall apply to this notice. This information shall be confirmed in writing and the parent(s) or guardian(s) shall be advised as follows:

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

**B. MDC Determination**

The MDC team may determine that the cause of the student's disobedience or misconduct is not related to the student's disabling condition. In that case, the student may be disciplined under the District's discipline policy for regular education students by measures up to and including expulsion. If the Board imposes expulsion or other disciplinary measures altering the student's special education program, an IEP meeting shall be convened to determine appropriate alternative means of service delivery.

- C. The Board may not expel a disabled student if the MDC team determines that the student's gross disobedience or misconduct is casually related to the student's disabling condition. The MDC team is responsible to address placement changes, which may be appropriate in light of misconduct found to be disability-related.
- D. Parent(s)/guardian(s) may object to a proposed change in their child's educational placement. If so, the Superintendent believes that the student's behavior in the current placement poses a continuing physical danger to the student or to others, the Superintendent is authorized to seek a court order to change the placement or to suspend the student for more than 10 days.