

BRUSSELS



RAIDERS

Together We Rise

**Junior High / High School
Student Handbook 2025-2026**

Approved by BCUSD Board of Education: June 17, 2025

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2025 - 2026 SCHOOL CALENDAR

****EVERY WEDNESDAY IS A 2:00 P.M. DISMISSAL****

August 14	Teacher Institute Days
August 15	1 st Student Day - 2:00 pm dismissal
August 18-22	2:00 pm dismissal
September 1	No School – Labor Day
September 19	1 st Quarter Midterm Grades Due
October 13	No School – Columbus Day
October 17	End of 1 st Quarter
October 21 & 23	2 pm dismissal - Parent Teacher Conferences (all grade levels) 3:00 - 7:00 pm
November 11	No School - Veterans Day
November 14	2 nd Quarter Midterm Grades Due
November 25	2 pm Dismissal
November 26	No School - Thanksgiving Break
November 27 & 28	No School – Thanksgiving Break
December 19	2 pm Dismissal – End of First Semester
December 22 - 26	No School – Winter/Christmas Break
December 29 - 31	No School - Winter/Christmas Break
January 1 & 2	No School – Winter/Christmas Break
January 5	No School - Teacher Institute Day
January 6	School Resumes - Student Attendance Day
January 19	No School – Martin Luther King Day
February 6	3 rd Quarter Midterm Grades Due
February 16	No School – Presidents Day
March 13	End of 3 rd Quarter
March 16	No School - Banked Day
April 1	2 pm Dismissal
April 1 - 6	Spring Break
April 10	4 th Quarter Midterm Grades Due
May 20	2 pm Dismissal - End of Second Semester (If no snow days are used.)
May 21	Teacher Institute Day*

*May 23, 27-30 Emergency Snow Days

Semester 1 (84 Student Days) + Semester 2 (92 student days) = 176 days

176 days + 4 teacher institute days + 5 emergency days = 185 days

FACULTY AND STAFF: POSITIONS AND EMAIL ADDRESSES

In case of emergency, please call the school office 618-883-2131.

ADMINISTRATIVE STAFF

Dr. Lori Hopkins	Superintendent/ Junior High/High School Principal	lhopkins@brussels42.net
Dr. Ryan Wamser	Finance Consultant	rwamser@brussels42.net
Hallie Kinder	District Secretary	hkinder@brussels42.net
Yvonne Nolte	Bookkeeper	ynolte@brussels42.net

FACULTY

Mr. Jason Baalman	Physical Education	jbaalman@brussels42.net
Mr. Chad Brodbeck	Industrial Arts	cbrodbeck@brussels42.net
Mrs. Kaye Gilbreth	Guidance/Social Worker	kgilbreth@brussels42.net
Mrs. Keishia Hartle	High School English/ Language Arts	khartle@brussels42.net
Mrs. Jeanne Johnes	High School Business/ Computer	jjohnes@brussels42.net
Mrs. Jeanene Kiel	High School Math	jkiel@brussels42.net
Mrs. Trish Long	Dean of Students/ Junior High Teacher	tlong@brussels42.net
Mrs. Amy Manker	High School Science	amanker@brussels42.net
Mrs. Sarah Schleeper	Nurse/Teacher's Assistant	sschleeper@brussels42.net
Ms. Grace Stephens	High School Social Studies	gstephens@brussels42.net
Mr. Austin Stepanek	Special Education	astepanek@brussels42.net

SUPPORT PERSONNEL

Cindy Kuhn	Cafeteria Manager
Sheila Katzenberger	Cook
Kathy Carey	Custodian
Sandy Nolle	Cafeteria Staff
Lexie Katzenberger	Custodian
Chloe Schneider	Custodian

BUS DRIVERS

Bruce Sevier - Meppen
Heather Sievers - Golden Eagle
Cyndi Kinder - Special Education Route
Cathy Carey - Special Education Route
Rod Nolte - Substitute Driver

SCHOOL BOARD OF EDUCATION

Amanda Brodbeck	<i>President</i>	CJ Kinder	<i>Member</i>
Michael Gilbreth	<i>Vice President</i>	Jackie Rose	<i>Member</i>
Ashley Affholder	<i>Secretary</i>	Matt Weld	<i>Member</i>
David Schleeper	<i>Member</i>	Nancy Kulp	<i>Treasurer</i>

BHS MISSION STATEMENT

Mission

At Brussels High School, our mission is to partner with school, home, and community to provide a quality education by contributing to the development of each student's skill set allowing them to become productive members of society.

Vision

With the help of our community, our small student/teacher ratio, and our diverse class options, we take pride in the safe, nurturing environment we provide, allowing our students to positively engage in and share the responsibility of their education, while trusting Brussels High School will help all students reach their fullest potential.

INTRODUCTION

Brussels Junior High and Brussels High School is committed to its mission of providing quality education in a safe and nurturing learning environment and it challenges every student to reach his or her fullest potential. To be successful and develop true school spirit, students, parents, community, and the school need to work together. This handbook is not intended to create a contractual relationship with the students; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations. Membership or

participation in a school-sanctioned activity is a privilege not a right. Students and parents/guardians alike are urged to thoroughly familiarize themselves with the contents of this handbook. In addition, the principal, within her school, may establish certain written and oral rules and regulations not inconsistent with those established by the Board of Education and the Superintendent of Schools. If you have any questions about this handbook please contact Dr. Lori Hopkins at 618-883-2131 Brussels High School staff is here to serve the needs of its students.

AT BHS WE ARE PROUD OF...

- Our high school: Our high school reflects our pride each and every day.
- Our fellow students and teachers: They realize that each person has unique and interesting characteristics.
- Our students dress: Students wear clean, neat and appropriate clothing reflecting standards of decency common to our community and school.
- Our sportsmanship: Shown by athletes, coaches, students and parents/guardians.

PARENT/GUARDIAN RIGHTS AND RESPONSIBILITIES

In order for the Brussels School District to be effective in the educational process for each student, we seek the support and involvement of each parent/guardian. The following are ways in which parents can support their child to maximize his/her school experience.

- Parents and students will follow the chain of authority → student contacts teacher, parent contacts teacher, parent contacts administration.
- Parents will assume responsibility for their child's prompt and regular school attendance.
- Students will plan the time and place for homework assignments.
- Parents will attend individual and group conferences and attend special school programs.
- Parents will talk with their child about school activities; share with their child and with teachers an active interest in school progress and report cards.
- Parents will encourage their students to make good choices and follow all school policies.
- Parents will cooperate with the school in fulfilling recommendations made and in carrying out disciplinary actions taken in the best interest of their child.
- Parents will instill in the child respect for the law, for lawful authority, for the rights of others, and for private and public property.
- Parents will safeguard the physical and mental health of their child and be responsible for periodic health examinations as required by law.

EQUAL OPPORTUNITY

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

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

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

PROCEDURES FOR CHAIN OF COMMAND

The faculty and administration of BHS are sincerely interested in the educational welfare, rights, and responsibilities of the students. Occasionally, a concern may arise between a student and/or parent/guardian and BHS staff member. If there is an issue in the classroom, the student is encouraged to first contact the classroom teacher to discuss the issue. If the issue is not resolved with a BHS policy or procedure, the parent/guardian should contact the BHS staff member to seek a resolution. After the parent/guardian speaks to the BHS staff member and there is still no resolution, the parents should see an administrator. If you do not receive satisfaction from the teacher or principal, then your problem can be heard by the superintendent. Every effort will be made to find a fair solution to any concern. Good communication between the home and school is key to preventing or solving a problem. Please begin your complaint with the proper person, which will almost always be the teacher and/or principal.

I. GENERAL INFORMATION

ACCREDITATION

Brussels High School is a fully accredited, approved, and recognized four-year comprehensive high school.

ANNOUNCEMENTS

Communication to students is carried out by:

- Announcements read by 1st hour teacher
- The bulletin board
- Email

The principal must approve all announcements and posters to be posted.

CLOSING ANNOUNCEMENTS

In case of inclement weather conditions, please do not call the school. The district will send out notification via our alert system - text and phone call. Making sure we have your most up-to-date information is important to be sure you are reached with any news from the district.

eLearning will be utilized in the some cases of weather, facility issues, a pandemic, and/or any unforeseen circumstances. This plan will be posted on the district's website (brussels42.net).

If in-person learning is canceled for any reason, students and parents will be notified on channels listed above as well as via the alert system and the Brussels Community Unit Facebook page whether the day will be a snow day or an eLearning day. Parents/Guardians, students, and staff will receive communication of the use of an eLearning the night prior. It is our goal to communicate this by 9:00 p.m. Regular snow days may still be called in the morning.

*****If it is necessary to have a late start on any Wednesday, we will have a 3:15 dismissal.*****

VISITORS

Any and all visitors will be required to sign in at the high school principal's office and receive a visitor's badge.

STUDENT ARRIVAL AND DEPARTURE

Early Bird Classes: Early bird classes begin at 7:25 a.m. Please report to class on time.

The high school building will not be guaranteed to be open before 8:00 a.m. If your student arrives prior to that, have them report to the cafeteria. Students are not permitted to leave school grounds after arriving at school. Once in the high school building students are not permitted to go back to their cars without permission from administration. After 3:15 PM all students should depart school grounds unless they are staying at the request of the principal or a teacher, for a supervised activity, or for tutoring.

SEARCH AND SEIZURE

In order to maintain order and security in our schools, school personnel are authorized to conduct searches of students, their personal effects, lockers and vehicles on school property, as well as the property of the district. The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted by specially trained dogs. School authorities may search a student and/or a student's personal effects in the student's possession (such as purses, wallets, backpacks, etc.) when there is a reasonable ground for suspecting that the search will produce evidence that the student has violated the school's conduct rules. If a search produces evidence that the student has violated or is violating the law or the district's rules, such evidence may be seized and impounded by school authorities and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities. Other personal items confiscated will be held in the school office and returned to the parents/guardians of the owner.

CLOSED CIRCUIT SURVEILLANCE CAMERAS

Students should be aware that close circuit cameras may be used on buses and in school buildings including the gym.

STUDENT AGENDA BOOKS

Student Agenda books will be provided to students in grade levels 6-9. Others can acquire one from the principal. Agenda books are used to communicate with parents and to help students organize daily and long term assignments. Teachers are not required to communicate daily/weekly assignments directly to parents through phone calls or email. Students are highly encouraged to record daily assignments in their agenda books or check Google Classroom for assignments. In the event that a student loses his/her agenda, the student is

required to purchase another for \$5.00. Using an agenda belonging to another student is prohibited. Students will be required to sign in and out of a teacher's classroom in order to leave the classroom for any reason (restroom, nurse, office, etc.) once they have arrived for class unless they have a physician's note to do so.

To sign out of a classroom, students will sign out on the classroom sign out sheet.

CARE OF STUDENTS WITH DIABETES

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

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

For further information, please contact the building principal.

PHYSICAL EXAMINATIONS AND IMMUNIZATIONS

Illinois State law requires ninth graders to have a physical examination and all new out-of-state transfer students to have a physical examination and up-to-date immunization records. All students must show proof of immunity against mumps, rubella, measles, tetanus, diphtheria, whooping cough, and poliomyelitis. Immunizations must be current and in compliance with the Illinois Department of Public Health rules and regulations. Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required).

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

A student will be exempted from the above requirements for:

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

5. Proof of Meningitis and Hepatitis Vaccination

SCHOOL INSURANCE

Brussels School District no longer has student accident insurance coverage.

FIELD TRIPS/OUT OF DISTRICT ASSEMBLIES OR ACTIVITIES

In some cases field trips and some out of district assemblies are mandatory to attend. Students will not be given the option to stay at school. If students do not wish to attend, the absence will be unexcused unless they are sick and have a doctor's note. Field trips and some out of district assemblies or activities are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Attendance/exemption from field trips or out of district assemblies or activities will be determined on a case by case basis by administration.

USE OF COPY MACHINE OR WORK ROOM

Students are not to use the copy machine in the teachers' workroom at any time or for any reason. Students are not permitted to enter the teacher's workroom without knocking and must be supervised by a teacher while in the workroom.

SCHOOL EQUIPMENT AND FACILITIES

It is the district's guideline not to lend out or rent school equipment or use the Industrial Technology building for personal maintenance work. Students must have the supervision of a faculty member when using the school building after regular school hours.

CURRICULUM RESOURCES

Curriculum resources or materials for each of the student's classes are purchased by the school and provided to the student as part of the school's cost. In those classes where no textbook is used, materials are provided which replace the text. The curriculum resource fee will be \$10.00 per textbook. For those families whose financial circumstances require assistance, a fee waiver form is available. Fees are also assessed in classes where personal consumption projects or benefits are taken from the class according to the following schedule:

Supply Fee	\$25.00	Driver Education	\$150 in dist.
		Beginning Summer 2025	\$200 out dist.
Shop Fees		Business	
CAD	\$30.00	Web Design	\$20.00
Intro to Tech & Engineering	\$30.00	Computer Concepts	\$20.00
Production Tech	\$35.00	Accounting I & II	\$65.00
Construction Trades I or II	\$35.00		
Precision Metals	\$40.00	Athletic Fees	
Electrical Trades	\$35.00	Athletic fees for co-opped sports will be paid directly to Calhoun CUSD 40.	
Cabinet Making & Millwork I or II	\$35.00		
Small Engines	\$40.00	Golf	\$50.00

ELECTRONICS REPLACEMENT FEE

Textbooks and electronics are the property of the Brussels School District. There will be a \$25.00 technology fee per student per year to help offset the cost of books and devices. This fee will not be returned as in the past. **In the event that a book(s) or electronic(s) device (including chargers) loaned to you are lost, damaged or destroyed due to improper use or care, the student will be responsible for reimbursing the district for the cost of said book or electronic device with one at equal or greater value.**

LIBRARY BOOK REPLACEMENT FEE

BHS/BJHS students are allowed to check out books through our school library at no cost. If these books are damaged or lost, students will be responsible for replacing the book or other material at equal or greater value.

WAIVER OF STUDENT FEES

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

Applications for fee waivers may be submitted by a parent/guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

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

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

Within 30 days, the building principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the building principal at 618-883-2131.

ALL OUTSTANDING FEES

Students whose fees are not paid in full or who are not currently on a district established payment plan may be restricted from participating in the following activities, unless the administration determines that participation is required by law. All fees must be paid on the Monday prior to the event. If there are questions or concerns regarding fees, please reach out to Dr. Lori Hopkins at 618-883-2131.

- Extracurricular Activities – To participate in activities and clubs, students must have their fees paid prior to the first official meeting/event.
- Prom/Homecoming – Eligible students wishing to attend any district sponsored dance must have their fees paid prior to the event. In addition, any former district students who wish to attend homecoming or prom as a guest of a current student, must have all outstanding fees paid before they will be allowed to attend.

II. GENERAL NOTICES

EDUCATION OF CHILDREN WITH DISABILITIES

*See Appendix

SUPPORT FOR STUDENTS IN FOSTER CARE

*See Appendix

ASBESTOS NOTIFICATION

*See Appendix

PESTICIDE NOTIFICATION

*See Appendix

TEACHER QUALIFICATIONS

*See Appendix

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

*See Appendix

VIOLENT OFFENDER COMMUNITY NOTIFICATION

*See Appendix

STUDENT PRIVACY PROTECTIONS

*See Appendix

WHO ARE HOMELESS CHILDREN AND YOUTH?

*See Appendix

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

*See Appendix

STUDENT RECORDS/MAINTENANCE

*Appendix located in Brussels CUSD office upon request.

III. ACADEMIC INFORMATION

RETENTION/PROMOTION

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

In order to be promoted to the next grade, junior high students (grades 6, 7 and 8) are required to pass all core academic subjects including Math, Science, Social Studies, English, and Literature with a D average for the semester. If 1 semester of 1 class is failed, the student will be required to repeat that portion of the class online outside of the school day. The exception will be for an 8th grade student taking high school Algebra for high school credit.

STUDENT CLASSIFICATION

A student must earn an average of 5.5 credits per year in order to graduate. Student classification will determine participation in class activities, school dances, testing, etc. For a student to have sophomore, junior, or senior standing, he/she must have earned at least the following number of academic credits:

Sophomore	5.5 credits
Junior	11.0 credits
Senior	16.5 credits

GPA

Grade Point Average (GPA) is the calculated average of letter grades you have earned. BHS uses a 4.0 scale. At the end of the semester, a student will have a current GPA for only that semester. The Cumulative GPA is the average for ALL courses taken up to that point. Courses that do NOT count toward GPA are: P.E., Drivers Education and Lewis and Clark Community College online courses.

GENERAL GRADING SCALE

The grade a student earns in a class is based on several factors which may include: test scores, quizzes, projects, homework, and class participation.

A = 90 – 100	A = 4.0
B = 80 – 89	B = 3.0
C = 70 – 79	C = 2.0
D = 60 – 69	D = 1.0
F = 59 – 0	F = 0.0

HONORS CLASSES

Honors class will be graded using the following scale.

Letter Grade	Base GPA	Weighted GPA (x 1.25)
A (90-100)	4.0	5.0
B (80-89)	3.0	3.75
C (70-79)	2.0	2.5
D (60-69)	1.0	1.25

HONOR ROLL

To be eligible for honor roll a student must be enrolled in four full time subjects. *P.E., Drivers Education and LCCC online course grades are not part of Honor Roll.*

HIGH HONOR	all A's	HONOR	A's and B's
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METHOD OF CLASS RANK

All classes taken during a student's high school career that count toward GPA are averaged together to establish class rank. *P.E., Drivers Education and LCCC online courses do not count toward class rank.*

PROGRESS REPORTS

Progress reports will be mailed to all parents/guardians at the mid-point of each quarter. Check the district calendar for exact dates.

TRANSFER CREDIT POLICY

The Board of Education of Brussels High School will award up to one unit of credit to be counted towards graduation for a course or courses under normal circumstances, from Lewis and Clark Community College, or a credit from corresponding school approved by the Illinois Office of Education as a high school credit under one of the following conditions:

1. A senior deficient in the number of credits needed for graduation at the end of his/her 8th semester of attendance at Brussels High School
2. A course not offered at Brussels High School is required by a student to enable the student to meet a school's entrance requirement for formal education beyond high school.
3. Nothing in this policy shall be construed as rendering the district liable for any cost incurred by a student obtaining a correspondence course credit or college transfer credit.

Student/parent may request additional waivers to the rule. All class requests will require parents/guardians to obtain a request form from the principal. All requests require the approval of the principal and superintendent. The Board of Education of Brussels High School will *not* award credit through proficiency testing, life experiences, military experience, and other non-formal educational endeavors.

GRADUATION REQUIREMENTS

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

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

State Mandated Graduation Requirements

1. Four years of language arts.
2. Two years of writing intensive courses, one of which must be English and the other of which may be English or any other. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
3. Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course.
4. Two years of science.
5. Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American History. Within the two years of social studies requirement, one semester of civics is required.
6. One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, (D) vocational education, or (E) forensic speech (speech and debate). A forensic speech course used to satisfy the course requirement for language arts may not be used to satisfy the course requirement under this subdivision (f).
7. One semester of health education.
8. Physical education classes.³
9. A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag.
10. Nine weeks of consumer education.
11. For students first entering high school in the 2023-24 school year, one year of a course that includes intensive instruction in computer literacy, which may be English, social studies, or any other subject and which may be counted toward the fulfillment of other graduation requirements.

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

Free Application for Federal Student Aid (FAFSA) Graduation Requirement

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

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

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

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

District Credit Requirements

To be eligible for graduation at BHS a student must earn a minimum of 22 credits, in the following subject areas. Beginning with the class of 2029, 26 credits will be required to graduate.

English	4 credits	Health	.5 credits
Math	3 credits	Computer Concepts	.5 credits
Social Studies	3 credits	PE/Early Bird PE	4 credits
Science	3 credits	Consumer Education/ Personal Finance	1 credit

- Credits for each class are earned after the student achieves a passing grade at the semester.
- Physical Education is 1 credit per semester.
- Drivers Education is .5 credits upon successful completion of the classroom portion and behind the wheel training.
- All other courses are worth .5 credits per semester.
- As per the Illinois State Board of Education, On June 1, 2020 the State of Illinois signed a bill into law that every student in a public school must file a FAFSA (Free Application for Federal Student Aid), or as eligible to complete the Alternative Application for Illinois Financial Aid, or complete the FAFSA Non Participation Form in order to graduate high school.

2. Course Requirements 2

To be eligible for graduation at BHS a student must earn credits in the following courses:

English

- English I 1 credit
- English II 1 credit
- English III 1 credit
- English IV 1 credit

Math

- Algebra I 1 credit
- Geometry 1 credit

Social Studies

- Civics .5 credit
- American History 1 credit
- Government .5 credit
- Consumer Education/
Personal Finance 1 credit

Science

- Biology I 1 credit

Various

- Health .5 credit
- Physical Education 5 credits
- Computer Concepts .5 credit

IV. ATTENDANCE

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

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

ABSENCES

There are two types of absences: EXCUSED and UNEXCUSED. Students will be allowed five (5) excused absences per year without a doctor's note (including mental health or behavioral days), though a parent call in by 10:00 a.m. is required for the absence to be excused.

Excused absences include:

- Student Illness - with a note signed by the parent or legal guardian.
- Death in the immediate family - with a note signed by the parent or legal guardian.
- Doctor's appointment – only presentation of verification from the doctor (e.g., an appointment card, bill or receipt); however, a doctor excuse stating “per parent” when the child was not seen by a doctor or healthcare professional will not be accepted as an excused absence.
- Observance of a religious holiday or event.
- Court appearance – with written verification from the court or attorney.
- Mental Health or Behavioral days up to 5 excused days per school year; however, these 5 days count toward the total excused absences allowed per school year. In other words,
- Mental Health or Behavioral days are simply excused absences in the same way as if the

student were physically ill. After the second mental health day used the student may be referred to the appropriate school support personnel. A parent must call the school by 10:00 a.m. in order for the absence to be considered excused.

- Mental Health Days must be taken as full days.
- Participation in school sponsored activities.
- Any circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reasons as approved by the administration.
- A student will be excused for up to five (5) days in cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment.
- Anticipated absences with advance written notice to the school from a parent or guardian (e.g., a college visitation day (juniors and seniors), a family trip, or other circumstance) with pre-approval by the administration.

From the 1st through the 5th absence in a school year a parent phone call alerting the office by 10:00 a.m. of the reason for the absence is sufficient to consider the absence excused. Failure to contact the school regarding a student's absence is considered unexcused. Regardless of whether any of the initial five (5) absences in a school year were excused with or without authorized forms of documentation other than a parent call (e.g., Dr's. note, court papers, college visitation brochure, etc.), absences beyond the five (5) parent phone call notifications allowed per school year will be unexcused unless one or more of the following criteria are met:

(i) Dr. note containing ALL of the following:

- Name of the student;
- Date and Time student was seen (call-ins are not accepted);
- Date and Time a student is released to return to school/activity; and
- Notes must be received by the office within 2 school days;

(ii) Court papers;

(iii) Death in the immediate family;

(iv) Observance of a religious holiday;

(v) College Visitation brochure;

(vi) Participation in school sponsored activities; and/or

(vii) Other forms of proof of absence accepted by administration.

Absences of three (3) consecutive days or longer may require a doctor's note in order to be excused.

LATE WORK

An assignment that is not handed in/completed at the designated time is considered late. Late assignments will receive a reduction in score after grading. The reduction PER day will be as follows:

Middle School Late Work Policy - Grades 6-8

Day 1 25%

Day 2 50%

Day 3 Score will be 0%

High School Late Work Policy - Grades 9-12

Day 1 50%

Day 2 75%

Day 3 Score will be a 0%

NOTE: The high school policy applies to any class offering high school credit.

Each weekend and vacation day is counted as a “day”. Absences after the assignment due date, are still counted as a “day”. No credit will be earned after the 3rd day from the due date. This goes for regular assignments, projects etc. The student is responsible for scheduling missed tests or quizzes on the day they return with their teacher if the student has missed multiple days. If the student is absent the day of a scheduled test or quiz but not the day prior, they will be expected to take the test or quiz on the day they return. Teachers will give no more than 2 reminders of missing work. No other reminders will be given and teachers will assign grades as such. Students are encouraged to use their agenda books to help organize their work.

This policy does not apply to completion work. Completion work will not be given any extra days to complete and is due the date the teacher gives.

MAKE-UP BEFORE/AFTER ABSENCES

Students with **anticipated excused absences** must pick up his/her assignments before the absence and turn in their work the day they return to school. These absences may be because of an appointment, sporting event, college/internship day, or another pre-planned event approved by administration.

Students with an **excused** absence from school will be given the opportunity to makeup and/or turn in work for full credit. Students are given 2 school days, from the day the assignment was posted on Google Classroom, for each day they are absent. The assignment is due at the beginning of class on the third day unless it was assigned/posted prior to the student’s absence, then the assignment is due on the first day back.

For example: If an assignment is given in class and posted on Google Classroom on Monday, the assignment will be due on Wednesday at the beginning of class provided the student is present in class. If the student is not present in class, assignments will be due the first day back to class. OR If an assignment is given in class and posted on Google Classroom on Monday, but the student is not back to class until Thursday, the assignment is due on Thursday at the beginning of class.

Students with an **unexcused** absence can earn a maximum of 50% of total credit. Points earned will be reduced further based on the regular grading of the assignment. This includes every assignment including homework, projects, tests, quizzes, etc. regardless whether taking tests or quizzes or submitting assignments early.

If a student is **leaving school early** for any reason other than illness, they are responsible for turning in all work that is due for that day. If not, it will be considered late. They are also responsible for getting the assignments for the classes they will miss from their teacher or on Google Classroom. These assignments will be due at the regular time; they will not get 2 days to complete the assignment. If the student goes home sick, they will get 2 days to complete the assignment given on Google Classroom from that day.

If a student **arrives late to school**, either excused or unexcused, they are to turn in their assignments to the classes they missed as soon as they return, or it will be considered late. They are also responsible for getting work for the classes they missed. These assignments will be due at the regular time; they will not get 2 days to complete the assignment.

The student is responsible for scheduling missed tests or quizzes on the day they return with their teacher if the student has missed multiple days. If the student is absent the day of a scheduled test or quiz but not the day prior, they will be expected to take the test or quiz on the day they return. Any student who does not take the test or quiz on the scheduled date will receive an automatic 20% off.

Any missed work occasioned by the unexcused absence will be due the day the student returns to school.

The student upon returning to school is to report to the office with a note from the parent/guardian, within 2 days, explaining the absence.

If a student leaves school early due to illness or is sick the entire day, the student may not attend extra-curricular activities that evening. If a student is absent the day before a weekend dance, they cannot attend the dance, unless authorized by administration.

Absent student work for Mr. Brodbeck's class will be sent via email to the student's school email address. Assignments from all other teachers can be found on Google Classroom.

When to keep your child home

Please keep your child home from school and extracurricular activities for at least 24 hours after he/she is fever-free without the use of a fever-reducing medication. A fever is defined as 100°F (37.8°C) or higher. Attendance requirements are as follows:

- On Wednesday for a minimum of one hundred sixteen minutes (116) of instruction or four (4) class periods is required for a "full" day.
 - A "half" day of attendance would be one hundred fifteen (115) minutes of instruction or less.
- On Monday, Tuesday, Thursday and through Friday for a minimum of one hundred seventy five minutes (175) of instruction or four (4) class periods is required for a "full" day.
 - A "half" day of attendance would be one hundred seventy four (174) minutes of instruction or less.

If a student leaves school early due to illness or is sick the entire day, the student may not attend extra-curricular activities that evening. If a student is absent the day before a weekend dance, they cannot attend the dance, unless authorized by administration.

Students shall be permitted no more than five (5) absences per year based upon parent/guardian confirmation for the reason for the absence. Instances in which absences do not count towards the five (5) days: Dr. excused when doctor note is provided, college/internship days, and school sponsored trips. After the student has been absent five (5) times in one or more of his/her classes during a school year, additional excused absences for illness may only be verified through a written medical statement from a physician.

TRUANCY

Truancy is defined as an instance when a student is tardy or absent from school or class without the knowledge and consent of parents/guardians and the school administration. An excessive amount of truancies may result in the loss of participation in extracurricular activities.

Once a student has had five (5) unexcused absences, Brussels School District will notify the parents/guardians by mail and request a conference (phone or person) to resolve the absences. A copy of the notice will be mailed to the Regional Truant Officer.

After a student reaches a total of ten (10) absences within one school year (not including exempt absences listed on pg. 20) Brussels School District will notify the parents/guardians by mail and request a conference (phone or person) to resolve the absences.

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

ARRIVAL AT SCHOOL LATE/LEAVING SCHOOL EARLY

Students who enter the building after the school day begins should sign in at the high school principal's office. Those students who leave school for any reason after arriving on campus must sign out through the high school principal's office. Junior High students must have a note from a parent/guardian to sign themselves in and out. High school students must provide a note from a parent/guardian when coming to school late or leaving school early. For dental or medical appointments, a notice of the appointment, or a note from the parent/guardian or the doctor, must be presented to the office prior to leaving. Any other reason for leaving school should be cleared directly with the principal before signing out. Failure to gain proper authorization or to follow appropriate pre-arranged or excused absences policies shall result in the absence being classified as unexcused or truant.

TARDIES

A student is considered tardy by not being in their designated classroom by the start of the scheduled time. If a student is going to be late, they can get a pass from the teacher they are coming from. It is their responsibility to obtain a pass.

Upon arriving at school late, after the 3rd Excused tardy in a semester, all student tardies will be Unexcused.

For Early Bird classes, attendance will be evaluated in December. If a student has more than 3 unexcused tardies or absences, that student will be removed and will not have an option to take Early Bird classes the following semester. The student will be placed in a class that fits in their schedule that has not been taken before.

Students who are absent from Early Bird PE more than three (3) times in a semester but attend the rest of the school day will be moved to a regular PE class that fits their schedule the following semester.

Class-to-class tardy consequences (per class, per quarter): Students must be in the classroom before the bell rings to be counted present and on time. If a student arrives after the bell rings they will be counted tardy.

- 1st - Warned by the teacher and Parent/Guardian Notification
- 2nd - After School Detention (1 detention per tardy, maximum 3)
- 3rd - Conference to determine alternative consequences

LEAVING CAMPUS

The school campus is closed during lunch time and at all times while school is in session. Students are not allowed to leave campus at any time during the school day without the permission of the principal.

- First infraction - After School Detention
- Meeting to determine alternate consequences (loss of privileges, in-school suspension etc.)

COLLEGE/INTERNSHIP DAYS

Senior students on track for graduation may use **three** school days to visit a college or university or for an internship day.

Junior students on track for graduation may use **two** school days to visit a college or university or for an internship day.

College/internship days do not carry the attendance consequences of athletic events or finals exam exemptions. **Each college/internship day must obtain verbal permission from the High School Principal.**

Procedure for visitation:

1. The student/parent will contact the principal for a permission slip requesting a college/internship day.
2. A letter will then be sent home and will require a parent/guardian signature to confirm the college/internship day request.
3. Upon return of the signed letter, a teacher request form must be signed by each teacher and returned to the principal by the due date listed on the form.

4. Once this teacher form is returned with ALL signatures, a letter will be drafted that must be completed by the college or university admission office or internship employee and submitted to the principal upon returning to school.
5. Upon return to school, the student must turn in the form signed by an appropriate college/university employee/internship employee, to the principal.
6. Failure to follow this entire procedure will result in the absence being classified as unexcused.

SEMESTER/FINAL EXAM EXEMPTION

1st & 2nd semester exams— **any students taking a high school class for credit** will be exempt from finals in the subject areas in which they have:

- At least an 85% average for the semester
- No detentions (per semester)
 - If a student has a detention in a class this will require them to take the final in that/those class(es) regardless of their grades, absences, tardies, doctor excuses, etc.
- No suspensions (per year)
- No unexcused absences (per class)
 - 2 Unexcused Tardies = 1 Unexcused absence (per class)
- No more than 2 (two) days of excused absences including mental health days (excluding approved college days and doctor excuses per class per semester)
 - At maximum, 3 doctor's notes are allowed per semester, excusing consecutive or individual absences.

Students may take the final exam, if they wish, in an attempt to raise their grade.

There will be no exemptions from finals in LCCC courses.

ADVISORY TIME

Advisory Time is the class at the beginning of class on Monday. The focus of this time is to review and record class grades.

Students will be responsible for recording their weekly grades in all classes, and reviewing these with their Advisory teacher.

SCHEDULING

Course schedules are created in the best possible interest of all students. It can be difficult at a school with the limited staff.

The deadline for switching courses at the start of each semester will be set year by year, based on the school calendar. For the 2025/2026 school year these dates are as follows:

- First Semester: August 22, 2025
- Second Semester: January 13, 2026

Also, students who are enrolled in full year courses may not be able to drop that course at the semester. A partial list of reasons follows, but is not all inclusive:

- The Master Schedule at the start of the year is based on student enrollment
- Supplies/books/licenses are purchased at the start of year based on projected enrollment
- Maximum/Minimum number of student allowed in a class
- The amount of material lost due to late enrollment (at semester time)
- Overall disruption of Master Schedule leading to more scheduling issues
- With teacher and administrator discretion a student may be able to transfer to a semester course if the information or material presented in the 1st semester is not necessary for the student to be successful in the 2nd semester.

COLLEGE ON-LINE COURSES

BHS students are eligible to take online LCCC courses starting the summer after their sophomore year. Their eligibility is based on their academic standing and likelihood of being successful in the class. Below are a few details about these courses:

- Students do NOT receive any high school credit, only college credit
- Any questions with grading should be taken up with the LCCC instructor
- Students enrolled in LCCC courses will be given one class period in their schedule to work on this course if the course falls within the student's scheduled day.
- All tuition and other costs associated with the course are paid directly to LCCC
- If a student drops a course mid-term, the student must also inform administration. **A study hall will not be given if a class is dropped.** They will be placed in a high school course, and if none are available the student will be enrolled in an online course, for high school credit, AT THE EXPENSE OF THE PARENT.

PHYSICAL EDUCATION/EXEMPTION

Grades 6-8 and High School

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

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

1. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District;
2. Ongoing participation in an interscholastic athletic program;
3. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or

4. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in the handbook.

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

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

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

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

CEO PROGRAM

Beginning this 25/26 school year, Seniors may participate in the CEO program. This program is offered through a cooperative agreement with Calhoun and Greene counties. Students will have an opportunity to create experiential learning opportunities for students. Students will travel to and from program sites (students must provide their own transportation) and participate in activities provided by the program's staff. Students will receive a dual credit from Lewis and Clark Community College equal to 6 credit hours. Students will receive 3 credit hours from Brussels High School. This class also fulfills the Consumer Education and Personal Finance course requirements.

SEX EDUCATION INSTRUCTION

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

SPECIAL EDUCATIONAL SERVICES

Brussels Unit #42 offers a variety of special services. These services are available to students ages 3 to 22 years of age with visual, hearing, mental health, and speech and language impairments, as well as to students who evidence behavior or learning problems and those who have a limited opportunity to learn. Parents/guardians who believe that their child may require special services can request more information about these services, laws, and rights through the district office.

V. STUDENT BEHAVIOR

Student behavior expectations refer to a student's conduct during the school day and at all school-related activities. No handbook can specifically address every type of disciplinary offense. With that in mind, the Brussels High School staff reserves the right to address not only the infractions described in this handbook, but also those infractions not specifically covered in the handbook, in the best interests of the school and the students.

In the event of serious misconduct near the end of the school year by the graduating senior, the guilty student will not be permitted to participate in the graduation ceremony. The diploma may be picked up the next school day. For undergraduates, maximum suspension will carry over to the next school term.

GREATER RAIDER

Greater Raider is a program that was created to promote positive behavior and good habits with our students. Greater Raider will be celebrated at the end of each quarter. Students with no tardies, detentions, or infractions will receive a reward to recognize their efforts to do the right thing.

PERSONAL TECHNOLOGY

This information pertains to cell phones and smart watches. If you can access the internet, send or receive texts or emails, or make phone calls on your phone or smart watch, these devices must be powered off even if they have the ability to be in school mode only.

To make a school related or emergency outside call, students will need to obtain permission from the classroom teacher to use their cell phone. **Cell phones must be left in the classroom when the student leaves the classroom for any reason other than having permission to use their phone.** Students found with their cell phone on or using their cell phone for any reason without permission will be subject to punishment per the student handbook. **Using a cell phone, smart watch, smartphone, video or audio recording device, or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules is prohibited. Conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting."**

All cellular phones, smartphones, smart watches and other electronic devices must be kept *powered-off* while inside the school building during the school day unless:

- A. Use of the device is provided in a student's individualized education program (IEP); or
- B. It is needed in an emergency that threatens the safety of students, staff, or other individuals.

If a student is found with a personal technology device powered on, the device will be confiscated by the teacher and turned over to the principal or the student will be sent to the principal's office to surrender the device. The following are the consequences:

- First offense - The student will surrender the device to the principal and it will be confiscated for the remainder of the day and an after school detention will be issued. The device will be returned to the student at the end of the day. A notation will be made to the student's disciplinary record.
- Second offense - The student will surrender the device to the principal and each day after thirty (30) school days, the student will give their phone to the principal during the school day and two (2) days of after school detention will be issued. The device will be returned to the student at the end of each school day. A notation will be made to the student's disciplinary record. The parent/guardian will be notified and a conference will be held.
- Third offense - The student will surrender the device to the principal and each day after for the remainder of the school year and three (3) days of after school detention will be issued. The device will be returned to the student at the end of each day. A notation will be made to the student's disciplinary record.
- Any infraction past 3 detentions will move to in school suspension days and the student's device will be banned from campus.
- Refusal to surrender electronic devices as required by school authorities will be considered insubordination/defiance and alternate consequences will be given at the discretion of the principal.

NOTE: Detentions in this policy are cumulative and more severe consequences may be given.

Students must use their school issued email/Google accounts to contact teachers and for all work submission. Students and parents/guardians should be aware that Brussels Community Unit School District 42 uses monitoring software for student safety.

The school is not responsible for lost or stolen electronic devices.

ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS & WEBSITES

School officials may conduct an investigation and/or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. However, school officials can not require a student or parent/guardian to provide passwords or related information to gain access to the student's account or profile on a social networking website.

“Social networking website” means an Internet-based service that allows individuals to do the following:

1. Construct a public or semi-public profile with
 - a. A bounded system created by the service
2. Create a list of other users with whom they share a connection within the system; and
3. View and navigate their list of connections and “social networking website” does not include electronic mail.

DRESS CODE

Students are expected to dress appropriately, with dignity, and in good taste for school and school events. A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance, the following guides are in effect:

1. No halter or tube tops are acceptable.
2. Tops and dresses with spaghetti straps or strapless are not acceptable.
3. Tops with straps that are less than 1 inch are not acceptable.
4. Undergarments should not be visible.
5. Appropriate footwear must be worn at all times.
6. No sleepwear.
7. **Dresses, shorts, and skirts will be an appropriate length to not reveal undergarments or be intentionally or unintentionally immodestly revealing.**
8. Holes or tears in shorts or pants cannot reveal undergarments or be intentionally or unintentionally immodestly revealing.
9. Clothing which is manufactured, cut or torn out in such a way as to be either intentionally or unintentionally immodestly revealing is not acceptable.
10. Sunglasses may not be worn in the building or in the classrooms unless a medical authorization is on file in the high school office.
11. Articles of clothing displaying profanity, offensive remarks or slogans, of sexual nature, questionable sayings, racial or ethnic slurs, or advertisements promoting illegal drugs, alcohol, jewelry or clothing which displays guns or other weapons outside of a hunting context, or tobacco products are not to be worn.
12. Hats will be allowed in all buildings but must be worn properly/forward facing, except for the elementary building. No hats will be allowed in professional school pictures on picture day per the photographer's request.
13. Trench coats, overcoats, or chains on belts or pants may not be worn in the building or classrooms.
14. Only sleeveless shirts with manufactured seams are allowed. No "cut-off" sleeveless shirts.
15. No spike-like jewelry or clothing.
16. No bedding or blankets of any kind.
17. If there is any doubt about dress and appearance, the building principal will make the final decision.
18. A student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

PLEASE NOTE: If the dress code is violated, students will be given the choice of wearing a large T-shirt to cover the inappropriate clothing or the student can call home for more appropriate clothing and can attend class remotely in Dr. Hopkins' office until the parent arrives with different clothing for the student to change into.

BULLYING, INTIMIDATION, HARASSMENT AND TEEN DATING VIOLENCE PROHIBITED

Bullying, intimidation, harassment and teen dating violence diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals. No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; nationality; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, causing psychological

harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

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

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

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

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

SEXUAL HARASSMENT PROHIBITED

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that: Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or has the purpose or effect of: Substantially interfering with a student's educational environment; Creating an intimidating, hostile, or offensive educational environment; Depriving a student of educational aid, benefits, services, or treatment; or Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include but are not limited to touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

MAKING A COMPLAINT

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, or a Complaint Manager. A

student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

Nondiscrimination Coordinator:

Chad Brodbeck
155 School Street
Brussels, IL 62013
618-883-2131

Complaint Managers:

Chad Brodbeck
155 School Street
Brussels, IL 62013
618-883-2131

Jeanene Kiel
155 School Street
Brussels, IL 62013
618-883-2131

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

DISCIPLINE DEFINITIONS AND DESCRIPTIONS

Academic Dishonesty: Copying, cheating, sharing (using, submitting, or attempting to obtain data or answers dishonestly, by deceit, or by means other than those authorized by the teacher, including electronic sharing through text messaging, camera phones, etc.) plagiarism, forging passes, using another student's agenda book, being dishonest with teachers or office personnel, or any other academic or school-related dishonesty may result in disciplinary action.

Abusive Language: Name-calling, racial slurs, or derogatory statements addressed to others.

Activities: Rules governing student behavior apply at all school-sponsored activities regardless of when or where they take place any time or any day on school property, on the way to or from any school-related activity, or at any school-related activity

Alcohol and Controlled Substances: Alcohol and controlled substances are defined as any alcoholic beverage, controlled substance, counterfeit substance or imitation controlled substance.

Arson: The willful and malicious burning of, or attempt to burn, any part of any building or property of Brussels CUSD #42.

Audience Participation: Anyone participating in an altercation or encouraging an altercation will receive disciplinary action.

Battery: The act of involving hostile bodily contact where blows are received at school, on school property, or going to and from school. This includes all school-sponsored activities here and at other locations where BHS is a participant. Failure to stop fighting when directed by staff will double the consequences. Due to the difficulty often involved in determining who started a fight, both parties may be considered equally guilty. Injuries requiring medical attention may result in a call to the police according to the reciprocal reporting agreement in Illinois School Law. Battery includes these levels of involvement:

- A. Instigator – the one who swings, slaps, or pushes first
- B. Participation – to actively participate in a fight
- C. Self-defense – the use of limited aggression to avoid further bodily harm as evidence by witnesses, usually preceded by comments of non-participation

Breaking and Entering: Forceful entry into the property of another, or into any portion of the school's property.

Bullying/Cyber Bullying: Bullying defined as: bullying and/or intimidation of others, including, but not limited to, any aggressive or negative gesture, or written, verbal, or physical act that places another student in reasonable fear of harm to his or her person or property, or that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Bullying most often will occur when a student asserts physical or psychological power over, or is cruel to, another student perceived to be weaker. Such behavior may include but is not limited to: pushing, hitting, threatening, name-calling, or other physical or verbal conduct of a belittling or browbeating nature.

Cheating: see academic dishonesty

Coercion: The act of compelling by pressure, or threat, dominating, restraining or controlling forcibly.

Community Courtesy: Any behavior that reflects negatively on BHS, such as swearing at people from the bus, being disrespectful to Brussels townspeople and/or their property, or being rude or disrespectful to visitors, shall be subject to disciplinary consequences.

Conference: A meeting conducted among students, parents/guardians, and school officials where participants will be notified either verbally or in writing, of misconduct.

Defiance of School Authority: Refusal to comply with reasonable requests of school personnel.

Detention: The student will be assigned a 45 minute time period after school.

Discipline Hearing: For extremely disruptive or dangerous student behavior, the student will be suspended for up to 10 days and will be required to meet with the superintendent and the president of the Board of Education or his/her designee. Following this hearing, the parent/guardian will be notified of the student's return to school or further discipline.

Disorderly Conduct/Instigation: Any unreasonable act which alarms or disturbs others or provokes a breach of the peace.

Display of Affection: Inappropriate displays of affection while on school property or a school bus or at any school-related activity are prohibited at all times.

Disrespect: Display of rudeness or discourteous behavior.

Dress Code: See “Dress Code” section

Expulsion: Removal of a student from school by action of the Board of Education.

Fighting/Violence: Fighting is prohibited. This includes whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

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

Fighting will result in disciplinary action from the school and may warrant legal action. School authorities are authorized to maintain an environment in which no violence or bullying is tolerated. Those students whose behavior or schoolwork demonstrates a potential of violence or threat to the safety of others will be identified and referred to appropriate personnel or community agencies/resources. Parents/guardians will be notified of violent or bullying behaviors.

Fire Alarms: Unauthorized use of the fire alarm system will result in disciplinary and legal action.

Fireworks or Explosives: The act of possession, use, or threat to use any fireworks, explosive, or other such instrument capable of inflicting bodily injury.

Forgery: To falsify information that may include changing grades, having someone other than your parent/guardian sign a note or call the school to excuse you from school, misrepresenting other data, etc.

Gambling: To play a game for money or other stakes.

Harassment: To annoy continually. Words and/or actions directed towards an individual that are intended to harass that individual based on a person’s sex, race, religion, ethnic origin, etc.

Hazing: Any action or situation, with or without the consent of the participants, which recklessly, intentionally, or unintentionally endangers the mental, physical, or academic health or safety of a student.

Inappropriate Language/Conversations - Students are expected to have appropriate conversations at school including words, context and innuendo. Inappropriate conversations are subject to disciplinary action.

Inappropriate items: Many students' possessions are inappropriate for use at school, on school buses, and at school-related activities. Among those items are food (food should not be taken from the cafeteria or brought into school from home or lunch), soda, water (except on hot days), squirt guns, water balloons, electronic games, gum, cigarette lighters, and large amounts of money (less than \$20 is recommended). Students are not to bring these kinds of items to school. They are a distraction and are sometimes lost or stolen.

Insubordination: Refusal to comply with reasonable requests of school personnel.

Intimidation: All students shall respect the rights of all other students to attend school without fear of hazing, harassment, threats, hate speech, or any other form of intimidation or disrespect regardless of their race, ethnicity, cultural or religious background, or gender. Racial, ethnic, intellect, cultural or religious and sexist slurs and/or conduct have no place in our academic environment. Such speech or conduct is strictly prohibited by the district, no matter who the victim may be.

Littering: To willfully throw trash items on school property or on private property while traveling to and from school.

Loitering: Students loitering in inappropriate areas before or after school hours will be subject to disciplinary actions.

Loss of privileges: A student is not allowed participation in any school activity other than academic classes. This may include extra-curricular activities during and after the regular school day.

Lying: Intentionally giving untrue communication.

Malicious damage: The intent to cause loss or harm resulting in injury to person, property, or reputation.

Multiple Offenses: A student may be guilty of several offenses during one incident. A student may show gross disrespect, insubordination, and obscenity when arguing with a teacher. Each offense carries a separate punishment, which may be added together.

Obscene: Statement and/or materials that school officials, applying contemporary school standards, would find offensive.

Parent involvement: Parent(s) and/or legal guardian(s) are notified of disciplinary action by telephone, personal contact, or letter. A conference may be conducted with the student, his/her parent(s), a school administrator, and/or the teacher as appropriate. Action taken and results of the conference are recorded and kept on file.

Physical Assault/Attack: Physical assault will result in disciplinary action from the school. In addition, the act of hitting or striking a person without aggressive provocation or reciprocation is prohibited. The police will be notified and legal action will be taken.

Plagiarism: “Plagiarism is stealing someone else’s work and presenting it as your own. If you use the ideas, words, or statements of another person or source to support your ideas, you must always give credit to the person or source.”⁴ This also includes using AI (Artificial Intelligence) of any form including but not limited to: Photomath, ChatGPT, SnapChat, etc.

The proper way to give credit and cite material is covered in all English courses.

Police involvement: Law enforcement officials shall be involved in cases of felony theft, damage to property, bodily harm, and possession of weapons or drugs.

Profanity: The use of inappropriate language, or cursing.

Recurring offenses: Committing the same offense multiple times over the course of the school year. Disciplinary action will be more severe for recurring offenses.

Referral: A written notice of alleged misconduct to the appropriate administrator.

Removal from bus: The student will not be allowed to use school transportation for the remainder of the school year.

Reprimand: Warning or disciplinary action taken by a school official for student misbehavior

Restitution: Reimbursing the school the cost of replacing or repairing object damaged or destroyed.

Restriction of Bus Privileges: Temporary exclusion of a student from school transportation.

School Safety: The maintenance of a safe, pleasant, school environment, which is conducive to learning, is the highest priority of Brussels High School. For this reason those who engage in such activities as vandalism, physical attack, theft, arson, or the carrying of a weapon are subject to extremely serious penalties.

Sexual Harassment: Any unwelcome sexual advances or request for sexual favors or any conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s education,
- Submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual; or such conduct has the purpose or effect of substantially interfering with an individual’s educational performance or creating an intimidating, hostile or offensive educational environment.

4 IU Office of Creative Services, iuweb @ indiana.edu. "Indiana University Bloomington." *Plagiarism: Policies: Student Support: Student Handbook: Indiana University High School: Indiana University Bloomington.* N.p., n.d. Web. 24 Apr. 2017.

Some examples of inappropriate sexual harassment, include, but are not limited to the following:

- Unwelcome sexual advances
- Touching (of a sexual nature)
- Graffiti (of a sexual nature)
- Displaying or distributing sexually explicit drawings, pictures, and written materials
- Sexual gesture
- Sexual or “dirty” jokes or comments
- Pressure for sexual favors through any means of request including texts, apps, etc.
- Removing or attempting to remove the pants of another
- Touching oneself sexually or talking about one’s sexual activity in front of others
- Sharing, sending indecent pictures of oneself or another person through any electronic device, commonly known as “sexting”
- Spreading rumors about or rating other students on their sexual activity or performance

Tardiness: Students without authorization shall be considered tardy when they arrive at the classroom after the bell stops ringing. A student is absent if he/she misses more than half the period; the student should be marked tardy for less than half the period.

Theft: Accepting or possessing stolen property. The act of taking or acquiring the property of others without their consent.

Threats: Any remark, which threatens physical or psychological harm to another person or property. Threats will not be tolerated and local authorities may become involved.

Possession of Tobacco, Tobacco Products: Smoking and other use of tobacco by students shall not be permitted on school premises, including school buses, during the school day and /or while the student is under the supervision of school personnel. Tobacco use is recognized as a health hazard to the user and secondhand smoke is recognized as a health hazard to others.

- Possession of Tobacco Products, Vapor Cigarettes, Matches, and Lighters - Items will be confiscated and any or all disciplinary measures are possibilities. Use of Tobacco Products, Vapor Cigarettes, Matches, and Lighters - Items will be confiscated and all disciplinary measures are possibilities.

Truancy: Truancy is defined as an instance when a student is tardy or absent from school or class without the knowledge and consent of parents/guardians and the school administration.

Vandalism: the willful destruction of property belonging to others. This includes writing on desks or walls, tearing up bus seats, tampering with fire safety equipment, tampering with computer software and hardware systems, and unauthorized use of e-mail. Accidental damage, such as window breakage, will not result in suspension if reported to the office immediately, but the student(s) will be charged for repairs.

Verbal Warning: A school official (teacher, administrator, social worker, or counselor) will talk to the student and try to reach an agreement regarding how the student should behave. Action taken and results are recorded and kept on file.

Weapon: Any object used or which could be used to cause harm. Weapons include firearms, ammunition, any type of knife, including pocket knives, or any other object which may be used as a weapon. The presence of a weapon or “look-alike” weapon in a locker, in a vehicle or in other areas also constitutes possession. The act of possessing or using any weapon or “look-alike” weapon is prohibited. Furthermore, the wrongful use of a weapon or any instrument capable of inflicting bodily harm is also prohibited. Possession or use of a weapon can also warrant notification of law enforcement. Students should clearly understand that such things as a pocket knife should not be carried to school, even if there is no intent to use it in a harmful manner.

VII. DISCIPLINARY MEASURES

No handbook can specifically address every type of disciplinary offense. With that in mind, the Brussels High School staff reserves the right to address not only the infractions described in this handbook, but also those infractions not specifically covered in the handbook, in the best interest of the school and/or students. Any or all disciplinary actions may be taken at the discretion of the principal based on the severity of the incident.

Our ultimate goal at Brussels High School is to provide and maintain an atmosphere conducive to developing the best possible learning environment for all students. Fortunately, the majority of our students acquire appropriate behavior patterns before they enter school and the staff helps to reinforce these behavioral patterns as the student progresses through the system. Unfortunately, a few students do not acquire acceptable behavioral patterns which necessitate school staff to administer disciplinary actions that eliminate any disruption to a good learning environment.

Where practical and reasonable, administrators shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

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

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

DETENTIONS

Detentions are meant to be a minor consequence and a deterrent for minor inappropriate behaviors.

- Detentions are served on Thursdays, from 3:15 - 4:00. There will be no exceptions to this. There will be no lunch detention times. If a detention conflicts with a practice or game, the practice or game will be missed or additional detentions will be issued.
- Parents/guardians will be notified of each detention received.
- If a student does not make up detention time as indicated, he/she will be assigned additional detentions or suspension.

Students who earn more than four (4) detentions over the school year are subject to more severe consequences which may include, but are not limited to; withholding of privileges, Saturday detention, in-school/out of school suspensions. The loss of upcoming events such as homecoming, prom, or other school events could also be a consequence.

PLAGIARISM

Possible instances of plagiarism will be reviewed by the classroom teacher and administration. If plagiarism is determined in a class:

- 1st offense – The student will lose all credit on the assignment, but will be allowed to re-do the assignment for a maximum of half credit before regular assignment deductions.
- 2nd offense – No credit will be issued on the assignment.

CHEATING

All students involved in an incident involving cheating will receive the following consequences:

- 1st offense - 0% on assignment, test or quiz
- 2nd offense - 0% on assignment, test or quiz and a detention

SUSPENSION PROCEDURES

In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

Out-of-School Suspension Procedure

The superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent (s)/guardian (s) and the student which shall:
 - a. Provide notice to the parent (s)/guardian (s) of their child's right to a review of the suspension;
 - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend
 - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
 - e. Depending upon the length of the out of school suspension, include the following applicable information:
 - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
 1. A threat to school safety, or
 2. A disruption to other students' learning opportunities
 - ii. For a suspension of 4 or more school days, an explanation:
 1. That other appropriate and available behavioral and disciplinary interventions have been exhausted
 2. As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
 3. That the student's continuing presence in school would either:
 - a. Pose a threat to the safety of other students, staff, or members of the school community, or
 - b. Substantially disrupt, impede, or interfere with the operation of the school.
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
6. Upon request of the parent (s)/guardian (s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent (s)/guardian (s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

PROCEDURE FOR EXPULSION

The Board of Education is authorized to expel students guilty of gross disobedience or misconduct for the remainder of the school term or for a shorter period as determined by the Board. The student and/or parent or guardian shall be due the following procedural protection:

1. Prior to expulsion, the student shall be provided written notice of the charges and the time and place of hearing. If the charges are denied, the student shall have an opportunity for a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If the Board appoints a hearing officer, he/she shall report to the Board who shall take such final action, as it finds appropriate.
2. The Board shall provide written notice to the parents or guardian of the time, place, and purpose of the hearing by registered or certified mail and request the appearance of the parents or guardian at the expulsion.
3. During the expulsion hearing, the student, and his/her parents or guardian may be represented by counsel, present witnesses and other evidence on his/her behalf, and cross-examine adverse witnesses. The expulsion hearing shall be a bifurcated proceeding. First, the Board or hearing officer shall hear evidence on the issue whether the student is guilty of gross disobedience or misconduct. After presentation of evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt. If the Board finds the student guilty of the gross disobedience or misconduct as charged, it shall then hear evidence on the appropriate level of discipline to be meted out. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide whether expulsion or some lesser form of discipline shall be imposed upon the student.
4. The Board of education has the sole authority in the expulsion of students.

RE-ENGAGEMENT OF RETURNING STUDENTS

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

GUIDELINES FOR WORK MISSED DURING IN/OUT-OF-SCHOOL SUSPENSIONS

Any student who is assigned an in or out-of-school suspension is encouraged to continue doing all school work during the time of that suspension. It is the **student's responsibility** to get assignments, notes, and other materials needed to keep up with work missed during a suspension. **All work is due on the day the student returns to class.** This is for the purpose of helping students to avoid major gaps in learning during suspension. Also, it is the best way for the student to ensure his/her ability to successfully complete work assigned upon return to school following the suspension. Upon returning to the classroom, the student is responsible for arranging to make up any major assignments missed in a timely manner as determined by the teacher. No additional time will be granted for major projects and tests due after the suspension.

SPECIAL EDUCATION STUDENTS

Students receiving special education services (having an I.E.P.) are required by law to have a staffing before they can be suspended for over ten days or expelled. Behavior interventions shall be used with students with disabilities to promote and strengthen desirable behavior and reduce identified inappropriate behavior. Due to Public Law 94-142, students receiving special education services may be treated differently than the consequences listed in the handbook.

OTHER VIOLATIONS

Guidelines for acceptable behavior are by no means limited to those listed in this handbook. In addition, take note that a student may be suspended, removed, or expelled for off-campus conduct that could lead to a conviction on criminal offenses. The district and/or school reserve the right to establish additional standards for acceptable behavior as needed.

XI. TRANSPORTATION

All students who live more than one and one-half miles from the school they attend are eligible for bus service. Bus transportation is available only between school and the child's designated bus stop. While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

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

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

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

SCHOOL BUS REGULATIONS

Students are subject to all school bus rules while on the bus. The driver is in charge and has the same authority as a teacher and requires the same respect. Students who ride the bus shall observe the following:

1. No bus driver shall permit any child to leave the bus at any point or stop other than the regular point of departure from said bus for such child, unless such child shall have a written permit from the Superintendent or the Principal of any other school for whose students the District is obligated by law to furnish transportation.

2. No bus driver shall permit any child not regularly assigned to his bus to board and ride his bus unless such child has a written permit to do so from the Superintendent or the Principal of any other school whose students the District is obligated by law to furnish transportation.
3. No one who is not a student, member of the school staff or member of the Board of Education shall ride the buses to and from school. No Hitchhikers.
4. Riders are not allowed to bring on the bus any live animals, inflated balloons or large projects for school. Parents/guardians are to arrange other transportation for these.
5. Classroom discipline and cleanliness must be maintained on the school buses.
6. Students are always expected to conduct themselves in a manner that lends itself to the safe operation of the school bus.

The following Bus Discipline Procedure has been set by the Board of Education and may include the following, but not necessarily in the order listed:

1. Conference between driver and student
2. Conference with driver-student-administration
3. Conference with parent/guardian
4. After school detention
5. Suspension from bus

EMERGENCY BUS DRILL

Due to the number of students being transported in present day traffic, there is a need to direct students to vacate a school bus in case of emergency. Therefore, an emergency bus drill will be held at least twice a year. The bus driver will inform students of the proper procedures.

AUTOMOBILES

Students whose parents /guardians have indicated by filling out a “Request to Park on School Property” form that the student will be driving a vehicle to school may park in the student parking area only. Students who drive cars, trucks, or motorcycles to and from school are expected to comply with the regulations below. These on and off campus regulations are reasonable and are for the protection of the whole group. Parking on school property is a privilege, not a right.

1. Parking spaces will be issued according to a grade point average.
2. Vehicle model, make, proof of insurance and license number must be on file in the office.
3. Only registered vehicles will be allowed to park in numbered spaces.
4. Anyone who does not have a parking permit may not park on school property.
5. Vehicles must enter the school property at the south entrance drive by the South County Banking Facility and exit the property by the gym.
- 6. Vehicles must be vacated immediately upon arrival and not returned to until the student is leaving or permission is granted by the principal. (Students are not to go to cars during lunch.)**
7. Vehicles must be parked in such a manner that no exits or other vehicles are blocked.
8. Vehicles may not be moved down by the gym during the school day unless given permission by the principal.
9. Parking next to the Shop/Music building is prohibited.
10. Students are not to park on Community Avenue in the designated “No Parking” zone during the normal school day.
11. Students must observe the traffic laws and ordinances of the state and city, such as not carrying passengers on the exterior of vehicles, not overcrowding vehicles, not indulging in speeding or reckless

driving, etc. Since this is a class playground area, a 15 mph speed limit will be enforced. Any wild, fast, or show-off driving will cause the student to lose permission to park on the school property.

12. Students are not allowed in, on, or in the back of moving vehicles on or off school property during school hours.
13. After dismissal the vehicles are to remain parked until the buses depart. Drivers may then leave in an orderly fashion as directed by school authorities.
14. Students who receive two detentions in a semester may lose their designated parking privileges for the remainder of the semester and be moved to the end of the spaces for the remainder of the semester.
15. Students must park in their designated parking spot. After 2 warnings, the student will lose parking privileges.
16. If a student's designated parking spot is occupied by someone else, it should be reported to the office.
17. The road in front of BHS is one way. Exiting is only allowed through the exit by the gymnasium.

XII. STUDENT SERVICES

CAFETERIA – BREAKFAST AND LUNCH

For FY 2025-2026 breakfast and lunches are back to regular prices.

Breakfast will run from 7:50 am to 8:25 am each day. Breakfast prices remain the same as last year; however, there is a change in the lunch price. The price for breakfast is **\$1.80** for students and adults. The price for lunch is **\$3.80** for students and **\$4.30** for adults. If you qualify for free/reduced meals; either direct certified through the state or by filling out an application; student reduced prices remain the same at \$0.30 for breakfast and \$0.40 for lunch. A la carte prices also remain the same as last year. They are:

- Cereal \$0.75
- Breakfast Main entrée \$1.00
- Lunch Main entrée \$1.50
- Sides (apples, oranges) \$.75
- Milk & Juice \$.50

Brussels CUSD 42 appreciates your cooperation in keeping your lunch accounts paid. If you are unable to pay your child(ren)'s lunch account or believe you may be eligible for free or reduced lunch for your child(ren), please contact the district office to discuss this matter. The district office phone number is 618-883-2131.

Checking lunch account balance: Use your TeacherEase parent portal to check balances and MAKE PAYMENTS (plus a convenience fee) to your student's account. Cash or check payments are accepted in the office. For more information, please contact Yvonne at ynolte@brussels42.net.

BRUSSELS WELLNESS POLICY

The Brussels School District #42 is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. In accordance with the District Wellness Policy, all students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis. We will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity. Our staff will provide meals that meet the health and nutrition needs of the students and that are affordable, nutritious, and appealing.

SNACKS AND SODAS

In accordance with Board Policy 6.50, “The Brussels School District 42 is committed to providing school environments that promote and protect children’s health, well-being and ability to learn by supporting healthy eating and physical activity.” High school students are permitted to drink water and/or juices during the lunch period, and all drinks available in our machines after school. **Soda may be purchased on Fridays at lunchtime or after school any day. Students may bring in soda from home for their personal consumption. However, no soda will be given or sold to other students.** Students are not allowed to keep open food or drinks in their lockers for snacks between classes. Students are expected to deposit empty containers in the proper trash receptacle. Violators will be subject to discipline.

STUDENT LOCKERS

LOCKERS: The school is not responsible for lost or stolen items, including textbooks. With that in mind, do not bring valuable items or large amounts of money to school. Lockers are owned by the school and may be opened by school authorities at their discretion. Students are responsible for the appearance and condition of their lockers. Nothing can be permanently attached, glued, or stuck on the inside or outside of lockers. Magnets inside lockers are acceptable. Students are furthermore permitted to use only their assigned locker(s). Students should never be in another person’s locker without permission. Only you can prevent theft by locking your locker or by not bringing valuable items to school. Students with locks on their lockers must supply the office with an extra key or combination. Failure to do so may result in the lock being cut off of the locker.

COMPUTERS – ACCEPTABLE USE POLICY

Board of Education Policy 6:235 – “All use of the district’s electronic network must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for legitimate school business purposes. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the district’s electronic network or district computers. General rules for behavior and communication apply when using the electronic networks. Electronic communications and downloaded material, including files deleted from a user’s account but not erased, may be monitored or read by school officials.” Those students using a computer in an unauthorized manner will be subjected to disciplinary actions including, but is not limited to, loss of computer privileges for a minimum of one week. Unauthorized use will apply to, but not limited to, any use without permission, opening files other than those necessary to complete assignments, use of a program other than that which is necessary, installing or removing programs, installing or removing passwords, dumping or rerouting files, rearranging screens. Students are not to use school computers to play games, access personal email, and view or edit personal web pages like Facebook, etc. or visit chat rooms. Teachers may check out laptops or may supervise students as they check them out for use in the classroom. All students, along with their parents/guardians, are required to sign a Technology Awareness Contract.

To protect the privacy rights of students during any type and time of online learning (remote learning or online assignments), parents/guardians should not watch lessons or videos of lessons, listen to chats or discussions, or read work responses or information that other students have posted. The copying and recording any written or oral exchanges of students is strictly prohibited.

HEALTH SERVICES

Health Services for the school year will be provided by the nurse, who will provide all necessary health services required by the Illinois School Code, including reviewing records of immunizations and physicals, audio and visual screening, and assist in providing education materials to teachers.

If a student becomes ill at school, they should first report to their teacher and then to the office. If the student is too ill to remain in school a parent/guardian will be notified to pick the child up from school. Students are not to make their own arrangements to leave school. Parents/guardians should make sure there are names and phone numbers of adults to be contacted by the school in case parents/guardians cannot be reached. Any accidents or injuries must be reported to the teacher, staff member, or coach in charge.

EMERGENCY PROCEDURES

In an effort to anticipate any emergency and to ensure the safety of our student body and staff, disaster preparedness drills will be held throughout the year. Teachers will review emergency procedures with the students at the beginning of the school year and periodically throughout the year as required by the Regional Office of Education. Four types of emergency drills are conducted at Brussels High School:

1. Tornado Drill
2. Fire
3. Earthquake
4. Intruder/Lockdown
5. Bus Evacuation

In all of these situations the student's responsibilities are:

- a. **Follow all instructions given by the classroom teacher**
- b. **Do not leave the classroom unless instructed by the teacher**
- c. **Stay off cell phones unless instructed to use them**
- d. **If not in the classroom, go to the nearest open room, or stay where you are.**

SAFETY DRILL PROCEDURES AND CONDUCT

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

DISPENSING OF MEDICATION

Medication required by a student generally shall not be administered at school by a district employee. This policy includes common and widely used medication such as Tylenol. If medication is required, a medication authorization form must be filled out by your physician and sent to the school office. These forms are available at the office whenever needed. **If a student is on a prescription medicine that must be dispensed during school hours, it must be brought to school in a prescription container with full directions.** If at all possible, regulate the times so it can be given at home. If a student needs an analgesic (Tylenol, cough drops,

etc.) during school hours, parents or family members will be called to bring them appropriate medication. **ABSOLUTELY NO ANALGESICS WILL BE ADMINISTERED BY ANY STAFF MEMBER (including aspirin and Tylenol). Only the nurse or nurse's designee may dispense medicine.**

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, **provided the student's parent/guardian has completed and signed a School Medication Authorization Form.** The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

XIII. EXTRACURRICULAR ACTIVITIES

PARTICIPATION

Participation in extracurricular activities is a privilege. BHS/BJHS sets high academic and behavior standards for students to participate in most extracurricular activities.

A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by administration for justifiable reasons, including: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of administration.

Keep your child home from extracurricular activities for at least 24 hours after he/she is fever-free without the use of a fever-reducing medication. A fever is defined as 100.4°F (37.8°C) or higher.

SCHOOL DANCES

Attendance at school-sponsored dances is a privilege and all school rules, including the school's discipline code and dress code are in effect during school-sponsored dances.

To attend a dance, students must attend the most recent school day before the dance, unless approved by administration. Also to attend, you must have your fees paid by the Monday prior to homecoming and or prom.

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

School sponsored dances for junior high and/or elementary students are for students in the grades designated. Students who are not in the designated grade are NOT permitted to attend the dance. If junior high students

from other schools are invited, a permission slip signed by the student, parent/guardian and school administrator will be required.

School sponsored dances for high school students are for students in high school grades and their guests up to age 20. No junior high school students will be allowed. No guest age 21 or older will be allowed. Everyone will be required to sign in and out at school dances and outsiders will be required to show a picture I.D. Also, students from other schools will be required to turn in their signed permission slip at least two days before the dance. Administration has the right to deny any visitor from attending school dances.

Homecoming Court – If a student is elected Homecoming King or Queen, he/she is not eligible to run as a Prom candidate.

Prom Court - If a student has been selected as Homecoming King or Queen any year, they are not eligible to run for Prom King or Queen. Juniors, seniors and their invited guests, who are not over 20 years old, may attend. Any student bringing a guest who does not attend BHS, must fill out a Prom Guest Form and return it to the Principal no later than the end of the day two days before the Prom. Prom court is reserved for seniors only.

PROM ORGANIZATION

The Junior Class is responsible for organizing Prom under the direction of their class sponsor.

The Junior Class sponsor will submit possible dates of Prom to the Superintendent one week prior to the October School Board meeting for approval by the School Board.

All purchases for which Junior class funds will be used must be approved and authorized by the class sponsor. All purchases must be made through the District Office.

All music must be turned in to administration for approval **TWO** weeks prior to the date of Prom.

If the Prom is to be held in the school gymnasium, decorating will start at the end of the school day the Wednesday before Prom, and continue on Thursday and Friday at times that are selected by the sponsor.

The Junior class may be allowed to miss a school day to decorate for prom, with guidelines set forth by administration.

EXTRACURRICULAR ORGANIZATIONS

Note: A student may only hold the title of president in 1 (one) extracurricular organization unless no other students are available.

CIVICS CLUB - A volunteer organization of students whose main purpose is to encourage civic and community involvement. They organize the annual Veterans Day Program, Flags for Veterans and other community and school wide activities.

CLASS OFFICERS - Election for class officers will be held the first week of school. President, Vice-president, Secretary and Treasurer are to be elected.

STUDENT COUNCIL - Members of the student council will be elected in the fall with representation being at least two students from each class. Members must have maintained a "C" average in the year previous to the election. Student behavior may be used as criteria for admission into Student Council. The persons elected should have a high level of motivation and willingness to work with other people.

PEP CLUB - The Raider Pep Club is for all Brussels High School students. The focus of Pep Club is to promote positive school spirit within BHS and the community. The Pep Club serves as sponsor of the annual Homecoming festivities. Membership is required for participation in pep assemblies held throughout the year. Signs, t-shirts, etc. displayed by members of the Pep Club must be approved by the Pep Club sponsor prior to the event.

NATIONAL HONOR SOCIETY - The National Honor Society is an organization whose purpose is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary school. Membership in local chapters is an honor bestowed upon a student. Selection for membership is by Faculty Council and is based on outstanding scholarship with a cumulative scholarship average of at least 85 percent, B, or 3.0 (on a 4.0 scale) or the equivalent standard of excellence. Candidates shall then be evaluated on the basis of service, leadership, and character. Once selected, members have the responsibility to continue to demonstrate these qualities. The selection of each member to the chapter shall be by a majority vote of the Faculty Council.

JUNIOR HIGH OLYMPIAD - Students are selected by their teacher to represent BJHS in a one day competition against other schools in our region.

SENIOR OLYMPIAD - Students are selected by faculty members to represent BHS in a one day competition against other schools in our region.

XIV. EXTRACURRICULAR ATHLETIC ACTIVITIES CODE OF CONDUCT

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

Requirements for Participation in Athletic Activities

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

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

6. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

Illinois High School Association

Eligibility for most athletics is also governed by the rules of the Illinois High School Association and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IHSA and this Code, the most stringent rule will be enforced.

Academic Eligibility

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches.

Brussels High School's policy connects eligibility for participation in athletics and extracurricular activities to certain academic expectations. The students are monitored weekly and by the final semester grades.

1. **Weekly Reports:** Grades are pulled every Monday morning at 8:15, or the first day back after a break and student athletes must maintain a minimum of a C (70%) average and be passing ALL classes to be eligible for that week's competition. (not including P.E. & Drivers Education)
2. **Semester Report:** A student must have passed all classes the previous semester to be eligible. Students who do not pass all of their classes at the end of the semester will be ineligible for the entirety of the following semester.
 - a. At the beginning of the 2nd, 3rd, and 4th grading quarters, the student's grades from the previous quarter will be used for ten (10) school days giving the time to earn grades on which to base eligibility. After this time, pulling grades will resume every Monday or the first day back after a break.

The Brussels High School staff supports the concept of a **student athlete** for whom academics have first priority. This concept supports the grade monitoring process, which encourages teachers to keep coaches alerted to student performance, so that coaches can be proactive in encouraging students to keep their grades up and maintain academic eligibility. Students and coaches will be notified on a Monday if the student is ineligible. Ineligibility takes effect on that Monday and runs through Sunday. All school sponsored athletic teams and cheerleading squads use this process.

Ineligibility Consequences: *A student athlete cannot participate in any practices or games for the week of ineligibility. This time should be focused on academics.*

Dismissal from Team after FOUR Ineligibility Reports: Academics take priority at BHS/BJHS. At times, students are unable to maintain acceptable grades and team responsibilities, therefore they must refocus their effort and time toward their grades.

Therefore, a student athlete will not be able to continue participation in their sport after they have been determined ineligible, on weekly reports, for the 4th time in that season. These ineligibilities do not have to be consecutive, but are cumulative. This consequence ends when a new sport or season starts.

Drug and Alcohol Testing Program

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

Each student and his or her parent/guardian must consent to random drug and alcohol testing in order to participate in any extracurricular or athletic activity. Failure to sign the School District's "Consent to Participate in Extracurricular Drug and Alcohol Testing Program" form will result in non-participation.

If a test is positive, the student may not participate in extracurricular or athletic activities until after a follow-up test is requested by the building principal or designee and the results are reported. The building principal or designee will request a follow-up test after such an interval of time that the substance previously found would normally be eliminated from the body. If this follow-up test is negative, the student will be allowed to resume participation in extracurricular and athletic activities. If a positive result is obtained from the follow-up test, or any later test, the same previous procedure shall be followed.

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

Modification of Athletic or Team Uniform

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

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

REQUIREMENTS FOR PARTICIPATION IN ATHLETIC ACTIVITIES

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

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

6. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.
7. Have all athletic fees paid to the office.
8. Have on file, a current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant.
9. Proof the student is covered by medical insurance.
10. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and an agreement signed by the student and the student's parent/guardian agreeing to IHSA's Performance-Enhancing Substance Testing Program. (distributed and collected by coaches).
11. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries. (distributed & collected by coaches).
12. A signed Agreement & Consent to the Athletic Activities Code of Conduct form.

ACADEMIC ELIGIBILITY - ILLINOIS HIGH SCHOOL ASSOCIATION

Eligibility for most athletics is also governed by the rules of the Illinois High School Association and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IHSA and this Code, the most stringent rule will be enforced.

ATHLETIC TRAINING POLICY

Every athlete participating in an extra-curricular event sponsored by Brussels High School will be required to meet with the head coach, review the athletic code, review the team rules, and sign a letter before the season starts that he/she understands and will abide by the standards set by the school district and coaching staff. All parents/guardians, athletes and their head coach will be asked to sign the Brussels Athletic Expectations and Procedures Form prior to the beginning of each athletic season.

The IHSA eligibility rules and the following policies will govern athletes at Brussels High School:

- Athletes (football, basketball, baseball, softball, volleyball players, and cheerleaders) are not to use tobacco, alcohol, or controlled substances. If found to be in violation of the above during the season or period as specified by the coach or sponsor, the following disciplinary action will occur:
 - **Tobacco**
 - 1st offense; the individual will be suspended from participating in 4 games.
 - 2nd offense; the individual will be permanently dropped from all athletics for one calendar year from the date of the incident.
 - **Alcohol**
 - 1st offense; the individual will be suspended from participating in 4 games.
 - 2nd offense; the individual will be permanently dropped from all athletics for one calendar year from the date of the incident.
 - **Controlled Substances**
 - The individual will be permanently dropped from all athletics for one calendar year from the date of the incident.
 - **Self-Reporting**

- Student participants are required to report to their coach, sponsor, athletic director, or Principal when they are in violation of the Extra-Curricular Code. Students who self-report a tobacco and/or alcohol and/or illegal drugs and paraphernalia violation within 24 hours of the violation shall have their punishment reduced by one-half (1/2).
- Administration, faculty, coaches, and police may also report extra-curricular code violations. Faculty and coaches who observe an extra-curricular code violation are to immediately inform the student of the infraction and notify an administrator within 24 hours of the violation. The student has the option to self-report an incident within 24 hours.

Explanation of consequences

1. The “2nd offense” is defined as any violation of the above incidents that occurs within one calendar year from the date of the 1st offense.
2. Consequences not completed during one sports season will carry over to the athlete’s next sports season, regardless of the start of a new academic year, calendar year, or sports season.

ATTENDANCE

Absence from School on Day of Extracurricular or Athletic Activity

A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the administration. Exceptions may be made by the administration for justifiable reasons, including: 1) a pre-arranged medical absence; 2) a death in the student’s family; or 3) a religious ceremony or event.

Attendance requirements are as follows:

- On Wednesday for a minimum of one hundred sixteen minutes (116) of instruction or four (4) class periods is required for a “full” day.
 - A “half” day of attendance would be one hundred fifteen (115) minutes of instruction or less.
- On Monday, Tuesday, Thursday and through Friday for a minimum of one hundred seventy five minutes (175) of instruction or four (4) class periods is required for a “full” day.
 - A “half” day of attendance would be one hundred seventy four (174) minutes of instruction or less.

If a student leaves school early due to illness or is sick the entire day, the student may not attend extra-curricular activities that evening. If a student is absent the day before a weekend dance, they cannot attend the dance, unless authorized by administration.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of administration.

School Suspensions

Students who are suspended, either in-school or out of school, will not be allowed to take part in athletic contests or practices during the day(s) of suspension. Individuals will also not be allowed to attend games as a spectator during the entire suspension.

School Detentions

Students who earn behavior consequences at school must fulfill these consequences at the cost of missing athletic meetings, practices, games, etc.

After school detentions are scheduled on Thursdays from 3:15 to 4 p.m. These will not be rescheduled due to a conflict with athletic events.

TRANSPORTATION

If a bus is provided by the home district or the co-op district, all students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school approved transportation. A written waiver of this rule may be issued by administration upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid.

Coaches may require team members to ride the bus home. If coaches allow, a student may not ride **home** on the player's bus if they have their parent/guardian sign the "sign-out" sheet in front of the coach after the athletic contest is over.

If they are signed out, they are only allowed to ride home with that family member.

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

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

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

BRUSSELS ATHLETIC EXPECTATIONS AND PROCEDURES

In order for athletic contests to be positive learning experiences for all who attend, the Brussels School District has adopted these guidelines. It is our desire that coaches make their expectations clear to parents/guardians and players and that parents/guardians know how to appropriately communicate concerns to a coach and what topics are acceptable for discussion.

The following communication should be expected from the coach:

- Philosophy

- Expectations the coach has for the team and your son or daughter
- Advanced notice of location and times of practices and contests
- Team requirements
- Procedure should your son or daughter be injured during participation
- Discipline that results in the denial of your son's or daughter's participation
- Players must conduct themselves in a sportsmanlike manner. Negative behaviors and comments will not be tolerated.

It is important that parents/guardians support their students in their educational careers whether it is in the classroom or on the playing field. We encourage parents/guardians to attend, watch, and support the teams their children are participating on. Brussels Junior – Senior High School discourages coaching from the stands; interrupting the coach or contest; challenging the coach, officials, or participants; and all other inappropriate conduct. Violations will result in administrative action that may result in parents/guardians not being able to attend a game, games, or the rest of the season.

Procedure to discuss a concern with a coach:

- Contact the coach through the school to set up an appointment.
- If the coach cannot be reached, contact the Athletic Director through the school.
- If neither the coach nor the Athletic Director can be contacted, contact the building administrator through the school.
- The parent/guardian or coach may request an administrator be present at a meeting.

TOPICS THAT MAY NOT BE DISCUSSED WITH A COACH:

- Playing time
- Team strategy
- Play calling
- Other student-athletes

Confronting any coach with inappropriate subject matter, prior, during, after a contest, or practice will result in administrative action. Administration can suspend the offending person(s) for game(s), days, week(s), month(s) or the season based on the recurrence and/or severity of the incidents(s).

STUDENT ATHLETE CODE OF CONDUCT

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day.

This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the Student Assistance Program for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations.

The student shall not:

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that disrupts or adversely affects the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

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

RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT

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

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression,

ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is **prohibited** in each of the following situations:

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

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

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

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

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

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

Due Process Procedures

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:
 1. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
 - A specified period of time or percentage of performances, activities or competitions;
 - The remainder of the season or for the next season; or
 - The remainder of the student's school career.
 2. Sanctions for alcohol and other drug violations, including tobacco, nicotine in any form, mood-altering or performance enhancing drugs, products composed purely of caffeine in a loose powdered form, paraphernalia or any other illegal substance, will be based on the following:
 - First violation**
 - Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of one third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty will be reduced if the student is enrolled in a school-approved alcohol or drug counseling program.
 - Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one sixth of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter.
 - The student will be required to practice with the group, regardless of the violation (unless suspended or expelled from school).
 - 3. Second violation**
 - Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To participate again in any extracurricular or athletic activity, the student must successfully participate in and complete a school-approved alcohol or drug counseling program and follow all recommendations from that program.
 - Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one third of the season and all extracurricular group performances, activities, or competitions during this period.
 - The student may be required to practice with the group (unless suspended or expelled from school).
 - 4. Third violation**
 - Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension from extracurricular or athletic activities for the remainder of the student's school career.

- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one calendar year from the date of the suspension, including all extracurricular and athletic activities during this period.
7. The appropriate administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the Principal or Principal's designee.

All students remain subject to all the School District's policies and the school's student/parent handbook.

XV. SENIOR AWARDS AND SCHOLARSHIPS

American Legion School Award and Honorable Mention Certificate – voted on by BHS faculty, presented by American Legion Post 685.

Angela Johnes Memorial Scholarship – essay competition judged by committee, presented by the family of Angela Johnes.

Bank of Calhoun County Scholarship – selected by BHS faculty, \$500 scholarship presented by the Bank of Calhoun.

Bank of Kampsville Scholarship - selected by the BHS faculty.

Bobby Hoemmen Memorial Award - given to the student who has contributed the most to the advancement of Industrial Technology.

Brad Rose Scholar Athlete Award - presented to a student who sets the bar for both high academic achievement and exceptional athletic ability.

Carl Wittmond Memorial Scholarship - \$1000 scholarship is given to a senior student planning to attend a college or technical school, presented by Charles Burch. (This award may be given to two seniors and the scholarship split between the two.)

Craig Brundies Memorial Scholarship - \$500 - \$1,000 scholarship is given to a BHS senior graduate who enrolls in a college or technical school in pursuit of a future in a vocational field. The recipient is chosen by the vocational teacher and is presented by the Brundies family.

Daughters of the American Revolution - awarded by the Daughters of the American Revolution.

Dave Johnson Memorial Scholarship - awarded to a student who has been active in the Calhoun Entertainment Company,

David A. Tepen Sportsmanship Award - given to a student athlete who displays true sportsmanship.

Felice and Marguerite Tornabene Scholarship - This scholarship goes to a student attending a technical or non-traditional type school.

Jacob A. Hagen Drafting Award - A drafting kit for an outstanding drafting student selected by the vocational teacher, presented by the family of Jacob Hagen.

Jessica and Jacob Memorial Scholarship – essay competition, judged by committee, presented by Kamp/Hagen family.

Larry Nolte Memorial Scholarship – \$500 award for a student pursuing a vocational education, selected by BHS vocational staff, given by the family of Larry Nolte.

Larry Underwood Scholarship - This scholarship is awarded to a student who chooses to attend Lewis and Clark Community College.

Outstanding Senior History Student – certificate, selected by BHS history teacher.

Shane Pohlman Memorial Baseball Award - given to a Baseball or Softball Senior with the highest season batting average.

Sons of the American Revolution - Awarded by the Sons of the American Revolution.

Stu Pohlman Memorial Baseball Award - given to a Baseball or Softball Senior for exemplary sportsmanship.

Student Council Scholarship – awarded by the BHS Student Council.

Vogel Family Scholarship - Awarded by Brussels Community Unit School District 42 in memory of James Vogel and his parents, Joseph and Florenz Vogel. This scholarship is an essay contest that will be awarded to a student who will attend university, college, or a vocational school. The essay will discuss: what the student learned during high school that is most important to them, the student's plans for university, college, or vocational school education after high school graduation, and the student's expectations for capitalizing on and using their completed higher education in life.

Brussels Junior/High School Handbook Appendix 2023-2024

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HOMELESS STUDENT INFORMATION

The McKinney-Vento Act (Section 725) defines “homeless children and youth” (school-age and younger) as:

Children and youth who lack a fixed, regular, and adequate nighttime residence, including children and youth who are:

- A. Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
- B. Living in motels, hotels, trailer parks, or camping grounds
- C. On the street, or
- D. In an abandoned building, trailer, or other inadequate accommodations

Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings. Migratory children who qualify as homeless because they are living in circumstances described above. The term *unaccompanied youth* includes a youth not in the physical custody of a parent or guardian. This would include runaways living in runaway shelters, abandoned buildings, cars, on the streets, or in other inadequate housing; children and youth denied housing by their families (sometimes referred to “throwaway children and youth”), and school-age unwed mothers living in homes for unwed mothers because they have no other housing available. Please contact Dr. Lori Hopkins, Brussels CUSD #42 homeless student education liaison, to discuss your situation. In addition, please contact the school office and provide any information you think will assist the teachers in helping your child adjust to new circumstances.

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

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

Support for Students in Foster Care

The District will ensure that a child in foster care remains in his or her school of origin, unless it is determined not to be in the child’s best interest. The District will work in partnership with state and local child welfare agencies, such as DCFS, to develop procedures which ensure that transportation is provided, arranged and funded for students in foster care. Procedures will comply with the requirements of the Every Student Succeeds Act and the Fostering Connections to Success and Increasing Adoptions Act of 2008.

The District’s designated foster care point of contact person is the District guidance counselor.

SURVEYS

Surveys by Third Parties

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

questions can be identified, and (3) regardless of the subject matter of the questions. Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information

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

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

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

INSTRUCTIONAL MATERIAL

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

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION PROGRAM

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

Suicide and Depression Awareness and Prevention Program

The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (Program) that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of Ann Marie's Law listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the School Code Section 5/2-3.163(c)(2)-(7). The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
 - a. For students, implementation will incorporate Board policy 6:60, *Curriculum Content*, which implements 105 ILCS 5.2-3.139 and 105 ILCS 5/27-7 (requiring education for students to develop a sound mind and a healthy body).
 - b. For staff, implementation will incorporate Board policy 5:100, *Staff Development*, and teacher's institutes under 105 ILCS 5/3-14.8 (requiring coverage of the warning signs of suicidal behavior).
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide.
 - a. For students in grades 7 through 12, implementation shall incorporate the training required by 105 ILCS 5/10-22.39 for school guidance counselors, teachers, school social workers, and other school personnel who work with students to identify the warning signs of suicidal behavior in

adolescents and teens along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide.

- b. For all students, implementation shall incorporate Illinois State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-
 - c. Recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to Ann Marie's Law on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide. Implementation will incorporate paragraph number 2, above, along with:
- a. Board policy 6:65, *Student Social and Emotional Development*, implementing the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in the District's educational program);
 - b. Board policy 6:270, *Guidance and Counseling Program*, implementing guidance and counseling program(s) for students, and 105 ILCS 5/10-22.24a and 22.24b, which allow a qualified guidance specialist or any licensed staff member to provide school counseling services.
 - c. Board policy 7:250, *Student Support Services*, implementing the Children's Mental Health Act of 2003, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and
 - d. State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE's website pursuant to Ann Marie's Law.
4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, *Student Support Services*.
5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, *Guidance and Counseling Program*, and Board policy 7:250, *Student Support Services*, in addition to other State and/or federal resources that address reporting procedures.
6. A process to incorporate ISBE-recommend resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program.

Illinois Suicide Prevention Strategic Planning Committee

The Superintendent or designee shall attempt to develop a relationship between the District and the Illinois Suicide Prevention Strategic Planning Committee, the Illinois Suicide Prevention Coalition Alliance, and/or a community mental health agency. The purpose of the relationship is to discuss how to incorporate the goals and objectives of the Illinois Suicide Prevention Strategic Plan into the District's Suicide Prevention and Depression Awareness Program.

Monitoring

The Board will review and update this policy pursuant to Ann Marie's Law and Board policy 2:240, *Board Policy Development*.

Information to Staff, Parents/Guardians, and Students

The Superintendent shall inform each school district employee about this policy and ensure its posting in the District's buildings. The Superintendent or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in the District.

Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the Children's Mental Health Act of 2003, 405 ILCS 49/, Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/, and the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

The District, Board, and its staff are protected from liability by the Local Governmental and Governmental Employees Tort Immunity Act. Services provided pursuant to this policy: (1) do not replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in suicide prevention, assessments and counseling services, (2) are strictly limited to the available resources within the District, (3) do not extend beyond the school day and/or school-sponsored events, and (4) cannot guarantee or ensure the safety of a student or the student body.

LEGAL REF.: 105 ILCS 5/2-3.163, 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02b.

745 ILCS 10/.

Approved by the Board of Education 7/19/16

VIOLENT OFFENDER COMMUNITY NOTIFICATION

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

NOTICE OF NON-DISCRIMINATION

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the Brussels School District superintendent (883-2131) or write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 800-795-3272 or 202-720-6382 (ITTY).

ASBESTOS NOTIFICATION

In accordance with the Asbestos Hazard Emergency Response Act, Brussels Community Unit School District #42's Asbestos Management Plan is available for public inspection in the district administrative office.

PESTICIDE NOTIFICATION

This section serves as notice that the district employs the services of a private company to administer a pest management program for the district, including the use of pesticides. For questions regarding this program, contact the Superintendent, P.O. Box 128, Brussels, IL 62013 or call (618) 883-2131. If you would like to register to be notified prior to pesticide application, please contact the school office.

PARENTS RIGHT-TO-KNOW

In accordance with ESEA Section 1111(h)(6) PARENTS RIGHT-TO-KNOW, the Brussels Community Unit School District #42 is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

SCHOOL VISITATION RIGHTS

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

SEX EDUCATION INSTRUCTION

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

Parents or guardians will be notified before such instruction begins and may examine the instructional materials to be used in any district sex education class or course.

TITLE I PARENT INVOLVEMENT

The school holds an annual meeting for all Parents/Guardians whose children receive support from the Title I program. At the meeting, the school staff will discuss parental involvement and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians should refer to the school calendar included in this handbook for the dates of the first semester parent/teacher conferences. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

ILLINOIS FREEDOM OF INFORMATION

Brussels Grade School is in compliance with the rules and regulations pursuant to the Illinois Freedom of Information Act. These rules and regulations are on file in the Superintendent's office.

STUDENT BIOMETRIC INFORMATION

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

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

1. **The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.** The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.
2. **The right to have one or more scores received on college entrance examinations included on the student's academic transcript.**¹ Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible

student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

3. **The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.** A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
4. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.** Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.
5. **The right to a copy of any school student record proposed to be destroyed or deleted.** The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

6. **The right to prohibit the release of directory information.** Throughout the school year, the District may release directory information regarding students, limited to:
- Name
 - AddressGrade level
 - Birth date and place
 - Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
 - Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
 - Academic awards, degrees, and honors
 - Information in relation to school-sponsored activities, organizations, and athletics
 - Major field of study
 - Period of attendance in school
7. *Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.*
8. **The right to request that military recruiters or institutions of higher learning not be granted access to your student’s information without your prior written consent.**² Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students’ names, addresses, and telephone numbers, unless the student’s parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.
9. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student’s temporary record which such individual may obtain through the exercise of any right secured under State law.**
10. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:**

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

¹This section is only applicable to high schools. The board, by policy, may allow scores received on college entrance examinations to be included on a student’s academic transcript, if a request is made in writing by an eligible student or student’s parent/guardian. If your district has a board policy on point, include this language in your handbook procedure.

²This section is only applicable to high schools.

BULLYING, INTIMIDATION, AND HARASSMENT PROHIBITED

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; nationality; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing

characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, via electronic means (social media, texts, emails, etc.) or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that: denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or has the purpose or effect of: Substantially interfering with a student's educational environment; Creating an intimidating, hostile, or offensive educational environment; depriving a student of educational aid, benefits, services, or treatment; or making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Making a Complaint

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, or a Complaint Manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the district's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

Non-discrimination Coordinator:

Chad Brodbeck
155 School Street
Brussels, Illinois 62013
618-883-2131

Complaint Managers:

Chad Brodbeck
155 School Street
Brussels, IL 62013
618-883-2131

Jeanene Kiel
155 School Street
Brussels, IL 62013
618-883-2131

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

EQUAL OPPORTUNITY AND SEX EQUITY

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

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student or parent/guardian with a sex equity or equal opportunity concern should contact the building principal/superintendent.

EDUCATION OF CHILDREN WITH DISABILITIES

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

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

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

For further information, please contact:

Dr. Lori Hopkins, Superintendent
618-883-2131
Brussels District Office (Brussels Elementary School)

SUPPORT FOR STUDENTS IN FOSTER CARE

The District will ensure that a child in foster care remains in his or her school of origin, unless it is determined not to be in the child's best interest. The District will work in partnership with state and local child welfare agencies, such as DCFS, to develop procedures which ensure that transportation is provided, arranged and funded for students in foster care. Procedures will comply with the requirements of the Every Student Succeeds Act and the Fostering Connections to Success and Increasing Adoptions Act of 2008.

The District's designated foster care point of contact person is the District guidance counselor.

FAITH'S LAW

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

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

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

- Physical signs:
 - Sexually transmitted infections (STIs) or other genital infections
 - Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
 - Unusual weight gain or loss
- Behavioral signs:
 - Excessive talk about or knowledge of sexual topics
 - Keeping secrets
 - Not talking as much as usual
 - Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
 - Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
 - Overly compliant behavior
 - Sexual behavior that is inappropriate for the child's age
 - Spending an unusual amount of time alone
 - Trying to avoid removing clothing to change or bathe
- Emotional signs:
 - Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
 - Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
 - Change in mood or personality, such as increased aggression

- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels. Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

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

Warning Signs of Boundary Violations

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

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role

- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student ● Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
 - Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
 - Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
 - Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School. Additional Resources include: National Sexual Assault Hotline at 800.656.HOPE (4673) National Sexual Abuse Chatline at online.rainn.org Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873).

EMPLOYEE CODE OF PROFESSIONAL CONDUCT

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In addition, the Code of Ethics for Illinois Educators, adopted by the Illinois State Board of Education, is incorporated into this Code of Professional Conduct. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/1 et seq.), engages in grooming as defined by 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee-student conduct, engages in sexual misconduct as defined in 105 ILCS 5/22-85.5, or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

Standards and Expectations Related to School Employee-Student Conduct

1. All employee conduct must comply with the Code of Ethics for Illinois Educators, adopted by the Illinois State Board of Education, to the extent applicable.
2. Prohibited grooming behaviors and "sexual misconduct" include, but are not limited to, any verbal, nonverbal, written, or electronic or physical activity, by an employee or agent of the school with direct student contact with a student that is directed toward or with a student to establish a romantic or sexual relationship with the student. Such an act includes, but is not limited to:
 - a. A sexual or romantic invitation;

- b. Dating or soliciting a date;
 - c. Engaging in sexualized or romantic dialogue;
 - d. Making sexually suggestive comments that are directed toward or with a student;
 - e. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature;
 - f. A sexual, indecent, romantic, or erotic contact with a student.
3. Employees are expected to maintain professional relationships and appropriate boundaries with students.
 - a. Communications with Students Employees are strictly prohibited from using any form of communication with students, including but not limited to, emails, letters, notes, text messages, phone calls, social media, and conversations that include any subject matter that would be deemed unprofessional and inappropriate between an employee and student. Employees must use a school provided or supported method to communicate with students whenever possible and are prohibited from using personal email, text messaging, direct messaging or other forms of communication that are similar in nature.
 - b. Transportation of Students Employees are not permitted to transport students in their privately owned vehicles, unless they have obtained the prior permission of the school. Transportation of students in district vehicles requires approval of administration and ideally should include at least three people.
 - c. Photographs of Students: Employees are prohibited from taking or possessing photos of a student on their personal devices. Student pictures, assuming parents have not opted out of photos, for school-sponsored activities used in furtherance of the school's educational mission are permitted. Employees should delete student photos from their personal device once photos have been posted and/or sent in furtherance of the school's educational mission.
 - d. Contact with Students: Employees are prohibited from meeting or contacting a student outside of their professional role. Some exceptions would be for situations where there is another established appropriate relationship (i.e. religious education teacher, cub scout master, family relationship, etc.). Employees are expected to avoid situations which could result in an actual or perceived inappropriate relationship between the employee and the student.
 4. Employees are mandated reporters and required to comply with all reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/1 et seq.) and Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.) and related Board policies, including Board Policy 5:90, Abused and Neglected Child Reporting, and Board Policy 2:265, Title IX Sexual Harassment Grievance Procedure.
 5. Employees, students, parents, and any third party can report prohibited behaviors, including prohibited grooming and sexual misconduct, and/or boundary violations pursuant to Board Policy 2:260, Uniform Grievance Procedure and Board Policy 2:265, Title IX Sexual Harassment Grievance Procedure, or to any District or school administrator or staff member to whom the person feels comfortable reporting.
 6. Employees are required to complete training related to educator ethics, mandated reporting, child abuse, grooming behaviors, and boundary violations as required by law.
 7. Employees who violate this Code of Professional Conduct or who fail to report a violation may be subject to disciplinary action up to and including dismissal from employment.

Handbook Agreement and Consent

We, the undersigned, are aware that the 2025/2026 Jr. High/High School Handbook may be found on the district's website (www.brussels42.net). A written copy may be requested from administration or the district office. We acknowledge that we have read, understand, and agree to the terms and consequences of the Brussels Raiders JH/HS 2025/2026 handbook including ALL aspects of Section XIV and Athletic Activities Code of Conduct.

Students will not receive their school issued Chromebook until all forms and agreements are signed and returned.

_____	_____
Student Name	Date
_____	_____
Parent/Guardian Signature	Date
_____	_____
Student's Signature	Date

Please sign and return this form to Dr. Hopkins no later than August 19, 2025.

PLEASE SEE OTHER SIDE OF THIS PAGE FOR ANOTHER PERMISSION SLIP.

Personal Technology Agreement and Consent

Students must have teacher/administrative approval to use their phones during the school day for any reason.

- Students found using their cell phone for any reason without permission will be subject to consequences in the student handbook.
- Cell phones must be left in the classroom when the student leaves the classroom for any reason other than having permission to use their phone.
- Using a cell phone, smart watch, smartphone, video or audio recording device, or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules is prohibited.
- Conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.”
- All cellular phones, smartphones, smart watches and other electronic devices **must be kept *powered-off*** while inside the school building during the school day unless:
 - Use of the device is provided in a student’s individualized education program (IEP); or
 - It is needed in an emergency that threatens the safety of students, staff, or other individuals.
- If a student is found with a personal technology device powered on or using a device, they will be sent to the principal’s office to surrender the device.
 - I understand that the consequences in the student handbook will be enforced.

We, the undersigned, acknowledge that we have read, understand and agree to the terms and consequences of the Personal Technology Agreement in the Brussels High School 2025-2026 handbook.

_____ **Student Name** _____ **Date**

_____ **Parent/Guardian Signature** _____ **Date**

_____ **Student’s Signature** _____ **Date**

Please sign and return this form to the Dr. Hopkins no later than August 26, 2025.