PURPOSE

The procedures and other provisions set forth in the "Student-Parent Handbook" are not to be considered exclusive of any other remedy or disciplinary authority the Board of Education may exercise pursuant to the provisions of the Illinois School Code.

The primary function of the Student-Parent Handbook is to inform and direct students in regard to the everyday efficient and safe operations of the school district. Scheduled dates of activities and athletic events may be changed due to weather, scheduling conflicts, or any other unforeseen event.

This handbook is not a contract with the student but rather it is a document that reflects the current policies and guidelines as well as general information for the benefit of the students. It is subject to change at the direction of the Board of Education.

The Board of Education authorizes its administrative staff to make those interpretations, clarifications, and modifications of student guidelines/rules that are necessary to carry out the effective functioning of the school district and to continue to enhance a safe learning environment.

SCHOOL-PARENT-STUDENT COMPACT:

Bradley-Bourbonnais Community High School and the parents/guardians of the students participating in activities, services, and programs funded by Title I, Part A of Section 8302 the Every Student Succeeds Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. In the signing of the handbook, you are agreeing to the compact below. This school-parent compact is in effect during the current school year.

Bradley-Bourbonnais Community High School will: **Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:** *The district has written Illinois Learning Standards aligned curriculum for core areas (Math, English Language Arts, Science, and Social Science). Student assessments measure the student achievement of those standards. The district has committed to a curricular writing and revision process where curriculum is aligned to state and national standards for all departments. Curricula are revised on a four-year cycle. Students not meeting benchmarks on local and nationally normed assessments will be placed in interventions in order to support student learning.*

Tier One (All Students) - Teachers will differentiate instruction within the core curriculum to address all students' educational needs. For more specific information regarding Tier One differentiation, please contact your student's teacher. The district will also provide content area tutoring in English, math, science, and social science to provide all students support when needed. Students may go to these specialized study halls during the section opposite their lunch. This is available and encouraged for all students needing some extra support.

Tier Two (Students performing below grade level benchmark) - Based on progress data, students who are either unsuccessful in Tier One or anticipated to need support (based upon testing data) will be provided supplemental research-based interventions matched to their needs. The Multi-Tiered Systems of Support (MTSS) team, an instructional support team, will track the student's progress, and parents will receive ongoing progress data. This support will be provided in math and English Language Arts will support student success on Tier One instructional outcomes.

Math	English Language Arts
Math Study Hall (Freshman & Sophomore Levels)	ELA Study Hall (Freshman) Pre-AP English I and English II Push In

Tier Three (Students performing considerably below grade level benchmark)-Students who are not reaching grade level benchmarks on assessments will receive more intensive interventions at this level. Parents will receive ongoing progress data. These interventions are intended for 9th graders and are aimed at closing gaps in foundational learning in English Language Arts and math. Students taking these courses will also take Pre-AP Algebra I and/or Pre-AP English I. Students needing considerable support in both math and English Language Arts will be placed in a co-taught course with the aim of providing support in both areas of study. After Tier Three implementation, students who continue to display limited progress may then be considered for further evaluation and services.

Math	English Language Arts
Foundation of Math	Reading

Other interventions include:

Boiler Block
A time during the day when students may sign up to receive help from their teacher or will receive targeted support as needed as identified by the student's teacher.

Data used to identify students for interventions include: PreACT/ACT scores (given to 9-11th grade), data from feeder districts, teacher input, and other universal screeners deemed appropriate. Students performing below benchmark in English Language Arts and/or Math will be placed in Tier Two or Tier Three interventions.

BBCHS will hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.

BBCHS will provide parents with frequent reports on their student's progress. Specifically, the school will provide reports in a timely manner according to the district progress reporting calendar.

BBCHS will provide parents/guardians reasonable access to staff.

Parent contact can be made via email or phone. All contact numbers for teachers are communicated via teacher syllabus and are available on the BBCHS website. Parents should make sure that all contact information is up to date within the school information system.. Parents can request a conference with the teacher and/or counselor at any time the parent feels it is necessary to conference about the student's achievement.

BBCHS will provide parents opportunities to volunteer and participate in their student's class and to observe classroom activities.

Parent/Guardian Responsibilities We, as parents/guardians, will support our children's learning in the following ways:

- Monitoring attendance.

- Ensuring that homework is completed.
- Monitoring amount of screen time.
- Participating, as appropriate, in decisions relating to my child's education.
- Promoting positive use of my student's extracurricular time.
- Staying informed about my student's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District-wide Policy Advisory Council, the School Support Team or other school advisory or policy groups.

Student Responsibilities:

I, as a student, will share the responsibility to improve our academic achievement and achieve the state's high standards. Specifically, I will:

- Act with academic integrity.
- Engage in classwork activities and homework every day and ask for help when needed.
- Reach out for help from my teachers, counselors, and/or MTSS support systems such as content area study halls.
- Reassess as deemed necessary to master content.
- Read at least 30 minutes every day outside of school time.
- Give my parents or the adult who is responsible for my welfare all notices and information received by me from school every day. If you have any questions, please contact Mrs. Tiffany Kohl, Title I Director, at (815) 937-3707 ext. 6007 or tkohl@bbchs.org.

EQUAL OPPORTUNITY POLICY

Bradley-Bourbonnais Community High School District 307 insures equal educational and co-curricular opportunities are offered to students regardless of race, color, creed, national origin, age, sex, religion, disability or 504 related accommodations. Should parents or students have any questions or any cause to believe that a disability is impacting the educational opportunities provided through Bradley-Bourbonnais Community High School, they may contact the Superintendent's Office at 937-3707.

SCHOOL VISITATION RIGHTS ACT

The School Visitation Rights Act provides parents with the right to visit school during the workday when necessary. The act reads in part, "An employer must grant an employee leave up to a total of 8 hours to attend school conferences or classroom activities related to the employee's child." This is applicable after the employee has exhausted all accrued vacation time.

Forms to verify school visitation are available in the Main Office.

RIGHTS & RESPONSIBILITIES

"The Responsibilities of Students" (taken from Students & Schools Rights & Responsibilities, Illinois Office of Education). Students, as citizens of the United States, are guaranteed certain individual rights

and have corresponding individual responsibilities. Parents, teachers, and administrators have a responsibility to provide an atmosphere conducive to the teaching and learning process. The concept of balancing the rights of the individual with the rights of society is as valid in the educational community as in the larger community. There are certain special responsibilities required of a citizen who is a student in school:

1. To become informed of and adhere to reasonable rules and regulations established by local boards of education and implemented by school administrators and teachers.
2. To respect the rights and individuality of other students and school administrators and teachers.
3. To refrain from libel, slanderous remarks, and unnecessary obscenity in verbal and written expression.
4. To dress and groom in a manner that meets reasonable standards of health, cleanliness, and safety.
5. To be punctual and present in the regular or assigned school program to the best of one's ability.
6. To refrain from gross disobedience, misconduct, or behavior that materially and substantially disrupts the educational process.
7. To maintain the best possible level of academic achievement.
8. To respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and at school sponsored activities.

PLEASE CONTACT THE FOLLOWING

IF YOU HAVE QUESTIONS ABOUT:

***Dr. Vosberg**, Superintendent:*

- Organization, Policies, Procedures, Strategic Planning

***Dr. Tingley**, Principal:*

- Grading Procedures, School Calendar, Course Offerings, Instructional Strategies

***Mrs. Kolitwenzew**, District Manager:*

- Building and Grounds, Bus Schedule, Cafeteria, Swimming Programs, Transportation Concerns, Use of Facilities, Student Insurance, Finances

***Ms. Kohl**, Director of Curriculum:*

- Title Grants, Course Curriculum, State and Local Standards, Instruction,Textbooks/Resources

***Mr. Bennett,** Data and Assessment Coordinator:*

- State and Local Testing, AP Testing, Pre-AP Classroom Testing

***Ms. Weigt,** Director of Communication:*

- Public Relations, Community Relations

***Mrs. Derbas,** Assistant Director of Curriculum and MTSS Coordinator:*

- MTSS/Interventions, Boiler Block, Social Emotional Learning, Student Support Teams, Course Curriculum, Instruction

***Mrs. Downey**, Director of Special Services:*

- Special Education, Accommodations Coordinator, Homeless Liaison, Homebound/Hospitalization, ELL/ESL, Bilingual Programming and Services, IDEA Grant, EL Funding, Medicaid Funding

***Mr. Lamie**, Director of Counseling:*

- Counseling and Social Work, College and Career Planning, Optional Education Programs, Graduation Requirements, Scholarships, Kankakee Area Career Center, Section 504 Service Plans

***Mr. Kubal**, Assistant Principal:*

- Freshman Discipline, Failures to Serve, Freshman Orientation, BBCHS Showcase, School Safety

***Mr. Fox**, Associate Principal:*

- Sophomore, Junior, Senior Discipline, Failures to Serve, Registration/Residency, Student Activities, Graduation, GradNite Great America, Summer School

***Mr. Kemp**, Assistant Principal:*

- Sophomore, Junior, Senior Discipline, Failures to Serve, Security Team Coordinator, Learning Adjustment Center (LAC)

***Mrs. Rewerts,** Assistant Principal*

- Sophomore, Junior, Senior Discipline, Failures to Serve

***Mr. Middlebrook**, Dean of Students*

- All Grade Level Attendance, Tardies, Attendance Incentive Leader

Mr. Kohl, *Athletic Director:*

- Athletics

Mrs. Hagenow*, School Nurse:*

- Student Illness, Medications, Immunization Records and Compliance, Eyeglass Referrals

Mr. Ekhoff*, Director of Technology:*

- Chromebooks, Acceptable Use Policy

Mr. Stanek*, Driver's Education Coordinator*

Main Office Hours: 7:15am – 3:45pm

All Other Offices: 7:15am – 3:30pm

BELL SCHEDULE

TIME	PERIOD
6:50-7:50 a.m.	Zero Hour
8:00-8:50 a.m.	1
8:55-9:45 a.m.	2
9:50-10:25 a.m.	Boiler Block
10:30-11:20 p.m.	3
11:25-12:15 p.m.	4
12:20-1:10 p.m.	5
1:15-2:05 p.m.	6
2:10-3:00 p.m.	7

LUNCH PERIODS

TIME	PERIOD
10:30 – 10:53 a.m.	3a
10:58 – 11:20 a.m.	3b
11:25 – 11:48 a.m.	4a
11:53 – 12:15 p.m.	4b
12:20 – 12:43 p.m.	5a
12:48 – 1:10 p.m.	5b
1:15 – 1:38 p.m.	6a
1:43 – 2:05 p.m.	6b

EARLY RELEASE SCHEDULE

7:10-7:50 a.m.	0 Hour
8:00-8:40 a.m.	1
8:45-9:25 a.m.	2
9:30-10:10 a.m.	3
10:15-10:55 a.m.	4
11:00-11:40 a.m.	5
11:45-12:25 p.m.	6
12:30-1:10 p.m.	7

EVACUATION PLAN

In the event that we must evacuate the building, students will be released to the track. Students should evacuate to the nearest exit, walk to the track, and meet their Boiler Block teacher and await instructions. Teachers are organized around the track by their last names.

CRISIS MANAGEMENT CODES

Please be advised of the following information concerning warning codes. If we were to make the following announcements, we would expect the following actions by our faculty and student body. In the event of a power outage, please stay in the classroom.

Code	Action
We are in Lockdown due to a serious/dangerous situation...	Lock/Barricade Fight/Flight
We need to evacuate the building to Centennial Chapel due to...	Leave school property
We need to evacuate the building and proceed to the stadium due to...	Follow instructions over the intercom system
We have a medical emergency inside the building.	Stay in room until further notice
There is a dangerous situation in our community.	Teachers check doors. Normal procedures.

DISCIPLINE & ATTENDANCE

THREAT ASSESSMENT PROTOCOL

This implementation manual is a guide to help facilitate the process to determine what a student says, writes, posts, or communicates is a legitimate threat to the safety and security of themselves or others. While the majority of incidents reported in the media are school shootings, other acts of violence take place daily in our schools across the country. While this system will in no way predict whether or not a student will engage in violent behavior, it will serve as a tremendous resource to help analyze information for teams to make the best decisions for your students.

The Safe School Initiative was an attempt to identify information or knowledge that could be obtained prior to an attack. The study was pursued under a partnership between the United States Secret Service and the Department of Education. They focused on targeted school violence incidents that occurred between 1974- 2000. In 2002, the joint partnership completed a final report and recommendations from the Safe School Initiative.

The questions in the interviews are part of the Salem Keizer threat assessment system. The Salem-Keizer System was developed following the research that the U.S. Secret Service and Department of Education developed and conducted and they have named it a best practice. It is a comprehensive, four-pronged approach looking at personality factors, social dynamics, family dynamics and school climate. The inquiry involves multiple sources through an interview process. The collaborative team approach will determine the level of threat and need for additional investigation, intervention, and/or supports.

Utilizing the resources in this manual will help school districts and schools:
• Determine what a student does is a legitimate threat to the safety and security of themselves or others,
• Document the threat assessment process in a uniform manner,
• Provide a guide to support your students before and after the situation,
• Communicate to your stakeholders how you handle the situation, and
• Provide consistency in the process providing greater levels of confidence and legal defensibility.

Whether a student communicates a direct, indirect, veiled, or conditional threat your team will be prepared to handle the situation with confidence and fidelity. Your Level 1 team embodies an important responsibility in the:
• Assessment the risk of the student of concern,
• Identification of a potential student of concern - Directly hear threat, social media, bullying,
• Management of the situation - both student and given target, and
• Providing appropriate support and interventions

The Level 1 Threat Assessment Team will include 2 trained staff members from our Student Services team. Students, parents, and staff members will be interviewed and the validity of the threat will be determined. Potential outcomes could include: Social-emotional support, school discipline, alternative placement, or expulsion. The school resource officer will be utilized for all threats that could be criminal.

ATTENDANCE

Exemptions from School Attendance

Children are **not required to attend public school** if they are:

- Enrolled in a private, parochial, or home school
- Physically or mentally unable to attend (includes medically certified pregnancy complications)
- Lawfully and necessarily employee
- Between ages 12–14 and attending confirmation classes
- Absent for religious reasons (holidays, instruction, or restrictions on secular activities)
- Age 16+ and employed while enrolled in a graduation incentives program

Types of Absences

Excused Absences include:

- Illness with a doctor's note
- Up to **5 mental or behavioral health days** per year
- Religious holidays or events
- Death in the immediate family
- Circumstances beyond student's control (as determined by the school board)
- Health/safety concerns from a parent/guardian

- Attending a military honors funeral to sound TAPS
- Attending a civic event (with approval)
- Voting in an election (up to 2 hours for eligible students)
- Up to **5 days for children of active duty military** during deployment-related leave

*Note: Even excused absences count toward the state absenteeism rate but will **not** result in disciplinary action.*

Absence Procedures

- The school **may require documentation** for any absence
- **Parents/guardians must call 815-937-3707 before 8:00 a.m.** to report an absence
- If no call is made by 10:00 a.m., the school will contact the home
- Failure to provide a reason may result in an **unexcused absence**
- Reason for absence can be kept confidential upon request

Make-Up Work

- Students with excused absences are given a **reasonable timeframe** to complete missed work
- Students/guardians are responsible for obtaining and completing assignments in advance of known absences

Unexcused Absences

- All other absences not meeting the above criteria are considered **unexcused**
- Excessive unexcused absences, even if verified by a guardian, may lead to **disciplinary action and failure of a course**
- **If a student misses 15% or more of a course it will result in a failing grade**

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

Intervention Services offered by the district may include the following:

1. Students may be referred for social work services when a pattern of non-attendance continues. Utilizing the Multi-Tiered System Support (MTSS) model, school social workers partner with students, families and educators to help identify needs and reduce barriers to school attendance. School officials will monitor the progress to determine the next steps of intervention.
2. The I-KAN Attendance Assistance Program helps students stay in and graduate from school by providing prevention and intervention services to students and their families.
    a. A caseworker within IKAN's Attendance Assistance Program will be assigned to a student under the age of 17 for the purpose of giving aid and support to the student and family. If truancy continues after services have been provided, students and their families are referred to the Truancy Review Board (TRB) where they are presented with a contract explaining what must be done to avoid going to court. If attendance does not improve after all efforts have been exhausted, a truancy petition will be referred to the States Attorney office.
    b. Students under the age of 17 are referred to an alternative education program (SALT) as a secondary intervention step and to gain credits toward graduation.
    c. Students at the age of 17 and older may not be candidates for SALT. An attendance contract will be created as the intervention strategy. If truancy continues after the contract is established and the student's attendance is at or above the 20% absenteeism rate, the student may be dropped from school and may not be enrolled until the next semester.

To prevent abuse of attendance regulations, the Board of Education of Bradley-Bourbonnais Community High School has also adopted the following policies:

Any student who has been absent for more than 4 days in any one semester will be considered excessive and asked to present documentation to verify each absence thereafter. This will be at the discretion of the Student Support Office. The Student Support Office reserves the right to refuse attendance on a field trip for excessive absence or discipline. Social Probation will be considered for absences and applied throughout the year.

REPORTING ABSENCES

On the day of a student absence, the parent/guardian is required to call the Attendance Clerk (937-3707 Ext. 6021) in the morning. Voicemail is always available to accept calls.

PRE-ARRANGED ABSENCES

Pre-arranged absences must be communicated by a parent phone call to the Attendance Clerk. Students with pre-arranged absences are expected to have all assignments completed upon returning to school

unless other arrangements are made with the teachers.

HOMEBOUND/HOSPITAL STUDENT RESTRICTIONS

Students who are hospitalized or receiving homebound instruction due to medical reasons are restricted from participation in any extracurricular activities without prior administrative approval.

KANKAKEE COUNTY ATTENDANCE ASSISTANCE PROGRAM

The purpose of the Attendance Assistance Program is to help potential and chronic truants and behaviorally "at risk" students to overcome roadblocks to regular school attendance. If a student accumulates several absences, that student may be referred to the Attendance Assistance Program. The goal of the program is to improve student achievement through improved attendance.

SKIPPING (LESS THAN 4 PERIODS)

Any absence from an assigned area without school permission will be considered as skipping. Consequences of skipping per semester are:

Incident	1	Extended Detention
	2	LAC and Social Probation for 9 weeks
	3	LAC and Social Probation for semester
	4+	Overnight Suspension, OSS, Social Probation for the remainder of the year, discipline contract

CUT (4 PERIODS OR MORE)

Any absence from an assigned area without school permission will be considered as cutting. Consequences of cutting per semester are:

Incident	1	LAC
	2	LAC and Social Probation for 9 weeks
	3+	Overnight Suspension, OSS, Social Probation for the remainder of the year, discipline contract

PROCEDURES FOR LEAVING THE BUILDING WHILE SCHOOL IS IN SESSION

If it becomes necessary for a student to leave the building during the school day, a parent or guardian must call the Attendance Clerk prior to the scheduled time of leaving. A pass to leave the building will be written only after a parent has given permission for the student to leave. Students will only be allowed to leave the building through the front Main Entrance. Any student leaving the building without a pass or permission from school officials will be considered truant and disciplined accordingly.

MAKE-UP POLICY

If the student is absent, he/she will be given an opportunity to make up the work. Arrangements for make-up work should be made immediately upon the student's return to class. Make-up work is the student's responsibility. Formative and summative assessments shall be made up in a timely manner.

CAREER CENTER ATTENDANCE

Students assigned to the Career Center are expected to follow the same regulations set forth in the previous paragraphs. The Career Center reports absences to Bradley-Bourbonnais Community High School daily. Students will be held responsible for the work they have missed. **Students are prohibited from driving to the Career Center without prior approval from their Assistant Principal. Violations will be subject to a day of LAC, and won't be able to attend KACC on that day..**

TARDINESS TO SCHOOL

Any student who arrives at school after the beginning of their first scheduled class is tardy to school. Tardiness to school will count as a tardy to the first scheduled class. Oversleeping, car trouble and similar reasons will count as tardiness to school. **If a student is over 20 minutes late to school (8:20-8:50) it will be considered a morning skip.**

Morning Skip:

Incident	3	Detention
	5	Extended Detention and Social Probation for 2 weeks
	7	LAC and Social Probation for 9 weeks, Parent Meeting
	9	Overnight Suspension, OSS and Social Probation for semester, Parent Meeting

TARDINESS TO CLASS (CUMULATIVE FOR ALL CLASSES)

Students do not have a right to be tardy to class. It is their responsibility to be in their scheduled class on time. **A student is considered tardy any time he or she is not inside the classroom up to 5 minutes after the bell rings. Anything after 5 minutes will be considered skipping. Consequences for tardiness are:**

Incident	6	Extended Detention
	10	LAC and Social Probation for 2 weeks
	15+	Overnight Suspension, OSS, Social Probation for the semester, Parent Meeting

ABUSIVE LANGUAGE

At BBCHS, it is our goal to provide a healthy educational experience for our students, teachers, and staff members. The use of inappropriate or offensive language, including but not limited to language that demeans or intimidates is not conducive to such an environment and undermines the educational experience. Students who use abusive language, racial or ethnic slurs, obscene, profane or vulgar language whether written, oral or expressed by symbols will receive disciplinary consequences.

ACADEMIC REFUSAL

Students are expected to complete assignments and assessments required to complete a course. Refusal to complete or attempt these assignments or assessments will result in disciplinary action.

Incident	1	Detention
	2	Extended Detention
	3+	Extended and Social Probation for 9 weeks, Progressive Discipline

ACADEMIC DISHONESTY

Academic dishonesty by students compromises their character and reputation, and interferes with the learning process. Any action to obtain credit for work that is not one's own is considered academic dishonesty. Such actions may include but not be limited to the following:

1. Turning in someone else's work as your own.
2. Obtaining or receiving a copy of a test or scoring device.
3. Plagiarizing (copying from another's work on the Internet and passing it off as your own)

4. Impersonating another student in order to complete work.
5. Changing grades in the gradebook.
6. Allowing others to utilize one's own course work.
7. Using a translator/online assistance.

If a student is academically dishonest, the student can expect:
1. The teacher will have a conference with the student.
2. The teacher will notify parents/guardians.
3. The teacher will write a referral to the Assistant Principal.
4. Progressive discipline will be used for repeat offenders.

Students violating the policy will be required to complete the work in order for the teacher to accurately assess the student's mastery. After completion of work, feedback will be provided. The grade the student earns will go into the grade book. See the progression below:

For a **formative assessment** students will receive an extended detention and complete the formative assignment/assessment.

For a **summative assessmen**t, the student will serve a day in LAC, forfeit their reassessment rights, and complete the assessment.

For a **final exam**, students will serve a day in LAC and take the final exam.

Repeated academic dishonesty will result in social probation, out of school suspension, mandatory parent meetings, discipline contract, and potential failure of the course.

**Students who willingly provide their work as part of dishonesty will receive school disciplinary action.

A.I. Guidance

The purpose of this guidance is to establish the responsible and ethical use of artificial intelligence (AI) within the school community. AI technologies offer valuable educational opportunities but also pose potential risks if not utilized appropriately and ethically. This guidance aims to ensure that AI is integrated into our educational environment in a manner that promotes learning, equity, privacy, and safety for all stakeholders.

- AI tools can erode students' critical thinking, discretion, and ability to work independently and are therefore prohibited from student use in any form.
- Using AI to manipulate media, create deepfakes, or impersonate others for the purpose of bullying, harassment, or intimidation is strictly prohibited and subject to disciplinary action under BBCHS District #307 Student Behavior Policy.
- Submitting AI-generated content as one's own original work, without prior authorization and proper citation, is a violation of BBCHS's Academic Integrity Policy. Students and staff will be taught how to appropriately cite AI tools when their use is permitted.

ALCOHOL, DRUGS, AND OTHER INTOXICANTS

It is the policy of the Bradley-Bourbonnais Community High School Board that all District workplaces shall be free from drugs and alcohol. All students and employees shall be prohibited from:

1. The unlawful manufacture, distribution, dispensing, possession, use or being under the influence of a controlled substance while on District premises, buses or while performing work for the District.
2. The distribution, consumption, possession of or being under the influence of alcohol while on District premises, buses or while performing work for the District.

Any student who has consumed, is under the influence, distributes, or is in possession of alcohol, drugs or other intoxicants while on school grounds, buses or at a school-sponsored events will be suspended from school for a period of up to 10 days, placed on social probation for the remainder of the school year, subject of to a discipline contract, and issued a citation. During the suspension, the parents will be required to accompany the student for a conference with the principal to discuss additional consequences. At that time, the principal may decide to:

1. Require the student to appear before the Board of Education for possible expulsion, OR
2. Assign the student to the regional alternative education program, and/or
3. Place the student on a discipline contract that includes, in part, the participation in and completion of an approved substance abuse education program. Failure to complete the terms of probation will result in the student being recommended to the Board of Education for possible expulsion.
4. Parking privileges may be suspended or revoked without refund**.**

This section includes counterfeit or "look alike" drugs as well as any drug related paraphernalia, unapproved medicines, inhalants, and the distribution/misuse of commercially available drugs, dietary supplements, and non-prescription medication.

AUTHORITY OF STAFF

Students are advised that any administrator, faculty member, or School Resource Officer has the responsibility and the authority to direct the action of the students at any place or time on school property or at any school activity. Failure to abide by school personnel directives may result in discipline.

INTERFERENCE WITH SCHOOL PERSONNEL

Preventing or attempting to prevent school personnel or transportation personnel from engaging in their responsibilities through threats, violence, harassment, or physical action. Providing false information during an investigation or making false accusations against a staff member. Interference with school personnel will result in disciplinary action.

BREACHES OF DISCIPLINE

By the nature of schools and today's educational programs, school discipline extends beyond the school day's hours and beyond the school building's doors. Misconduct during school, occurring on the school campus or behavior that is directly related to school will not be tolerated. This includes but is not limited to misconduct on buses, at school sponsored activities or misconduct directed toward an elected school official, teacher, administrator or other staff member or school volunteer.

Breaches of discipline are of a varied nature; consequently, much has to be left to the judgment of the administration. When determining the actual consequence for a violation, the administration will consider the seriousness of the conduct, the student's past record of conduct, the effect of the conduct on the delivery of educational services to other students, the severity of the punishment and the interests of the student involved. While the following consequences meet the needs of the school and the student for the majority of situations, alternate arrangements may be used when deemed appropriate.

a. Minor infractions of school rules must be reported to the Counseling Office - tardies, lack of materials, small disturbances, etc.

b. In cases of more severe infractions of rules or when a teacher sends a student from class, the student will be referred to Student Services. Note: Students should only be sent from the class in extreme cases.

c. Students who are sent from the class for minor offenses will be dealt with and sent back to class the same hour.

d. If a student falls under any of these rules of discipline that would cause him or her to be expelled from school, but the student is under 17 years of age, he or she may be referred to the Attendance Assistance Program for action.

BULLYING, INTIMIDATION AND HARASSMENT

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals. Bullying on the basis of actual or perceived race, color, national origin, 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 (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of

property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Complaint Manager:	Mr. Tingley/Principal
Address:	700 West North Street Bradley, IL 60915
Phone:	815-937-3730 ext. 6006
Email Address:	etingley@bbchs.org

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 knowingly providing false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

ELECTRONIC DEVICE ACCEPTABLE USE POLICY

Cell phones are not permitted to be used in any academic space. This includes during class, academic study halls, Boiler Block, AP success Coaching, Resource, and music sectionals. Students will be permitted to use cell phones during lunch, **in the hallways during passing periods,** and during non-academic study halls only. Any unauthorized use outside the cafeteria, hallways, and non-academic study halls **may result in discipline.** The use of an electronic device which includes, but is not limited to the following: cell phone, smart phone, audio or video recording device, Angelsense, personal digital assistant, Ipod, Ipad laptop computer, tablet or other similar device for the purpose of taking pictures or videos during the school day is prohibited.

Incident	1	Detention and Parent Contact by Administration and Teacher
	2	Extended Detention and Parent Contact by Administrator and Teacher
	3	Parent Meeting, Contract, Check-in, Check-out for 3 Days
	4+	5 Additional Days Check-in/Check-out

TECHNOLOGY USE

Access to technology is a privilege designed for educational use only and the school reserves the right to monitor the use of equipment and systems. Any and all files and contents therein are subject to review by the district. Using the technology for any illegal activity; for personal financial gain; wastefully using resources; gaining unauthorized access to resources; invading the privacy of individuals; using another user's account; and electronic communications that are obscene, defamatory, threatening, sexually oriented, or in other ways harassing are examples of misuse that may result in the loss of technology access and school disciplinary action. Based on the severity of the technology misuse, students may be disciplined up to 10 days of Out of School Suspension, Placement in an Alternative Program, and/or considered for expulsion by the Board of Education. Damaging the technological resources may be

considered vandalism that would result in the student and/or parent required to compensate the district.

CORPORAL PUNISHMENT

It is the policy of Bradley-Bourbonnais Community High School to use a plan of progressive discipline that is free from corporal punishment. While the use of corporal punishment is forbidden, an employee may use reasonable force as needed to maintain safety for the other students, school personnel or persons or for the purpose of self-defense or the defense of property.

DANGEROUS ACTIONS AND WEAPONS

The Board may expel a student for up to 2 calendar years as determined on a case-by-case basis. A student who is determined to have brought a weapon to school, any school-sponsored activity or event, or any activity or event which bears a reasonable relationship to school shall be expelled for a period of not less than one year. For purposes of this section, the term "weapon" means possession, use, control or transfer of any object which may cause bodily harm, including but not limited to a weapon as defined under applicable legal codes, knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs or "look-a-likes" thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils and pens may be considered weapons if used or attempted to be used to cause bodily harm. Students are not to be in possession of incendiary devices, combustible, toxic, or noxious items such as fireworks, lighters, pepper spray and odorous items. A student who is subject to suspension or expulsion as provided in this section may be eligible for a transfer to an alternative school program in accordance with the School Code. Students involved in arson, extortion/intimidation, acts of gross disrespect, verbal or physical assault and/or battery may be considered for immediate suspension, possible assignment to the regional alternative education program and/or may be referred to the Board of Education for expulsion. The Board shall consider filing criminal charges in all matters where dangerous devices are used to injure, endanger or threaten any person on school premises, on school transportation, or at a school-sponsored activity.

DETENTIONS

Detentions with the teacher will normally be held after 3:00 p.m. and last no longer than 3:50 p.m. Student Support detentions may be served Monday through Friday in W202 from 7:10 a.m. until 7:55 a.m**,** 3:10 p.m. until 3:55 p.m., or during lunch/study hall hours in E105**.** Detentions are not assigned to be convenient for the student and scheduling the detention should take priority over most conflicts. It is the student's responsibility to serve detentions on the day assigned.

Extended Detentions: All students assigned an Extended Detention are expected to abide by the following rules and guidelines:

1. The student will report promptly at 1:30 to the Extended Detention Room. (No one will be allowed into detention after 1:30 P.M..) Students will be dismissed at 2:45 to utilize BBCHS transportation.
2. The student will bring work or proper reading materials to keep occupied for the entire time period.
3. The student will study or read quietly without any talking, sleeping, or disruptive behavior.
4. The student will ask the supervisor's permission to leave the room for any reason.
5. The students will adhere to all rules and regulations regarding behavior as outlined in the Student Handbook.
6. If a student is ill the day of the Extended Detention that student will bring a doctor's excuse on the following morning to explain the circumstances. Failure to comply will result in further discipline.
7. The student is responsible for providing their own transportation to and from detention.
8. The student will be given one warning for a rule violation; the second violation will result in the

student being sent home.

9. Failure to comply with the above regulations may result in 2 days out of school suspension.

FAILURE TO SERVE DISCIPLINE/VIOLATION OF SOCIAL PROBATION

Any student who fails to serve discipline or violates social probation will be held accountable at the discretion of the Assistant Principal.

DISCIPLINE	RESULT
Detention	2 Detentions
2 Detentions	Extended Detention from 1:30-2:45 on Wednesdays and 9 weeks of Social Probation
Extended Detention	1 Day LAC AND Social Probation for the remainder of the semester
Violation of Social Probation	Social Probation for the remainder of the year

DRESS STANDARDS

State educational authorities and court decisions have determined that hair and dress styles should enhance not detract from the educational process as well as comply with state health and safety standards. Many national studies concerning schools list a positive school climate as a major characteristic of effective schools. Student dress is one of the factors that influence school climate. BBCHS encourages students to dress in a manner that is safe and suitable for the school environment. The responsibility for the dress and grooming of a student rests primarily with the student and their parents or guardians.

Allowable Dress & Grooming

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent, and shoes.
- Clothing must cover undergarments.
- Fabric covering all private parts must not be seen through.
- Headwear is allowed in the building as long as a student's face is identifiable.

Non-Allowable Dress & Grooming

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict pornography, nudity or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff.
- If the student's attire or grooming threatens the health or safety of any other person, then

discipline for dress or grooming violations should be consistent with discipline policies for similar violations.

Any student who Student Support determines to be wearing inappropriate attire will NOT be sent to his/her classes until the situation is corrected. Discipline for dress code violations are:

Incident 1: Warning and Apparel Change

Incident 2+: Detention & Apparel Change

EVACUATION DRILLS

Fire exit signs are posted in each room. When the fire bell sounds, the following instructions must be carried out immediately without exception. It is necessary to be prepared for all possible disastrous situations.

1. At the continuous sound of the bell, students and staff will quickly exit the building in an orderly fashion and proceed to their assigned area on the stadium track.
2. After attendance is taken on the track, and the building is secure, the signal to return will be given.
3. Any student involved in causing a false fire alarm will be suspended from school for up to 10 days, may be referred to the Board for possible expulsion and the police will be notified.

FIGHTING

Fighting in the building, on school property, on property approximate to the school, on the way to school or on the way home from school will not be condoned and will be dealt with severely. Students involved in a fight for the first time may be suspended out of school for up to 10 days. Students who have been involved in more than one fight may be suspended out of school for up to 10 days and will be considered for assignment to the Regional Alternative Attendance Center. Depending on the situation and the severity of the problem, additional consequences may also be imposed, including a possible police citation or expulsion. Students will be subject to Social Probation.

FORGERY

This includes students who forge or alter parental correspondence, doctor excuses, and/or alter school documents. Discipline will be assigned at the discretion of the grade-level administrator.

GAMBLING

No games of chance may be played on the school premises during regular school hours. Students should not be making wagers on cards, dice, or other type of gambling devices on school grounds or school-sponsored activities. Students who violate this rule may be disciplined by the Student Services Office.

GANG ACTIVITIES

Any public school secret society or a gang is contrary to the best interests of Bradley-Bourbonnais Community High School. The Board of Education has determined that the presence of gangs and gang related activities substantially disrupts and materially interferes with the District's educational process and programs. It shall be deemed an act of gross disobedience or misconduct for any student to join, become pledged to join or to solicit any student to join, promise to join or become a member of a public school secret society or gang and may result in suspension from school and possible assignment to the regional alternative education program or referral to the Board of Education for possible expulsion from school. The following behavior committed by a student on school grounds, buses, at school sponsored events or while traveling to and from school constitutes gross disobedience or misconduct: Wearing,

possessing, using, displaying, drawing or selling any clothing, jewelry, emblems, badge, symbol, sign or other things which is evidence of membership or affiliation in any gang. Committing any act or using any speech, either verbal or nonverbal (including gestures, handshakes and hand signals), showing membership or affiliation in a gang. Using any speech or committing any act in furtherance of the interests of any gang or gang activity including but not limited to; requesting any person to pay protection or otherwise intimidating or threatening any person, acting or inciting other students to act with physical violence upon any persons or property, causing graffiti to be exhibited on school property including graffiti intending to denote gang members' territory, or committing any other illegal act or violation of school district policy.

HALL PASSES

Students who need to be in the hallways during class time must have a **digital pass** issued through the school's approved system. This digital pass will indicate the student has permission to be out of class or study hall for a specific purpose and time.

- **Faculty and Security Staff** may stop students to verify their digital pass.
- If a student is found without a valid pass, they may be **escorted back to class**.
- Misuse or repeated issues with hallway passes may result in **disciplinary action**.

**The transition to a digital pass system is designed to improve student accountability and campus safety.

HALLWAYS

Conduct in the halls must be orderly and safe at all times. Students should be moving and keep to the right so as to not interfere with hallway and stairway traffic. Students are not to pass directly across the gym floors and should pass along the outside of the sidelines. The Main Gym floor is not to be used as a hallway. Students should pass if necessary through the balcony of the Main Gym. Students must be moving when the warning bell rings.

HAZING

Hazing and initiation acts interfere with the rights and freedoms of students. Anyone involved in such acts will be subject to discipline.

INSTIGATION/MOB ACTION

Students may not engage in behaviors that are disruptive to the educational process and the safety of others. This includes, but is not limited to, obstruction of staff from dispersing groups, obstruction of staff from intervening in physical altercations, instigation of fights and or verbal confrontations, and mob action. Students who engage in this type of activity may be suspended from school for up to 10 days and may be considered for placement in an alternative school and or be referred to the Board of Education for expulsion.

ACCEPTABLE DANCE POLICY

Students who attend dances at BBCHS must dance facing one another and/or their partner. Juking, grinding, or dancing that is lewd, vulgar, or inappropriate will not be tolerated. If a student is dancing inappropriately, the student will be removed from the dance, parents contacted and their wristband/name will be forwarded to the Assistant Principal. Students removed from the dance could be placed on social probation for up to one calendar year. The length of the assigned social probation will be left to the discretion of school administration. **No student shall be permitted to leave any social event and then**

return to it unless arrangements are made with the teacher sponsoring the event. The Good Night Rule is in effect. A student requesting to bring a date to a formal dance who is not a current BBCHS student must complete and return a Date Request Form. The form is available in the Student Support Office. All guests must be under 21 years of age. Only juniors and seniors may bring outside guests to Homecoming. Date Request Forms must be submitted to the Student Support Office one week prior to the beginning of ticket sales. **In addition, attendance will be monitored and Social Probation will be applied for those students who do not meet the 90% attendance rate prior to ticket sales.**

LEARNING ADJUSTMENT CENTER POLICIES (LAC)

Assignment to LAC allows the student to be temporarily removed from a setting without causing the student to fall behind in class work.

Students assigned to the LAC must comply with the following rules:

1. Students must report to the LAC before 8:00 a.m. and will leave at 3:00 p.m.
2. Students must bring all books, materials, and supplies to LAC.
3. Students cannot sleep in LAC.
4. There will be a supervised morning and afternoon washroom break as well as a supervised lunch.
5. Cell phone use is prohibited. All phones will be turned into the LAC Supervisor for safekeeping throughout the day.

LOITERING

Students are asked to either ride the school bus home at the end of the school day or make arrangements to be picked up immediately after school dismissal. Student Services may discipline students who are loitering and disruptive before, during and after school hours. In addition, parents will be contacted to pick up their child on time. **All students, unless accompanied by a teacher, sponsor, or coach, must leave the building by 3:10 p.m.**

MEDICINES

Any student who needs to take medication at school must follow the "Guidelines for the Administration of Medication." Any student failing to do so may be disciplined for defiance of authority.

PUBLIC DISPLAYS OF AFFECTION

Students will respect the rights of others during the school day. Excessive displays of affection could result in discipline.

REGIONAL ALTERNATIVE ATTENDANCE CENTER (RAAC)

The Regional Alternative Attendance Center is designed for students who are at risk for exclusion from school due to disruptive behaviors, who endanger the safety of other students and or school personnel or reentering BBCHS from out of district placements. This program is intended to provide an educational opportunity for those students who are unable to succeed in the regular school setting. An administrative review team will determine eligibility for the program and the district superintendent will authorize the final transfer. The primary objectives of the Regional Alternative Attendance Center (RAAC) include the following: To transfer disruptive students to appropriate learning centers,to help identified students develop the necessary academic and work skills to continue their education and/or gain meaningful employment in order to become a productive member of the community, to help identified students manage their own behavior and to improve their ability to work with others, and to reduce student suspensions and expulsions at the district level. Those students in attendance at the RAAC are not

permitted on school grounds or to attend BBCHS athletic events, school performances, or social events. Upon meeting graduation requirements, students who attend any alternative school setting may be eligible for a District #307 diploma.

SCHOOL INTERRUPTIONS

Any student causing an interruption of school due to a sit-in, walk-out, mass defiance or demonstration is subject to discipline without prior administrative approval.

SEXUAL HARASSMENT

It is the policy of Bradley-Bourbonnais Community High School to maintain a learning and work environment that is free from sexual harassment. BBCHS prohibits any form of sexual harassment. It shall be a violation of this policy for any student or employee to harass a student or employee through conduct or communication of a sexual nature as noted below and may result in suspension, expulsion and/or criminal charges.

- Verbal harassment or abuse;
- Subtle pressure for sexual activity;
- Inappropriate touching;
- Intentional brushing against another person's body;
- Demanding sexual favors accompanied by implied or overt threats or promises of preferential treatment;
- Any sexually motivated unwelcome touching.
- Sexual pranks, or repeated sexual teasing, jokes, or innuendo, in person or electronically (email, text, online);
- Repeatedly asking a person to socialize outside of school when the person has said no or has indicated they are not interested;
- Giving gifts or leaving objects that are sexually suggestive;
- Repeatedly making sexually suggestive gestures;
- Making or posting sexually demeaning or offensive pictures, cartoons or other materials;
- A victim of sexual harassment can present as masculine, feminine or nonbinary. The victim can be of the same presenting gender as the harasser.

Any person who believes he or she has been the victim of sexual harassment or any third person with knowledge of conduct that may constitute sexual harassment should report the violation immediately to the principal or to another administrator of BBCHS as may be appropriate.

SOCIAL PROBATION

Social Probation is defined as a student losing the privilege to attend school functions for up to one calendar year based on the discretion of the Assistant Principals. School functions include, but are not limited to, athletic events, dances, any ticketed event both during and after school hours, and the graduation ceremony. Students who are actively involved in a sport or co-curricular activity will only be permitted to attend practices, meetings, and competitions for the activity in which they are involved.

STUDENT PARKING AND DRIVING

A limited amount of parking is available to students in the east lot of the schools**. Sophomores, juniors and seniors may obtain a permit during the school year.** Students may park in these locations only upon the issuance of a parking decal indicating that the car has been registered for the current school year. Applications for school parking lot access are available in the Student Services Office. Cars that do not have a parking decal or that are parked illegally may be towed or ticketed without advanced warning

at the student's expense. To reduce the potential of theft and vandalism in the student parking lot, no student is to be in the parking area during the school day. Between classes students should walk in the fire lane and should not cut through the parking area. Students must get permission from the Student Services Office before going to the parking lot. If anyone sees a suspicious situation, especially outsiders, in the parking area, please notify the Student Services Office immediately. Parking Permits for students' cars parked in student lots will cost **$75.00 each.** Lost permits may be replaced at the same cost of **$75.00.** The permit does not guarantee students a spot, but only the right to park in the lots. **Parking in any designated staff location is prohibited. Any other dangerous act while in a vehicle may result in loss of parking privileges and possible citation.**

SUSPENSION AND EXPULSION PROCEDURES

SUSPENSION

The Student Support Office is authorized to suspend students guilty of gross disobedience or misconduct from school, for a period not to exceed ten (10) school days. Students assigned an out-of-school suspension are not allowed on the school grounds or immediate vicinity during the suspension period. Suspended students are not permitted to attend any school functions or participate in any school activity during the time of suspension. Any violation may result in additional disciplinary action. A parent re-engagement meeting may be necessary when the student returns to school. Students may be required to sign a trespassing agreement which could result in charges by local law enforcement agencies for criminal trespassing if found on school property during the suspension period.

The student and/or parent(s)/guardian are due the following procedural protections:

1. Prior to suspension, the student shall be provided oral or written notice of the charges. If the charges are denied the student shall be given an explanation of the evidence against him/her and an opportunity to present his/her version of the incident.
2. Prior notice and hearing as stated above may not be required and the student 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 necessary notice and hearing shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the parent(s)/guardian of the student. Such a report shall contain a full statement of the reasons for the suspension and a notice to the parent(s)/guardian of their right to review.
4. Upon request of the parent(s)/guardian, a hearing shall be conducted to review the suspension. At the hearing, the parent(s)/guardian of the student may appear and discuss the suspension with the Board's hearing officer. The hearing officer shall report to the Board a written summary of the evidence heard at the meeting. After the hearing, or upon receipt of the report of the hearing officer, the Board may take such action as it finds appropriate.

EXPULSION

The School Board is authorized to expel students guilty of gross disobedience or misconduct for the remainder of the school term or for a longer period as determined by the School Board. The student and/or parent(s)/guardian shall be due the following procedural protections:

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 a

hearing officer is appointed by the Board, he/she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.

2. The Board shall provide written notice to the parent(s)/guardian of the time, place and purpose of the hearing by registered or certified mail and request the appearance of the parent(s)/guardian at the expulsion hearing.
3. During the expulsion hearing the student and the parent(s)/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 of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the 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.

The policy for discipline of special education students shall supersede local district suspension and expulsion policy in the event that special education becomes an issue.

OVERNIGHT SUSPENSION

As part of our progressive discipline procedures, administration may use overnight suspensions to discourage handbook infractions. If a student receives an overnight suspension they will be sent home from school and may not be permitted back on campus until the following day and must be accompanied by a guardian for a reentry meeting. The purpose of the meeting is to identify strategies that will allow for the student to successfully return to school.

DUE PROCESS APPEAL

Within 10 days of a suspension, students and parents have the right to appeal the procedural due process of the suspension. This appeal must be submitted in writing to the district hearing officer (Special Services Office). The purpose of the hearing will be to determine if the student received procedural due process and not to appeal the suspension itself. Following the appeal, the hearing officer will notify the student/family in writing of the decision regarding the student's due process rights.

TOBACCO VIOLATION

Students are not allowed to smoke or carry cigarettes, electronic cigarettes, vapor pens, tobacco products, lighters, or matches in the building, on school grounds, or at school-sponsored events. The same rules apply during extracurricular activities that occur during non-school hours. Students will be disciplined if caught smoking/possession on school property. Any confiscated articles referenced above will be destroyed. Law enforcement may also issue local ordinance citations to minors caught using or possession of these items on or off school grounds before, during, and after school.

- First tobacco violation will result in 1 day of OSS, social probation for 9 weeks, and, in some cases, a citation.
- Two or more tobacco violations will result in 1 day of OSS, a possible citation, and social probation for the remainder of the semester.
- Third violation will result in all of the discipline from violation 2, with a possible alternative placement.

TORNADO DRILL

Tornado drills will be designated by intermittent sounds over the classroom speakers. Students are

expected to follow the posted classroom procedures when the alarm sounds.

TRANSMITTAL OF INAPPROPRIATE MATERIALS

Students shall not transmit material that is threatening, obscene, disruptive or sexually explicit or that can be construed as harassment or disparagement of others based on their race, national origin, gender, sexual orientation, age, disability, religion or political beliefs. Sending, sharing, viewing or possessing pictures, text messages, emails or other materials of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device may lead to discipline up to expulsion. Such actions may be reported to local law enforcement and child protection services. **A school district may discipline a student without violating the First Amendment for online misconduct that occurs off-campus and on their own time if the behavior has a sufficient connection to the school community and it materially or substantially disrupts the educational environment or invades the rights of others.**

TRUANCY ALTERNATIVE EDUCATION PROGRAM (SALT)

This program was developed to serve the "at risk" students who have been identified as potential truants, chronic truants or at risk of dropping out of school.

The participants' selection and placement into the program will include but will not be limited to the following criteria:

- the student who is chronically or habitually truant from school or classes he/she is enrolled in.
- the home school has exhausted all means and methods of correcting the student absenteeism.
- **Students in the SALT program are permitted to ride the BBCHS buses but should not be in the school building.**

VANDALISM

Vandalism is the willful or malicious destruction or defacement of property or of personal effects on school property. Any act of vandalism should be immediately reported to the Assistant Principal. Any person who commits such an act is subject to suspension or expulsion and prosecution to the full extent of the law. Students and their parents will be held financially liable.

VISITORS

The BBCHS campus is a closed campus. Visitors are not allowed in the building or on school grounds without administrative permission obtained in advance of the visit. Those wishing to speak with a staff member must contact the office in advance to schedule an appointment. Unauthorized visitors will be prosecuted as trespassers. **Visitors to the building must obtain a lanyard by providing a Drivers License or State ID to the Greeter.** This will serve as authorization to being in an assigned area within the building. The lanyard must be returned to the Greeter at the end of the visitation. Visitors must abide by all school rules. BBCHS students who bring or encourage visitors to enter the building without permission will be considered in violation of the policy.

STUDENT INFORMATION

ACTIVITIES & CLUBS

Art Club	National Honor Society	Best Buddies
Natural Helpers	Chess	Red Surge
Drama Club	Robotics	Black Student Union

SADD	French Club	Scholastic Bowl
Spanish Honor Society	Speech	Leo's Club
Student Council	Tri-M Music Honor Society	Theater
Mathletes	Youth & Government	Ecology Club
National Art Honor Society	Gay-Straight Alliance	Latin Student Union
Yearbook	SASH	Esports
Spanish NHS		

DRIVER EDUCATION

Students who wish to take Driver Education at Bradley-Bourbonnais Community High School must receive a passing grade in at least eight (8) courses during the previous two semesters prior to enrolling in Driver Education. This restriction applies to both the classroom and behind the wheel segment of the class, in accordance with the Illinois School Code. Driver Education is generally limited to sophomores, juniors, and seniors, but may be made available as a zero-hour option in the second semester to eligible freshmen.

ELECTION OF CLASS OFFICERS

To be eligible for a class office a student must have passed four academic subjects the last preceding semester and must have maintained at least a "C" average. The criteria must be met each grading period while the student holds the office.

GIFTED EDUCATION PROGRAM

Bradley-Bourbonnais Community High School and the State Board of Education have implemented Gifted Education Enrichment programming. Identified students are serviced through rigorous curricular opportunities in the general education setting.

SCHOOL COUNSELING

School Counselors are available to assist students in personal, educational, and career decision-making. College and career planning is accomplished through group and individual counseling. School counselors provide assistance in goal setting, personal decision-making, conflict resolution, and social-emotional development. Counselors serve as the case managers for students with Section 504 plans. The Counseling Department is also responsible for scheduling classes, cumulative records/transcripts, course and program placement, and follow-up studies of high school graduates.

WELLNESS ASSISTANCE PROGRAM

The BBCHS wellness assistance program is interested in helping students remain physically, mentally and socially well. The program sponsors in school and after school support groups for students who wish to share with other students similar concerns that directly affect them. Small groups give students the opportunity to talk with fellow students, offer one another support with the stresses of being a teen and the encouragement that there are people within the BBCHS community who care. Students interested in forming a group or being part of an ongoing group should contact a school counselor.

I.D. CARDS

Providing a safe environment for all students includes knowing who is in the building at all times. Therefore, each student will be issued an identification card (ID). Students must be able to present their ID card any time throughout the school day.

LOST AND FOUND

Missing items are located in the Boiler Room next to the greeter's desk. Items not claimed after one month will be donated to local charities.

NATIONAL HONOR SOCIETY

Juniors and seniors with a cumulative GPA of 3.5 or higher will be invited to apply for membership each fall. Evidence of good character, leadership, community service and active membership in organizations are factors considered by the faculty. The NHS Faculty Council reviews applications and determines final approval for membership. Members must meet community service hour requirements to maintain membership.

PHYSICAL EDUCATION

The purpose of Physical Education at Bradley-Bourbonnais High School, is to provide a program that assists in the development of all student's physical, mental, and social-emotional health. Through a variety of activities, students will acquire the knowledge and fundamental skills in developing lifelong healthy and safe habits.

Medical/Illness/Injury

Medical excuses to excuse a student from Physical Education must be from a Physician. A copy of the medical documentation must be brought to the nurse's office in SS9 and a copy of the doctor's note will be sent to the student's teacher. Medical notes that are 2 weeks or less, the students will be kept in class. The student will not be asked to participate in any way that is documented by the doctor's note but may assist the class in procedures (timing, officiating, recording, equipment, etc). Medical notes that exceed 2 weeks will be reviewed by the Division Chair and Nurse's office and appropriate placement will be determined. Doctor notes stating "until further notice" must be renewed every 30 days.

Locks and Lockers

Lockers are assigned by the student's teacher at the beginning of each semester. Students are to use the small locker for their uniform, shoes, and belongings when not in use. During the hour the student participates in physical education, the student may use the large locker that co-exists with the number of their small locker. Belongings must be moved back to the small locker at the end of each class period. Students should only use the school issued locks. All other locks will be cut off.
Students should make sure their locker is locked at ALL TIMES and there are no valuable items being brought into the locker room. The Physical Education Department is NOT responsible for any items that are lost or stolen. Backpacks and valuable items should always be locked in a locker.

Students are not allowed to share locks and lockers.

Any inappropriate behavior in the locker room should be reported to a teacher or administrator immediately. Examples of these behaviors (but not limited to) include: theft, bullying, inappropriate use of equipment, offensive language, taking pictures, etc.

Religious Beliefs

Students who are restricted from participating in activities due to religious reasons will be assigned alternative activities. Such students must submit a note to their teacher, written by their parent or a church official indicating their request for non-participation in the activity.

Cell Phone & Personal Devices

The use of any electronic device in locker rooms is strictly prohibited.

Uniforms

Students are required to wear the proper uniform attire in order to demonstrate optimal performance. Uniforms consist of:

- School-issued shirt;
- Shorts or solid **black** athletic pants such as leggings, yoga pants, sweatpants, or wind pants (no holes, slits, patterns, colors, or jeans other than black athletic wear allowed); BBCHS shorts can be purchased from a PE teacher upon request.
- Non-marking athletic/tennis shoes (no boots, sandals, loafers, etc.);

Missing one of the above articles of clothing is considered not fully dressed. Uniforms can be purchased with their physical education teacher the first week of each semester.

Swimsuits for Physical Education Classes

The expectations for student apparel to be worn during the aquatics outcomes in Physical Education are as follows: Students have two options: (1) A one piece swimsuit that provides for appropriate modesty in a co-educational class; (2) A “swim shirt” to be worn over a two piece suit. Students are expected to wear “trunks” with a liner.

Swim Medicals

Swim medicals will be accepted from a physician for medical reasons. If a student has a medical accommodation specific to swimming(e.g., chlorine allergy), the student will be required to participate in an alternate activity. This same approach will be used for students who cannot swim for religious reasons.

Notes excusing the student from swimming because of contact lenses, new tattoos, or piercings will not be accepted. Three consecutive days will be given for a student on a menstrual cycle with a parent note. Failure to complete coursework will result in a failure for the outcome.

Failure to Dress or Participate Appropriately for Class

Proper dress allows the student the ability to be active, safe, and demonstrate cooperation to their fullest. Refusal to dress and/or participate in physical education may result in discipline and a parent meeting.

Violations per semester:

1-2	Teacher/Student Conference
3-4	Teacher/Student Conference, parent phone call home (No email)
5	Detention, parent phone call home (No email)
10	Extended Detention and Social Probation for 2 weeks, parent phone call home (No email)
15	1 day LAC, 9 weeks Social Probation, Parent Meeting (teacher, parent, and administrator)

Uniform Rental Program

A rent room is provided for students who have forgotten their uniforms. The student must provide a driver's license or school ID. Chromebooks will not be accepted as a form of collateral for borrowing a uniform. We cannot guarantee that there will always be uniforms to rent. It is the student's responsibility to bring their uniform every day. Failure to do so will result in a no dress.

End of Semester & End of Year

At the completion of each semester all students must clear out their locker and lock. The lockers will be reassigned to new students at the beginning of each semester. Items left behind are collected at the conclusion of the final exam and disposed of appropriately.

POSTERS AND ANNOUNCEMENTS

Students who wish to have posters or written announcements placed on the bulletin boards in the building must secure approval from Mr.Tingley, Director of Student Support. Two locations exist to publicize events: Outside of each Student Services office.

REPORTING A THEFT

In order to report a theft, the student should contact the Assistant Principal immediately. The Student Support Office will complete the investigation. Any theft in the physical education area should be reported first to the teacher**. Bradley-Bourbonnais Community High School District 307 accepts no responsibility for lost or stolen property.**

SCHOOL BUSES

Students living more than one and one-half miles from the school are allowed to ride a school bus. Along with this service comes the responsibility to cooperate with the bus drivers. Students are to be at the point of pick-up on time because the bus cannot wait. Each student is expected to take his seat quickly and sit quietly. Students who ride second load buses in the afternoon must report to the North Cafeteria (or other designated location) within 10 minutes of the final school bell at the end of the school day. Students who are disruptive or fail to comply with supervisor instructions may not be permitted to ride the school bus. Students are not permitted to leave school grounds and come back on grounds to ride the bus. School bus riders, while in transit, are under the jurisdiction of the school bus driver unless the Board of Education designates some other adult to supervise the riders. It is recommended that all riders, parents of riders, and teachers become familiar with the following regulations governing school bus riders. School bus riders must:

1. Be on time at the designated school bus stop; help keep the bus on schedule.
2. Be careful in approaching the place where the bus stops. Do not move toward the bus until it has been brought to a complete stop.
3. Remain in your seat while the bus is in motion.
4. Remain in the bus in the event of a road emergency until instructions are given by the driver.
5. Keep hands and head inside the bus at all times. Do not throw anything out of the bus windows.
6. Remember that unnecessary confusion diverts the driver's attention and could result in a serious accident.
7. Be absolutely quiet while approaching a railroad crossing.
8. Treat bus equipment as you would valuable furniture in your home. Never tamper with the bus or any

of its equipment.

9. Assist in keeping the bus safe and sanitary at all times.
10. Keep books, lunches, coats, and all other objects out of the aisles.
11. Be courteous to fellow pupils and the bus driver.
12. Do not ask the bus driver to stop at places other than the regular bus stop. The driver is not permitted to do this, except by proper authorization from a school official.
13. Observe safety precautions at discharge point. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Wait for a signal from the bus driver before crossing the highway.
14. Observe the same rules and regulations on other trips under school sponsorship as are observed between home and school. Respect the wishes of the chaperone appointed by the school.
15. Remember that school rules, such as no smoking, fighting, etc., also apply to bus trips.

Violation of the above rules will result in the loss of bus privileges.

SCHOOL NURSE

The school nurse is located in the Freshman Student Services Office. If at any time a student feels ill, he/she may request permission from the teacher to go to the nurse. If a student is injured in class or between periods, he/she should report to the school nurse immediately. Except in emergency cases, a student must have a pass to go to the nurse. **In order for a student to leave the building due to sickness, it is required that they be assessed by the School Nurse.**

SCHOOL SEARCHES

For the reasons of health, safety and to maintain order and security in the school, school authorities may inspect and search places and areas such as lockers, desks, parking lots and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students without notice to or the consent of the student. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches including searches conducted through the use of specially trained dogs.

SPECIAL SERVICES

Specific special services are available to identified students. These services are structured to promote the success of students. Certain criteria must be met to be eligible for services that include, but are not limited to, Special Education, 504 Accommodations, Homeless Liaison, Homebound/Hospitalization, ELL/ESL Students should contact their counselor for specific information concerning services. The district provides a full continuum of special education services to meet the needs of students. If a student is suspect of needing special education services, the school district is responsible for processing requests and determining what action should be taken and initiating the necessary procedures. If a parent feels their child should be evaluated for special education services, the school counselor should be contacted at 815-937-3707 Ext 6040. BBCHS District #307 does not discriminate on the basis of age, color, race, national origin, religion or disability

IEP Procedures

The district will adhere to the following procedures with regards to notification of IEP meetings, dissemination of related draft IEP materials, and related service logs.Parents/guardians will be notified of the scheduled time, date and purpose of IEP meetings held for their child at least 10 calendar days in advance, which can be waived by agreement. At least 3 school days prior to IEP meetings,

parents/guardians will be provided with copies of all written material that will be discussed at the meeting, except for materials related to placement and related services. The documents will be provided to parents electronically. Parents/guardians will also be provided with copies of the related service logs upon request. Parents/guardians will be included as part of the collaborative team that determines RtI (response to intervention) supports and services. The recording of IEP meetings, Section 504 meetings, etc., is prohibited. Exceptions will be made on a case by case basis, at the sole discretion of School District personnel, if necessary to ensure that the parent/guardian understands the IEP or the IEP process.

Qualified Interpreter Notice

Public school districts are required to take whatever action is necessary to facilitate a parent or guardian's understanding of and participation in IEP and Section 504 meetings. This includes the provision of interpreter services for parents/guardians whose native language is not English or a sign language interpreter for parents/guardians who are deaf or hard of hearing. In the absence of qualified interpreters on staff, school districts may use outside vendors, including telephonic interpreters. Parents/guardians have the right to request that an interpreter provided by the school district serve no other role during an IEP or Section 504 meeting, and the school district must make reasonable efforts to comply with that request. To request an interpreter or if you have any questions or complaints about interpretation services, please contact Dr. Candace Wells, 815-937-3710.

STUDENT INSURANCE

A limited coverage insurance policy is offered to the student when they register for school in the fall. Students are not required to purchase insurance. Athletes, cheerleaders and band members may sign an insurance waiver form waiving their need for school insurance. If a student has insurance and is injured while under school supervision, an accident report form must be completed immediately, whether or not medical attention is necessary. Should the accident occur in class or while under the direct supervision of a teacher, the student should report to the teacher who will assist in the completion of the accident report. If the accident occurs between classes or to and from school, the incident must be reported immediately to the Nurse's Office.

STUDENT LOCKERS

All students must use the lockers assigned to them. A built-in lock is provided, and the combination is available only to the student(s) in whose name(s) the locker is assigned. If for any reason the locker cannot be used, a report should be made to the Student Services Office, including the name of student, locker number, and problem involved. The locker should be locked at all times and the combination should not be shared with others. The school cannot assume responsibility for lost articles.

Lockers are school property and may be searched by school officials, with or without the student's permission, when those officials have reason to believe illegal or dangerous materials may be hidden in a locker. Locks not issued by the school will be removed. Students who move into an unassigned locker or allow unassigned students to move into their locker will face disciplinary action. No one is to write on the lockers or in the lockers. Lockers may not contain any inappropriate materials (i.e. obscene pictures and/or references to drugs and alcohol). Defacing of lockers by students will result in disciplinary action and/or fine.

STUDENT WORK PERMITS

Illinois law requires that most youthful employees hold work certificates before they are employed. A parent must accompany a child under the age of 16 before a permit can be issued. Work permits may be obtained from the Main Office before or after school.

TELEPHONE

The office telephones are for business purposes only and are not to be used for personal calls. Students are not called to the telephone, but in case of important messages, the office will contact the students. In case of emergency, students may use an office phone or their own with the permission of Student Services Office personnel.

TIMEOUT/PHYSICAL RESTRAINT POLICY

Timeout and physical restraints will only be used by BBCHS when necessary to maintain a safe and orderly school environment and where positive, non-aversive behavioral interventions have proven not effective. Any use of timeout and physical restraint shall be in accordance with the requirements of the Illinois School and Administrative Codes.

ZERO HOUR

Zero Hour courses offer alternatives to the traditional school day schedule of 8:00 a.m. to 3:00 p.m. Zero hour classes begin at 6:50 a.m. and end at 7:50 a.m. Students are not permitted to leave school after zero hour without permission. **Students who do NOT regularly attend Zero Hour may be placed in a class during the regular school day. Transportation to Zero Hour is the student's responsibility.**

ACADEMIC INFORMATION

RESIDENCY REQUIREMENTS

Residency is verified each year during registration. BBCHS District #307 requires that all students attending District #307 be legal residents. 105 ILCS 5/10-20.12b Provides that legal residence of the student is determined to be the residence of the person who has legal custody. "Legal Custody" means one of the following:

1. Custody exercised by a natural or adoptive parent with whom the pupil resides.
2. Custody granted by order of a court of competent jurisdiction to a person with whom the pupil resides for reasons other than to have access to the educational programs of the district.
3. Custody exercised under a statutory short-term guardianship, provided that within 60 days of the pupil's enrollment a court order is entered that establishes a permanent guardianship and grants custody to a person with whom the pupil resides for reasons other than to have access to the educational programs of the district.
4. Custody exercised by an adult caretaker relative who is receiving aid under the Illinois Public Aid Code [305 ILCS 5/1-1 et seq.] for the pupil who resides with that adult caretaker relative for purposes other than to have access to the educational programs of the district.
5. Custody exercised by an adult who demonstrates that, in fact, he or she has assumed and exercises legal responsibility for the pupil and provides the pupil with a regular fixed nighttime abode for purposes other than to have access to the educational programs of the district.

ADVANCED PLACEMENT COURSES

Academic and other supports are available to all AP students. All students enrolled in AP courses are

expected to take the fee-based AP examination offered through the College Board.

CHANGE OF ADDRESS

In order to update records, students who move during the school year must bring current proof of residence as address verification to the Student Services Office immediately upon moving.

COURSE OF STUDY

Courses of study at Bradley-Bourbonnais Community High School are structured to meet the needs of each student. A rigorous curriculum offers opportunities for students in college and career readiness to be well prepared for future opportunities. Descriptions of course offerings are available in the course description guide located on the school website.

CLASSIFICATION POLICY

Number of academic credits needed to be on track for 4-year graduation

Freshmen	1st year of high school	5.5
Sophomore	2nd year	10.5
Junior	3rd year	16
Senior	4th year	21
Senior	5th year	failed to accumulate enough credits during the 4th year

FOREIGN EXCHANGE POLICY

BBCHS will accept a maximum of three foreign exchange students each year. One of the three placements will be reserved for the Rotary Exchange Program. Honorary diplomas may be granted.

GRADING SYSTEM (LEVELS OF LEARNING)

All grades on report cards will be letter grades. A full description of the grading system can be found in the Grading Handbook located on the school website.

GRADE POINTS

1. TWO LEVELS:

Grade	Regular	Weighted
A	4	5
B	3	4
C	2	3
D	1	1
F	0	0

2. WEIGHTED COURSES:

AP Biology	AP Human Geography	Pre-AP Algebra 2/Trig
AP Calculus	AP Music Theory	Pre-AP Chemistry
AP Chemistry	AP Physics	Pre-AP English II
AP Computer Science	AP Psychology	Honors Physics
AP English Language/Composition	AP Spanish Language	Pre-Calculus
AP English Literature/Composition	AP Statistics	
AP Environmental Science	AP Studio Art	
AP World History	AP U.S. History	

GRADUATION REQUIREMENTS

In order for a student to receive a high school diploma, a student must have satisfactorily completed the requirements of BBCHS District 307 and State of Illinois for a diploma. The chart below shows the required courses for graduation from Bradley-Bourbonnais Community High School in accordance with the Illinois School Code and the BBCHS Board of Education District #307. Graduates of BBCHS are required to have earned a total of 21 credits. Students attending the Kankakee Area Career Center are required to earn an additional .5 credits per semester enrolled**.** Students who are alternatively placed including but not limited to RAAC/SALT will comply with the State of Illinois graduation requirements**. In addition to the chart shown, all students are required to be enrolled in Economics or Personal Finance, and Health. Successful completion of Civics satisfies the Federal and State Constitution requirement.**

Math		English		Science		Social Science		Electives	Physical Education
3 credits		**4 credits**		**3 credits**		**2.5 credits**		**1 credit**	**3.5 credits**
1	Pre-AP Algebra I	1	Pre-AP English I or English I	1	Pre-AP Biology or Biology I	1	Western Civilization, Pre-AP World History, or AP European History	Includes art, music, world language, or career and technical education (CTE).	Must pass a course for each semester enrolled.
1	Course that includes Geometry	1	Pre-AP English II or English II	1	Pre-AP Chemistry or Chemistry I	1	US History or AP US History		
1	Additional course	1	English III or AP English Lang/Comp	1	Physics, Honors Physics, or AP Physics	.5	Civics in American Government		
		1	English IV or AP English Lit/Comp						
All students are also required to take Economics or Personal Finance (fulfills consumer education requirement) and be enrolled in a Health class.									

Requirements for a diploma are as follows:

Most courses at BBCHS receive 1/2 credit for each semester satisfactorily completed. A total of 21 credits is the minimum number a student must satisfactorily complete to qualify for a high school diploma and be eligible to participate in the graduation program at BBCHS. **Any student planning to complete these requirements prior to eight semesters and DESIRING an early graduation from BBCHS must complete and submit the Early Graduation application by September 1 during the year prior to the date of early graduation.** This form is available from the counselor.

As a requirement for graduation, BBCHS students attending the Kankakee Area Career Center shall be required to complete an additional one-half credit for each semester successfully completed. Any student successfully completing a full year at the Career Center would need twenty-two credits to graduate; a student successfully completing two full years at the Career Center would need 23 credits to graduate. This reflects the additional credits given by the career center resulting from additional class time. All other course requirements remain the same as for any student not attending the career center. Eligible students with an IEP can utilize Resource as a replacement credit. This will be determined at the student's annual review. Students entering 9th through 11th grade must register for the equivalent of 5 full-credit courses plus physical education. Students entering 12th grade must register for a course load that will complete graduation requirements and meet their post-secondary needs. Only students enrolled in 7 classes and eligible seniors may withdraw from a course. Students requesting a course withdrawal must engage in a problem-solving process with their counselor and teacher. Students who withdraw from a course after the 7th week may receive an F for the course. A fifth year senior may return part-time to complete those classes needed to complete graduation requirements.

All graduates are required by law to have had adequate instruction in American patriotism and representative government, proper use and display of the American flag, honesty, justice, moral courage, humane education, safety education, the nature and effects of alcoholic drinks and other narcotics, the atrocities during the Holocaust period, the Illinois Vehicle Code, conservation, consumer education, and others mandated in Section 27 of the Illinois School Code. A student may meet the consumer education requirement through completing the Economics or Personal Finance course.

Credits towards high school diploma may be accumulated in the following ways:

1. Regular High School Credit - Enrollment at BBCHS and satisfactorily completing required and elective classes.
2. Credit Recovery (Apex) - Students who fail to earn credit for a graduation requirement in a regular high school course may recover that credit through enrollment in an Apex credit recovery course. This opportunity may be offered during summer school or the regular school year. Students will be identified and placed by the student support team. Grades earned by students enrolled in credit recovery courses will be included in the grade point average.
3. Transfer Credits - Transferring into BBCHS from an approved and accredited high school or alternative school either in state or out of state. The number of credits transferred will be dependent upon those courses being similar to or the same as those offered at BBCHS. Transfer credits will be weighted if an equivalent weighted course is offered at BBCHS. **A maximum of seven credits may be transferred each school year.**
4. College Now Program - Dual Enrollment program requiring students to take a minimum of 4 college courses. This program reimburses students $600 per semester. Student transportation is not provided. Students are advised to check with colleges they wish to attend as policies on dual credit and transferability may vary between institutions. It is the student's responsibility to have all transcripts submitted to the Student Services Office. Students must test college ready through the ACT, SAT, or through an entrance exam if they attend KCC.
5. College Release - Dual Enrollment program that allows for students to take 1, 2, or 3 pre-approved college courses. Courses should be approved by the Director of Counseling. There is no reimbursement for College Release. Student transportation is not provided. Students are advised to check with colleges they wish to attend as policies on dual credit and transferability may vary

between institutions. It is the student's responsibility to have all transcripts submitted to the Student Services Office. Students must test college ready through the ACT, SAT, or through an entrance exam if they attend KCC.

6. Dual Credit - In house courses taught by approved instructors who have taken advanced coursework in the content area of the course. These courses have no tuition and are taken at BBCHS with a standard student schedule. Students must test college ready through the ACT, SAT, or compass exam. Students must test college ready through the ACT, SAT, or through an entrance exam if they attend KCC.
7. External Advancement/Enrichment - BBCHS students may apply for external study toward the completion of their graduation requirements. These credits may come from an accredited institution including internet based courses or summer school at another high school or other accredited program. Current and future students (e.g. incoming freshmen) must obtain prior written approval to receive external credit(s). Students should see their counselor for an External Credit Form. It is the student's responsibility to have all transcripts submitted to the Student Services Office for inclusion on the transcript. Courses **not** receiving prior approval will not be awarded credit towards graduation.
8. Home School Policy – Grade placement and academic credits earned at a nonpublic school will be accepted if the school has a Certificate of Nonpublic School Recognition from the Illinois State Board of Education, or if outside Illinois, the school is accredited by the state agency governing education.

   A student who, after receiving instruction in a non-recognized or non-accredited school, enrolls in the district will be assigned to a grade level according to academic proficiency and/or have academic credits recognized by the district if the student demonstrates appropriate academic proficiency to the school administration.
9. Any and/or all portions of the above policy, except that portion covered by the state mandate, are subject to review, revision, and/or exception by the Board of Education of District 307 and/or its designees, the Superintendent and Principal of BBCHS.

All other credits from courses not receiving prior approval earned during the summer or from continuing education classes will be considered for enrichment only and will not be counted as part of the eligible credits for graduation. No senior may participate in the commencement activities unless he/she has completed a sufficient number of credits to graduate at the time of the commencement. A student who completes the requirements for graduation following the date of any given commencement will be awarded a diploma dated as of the date the student satisfactorily completes the requirements. Students above the age of 18 and not in attendance at BBCHS may continue their education through continuing education or summer school classes and working toward a high school diploma. The counselor must approve all course work in advance.

INCOMPLETES AND FAILURES

When a student has not completed the assigned work in a subject, they should contact the teacher of that subject and make plans at once to make up the work that was missed. Incomplete grades will become failing grades if they are not resolved within 10 school days of the close of the grading window for that semester.. It is the responsibility of the student to ask the teacher for make-up work following any absence.

Students who fail a required course must recover the credit. If the course is not required for graduation another course may be taken in its place to make up the credit. If the course is required for graduation, the student will be provided a credit recovery opportunity in the summer and/or during the regular school

day. If a student fails an entire year of English and chooses to not make up the course work during the summer sessions, the student will repeat both semesters the following year and will not move on to the next level. If a student fails a single semester of English and chooses to not make up the course work during the summer sessions, the student will be allowed to "double-up" during the following year to make up the credits.

Progress grades are posted weekly and can be accessed by students and families in the Infinite Campus Portal. Progress reports will be mailed home to families of students who are receiving a D, F, or incomplete after the first 6 weeks, and again 6 weeks prior to the end of the school year. If the student fails in two or more courses, the parents are requested to make arrangements with the school for a conference which will include the student, the teacher, the counselor, and the parents.

KANKAKEE AREA CAREER CENTER

Students attending the Kankakee Area Career Center must attend the center for the full year. Drops are not allowed at the semester. Attendance at the center takes priority over any activities, assemblies, early dismissals, etc. unless excused by the Student Services Office.

LATE ENROLLMENT

A student who enrolls in the high school more than 15 days after the beginning of the semester must provide current school records, including course schedule and grades in progress. If the student is unable to get records from the sending school, the district will contact such school to verify attendance and grades. Students transferring from another Illinois public school must have the Illinois State Board of Education student transfer form. A student who fails to produce this form will not be enrolled. Students who fraudulently use this form to enter Bradley-Bourbonnais Community High School will be dropped immediately. Students who have not attended any school since the beginning of the current school year may be required to enroll in an alternative educational program or wait until the start of a new semester. Transfer students who have failed or are failing one-half or more of their courses may be recommended for enrollment in an alternative education program or to wait until the start of a new semester.

PHYSICAL EDUCATION EXEMPTION

A student may apply with their counselor for an exemption from physical education in order to take an additional class. Juniors and seniors are eligible for physical education exemptions provided they meet one of the following criteria:

A. A senior needing to add a class required for college entrance. Students must be able to document that a particular course is necessary for entrance into college and that there is no other way it could be worked into the student's schedule.

B. A junior or senior participating in IHSA interscholastic athletics or marching band with a past history of participation in those activities. In the event the student chooses not to participate or is removed from the stated activity which allowed the exemption, that student will be reassigned to Zero Hour physical education class, or have the option of dropping a 6th class.

C. The student is excused from physical education by a doctor.

REPORT CARDS

Report cards will be distributed at the conclusion of each semester.

RESTRICTIONS ON RE-ENROLLING DROPOUTS

Re-enrollment shall be denied to individuals over the age of 17 who have dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. A person denied re-enrollment will be provided counseling and be directed to alternative

educational programs, including adult education programs that lead to graduation or receipt of a GED diploma.

SCHEDULE CHANGES

The master schedule for BBCHS is developed based upon student requests. Students are expected to work with counselors and parents during the course selection period to select appropriate courses for the following school year. Once the course selection process is complete in the spring, those courses will be considered as the final schedule for the following year. Schedule changes after selections are completed will be made only for the following reason:

- Appropriate level changes
- To fulfill graduation requirements
- Scheduled in a course in which prerequisites have not been met
- Completed a course in summer school or credit recovery
- Need to repeat a previously failed course

Changing sections of a class in order to enroll in another teacher's section will not be permitted. Changes to a student's selected courses will not be permitted after May 31. BBCHS will allow students to audit a class as long as the audit is applied before the class begins. Audits must be approved by the teacher, counselor, parent/guardian and the Director of Counseling. Changes to or dropping from Advanced Placement® courses (whether a graduation requirement or elective) will not be permitted until the student engages in a problem solving process within the first 6 to 8 weeks of the course. The AP Support team will consist of the students counselor, parent/ guardian, and teachers.

TRANSFERRING OR WITHDRAWING FROM SCHOOL

A parent transferring a student is requested to sign a consent form to release records to the receiving district. A student planning to withdraw from school should present a signed note from the parent indicating the reason for withdrawal and consent. Parents and students are encouraged to meet with the counselor to discuss options before withdrawal is completed. Students withdrawing or transferring must obtain a withdrawal sheet from the Student Services Office and clear any outstanding obligations with the counselor, teachers, and school offices. If a student withdraws from school at any time during a semester for attendance related reasons (parent withdrawal, lack of interest, nonattendance), the student will not be allowed to re-enter until the following semester.

EXTRACURRICULAR

CODE OF CONDUCT

Participation in extracurricular activities is a privilege and not a right. Therefore, compliance with this Code of Conduct is required by all who participate in extracurricular activities. This includes **all students who participate in extracurricular activities involving competition or public performance.** Those extracurricular activities where a defined season is not available, but students representing BBCHS will be overseen by the activity council to determine appropriate action. By participating in any extracurricular activity, the student agrees and promises to abide by all of the requirements of this Code of Conduct with the understanding that a violation in any respect shall cause the student to be ineligible to participate in extracurricular activities as defined below. A student will be subject to this Code of Conduct from the student's original admission to BBCHS until graduation. The requirements of this Code shall apply at all

times, including times when school is not in session and including any time during which the student's extracurricular activity or activities are not in session or season. This Code of Conduct applies to all students who are engaging, have engaged, or will engage in extracurricular activities**. A student who violates the code of conduct while in concurrent activities will serve consequences for each activity** and will follow the guidelines that are listed below:

A. **The penalty will be applied in the next or concurrent activity/sport in which the student participates.**
B. In order for an extracurricular sport/activity to qualify as the next full season, the student must **complete t**hat season in good standing. The penalty shall be served as prescribed and the season completed. If the student should fail to complete the season in good standing, the served suspension is void and must be served in the next season in which the student participates.
C. Students may not cross over from sport to activity to fulfill their penalties.
D. A student/athlete that has violated the Athletic Code of Conduct for the third time, that involves two or more levels of violation, will be cause for review by the Activity Council. This review by the Activity Council will be for the purpose of assessing and determining the consequences of this third violation.

LEVELS OF VIOLATIONS

LEVEL ONE VIOLATIONS

Unexcused absences from a contest, performance or practice, misconduct at practice, contest, performance or at an athletic event or activity, including swearing or abusive language.

CONSEQUENCES:

First Offense: Punishment will be by the coach/sponsor with notification given to the athletic director/activity director.

Second Offense: Length of time will be determined by the coach with notification given to the athletic director/ activity director.

Third offense: Repeated offenses in this area will be referred to the athletic director/activity director. Parent meeting required.

LEVEL TWO VIOLATIONS

Use or possession of any tobacco substance or E-Cigarettes. Consequences:

First Offense

A. Violation is documented. Parent contact by appropriate administrator.
B. Practice is permitted.
C. Student will be suspended for **10%**, of their games/activities immediately. If this suspension is not completed by the end of the current season, the student will serve their penalty during their next season.

Second Offense

A. Violation is documented. Parent meeting with appropriate administrator.
B. Practice is permitted.
C. Student will be suspended for **50%**, of their games/activities immediately. If the suspension is not completed by the end of the current season, the student will serve their penalty during their next season. Student will meet with in-house representative to discuss self-help smoking program for a

total of two meetings at student cost.

Third offense

A. Violation is documented. Parent meeting with appropriate administrator.

B. Practice is permitted.

C. Student is suspended for one calendar year from participation in any extracurricular activities.

Fourth offense

A. Student is suspended from participation in any extracurricular activity for the remainder of his/her high school career. Parent meeting required.

LEVEL THREE VIOLATIONS

1. Documented evidence, as reported on police reports or eyewitness written statements, of attendance at parties that involve underage drinking and or illegal drugs.
2. Documented evidence, as reported on police reports or eyewitness written statements. of knowingly riding in a car where alcohol or illegal drugs are being transported.

CONSEQUENCES:

First offense

A. Violation is documented. Parent contact by appropriate administrator.

B. Practice is permitted.

C. Probation. If the police report or if a student states he/she attended but did not use alcohol or drugs, the student will be advised by the coach, director or sponsor not to attend any similar functions again.

Second offense

A. Violation is documented. Parent meeting with appropriate administrator.

B. Practice is permitted.

C. Student will be suspended for **20%**, of their games/activities immediately. If the suspension is not completed by the end of the current season, the student will serve their penalty during their next season.

Third Offense

A. Violation is documented. Parent meeting with appropriate administrator.

B. Practice is permitted.

C. Student will be suspended from all extracurricular activities for one **calendar year**.

Fourth offense

A. Student is suspended from participation in any extracurricular activity for the remainder of his/her high school career. Parent meeting required.

LEVEL FOUR VIOLATIONS

1. Use or possession of cannabis or a controlled substance.
2. Use or possession of an alcoholic beverage.
3. Hosting a party where underage drinking or alcoholic beverages and/or illegal drugs is permitted.
4. Possession of drug paraphernalia.

CONSEQUENCES:

First Offense:

A. Violation is documented. Parent contact by appropriate administrator.

B. Practice is permitted.

C. Student will lose 20% of their games/activities immediately. If the suspension is not completed by the end of the current season, the student will serve their penalty during their next season. Student will meet with in-house representative to discuss substance abuse education for a total of two meetings at student cost.

Second Offense:

A. Violation is documented. Parent meeting with appropriate administrator.

B. Practice is permitted.

C. Student will lose 50% of their games/activities immediately. If the suspension is not completed by the end of the current season, the student will serve their penalty during their next season.

D. Student will meet with in-house representative to discuss substance abuse education for a total of four meetings at student cost.

Third Offense:

A. Violation is documented. Parent meeting with appropriate administrator.

B. Student will be suspended from all extracurricular activities for one **calendar year**.

Fourth Offense:

A. Student is suspended from participation in any extracurricular activity for the remainder of his/her high school career. Parent meeting required.

LEVEL FIVE VIOLATIONS

This level includes any act or behavior deemed of a serious nature by the School Administration and/or not covered in Level 1 through 4 Violations. This includes, but is not limited to, social media infractions such as cyberbullying, discriminatory/demeaning statements towards students, staff, and school, and sexually explicit language and/or pictures.

Extracurricular Activities with no defined season.

CONSEQUENCES

The Activity Council consists of the Principal, Athletic Director, Director of Student Support, Director of Counseling, English/Fine Arts Division Chair, and the Student Council Sponsor. They will meet to determine the consequences for a Level Five Violation. The principal will have the tie-breaking vote if necessary.

Possible consequences are but not limited to:

A. No action taken

B. Community Service (type/amount to be determined by the Activities Council)

C. Student will be suspended from all extracurricular activities for 10% of the season effective immediately. If the suspension is not completed by the end of the current season, the student will continue serving their penalty during their next season. Community Service (type/ amt. to be determined by Activities Council) may be added. Practice is permitted.

D. Student will be suspended from all extracurricular activities for 20% of the season effective

immediately. If the suspension is not completed by the end of the current season, the student will continue serving their penalty during their next season. Community Service (type/amt. to be determined by Activities Council) may be added. Practice is permitted.

E. Student will be suspended from all extracurricular activities for 50% of the season effective immediately. If the suspension is not completed by the end of the current season, the student will continue serving their penalty during their next season. Community Service (type/amt. to be determined by Activities Council) may be added. A parent meeting is required. Practice is permitted.

F. Student will be suspended from all extracurricular activities for a calendar year. Community Service (type/amount to be determined by the Council) may be added. A parent meeting is required.

G. Student will be suspended from all extracurricular activities for the remainder of their High School career.

ACADEMIC ELIGIBILITY

Students must be passing **5** classes; this is **25** hours a week, per IHSA regulations.

AWARDS

1. Outline of BBCHS Athletic Awards System:
    a. An athlete will be awarded the basic award (Varsity or Sophomore letter or Freshmen numerals) as the first award during their school year. During the remainder of that school year the athlete will be awarded a certificate when he or she earns an additional letter at the same level. A Varsity letter or certificate recipient will also receive a pin for that sport.
    b. Three sport patches will be awarded to those athletes who have lettered in three sports during a year.
    c. Criteria for Senior Athletic Awards:
        i. All senior athletes will be presented a plaque, listing the sports in which varsity letters were earned.
        ii. Senior athletes who have earned six (6) or more varsity letters will be awarded a plaque denoting this achievement.
        iii. The outstanding senior female and senior male athletes will be determined by a vote of the head coaches and the Athletic Director.
            1. The criteria to be considered is the following:
            2. Be nominated by a head coach
            3. Be a two-sport athlete
            4. Have no code violations during their four years
            5. Each head coach will be able to nominate one athlete from their team and vote on the female and male athlete of the year. In the event of a tie, a committee of five (5) head coaches may break the tie. The committee shall be determined by the Athletic Director.
2. The Senior Athletic Awards ceremony will be held in early May.

ELIGIBILITY REQUIREMENTS – EXTRACURRICULAR ACTIVITIES

To be eligible, a student must meet the minimum standards of Bradley-Bourbonnais Community High School, the standards of the respective associations to which the school belongs, the individual requirements of the sponsors and coaches and be passing a minimum of twenty-five (25) hours, which

may include Physical Education.

The requirements shall include the following:

1. All athletes
2. Any competition in any activity
3. Band and all supplementary units
4. Public appearances in vocal and instrumental music, theatre, drama and speech.

The eligibility requirements shall be done on a weekly basis. If a student is ineligible to participate in an activity outside of regular class time that is considered an integral and required part of the course, the student shall not be penalized for not participating in the activity.

EQUIPMENT POLICY

1. Athletes are responsible for all uniforms and equipment issued to them.
2. Failure to return uniforms or equipment will result in fines being assessed for replacement costs.
3. Failure to return equipment or uniforms or to pay for their replacement will disallow future athletic participation.

ILLNESS AND ATHLETIC PARTICIPATION

1. The school authorities do not want the health of any student jeopardized by a student taking part in athletic contests or practices when such participation would be detrimental to his or her health.
2. No athlete is to be allowed to participate in an athletic practice or contest who has not been in school one-half day on the day of practice or the contest from 11:00 a.m. until 3:00 p.m. An exception would be in the event permission has been granted in advance for visitations, travel, bereavement, or other school related activities.

INTERSCHOLASTIC ATHLETICS

Bradley-Bourbonnais Community High School competes in interscholastic competition in the following sports: football, basketball, wrestling, track, golf, cross-country, tennis, swimming, baseball, volleyball, badminton, soccer, softball, bowling, water polo, and competitive cheer and dance. The purpose of the athletic program is to encourage conduct and sportsmanship among all participants.

MULTIPLE EXTRACURRICULAR INVOLVEMENT & POTENTIAL CONFLICTS

Prior to the student attempting multiple extracurricular activities, it is paramount that the student and the sponsor/coach agree on the reliability, dependability and needed commitment to succeed in these multiple extra-curricular activities. In the event that a student is involved in more than one school sponsored activity/sport during the same season, the performance/competitive event will take precedence over the practice. When the student is faced with a conflict between two performance/competitive events, the student/athlete will make the choice. No disciplinary action will be administered by the sponsor/coach to the student that is involved in these school-sponsored activities. It is understood that communication between the student and the sponsor/coach is made well in advance of any potential conflicts.

OUT OF SEASON CONDITIONING PROGRAMS

An individual who is a member of a team and quits will have to wait a period of thirty (30) days before being allowed to participate in any out-of -season conditioning programs. This could be waived based off circumstances and discussion with the athletic director and coach.

TRANSPORTATION

Students who leave the school and travel with a coach as supervisor should return to the school by the same mode of transportation unless released to the student's own parents. Those athletes are to sign a form provided by the athletic office indicating to the coach that their parents are taking them home. Under no circumstances may an athlete be released to other adults or students unless arrangements are made in-person with the student's parents beforehand and approved through the athletic office. This practice, however, should be limited strictly to a special family need or emergency.

TRYOUT/CUT POLICY

1. Student athletes may be cut from all levels of competition
2. Coaches or advisors may determine squads based on the following criteria:
    a. appropriate in skill for the level of competition
    b. ability to adhere to the principles of team play and work ethic
    c. proper attitude of individuals
    d. work habits and loyalty to the program
    e. classroom work

SERVICES AND FACILITIES

ACCEPTABLE USE POLICY

Definition

The term "technology" shall include all computer and audiovisual hardware and software owned or operated by the District, District websites, District online services, and electronic information systems. "Use" of District technology shall include use of or obtaining access to the system from any electronic device and/or computer terminal, whether or not owned or operated by the District.

Purpose

Technology at Bradley-Bourbonnais Community High School is a tool to enhance learning experiences. Through the effective use of technology, users broaden their global horizons and discover a vast scope of information and learning resources. Integrating technology into the curriculum affords students the best possible opportunities to develop the 21st Century skills required by changing business and educational communities. Our goal in providing technologies is to promote a comprehensive education in a well-equipped environment as indicated in the District Mission Statement. This policy is intended to support educational excellence by facilitating resource sharing, innovation, and communication.

Authority and Responsibility

With access to technology and to people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a dynamic global network it is impossible to control access to all materials or to predict what materials might be appropriate for specific school assignments. Bradley-Bourbonnais Community High School will take the reasonable precautions necessary to restrict access to controversial materials, but users ultimately are responsible for choosing the information to be accessed.

Student Responsibility for the Chromebook

Students are solely responsible for the Chromebooks issued to them and must adhere to the following:

- Students must comply with the District's Use of Technology Policy (6:235) and

Chromebook Policies and Procedures Handbook when using their Chromebooks.

- Students must bring their Chromebooks to school every day and make sure it is fully charged. Failure to do so may result in disciplinary action. (Note: a fully charged BBCHS Chromebook should last at least 8 hours.)
- Students must treat their device with care and never leave it in an unsecured location.
- Students must keep their device in a protective case or backpack when traveling.
- Students must promptly report any problems with their Chromebook to the Technology Department (W208).
- Students may not remove or interfere with the serial number and other identification tags.
- Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover, or plastic casing.
- Students may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the district.
- Students must keep their device clean and must not touch the screen with anything (e.g., your finger, pen, pencil etc.) other than approved computer screen cleaners.

Expectations

District students are expected to act in a responsible, ethical and legal manner in accordance with Federal and State law, District policy, and the District Technology Acceptable Use Policy (AUP). Specifically, students who use technology will:

- Have no expectation of privacy.
- Be responsible at all times for the proper use of their access privileges and for avoiding impersonations, anonymity, or unauthorized sharing of security measures or other confidential information.
- Take responsibility for any activities using technology that is borrowed by them or under their account or password.
- Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or viruses.
- Respect the rights of others to use equipment and therefore not use it for non-school activities during the school day.
- Protect the privacy of other users and the integrity of the system by avoiding misuses of passwords, others' files, equipment and programs.
- Use appropriate language.

Specifically, students who use technology will not:

- Use technology for illegal activities.
- Access, submit, post, publish, display or create any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially/religiously offensive, harassing, illegal or other material unsuitable in the educational setting or unrelated to the District's educational program.
- Create and/or propagate unsolicited advertising, political lobbying, chain letters, pyramid schemes, computer worms, viruses, or other acts of vandalism. Vandalism includes any attempt to harm or destroy data of another user, the Internet, the District's Network or any other network. This includes, but is not limited to, uploading, downloading, creation or knowing transmission of computer viruses.

If a user is uncertain whether his or her conduct is permissible, he or she should contact the Technology Department.

- Use the network to transmit material likely to be offensive or objectionable to recipients.
- Impersonate another user, or use anonymity or pseudonyms to obscure identification.
- Use the network for personal business or personal financial gain.
- Post personal contact information about oneself, a student or staff member, or otherwise invade the privacy of individuals or violating the Illinois School Student Records Act or Federal Right to Privacy Act.
- Use the account or password of another user.
- Trespass in others' folders, work, or files, or gain unauthorized access to resources or entities.
- Quote personal communications in a public forum without the original author's prior consent.
- Represent personal views as those of the District or those that could be interpreted as such.
- Load or use unauthorized games, programs, files, or other electronic media.
- Violate copyright laws. See http://www.educationworld.com/a_curr/curr280.shtml for an overview of copyright law pertaining to education.
- Damage technology, hardware and/ or software.
- Attempt and/or breach security measures or remove hardware/software, networks, information, or communication devices from the District network.
- Use District technology while privileges have been suspended.

These guidelines are not meant to encompass all issues. Other behavior considered to be inappropriate will be judged by the school on a case-by-case basis.

Disciplinary Actions

Failure to comply with this policy and any administrative regulations and guidelines governing the use of technology will result in disciplinary action by staff, administration, and/or the Board of Education.

No Expectation of Privacy

Users must recognize that there is no assurance of confidentiality with respect to access to transmissions and files by persons outside, or from persons inside, the District. Also, Bradley-Bourbonnais Community High School reserves the right to log technology use, to monitor file server space utilization by users and to examine users' files and materials as needed; therefore, users cannot expect absolute privacy from District personnel as to their use of technology.

CAFETERIA

The Board of Education requires all students to eat their lunch at school. The cafeteria supplies **breakfast** and lunches at a minimum cost. You may pay cash for your lunch every day or use your student I.D. If students choose to not eat, they must report to and remain in the cafeteria during their lunch period.

CAFETERIA REGULATIONS

1. Keep tables and floors clean.
2. Return trays to the designated area.
3. Arrive on time to the cafeteria/remain in the cafeteria until dismissed.
4. **Food cannot be brought in from outside restaurants.**

5. No cutting in line.

Any violations of these regulations may result in a cafeteria suspension.

FOOD ALLERGY GUIDELINES FOR PARENTS

Parents are asked to assist the school in the prevention, care and management of their student's food allergies and reactions. Additionally, parents are encouraged to foster independence on the part of their students based on his/her developmental level. To achieve this goal, parents are asked to inform the district nurse on the health form and by telephone (815-937-3707 ext. 6019) of your student's allergies prior to the first day of school or immediately after a diagnosis. In addition, parents need to provide the following: a written diagnosis from the student's physician, medication orders from the licensed provider, up-to-date EpiPens and other necessary medications such as Benadryl and annual updates on your student's allergy status.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 15 days of the day the District receives a request for access.

   A parent/guardian or eligible student should submit to the Records Custodian, Principal, or other appropriate official, written requests that identify the records (s) they wish to inspect. The District official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If the District official to whom the request was submitted does not maintain the records, that official shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading. A parent/guardian or eligible student may ask the District to amend a record that they believe is inaccurate or misleading. They should write the District official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

   If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise the parent/guardian or eligible student 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.

3. The right to consent to disclosures of personally non-identifiable information contained in the parent/guardian or eligible student's education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District in an administrative supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the District has contacted such as an attorney, auditor, or collection agent); or a person serving on the Board of Education.

   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 responsibilities. Upon request, the District discloses education records without consent to officials of another school in which a student seeks or intends

to enroll.

4. 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: Family Policy Compliance Office

   U. S. Department of Education

   400 Maryland Avenue, S. W.

   Washington, DC 20202-4605

Directory information may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the Records Custodian or other official in writing, before October of the current school year, that they do not want any or all of the directory information disclosed. Directory information includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

GUIDELINES FOR THE ADMINISTRATION OF MEDICATION IN DISTRICT 307

I. Definitions:

   1. Medication - as used in this document will refer to both prescription and non-prescription drugs.
   2. Licensed Prescriber - as defined in this document:
      a. Physician - a physician licensed to practice medicine in all of its branches including Medical Doctors and Doctors of Osteopathy.
      b. Dentist - a person licensed to practice dentistry in any of its branches.
      c. Podiatrist - a person licensed to practice podiatry.
   3. Prescription drugs - drugs requiring a written order for dispensing, signed by a licensed prescriber.
   4. Non-prescription drugs - medications that may be obtained over the counter without a prescription from a licensed prescriber.

II. The school principal or designee shall ascertain from the parent the necessity for administering medication during school hours.

III. If it is determined that the student should receive the medication at school, the following procedures shall be followed:

   1. Written orders are to be provided to the school from the physician detailing the name of the student, the type of the disease or illness involved, the name of the drug, dosage, time interval in which the medication is to be taken, the desired benefits of the medication, the side effects and an emergency number where the physician can be reached.

   2. The parent or guardian shall provide to the school a written request for the administration of a prescription drug or other medication at school.

   3. Medication must be brought to the school in a container appropriately labeled by the pharmacy or physician if a prescription drug is to be administered. Other containers for non-prescription drugs will be accepted if accompanied by the appropriate written request by the parent (See 2 above).

   4. Over-the-counter (nonprescription) medication is to be brought in the original container with

the ingredients listed, and the student's name affixed to the container. A written note requesting that the medication be given during school hours, indicating the time and dosage of medication, must accompany this.

5. The school shall provide a locked space for safe storage of medication.

6. A basic record keeping or documentation process is required in any drug administration (See attached). This shall include a method to indicate what medication was given, to whom it was given, when it was given (date and time) and who administered the medication. In addition, the documentation shall include the date of initiation of drug therapy in school, any absenteeism if and when medication is not administered and why, and the drug discontinuance date. The information should be placed in the student's health file.

IV. The physician's order and parental request shall be placed in the student's health file. This document shall be reviewed periodically as deemed necessary.

V. The parent/guardian must notify the school if there are any changes in the child's condition or medicines. A new form filled out by the physician and a new note from the parent/guardian must be provided when medicine or dosage is changed.

VI. The district asks that the parent impress upon the child the need to share the responsibility to ask for the medication at the appropriate time.

VII. Feedback may be provided to the licensed prescriber upon request.

VIII. The parent(s)/guardian will be responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for their child. If the parent(s) guardian does not pick up the medication by the end of the school year, the school nurse will dispose of and document that medications were discarded Medications will be discarded in the presence of a witness.

IX. "Self-administration of asthma inhalers and EpiPens." The general requirement of the new law is that when certain conditions are met, a "school, whether public or nonpublic, must permit the self-administration of medication by a pupil with asthma and/or allergies."

RIGHT OF HOMELESS STUDENTS

The Bradley-Bourbonnais Community High School District #307 shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have equal access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and youth not living with a parent or guardian, applies to all services, programs, and activities provided or made available, as prescribed in the McKinney-Vento Homeless Assistance Act. In an effort to comply with the McKinney-Vento Homeless Assistance Act, Bradley-Bourbonnais Community High School District #307 affirms that all homeless students will not be denied the benefits of, or be subject to, discrimination under any educational program or activity as students who are not homeless.

INTEGRATED PEST MANAGEMENT

Bradley-Bourbonnais Community High School has adopted an Integrated Pest Management (IPM) program consistent with the 1999 legislation of the State. IPM focuses on preventing and correcting the conditions that lead to pest problems and replaces routine pesticide application with a combined approach of preventative maintenance. In the event that any pesticide application on school property is required, the school will provide notification to those parent/guardians and school employees who are included in the notification registry. To include your name on the notification registry, send a written

request to the Business Manager. Any questions regarding the District's pest management practices may also be directed to the Business Manager at 937-3707 Ext. 6002. In accordance with federal and state laws, Bradley-Bourbonnais Community High School has been inspected to determine the location and condition of asbestos-containing materials and has developed an asbestos management plan to remove, repair or maintain asbestos-containing material as needed to protect the health of students and staff members. A copy of the district's management plan is available for inspection.

LIBRARY

The library encourages all students to use its facilities and services. The following is a list of the library rules and regulations.

1. The library is open from 7:00 a.m. to 4:00 p.m. Monday through Thursday; Friday, 7:00-3:20 p.m.
2. To come to the library from study halls:
    a. Check into your study hall for attendance
    b. If the library is open to study halls, the study hall teacher will issue a pass to come to the library after attendance is taken.
    c. It is the student's responsibility to inform the study hall teacher that they have a pass from a classroom teacher to be allowed to go to the library to complete an assignment (if the library is open for study halls).
3. Passes to the library for assignments must be secured from the classroom teacher that gave the assignment.
4. Materials are checked out at the circulation desk.
5. All materials circulate including magazines and reference materials.
6. Reference materials circulate overnight.
7. A fine of $0.25 is assessed for each day that materials are overdue.

MEDICAID RECIPIENTS

If your child is eligible for Medicaid, the therapy and diagnostic services that BBCHS provide are partially reimbursable to our district. Unless you object in writing, BBCHS will release information concerning these services to the government automatically to qualify for Medicaid/Kid Care reimbursement. Written objections should be sent to Dr. Candace Wells, BBCHS, 700 W. North Street, Bradley, IL 60915. Medicaid claims DO NOT impact on your personal ability to receive Medicaid funding now or in the future. Medicaid reimbursement is a source of federal funds that have been approved by Congress to help school districts maintain and improve their services for special education.

MEDICAL REQUIREMENTS FOR SCHOOL ENTRANCE

In concert with the rules of the Illinois Department of Public Health and the Illinois Office of Education, District 307 will strictly enforce the following policy. Failure to meet these mandates will result in students being excluded from school until they are in compliance. All students entering the ninth grade must show proof of a physical exam done within twelve (12) months prior to attending this grade. Students entering District 307 from another school district can enter by showing proof of having a physical at the time required by the Illinois state law**. Upon enrollment to BBCHS, all new students must submit proof of an eye exam if it is their first time enrolling in an Illinois school.** The day, month and year of all immunizations, from birth through the present, must be recorded on the physical exam form. If more immunizations are needed a written schedule from the doctor or clinic will be required. If an immunization is medically contraindicated a note from the doctor stating the reason must be submitted to the school. The physical exam is to be done by your physician. Any physical done by a nurse practitioner must be

co-signed by a physician. Dental exams are advised. All local physicians and dentists have the examination forms in their offices. Students entering at the beginning of the school term must submit these requirements on or before the first day of school. In the case of a transfer student, a period of thirty (30) calendar days, beginning with the first day of enrollment in the District, shall be given to meet the inoculation and physical requirements. If exclusion from school is necessary, a child will be admitted to school by submitting a confirmed appointment date (appointment card from doctor's office) or proof of completed requirements. If at any time during the school year there is a confirmed case (by a physician) of measles reported, any student who has not been immunized against measles because of religious exemption or medical contraindication, will be excluded from school until acceptable proof of immunity is received from a physician or until 21 days after the onset of the last reported case of measles in the school. Parents are asked to please report cases of chickenpox, impetigo, pink eye, etc. to the school as soon as possible. If you have any questions, please contact the nurse at 937-3707 Ext. 6019.

STATE OF ILLINOIS IMMUNIZATION REQUIREMENTS FOR SCHOOL ENTRANCE

- **DPT (OR DT) -** Initial series of three doses plus two boosters, the last of the two being given after age 4 years and prior to entering Kindergarten. For those starting immunizations later in life an original series of two plus a booster is acceptable.
- **TDAP** - ISBE requires all students entering the 9th grade to provide proof of TDAP along with school physical
- **POLIO** - Original series of two or three plus a booster after age 4 years.
- **MEASLES VACCINE (Rubeola, Hard Measles or Red)** -Two doses are required with the first dose being given at twelve months or older.
- **RUBELLA (3 DAY)** - To be given at 12 months or older. Report of having the disease must be confirmed by blood test.
- **MUMPS** - To be given at 12 months or older. Report of having disease must be confirmed by a physician.
- **HEPATITIS B -** Three doses administered at proper intervals.
- **VARICELLA -** One dose given on/after the first birthday or statement from physician verifying disease history.
- **MENINGOCOCCAL (MCV) -** All students entering the twelfth grade will be required to show proof of receiving two doses unless the first dose was administered after 16 years of age. In this case, only one dose after 16 years of age is required. All students entering the ninth grade need to show proof of one dose of the Meningococcal vaccination on or after the 11th birthday. This vaccination will prevent your student from a severe form of bacterial meningitis as well as other illnesses caused by this bacterium.

STUDENT RECORDS

Notice to students and parents of Bradley-Bourbonnais Community High School District 307:

In compliance with the provisions of the Illinois School Student Record Act of 1975, we take this opportunity to inform students and parents of their rights concerning Education Records.

The school maintains two types of records containing information about students.

1. **PERMANENT RECORDS**

   The law requires permanent records to contain: basic identifying information (students) and parents' names and addresses, birth (date, place and gender), the academic transcript (grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations), attendance record, accident report and health record, and record of release of

permanent record information.

The law also permits but does not require that the permanent records contain: honors and awards received, information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations. No other information shall be placed in the student's permanent records. Permanent records will be kept on file at BBCHS in accordance with ISBE regulations a minimum of 60 years.

2. TEMPORARY RECORDS

These records consist of all information not required to be in the permanent records and may include: family background information; individual or group intelligence test scores; aptitude test scores; reports of psychological evaluations including information on intelligence, personality, and academic information obtained through test administration, observation, or interviews; elementary and secondary achievement level test results; participation in extra-curricular activities including any office held in school-sponsored clubs or organizations; honors and awards received; teacher anecdotal records; special education files (including the report of the multidisciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals); and verified reports or information from non-educational persons, agencies or organizations; other verified information of clear relevance to the education of the student; and a record of release of temporary record information. Temporary records on all students will be destroyed five years after their senior class has graduated.

- Parents and students have the right to inspect and obtain copies of permanent records. Parents have the right to inspect and obtain copies of temporary records. At age 18, all rights and privileges accorded to a parent shall become exclusively those of a student upon his/her 18th birthday, graduation from secondary school, marriage or entering the military service, whichever occurs first.
- Parents and students exercise control over access to and release of student records. Professional employees of the school have access to school records for legitimate educational interest.
- Parents have the right to challenge the contents of students' records on the basis of accuracy, relevance, or propriety, except for grades. A request for a hearing, citing the specific entry or entries to be challenged and the basis for the challenge, should be submitted in writing to the chief administrator of the attendance center. (Forms for doing so are available from the school.) An informal conference will be held within 15 school days after the challenge notification has been submitted.
- If the challenge cannot be resolved in this conference, a hearing officer will be appointed and a hearing held within 15 days of the informal conference. Both parties may be present with counsel, may present evidence, call witnesses and cross-examine witnesses. Both parties have the right to a written copy of any decisions and the reasons for them with 10 school days of the hearing. Either party may appeal this decision to the Superintendent of the Educational Service Region within 20 days.
- Without the consent of the parent or student, no student's school records or information shall be available to other persons, except as the law permits. The law permits the following exceptions without parental or student consent: to an employee or official of the school or school district or State Board with current demonstrable educational or administrative interests in the student; to the official records custodian upon the request of such official or student; pursuant to a court

order and with prompt written notice to the parent; and to any person specifically required by state or federal law.

- The school will review temporary school records periodically for the purpose of deleting and destroying information that is no longer relevant to the student's progress. The school will publish a schedule of such review. Parents have the right to inspect and obtain copies of information that is to be destroyed.
- Parents may request that any or all directory information not be released about his/her child. Directory information consists of identifying information (name, address, gender, grade level, birth date and place, parents' names and addresses); academic awards, degrees, and honors, information in relation to school-sponsored activities, organizations and athletics; major fields of study; and period in attendance in the school.
- 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 records which such individual may obtain through the exercise of any right secured under the Act or these regulations.
- Parents have the right to inspect and challenge the information contained in a school record prior to the transfer of the student's school record to another school district, should the student transfer.
- All temporary student records will be destroyed five (5) years from the student's date of graduation.

TITLE IX

In an effort to comply with education amendments in 1977 (Title IX), Bradley-Bourbonnais Community High School, District No. 307 affirms that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity. In a further effort to comply with Title IX, Bradley-Bourbonnais Community High School, District No. 307, has appointed the Hearing Officer, to coordinate its Title IX effort. The Hearing Officer can be reached at Bradley-Bourbonnais Community High School, 700 West North Street, Bradley, Illinois, or by calling 937-3707 Ext. 6002 (Main Office).

TITLE IX AND 504 GRIEVANCE PROCEDURE

1. Definition - A "grievance" shall mean a complaint that has been filed by a student or by a student's parent, on his/her behalf, dealing specifically with Title IX. This grievance procedure shall not apply to any matter as to which the Board of Education is without authority to act. Normal channels of communication from student to teacher to administrator, to Board of Education, shall be used whenever feasible, in seeking clarification of questions of concern to the student, before the grievance procedure is utilized.
2. Purpose - The purpose of this procedure is to secure, at the earliest level possible, equitable solutions of a complaint, if the claim is justifiable. The proceedings shall be kept confidential at each level of this procedure.
3. Time - The number of days identified at each level shall be regarded as a maximum, and every effort shall be made to expedite the process. The term "days" shall mean school days. The time limit specified may be extended by mutual agreement of the complainant and the administrator.
4. Level One - A student with a complaint may first present it orally and informally to his/her teacher. If the complaint is not resolved, he/she may present a formal claim in writing (including all supporting statements and evidence) to the Hearing Officer.
5. Level Two - The complaint to the Hearing Officer shall be in writing and shall be accompanied with

copies of all previous supporting statements, evidence, and decisions. The Hearing Officer shall evaluate the evidence and render his/her decision within ten (10) school days after receiving the complaint.

6. Level Three - If the complaint is not satisfied with the disposition of the complaint at Level Two, he/she may within ten (10) school days file his/her complaint with the Superintendent. The Superintendent shall evaluate the evidence and render his/her decision within ten (10) school days after receiving the appeal.
7. Level Four - If the complaint is not satisfied with the disposition of the complaint at Level Three, he/she may within ten (10) school days file his/her complaint with the Board of Education. Upon receiving the complaint, the matter will be brought to the attention of the Board for consideration, and a final determination shall be made within fifteen (15) school days after receiving the appeal.
8. Level Five - If the complaint is not satisfied with the disposition of the complaint at Level Four, he/she may refer the issue to the Iroquois/Kankakee regional superintendent of schools and/or the State Superintendent of schools.
9. Hearings and Decisions - At each of the above four levels, the complainant shall be given the opportunity to be present and be heard. All decisions at each level shall be in writing and shall include supporting reasons. Copies of all decisions and recommendations will be kept and made available upon request to any party of interest.
10. Reprisals - No reprisal of any kind shall be made against any party involved in the grievance procedure.

ACADEMIC REWARDS PROGRAM

Bradley-Bourbonnais Community High School has implemented an Academic Rewards Program for its students. This program targets improvement in a student's academic achievement. Once you have qualified for any of the categories listed below, you can pick up rewards that you have earned. Rewards will be given out during lunch periods at the end of the 1st semester when grades are finalized. Please note that all grades count towards earning rewards. The two levels of academic achievement are:

Gold - "All A's"

1. Business discounts
2. Fast-food coupons
3. Free admission to Fine Arts events
4. Free admission to athletic events.

Red - "All A's & B's"

1. Business discounts
2. Fast-food coupons
3. $2.00 off admission to Fine Arts events
4. Free admission to athletic events

BBCHS Student Safety Contract for Science Labs

AGREEMENT

By signing for this handbook, my student and/or I agree to follow all of the safety rules set forth in this contract.

PURPOSE

Science is a hands-on laboratory class. You will be doing many laboratory activities that require the use of hazardous chemicals. Safety in the science classroom is the #1 priority for students, teachers, and parents. To ensure a safe science classroom, a list of rules has been developed and provided to you in this student safety contract. These rules must be followed at all times.

GENERAL GUIDELINES

1. Conduct yourself in a responsible manner at all times in the laboratory.
2. Follow all written and verbal instructions carefully. If you do not understand a direction or part of a procedure, ask the instructor before proceeding.
3. Never work alone. No student may work in the laboratory without an instructor present
4. When first entering a science room, do not touch any equipment, chemicals, or other materials in the laboratory area until you are instructed to do so.
5. Do not eat food, drink beverages, or chew gum in the laboratory. Do not use laboratory glassware as containers for food or beverages.
6. Perform only those experiments authorized by the instructor. Never do anything in the laboratory that is not called for in the laboratory procedures or by your instructor. Carefully follow all instructions, both written and oral. Unauthorized experiments are prohibited.
7. Be prepared for your work in the laboratory. Read all procedures thoroughly before entering the laboratory. Never fool around in the laboratory. Horseplay, practical jokes, and pranks are dangerous and prohibited.
8. Observe good housekeeping practices. Work areas should be kept clean and tidy at all times. Bring only your laboratory instructions, worksheets, and/or reports to the work area. Other materials (books, purses, backpacks, etc.) should be stored in the classroom area.
9. Keep aisles clear. Push your chair under the desk when not in use.
10. Know the locations and operating procedures of all safety equipment including the first aid kit, eyewash station, safety shower, fire extinguisher, and fire blanket. Know where the fire alarm and the exits are located.
11. Always work in a well-ventilated area Use the fume hood when working with volatile substances or poisonous vapors. Never place your head into the fume hood.
12. Be alert and proceed with caution at all times in the laboratory. Notify the instructor immediately of any unsafe conditions you observe.
13. Dispose of all chemical waste properly. Never mix chemicals in sink drains. Sinks are to be used

only for water and those solutions designated by the instructor. Solid chemicals, metals, matches, filter paper, and all other insoluble materials are to be disposed of in the proper waste containers, not in the sink. Check the label of all waste containers twice before adding your chemical waste to the container.

14. Labels and equipment instructions must be read carefully before use. Set up and use the prescribed apparatus as directed in the laboratory instructions or by your instructor.
15. Keep hands away from face, eyes, mouth and body while using chemicals or preserved specimens. Wash your hands with soap and water after performing all experiments. Clean (with detergent), rinse, and wipe dry all work surfaces (including the sink) and apparatus at the end of the experiment. Return all equipment clean and in working order to the proper storage area.
16. Experiments must be personally monitored at all times. You will be assigned a laboratory station at which to work. Do not wander around the room, distract other students, or interfere with the laboratory experiments of others.
17. Students are never permitted in the science storage rooms or preparation areas unless given specific permission by their instructor.
18. Know what to do if there is a fire drill during a laboratory period; containers must be closed, gas valves turned off, fume hoods turned off, and any electrical equipment turned off.
19. Handle all living organisms used in a laboratory activity in a humane manner. Preserved biological materials are to be treated with respect and disposed of properly.
20. When using knives and other sharp instruments, always carry with tips and points pointing down and away. Always cut away from your body. Never try to catch falling sharp instruments. Grasp sharp instruments only by the handles.

CLOTHING

21. Any time chemicals, heat, or glassware are used, students will wear laboratory goggles. There will be no exceptions to this rule!
22. It is not recommended that contact lenses be worn in the laboratory as certain chemical fumes or small particulates may become lodged under the lens. Please be aware of the slight increase in the risk of eye damage for contact wearers as compared to students in similar situations without contact lenses. All students are required to wear goggles during procedures that involve the use of chemicals, dissection or projectiles.
23. Dress properly during a laboratory activity. Long hair, dangling jewelry, and loose or baggy clothing are a hazard in the laboratory. Long hair must be tied back and dangling jewelry and loose or baggy clothing must be secured. Shoes must completely cover the foot No sandals allowed.
24. Lab aprons have been provided for your use and should be worn during laboratory activities.

ACCIDENTS AND INJURIES

25. Report any accident (spill, breakage, etc.) or injury (cut, burn, etc.) to the instructor immediately, no matter how trivial it may appear.
26. If you or your lab partner are hurt, immediately yell out “Code one, Code one” to get the instructor’s attention.
27. If a chemical should splash in your eye(s) or on your skin, immediately flush with running water from the eyewash station or safety shower for at least 20 minutes. Notify the instructor immediately.
28. When mercury thermometers are broken, mercury must not be touched. Notify the instructor

immediately.

HANDLING CHEMICALS

29. All chemicals in the laboratory are to be considered dangerous. Do not touch, taste, or smell any chemicals unless specifically instructed to do so. The proper technique for smelling chemical fumes will be demonstrated to you.
30. Check the label on chemical bottles twice before removing any of the contents. Take only as much chemical as you need.
31. Never return unused chemicals to their original containers.
32. Never use mouth suction to fill a pipet. Use a rubber bulb or pipet pump.
33. When transferring reagents from one container to another, hold the containers away from your body.
34. Acids must be handled with extreme care. You will be shown the proper method for diluting strong acids. Always add acid to water, swirl or stir the solution and be careful of the heat produced, particularly with sulfuric acid.
35. Handle flammable hazardous liquids over a pan to contain spills. Never dispense flammable liquids anywhere near an open flame or source of heat
36. Never remove chemicals or other materials from the laboratory area.
37. Take great care when transferring acids and other chemicals from one part of the laboratory to another. Hold them securely and walk carefully.

HANDLING GLASSWARE AND EQUIPMENT

38. Carry glass tubing, especially long pieces, in a vertical position to minimize the likelihood of breakage and injury.
39. Never handle broken glass with your bare hands. Use a brush and dustpan to clean up broken glass. Place broken or waste glassware in the designated glass disposal container.
40. Inserting and removing glass tubing from rubber stoppers can be dangerous. Always lubricate glassware (tubing, thistle tubes, thermometers, etc.) before attempting to insert it in a stopper. Always protect your hands with towels or cotton gloves when inserting glass tubing into, or removing it from, a rubber stopper. If a piece of glassware becomes “frozen” in a stopper, take it to your instructor for removal.
41. Fill wash bottles only with distilled water and use only as intended, e.g., rinsing glassware and equipment, or adding water to a container.
42. When removing an electrical plug from its socket, grasp the plug, not the electrical cord. Hands must be completely dry before touching an electrical switch, plug, or outlet.
43. Examine glassware before each use. Never use chipped or cracked glassware. Never use dirty glassware.
44. Report damaged electrical equipment immediately. Look for things such as frayed cords, exposed wires, and loose connections. Do not use damaged electrical equipment.
45. If you do not understand how to use a piece of equipment, ask the instructor for help.
46. Do not immerse hot glassware in cold water; it may shatter.

HEATING SUBSTANCES

47. Exercise extreme caution when using a gas burner. Be sure that hair, clothing and hands are a safe distance from the flame at all times. Do not put any substance into the flame unless specifically

instructed to do so. Never reach over an exposed flame. Light gas (or alcohol) burners only as instructed by the teacher.

48. Never leave a lit burner unattended. Never leave anything that is being heated or is visibly reacting unattended. Always turn the burner or hot plate off when not in use.
49. You will be instructed in the proper method of heating and boiling liquids in test tubes. Do not point the open end of a test tube being heated at yourself or anyone else.
50. Heated metals and glass remain very hot for a long time. They should be set aside to cool and picked up with caution. Use tongs or heat-protective gloves if necessary.
51. Never look into a container that is being heated.
52. Do not place hot apparatus directly on the laboratory desk. Always use an insulating pad. Allow plenty of time for hot apparatus to cool before touching it.
53. When bending glass, allow time for the glass to cool before further handling. Hot and cold glass have the same visual appearance. Determine if an object is hot by bringing the back of your hand close to it prior to grasping it.

LOCKER LOCATIONS

LOCKER #	LOCATION
C1100-C1407 C1203-C1315 C2100-C2426	1st Floor between rooms C101-C111 1st Floor between rooms C112-C122 2nd Floor between rooms C201-C211
E1100-E1323	1st Floor between rooms E101-E113 (East of the Main Lobby)
E2100-E2313	2nd Floor between rooms E201-E216 (East of the Main Lobby)
N1101-N1167	1st Floor between rooms N103-N118 (North of the North Gym)
N1200-N1249	1st Floor by North Gym & either side of room N118
N1100-N1198	1st Floor between rooms N102-N110 (Band Room)
N2368-N2463	2nd Floor between rooms N205-N218

N2190-N2401	2nd Floor near room N208
N2100-N2188	2nd Floor between rooms N202-N208
S2100-S2178	2nd Floor between room S201-S206 (Above the Main Lobby)
W1100-W1223	1st Floor between rooms W104-Student Affairs Office
W1225-W1355	1st Floor near the North Cafeteria
W1357-W1569	1st Floor between rooms W125-W131
W2100-W2247	2nd Floor between rooms W201-W207
W2249-W2373	2nd Floor by the Library
W2375-W2563	2nd Floor between rooms W225-W231

Locker Numbering

- The letter in your locker number represents the direction in the building where your locker can be found.
- The first number is the floor where your locker number is located.
- For example: W2100 – Located at the west end of the building on the second floor.